

G.T. NORMAN ELEMENTARY SCHOOL

STUDENT HANDBOOK

Kindergarten – Grade 4

2023-2024



G.T. Norman Elementary School

338 West Lincoln Avenue

Reed City, Michigan 49677

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G.T. NORMAN ELEMENTARY SCHOOL

District MISSION STATEMENT

Providing a diverse education with equitable opportunities in a supportive environment.

District Vision

Leading the pack.

Purpose of the Handbook

This handbook is intended to help you become familiar with our school and to find important information which will be helpful to both you and your student(s). In addition, as you refer to the table of contents, you will find detailed information about the daily operation of the building.

Important Phone Numbers

School Office (231) 832-5548

Fax Number (231) 832-6194

Transportation (231) 832-4232

Food Service (231) 832-7341

Welcome to GTN Elementary

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Parent Responsibilities

Please keep the school informed as to your current:

- Address
- Telephone number
- E-mail
- Place of employment and telephone number
- Doctor's name
- Child Care
- Contacts who can be reached when you are away

Please send a note or call the office when:

- You are picking up your child after school if this is different from the child's usual routine.
- You are allowing someone other than yourself to pick up your child if this is different from normal.
- Your child is riding a different bus. The bus driver will not allow your child to ride his/her bus without a signed note.
- Your child has a dental and/or doctor appointment and needs to leave school before dismissal.
- You are giving permission for your child to stay after school for a school-sponsored activity.
- There is any upcoming situation or change in normal routine as it relates to school that might cause anxiety for your child.
- You are taking a trip and your child will be absent from school for an extended time.

In the event of a student concern, please contact the teacher first to address any issues before contacting the administration.

Enrollment and Residency

On the first day of school each year (or on the first day a student enrolls later in the year), a **"Student Information and Emergency Form"** must be completed by a parent or guardian. Parents are **required** to provide accurate and current information regarding residency and to notify the office promptly upon any change of residency. Parents also need to notify the office **promptly** of change of telephone number and/or emergency contact information.

Kindergarten Readiness

5302 Enrollment in Kindergarten

A child must be at least 5 years old on or before December 1 of the school year to enroll in kindergarten. A child who will turn 5 years old after September 1 and on or before December 1 of the school year may only enroll in kindergarten if the child's parent/guardian provides written notice to the District. In that circumstance, the Superintendent or designee may recommend to the parent/guardian that the child is not ready to enroll in kindergarten. Regardless of this recommendation, the parent/guardian retains sole discretion to enroll the child in kindergarten, so long as the child will turn 5 years old on or before December 1.

A child who will not turn 5 years old on or before December 1 of the school year may not enroll in kindergarten

without the express written authorization of the Superintendent, whose decision is final. The District may charge tuition in that instance.

Legal authority: MCL 380.1147

5711 Toilet

Except when toilet training is part of the instructional program, students are expected to be fully toilet trained before the first day of school, unless otherwise specifically addressed in the student's IEP or Section 504 Plan.

The student's parent/guardian is responsible for ensuring that the student is toilet trained. The parent/guardian is also responsible for providing clean clothes for a student who may have toileting accidents. No student will be punished or humiliated for soiling or wetting clothing or not using the toilet. The building principal or designee should consider whether repeated toileting accidents are related to a disability.

Except when toilet training is part of the instructional program, staff will not assist a student with toileting unless directed to do so by the student's IEP or Section 504 Plan.

School Hours

7:55 School Begins
3:20 School Dismissed

Buses are scheduled to unload at approximately 7:44.

If a student's bus is late, he/she will not be marked tardy.

Students will enter the building at 7:45 and enter the classroom until school begins at 7:55.

Attendance/Absence Policy

Students are expected to be in attendance each school day throughout the year. Irregular attendance makes it difficult for students to successfully keep up with class work. When a student accumulates eight (8) absences, parents will be notified by letter from the office of the principal. Excessive absences and tardies beyond 10% may require action by the Truancy Officer from the school. If a severe attendance problem exists, petitions may be filed with the court system.

A parent must notify the school by 9:00 a.m. on the day a student is to be absent unless previous notification has been given in accordance with the school procedure for reporting absences.

An advanced written excuse, prior to a planned absence, is acceptable.

If such notification is not received, the office will attempt to notify by telephone the student's parents, guardian, or legal custodian of the absence to ensure the student's safety. The parent is responsible for **providing the school with current home and/or work telephone numbers and to notify the school of any change in the above information including emergency contact information.**

The following reasons for absences will be exempt but must have proper written notification. For medical reasons, a doctor's note is required for the absence to be exempt.

Exempt absences will not count towards truancy.

- a) Suspensions (Out of School, In School)
- b) School related absences, i.e. field trips
- c) Absences due to a death in the immediate family
- d) Medical related absences with a doctor's note
- e) Court related absences

If your child needs to leave school early, a note must be submitted to the office prior to the appointment. Administration asks that you please abide by this so both the teacher and the office staff know in advance. A parent/guardian must stop and report to the office to sign the student out. Parents are not to go to the classroom and get their student. The office staff will inform the teacher to send the student to the office.

"Tardy" is defined as an absence of one (1) hour or less any time of the day. Tardiness is disruptive to the classroom and has an adverse effect on a student's educational progress.

Any student arriving at school after 8:00 a.m. is considered tardy. The student can go right to his/her classroom until 8:10 without a pass from the office. After 8:10, the student must come to the office for a pass to be admitted to their classroom.

Illness or Injury

In the case of *some injuries* or significant illness, the school will attempt to telephone the person indicated on the student's enrollment form.

All injuries must be reported to a teacher, recess monitor or the office. If minor, *per the school personnel*, the student will be treated and may return to class. Treatment school personnel are allowed to provide: soap and water, band aids, and ice. School personnel are not allowed to provide any type of oral or topical cleaning solutions or medications. If further medical attention is required, the office will follow the school's emergency procedures up to and including contacting the Osceola County Emergency Medical Service. The school district does not assume the financial responsibility for the payment of any expenses incurred by taking such action.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office or the school secretary 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.

Emergency or Accident Procedures

In case of an emergency or accident, the school will attempt to telephone the person indicated on the "Student Information and Emergency Form" according to the order of names listed. If the persons listed cannot be reached by telephone, it will be important for the school to make necessary preliminary decisions. If it appears advisable, the Osceola County Emergency Medical Service will be contacted. The school district does not assume the financial responsibility for the payment of any expenses incurred by taking such action.

Drop Off and Pick Up of Students

Drop Off:

Kindergarten students should be dropped off in the lot off of Sears. 1st and 2nd grade students should be dropped off in the Valet line on Lincoln. 3rd and 4th grade students should be dropped off at the main entrance parking lot loop. Please do not get out of your car, staff will open doors and get students out for you starting at 7:45. Bus loading and unloading zones are for buses only.

Pick Up:

For students in Kindergarten pick up your students in the back parking lot loop off of Sears. Grade 1 and 2, please line up on the north side of Lincoln Avenue. For Kindergarten - 2nd grades the students will be escorted by staff members to their vehicles. For students in grades 3 and 4, please enter the main parking lot from Higbee Street and form a single line in the main entrance parking lot loop. Students will be dismissed from their vehicles when their rides pull up to the sidewalk. When leaving you may only turn right out of the parking lot.

**For drop off and pick up, if you have students in multiple grades please drop them off at the youngest students assigned area.

Bus Information

Bus transportation is provided as a convenience and a privilege to transport many of our students to and from school and for special trips such as athletic events, field trips, etc. As with most privileges, there are accompanying responsibilities which must be assumed by bus passengers. Failure to accept these responsibilities may result in the loss of riding privileges for a period of time.

Bear in mind that the bus is an extension of the classroom and similar conduct is expected. The bus driver assumes the same role on the bus that the teacher plays in the classroom. The bus driver may, at his/her discretion, assign seating and contact parents concerning improper conduct of student passengers.

Students may only ride on their assigned bus, boarding and getting off at the same point each day. Changes in student busing are allowed for long term changes only, and must be done through the transportation department (231) 832-4232.

Michigan Law states that "Students may take only those items on a bus that will fit on their own lap." Anything larger is not to be brought on the bus. This does include instruments and sports equipment. Golf clubs, skateboards, hockey sticks, fishing poles, skis, and snowboards are not allowed on regular buses.

Reed City Area Public Schools buses are equipped with video equipment for the safety of our students. Any misconduct recorded on video can and will be used when reprimanding students for misconduct. The discipline philosophy, which has been accepted by the district, states that: " We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation." Parent reminder: State law requires school attendance even when suspended from bus privileges.

Bus Rules and Regulations

In addition to the School Code of Conduct, the following rules are also in effect for students while riding a Reed City Area Public school bus.

1. Follow the driver's instructions the first time given.
2. Stay in your seat.
3. Keep your hands, feet, and all objects in the bus.
4. No pushing, shoving, or fighting at any time.
5. No shouting, whistling, inappropriate language/gestures, or name-calling at any time.
6. No eating, drinking, spitting or use of tobacco/e-cigarettes.
7. No pets or animals at any time.
8. Keep the bus neat and clean, aisles clear of feet and objects.
9. Do not damage personal property of others or cause damage to the bus.
10. No unsafe acts or displays of misbehavior at any time.
11. No student is allowed to walk over from the middle school/high school to GT Norman Elementary to board a bus unless he/she has written permission from an administrator.

Severity Clause

If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any and all passengers, a school Bus Conduct Form will be completed and will begin at the appropriate step. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the proper atmosphere, the Transportation supervisor or building administrator has the authority to suspend the student for up to 24 hours. The building administrator may skip any or all steps prior to step 4, depending on the severity of an incident. All attempts will be made to contact the parents/guardians as soon as possible.

Consequences

Reed City Area Public School bus drivers use a variety of disciplinary techniques and methods to correct and prevent problems on their buses prior to enacting the steps of this policy. In all cases, the driver will inform the student that a Bus Conduct Form is being issued and tell the student the specific reason for the report. A copy of the report will be forwarded to the parents/guardians, the student's building administrator, and the transportation supervisor. If a student's behavior is repeatedly unacceptable, the following procedures will be initiated:

Step 1

The transportation supervisor will meet with the student and a warning or up to a three (3) day suspension from the bus will be issued.

Step 2

The building administrator and/or the transportation supervisor will meet with the student to discuss the problem, and three (3) to five (5) day suspension from the bus will result.

Step 3

The building administrator and/or the transportation supervisor will meet with the student to discuss the problem, and five (5) to ten (10) day suspension from the bus will result.

Step 4

The building administrator and or the transportation supervisor will arrange a meeting which may include the student, driver, transportation supervisor, building administrator, classroom teacher (if appropriate), parents/guardians, and director of operations to determine the appropriate discipline, which will be ninety 90 days up to one (1) year suspension from the bus. The parents/guardians may appeal this decision to the superintendent.

School Cancellations, Delays, and Early Dismissals

When school is canceled or delayed, or has an early dismissal, this information will be announced on **Radio Stations:** *Black Diamond Broadcasting Group* (The Bear 98.1, 95.3 – Big Country 102.9, 98.5 UPS, Rock 105 & 95.5 – Big Country Gold 100.7 – Sunny 97.7, The Twister 92.1, CFX 95.3, MAC-FM 106.3, The Highway 107.7) *Big Rapids Radio Network* (Big Country 100.9, Y-102, WBRN 107.7 Rewind 99.1). **TV Stations:** TV 9 & 10, TV 7 & 4, TV 13, and Fox 17. School Website: Reed City Area Public Schools www.reedcityschools.org

Make sure your child knows what to do in case of an early dismissal. The office staff should be made aware in writing of any change to your child's after school routine in the event of an early dismissal. For example, your child should go to daycare rather than home. The office staff will then inform the teachers of these changes.

Dress Code

Students are expected to come to school dressed appropriately for school activities and weather conditions. Boots, hats, gloves, and warm jackets are necessary for winter months. Students are encouraged to bring an extra pair of shoes for outdoor activities during inclement weather.

The school maintains the right to regulate any other dress and grooming when the student's appearance presents a danger to health and safety, creates a substantial interference with the educational setting, or causes an excessive maintenance problem. Anything deemed by the administration to be a distraction to the educational

environment will not be allowed.

1. Hats and hoods are not to be worn in the building. Students should remove their hats/hoods upon entering the building (except on spirit days).
2. No sunglasses, sweatbands, bandanas, or gloves.
3. No clothing, jewelry, emblems, or any other evidence of membership or affiliation with gangs.
4. No pants that do not fit properly at the waistline and which reveal underwear.
5. No clothes advertising graphic violence and/or weapons, or any graphic or words not appropriate in a school setting.
6. No pajama pants or slippers (except on spirit days).
7. No face paint (except on spirit days). Any face paint worn at school may not cover the entire face.

Appropriate footwear is extremely important for the students to wear in order to play on the playground and in gym class. The students should bring tennis shoes to change into for recess and gym class if they wear sandals or dress shoes to school.

Health Information

When to Keep Students at Home

Ill children who come to school compromise the health of their classmates and school population as a whole. Because of this, we ask that you help decrease the spread of illness by adhering to the following:

- Children need to stay home at the beginning of an illness.
- A child should be fever free without medication, for at least 24 hours before returning to school.

Watch for these signs of illness:

- Vomiting
- Fever
- Cough
- Runny nose
- Chills
- Headaches
- Red, itchy eyes
- Skin eruption
- Unusual flushness
- Sore throat

Emergency Information

Please keep the school posted of all current phone numbers (home and work). If you do not have a phone, it is very important that you give us the phone number of someone who could reach you in case of an accident or if your child becomes ill at school. Please provide more than one phone number. If a telephone number is changed or disconnected, please update your information with the school.

Casual-Contact Communicable Diseases and Pests

A school has a high concentration of people and it is necessary to take specific measures when the health and/or safety of the group are 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.

Specific diseases include: conjunctivitis (pink eye), diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines. Proof of physician treatment may be required.

Head Lice

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within $\frac{1}{4}$ inch of the student's scalp, the student may return to class, but the District must inform the student's parent/guardian about the need to remove the nits.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality. If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable disease, the school has the obligation to protect the safety of the students and staff. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep the students and staff in school, unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (Condition), HIV (Human-Immuno-Deficiency), HAV, HBV, HCV (Hepatitis A, B, C), and other diseases that may be specified by the State Board of Health.

As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and any students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

IMMUNIZATIONS

State law requires that each child entering school in Michigan must have the following immunizations: 4 DTPs (if a dose was not given on or after the child's 4th birthday, a booster dose of DTP is required), 3 OPVs (if the last dose was not given on or after the child's 4th birthday, a booster dose is required), 2 MMRs, 3 doses of Hepatitis B and 2 doses of Varicella. If parents choose not to vaccinate their child, a waiver must be obtained from the local health department. You may call 231-832-5532 for more information.

MEDICATIONS

If it is necessary for a student to take medication during school, the following state laws apply:

- a. Physician prescribed medication **must** be accompanied by the "Authorization for Administration of Medication" form which must be filled out by the physician and signed by a parent/guardian. Forms can be picked up in the school office or found on the district website.
- b. An adult must transfer physician prescribed medication in a prescription bottle to and from school. If a student will need to take medication at school, please ask the pharmacist to create an extra bottle and label.
- c. Non-prescription drugs (over the counter pain medication, cough or cold medicine, etc.) may be given with parental consent and within reasonable limits as determined by an administrator or school secretary. A "Permission for Medication" form may be picked up from the office or you can download a copy here: [Permission for Medication](#).
- d. Emergency medication – Asthma inhalers and epinephrine pens may be carried and used by students with appropriate written permission from the physician and the parent/guardian. These medications will be administered in accordance with the emergency action plans for asthma and severe allergies which are updated annually.

HOME-BOUND AND HOSPITALIZED SERVICES

The Reed City Area Public School District provides home-bound and hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. A copy of those requirements is available in the school office. Please contact administration for information if these services become necessary.

COUNSELING SERVICES

The Reed City Area Public School District provides counseling services by our social work staff. Students may work with the social worker in a one-on-one arrangement; in small groups or an entire class may work on an activity. Referrals to speak with a social worker may be made by the students themselves, their parents, or any school staff member. As a general rule, parents will be contacted by the social worker, if regularly scheduled counseling sessions are arranged for their child. If you have any questions regarding our counseling program, please feel free to call and your question will be directed to the appropriate staff member.

COMPUTERS AND INTERNET POLICY

Students are encouraged to use the school's computers and network internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Prior to accessing the Internet at school, all students and parents must initial the "Safe Internet Usage" form.

Any student who misuses this equipment either physically or by accessing inappropriate material will be subject to severe consequences, including restrictions on future use, suspensions from school, or paying the cost of repair. These consequences also apply to students who access the Internet without turning in an internet use agreement form or without obtaining the teacher's permission.

MEDIA INFORMATION

Students' photographs or videotapes are used in media presentations that are made available to the school district's website, to other educational institutions, or to a cable television station or network. Please understand that your student's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about your student or his/her school work will be revealed without your prior consent.

Parents may refuse to have any of the above information shared. The office staff and teachers would need to be notified.

ELECTRONIC ITEMS AND TRADING CARDS

All personal electronic devices **are the responsibility of each student**. If any electronic items are lost, stolen, or damaged, the school is not responsible. Trading cards are not allowed at school. Toys may only be brought to school with teacher permission as these interfere with learning.

CELL PHONE/TELEPHONE USE BY STUDENTS

Cell phones are allowed in school provided they are turned off and stored in students' lockers or in the cell phone caddy in classrooms. The use of cell phones and other electronic cellular devices in restrooms, locker rooms, or any other area in which a reasonable expectation of privacy is strictly prohibited.

Students are permitted to use their cell phones under the following guidelines:

- before and after the school day, outside of the building
- in the office with permission
- in the classroom with explicit staff permission (for academic purposes only)

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school is not responsible for theft, loss, or damage of any cell phone or electronic device.

SEARCH AND SEIZURE

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death. A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction. School officials are not required to have reasonable suspicion to search lockers or other District property.

The District may use detection dogs to search for contraband on District property.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

Strip searches are prohibited.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing. This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation.

UNLAWFUL HARASSMENT

Types of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a

student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

Race, color, and national origin harassment

Is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability harassment

Is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on the student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment

Is prohibited by Title IX of the Educational Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sex-based harassment prohibited by the Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment

Sexual Harassment

This behavior is characterized by the making of unwelcome and inappropriate remarks or sexual advances, requests for sexual favors or pictures, verbal or physical conduct of a sexual nature -- where such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating and hostile educational environment. Any complaint brought to a school employee or administrator will be forwarded to the Title IX Coordinator for investigation as outlined in Board Policy 5202.

The Title IX Coordinators for Reed City Area Public Schools are:

Dave Carlson

Reed City High School Principal/Curriculum Director
Title IX Coordinator
233 W. Church Ave.
Reed City, MI 49677
(231) 832-6174 ext. 2000

Stefanie Shoemaker

Reed City Middle School Principal
Title IX Coordinator
225 W. Church Ave.
Reed City, MI 49677
(231) 832-2224 ext. 3000

All complaints, interviews, and investigations will be treated with the strictest confidentiality and utmost discretion. Only those employees or students whose participation in the investigation of a complaint who are essential to its resolution will be informed of it.

G.T. NORMAN POSITIVE BEHAVIOR SUPPORT PLAN

There are three basic rules for the students to follow:

1. Be respectful – Be considerate and thoughtful of the rights and needs of others.
2. Be responsible – Follow all directions given.
3. Be safe – Walk quietly in all areas of the building.

	Be Respectful	Be Responsible	Be Safe
All Areas	<ul style="list-style-type: none"> • Keep your hands, feet, and any objects to yourself • Listen to adults • Use your manners 	<ul style="list-style-type: none"> • Follow all directions given by an adult • Arrive on time • Have all supplies 	<ul style="list-style-type: none"> • Ask permission before leaving any area of the school • Follow all rules
Assemblies	<ul style="list-style-type: none"> • Remain seated • Respond Politely 	<ul style="list-style-type: none"> • Pay attention • Talk when it's your turn 	<ul style="list-style-type: none"> • Remain in your area • Keep legs folded – hands in lap
Bathroom	<ul style="list-style-type: none"> • Close stall doors • Wait your turn • Give privacy 	<ul style="list-style-type: none"> • Flush • Wash your hands • Return to class promptly • Speak with a quiet voice 	<ul style="list-style-type: none"> • Walk • Keep water and soap in sink
Bus	<ul style="list-style-type: none"> • Follow drivers directions • Use kind words • Greet and thank driver 	<ul style="list-style-type: none"> • Keep personal items in your lap/backpack • Keep hands, feet, objects, to yourself • Be on time 	<ul style="list-style-type: none"> • Sit in seat facing forward • Cross road correctly • Voice Level 0 at railroad
Cafeteria	<ul style="list-style-type: none"> • Use your inside voice • Touch and eat only your food 	<ul style="list-style-type: none"> • Get utensils and napkins • Clean up after yourself 	<ul style="list-style-type: none"> • Walk • Remain in seat until dismissed
Classroom	<ul style="list-style-type: none"> • Use inside voice • Wait for your turn • Use kind words 	<ul style="list-style-type: none"> • Bring all supplies • Complete and turn in all work on time 	<ul style="list-style-type: none"> • Walk • Remain in your personal space
Hallway	<ul style="list-style-type: none"> • Walk quietly • Look with your eyes, not hands 	<ul style="list-style-type: none"> • Go directly to your destination 	<ul style="list-style-type: none"> • Walk in a straight line • Face forward
Library	<ul style="list-style-type: none"> • Remain quiet • Select a book promptly 	<ul style="list-style-type: none"> • Keep your books in a safe place • Return books on time • Take care of books 	<ul style="list-style-type: none"> • Remain in your seat • Wait turn to check out books
Office	<ul style="list-style-type: none"> • Follow direction • Use polite words and manners 	<ul style="list-style-type: none"> • Return to class promptly 	<ul style="list-style-type: none"> • Stand clear of the doors • Follow directions given

Playground	<ul style="list-style-type: none"> • Obey adult supervisors • Use equipment correctly 	<ul style="list-style-type: none"> • Line up promptly and correctly • Enter building silently • Go directly to class 	<ul style="list-style-type: none"> • Leave rocks on the ground • Do not play fight • Do not leave playground
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DISCIPLINE POLICY

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority.

This Student Code of Conduct is intended to be consistent with Michigan law, the Policies of the Board of Education, and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

Student Code of Conduct

This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

Range of Discipline

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

Applicability

- The prohibited acts and penalties listed below are applicable when a student:
- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;

- Engages in a prohibited act at a school-related activity, function, or event; Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

Definitions of Discipline

Administrative Intervention – Disciplinary action which does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Suspension – Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

Expulsion – Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

Police Investigations & Arrests

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

- | | | |
|--|---|---|
| ● Armed student or
hostage or suspected
armed student; | ● Illegal drug use, overdose,
possession, or sale; | ● Sexual assault; |
| ● Arson; | ● Intruders; | ● Suicide attempt or threat
of suicide; |
| ● Bomb threat; | ● Larceny; | ● Unauthorized removal of
Students; |
| ● Death or homicide; | ● Minor in possession of
alcohol/tobacco/vape
products; | ● Vandalism/destruction of
property; and |
| ● Drive-by shooting; | ● Physical assault (i.e.,
fights); | ● Weapons on School
District property. |
| ● Explosion; | ● Robbery or extortion; | |

Due Process

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights. If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

A. Building Administrator – 10 or Fewer School Days

Before suspending a student for 10 or fewer school days, an administrator must:

1. provide the student verbal notice of the offense the student is suspected to have committed, and;
2. provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

B. Superintendent or Designee – 11 to 59 School Days

Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the parent/guardian or student with:

1. written notice of the offense the student is suspected to have committed;
2. an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and
3. an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

A parent/guardian or student may appeal the Superintendent or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting, which is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session. The Board's decision is final. The student's suspension will run while the appeal is pending.

C. Board Suspension or Expulsion – 60+ School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with:

1. written notice of the offense the student is suspected to have committed;
2. an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and
3. an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

Please see [Thron Policy 5200 Student Conduct and Discipline](#).

G.T. NORMAN LEVELED BEHAVIORS

Level 1 Minor Behavior Staff Managed

Property Misuse Minor	Students engage in low-intensity misuse of property such as writing on books, destroying school supplies or property, using playground equipment improperly.
Technology Misuse Minor	Students engage in non-serious but inappropriate (as defined by the school) use of cell phones, smartwatches, ipads, computers, or other devices. For example, using the device at an inappropriate time.
Defiance Minor	Students engage in continuous refusal to follow directions, talkback, and/or deliver socially rude interactions.
Disrespect Minor	Students engage in brief or low-intensity verbal or non-verbal displays of rudeness or discourtesy. Example: arguing, tone of voice, eye-rolling, mocking, etc.
Public Display of Affection (PDA)	Students engage in affectionate but inappropriate behavior/contact with another individual.
Physical Contact Minor	Students engage in non-serious, but inappropriate physical contact such as not keeping hands to themselves, playing roughly on the playground, picking up others, etc.
Inappropriate Language Minor	Students engage in low-intensity instances of inappropriate written language, verbal language, textual messages, or drawings not directed to harm another individual.
Not Following Directions/Expectations Minor	Disruption such as noises, rocking chair, tapping a pencil, blurting out, etc. Students disregard school-wide expectations.
Inappropriate Items	The student brings inappropriate objects from home to school
Theft Minor	Theft of items with little or no value.
Other	Students engage in any other minor problem behaviors that do not fall within the above categories.

Interventions: Verbal warning, restate rule, reteach, loss of privilege, remove from the situation, offer replacement behavior, reward alternate behavior

Possible Consequences: Restorative conversation; Communicate with parents upon teacher's discretion.

Level 2

Escalated Behavior (3 times or more)

Staff Managed

Technology Misuse - <i>Escalating</i>	Students engage in repeated inappropriate (as defined by the school) use of cell phones, smartwatches, ipads, computers, or other devices.
Defiance - <i>Escalating</i>	Students engage in frequent acts of minor defiance.
Disrespect- <i>Escalating</i>	Students engage in a verbal or non-verbal display of rudeness or discourtesy directed at an adult. For example, yelling, inappropriate gestures, name-calling, etc.
Sexual behavior/ language	Both students continue to willingly engage in affectionate but inappropriate behavior/contact, even after the first instance resulting in adult intervention.
Verbal aggression/ fighting	Students engage in inappropriate written language, verbal language, textual messages, or drawings directed at another individual.
Physical Aggression	The student engages in inappropriate contact with others including but not limited to horseplay, pushing, tripping, punching, slapping, inappropriate hands-on
Not following Directions/ Expectations - <i>Escalating</i>	Students engage in frequent minor distractions OR risky and inappropriate disruption such as yelling, throwing light/small items, running around the classroom, hallway, etc.
Leaving class without permission	Students leave the classroom without permission or notifying an adult of their whereabouts. The student returns to the classroom appropriately without prompting.
Minor Theft - <i>Escalating</i>	Continuing theft of items with little or no value, planning to take items that do not belong to the student, petty theft
Provoking/ antagonizing a fight	The student was encouraging or promoting peer to peer aggression (either physical or verbal)
Other Escalating Behavior	Students engage in any other escalated problem behavior that does not fall within the above categories.

Interventions: Remind of correct behavior, reteach behavior and propose actions for success. Conference with the student, contact the parent.

Possible Consequences: Student completes think sheet, if recurring take to child study meeting, possible mini behavior plan or refer the student to CICO (Check-in Check-out) program.

Level 3
Major behavior – Purposeful/Intent
Office Managed

Destruction of school property– ripping, breaking, damaging	Damage, destruction, or defacement of property belonging to the school or others. For example: ripping, breaking, damaging, throwing.
Technology illegal activity	The Student purposefully accesses illegal or inappropriate web pages with intent, initiates cyberbullying attacks, or other severe misuses of technology.
Defiance Major	Students engage in continuous refusal to follow directions, and lashes out in a destructive/harmful way.
Bullying	Student forces, threatens, harms, or humiliates with malicious intent
Sexualized Behavior/Language	Student knowingly engages in inappropriate touches, exposes body parts, or uses explicit sexual language towards another person
Harassment	The Student delivers disrespectful messages to another person, including threats and intimidation, obscene gestures, pictures, or written notes.
Physical Aggression intent to harm	The student engages in actions involving serious physical contact where the injury occurred
Profane language towards staff and peers	Students deliver verbal messages that include swearing, name-calling, or using words in an inappropriate way.
Eloping (Intent to leave)	Leaving the school campus and/or assigned classroom or location without permission. No return
Drugs/illegal substances or look-alikes	Students are in possession of drugs, alcoholic beverages, lighter, tobacco, vaping paraphernalia, on school grounds, school transportation vehicles, and or at school events.
Theft Major	Students are in possession of or responsible for removing someone else's property without that person's permission.
Weapons/look-alike weapons– pocket knife X length	The student is in possession of knives or guns (real or look-alike) to use with intent, or other objects readily capable of causing bodily harm with intent
Other Major Behavior	Students engage in any other major problem behaviors that do not fall within the above categories.

Interventions: reteach, loss of privilege, removal from situation or location, reassignment

Possible Consequences: Immediate parental contact, superintendent involvement, suspension/expulsion, financial restitution for property damage

REED CITY AREA PUBLIC SCHOOLS
Board of Education
225 W. Church Avenue, Suite A • Reed City, Michigan 49677

STUDENT CASE # _____ DATE _____

FRM: PRE-DISCIPLINARY FACTORS CHECKLIST

MCL 380.1310d. **Before** suspending or expelling a student, a school board, principal or other designee **shall consider** each of the following factors:

1. The pupil's age
2. The pupil's disciplinary history
3. Whether the pupil is with a disability
4. The seriousness of the violation or behavior committed by the pupil
5. Whether the violation or behavior committed by the pupil threatened the safety of any other pupil or staff member
6. Whether restorative practices will be used to address the violation or behavior committed by the pupil
7. Whether a lesser intervention would properly address the violation or behavior committed by the pupil

Additional Notes and/or Considerations:

RCAPS Board of Education Secretary,
Superintendent, Principal, or other Designee

This checklist shall serve as evidence that the RCAPS Board of Education and/or its designee has complied with MCL 380.

LUNCHROOM RULES AND PROCEDURES

Students may choose to have hot lunch or bring a cold lunch from home. Students are able to get milk with their cold lunch. Students will be encouraged to eat all food that is given to them.

The students are supervised in the lunchroom. If a student misbehaves or causes difficulties, the student will be disciplined according to the behavior management handbook.

While in the lunchroom:

1. Students will sit and eat using quiet voices.
2. Students will eat by using proper manners; this includes eating habits and conversation.
3. Students should not exchange food with other children due to possible food allergies.
4. All food is to be eaten in the lunchroom.

RECESS POLICY

Recess is an important part of school. It is a time for physical activity and learning to get along with others. All students are expected to participate in recess. If the temperature is below 10 degrees (absolute temperature) or below a 10 degree wind chill, all students stay inside for recess. However, students are permitted to stay inside following an illness for up to three (3) days as requested in writing by the parent. If it is considered advisable for a student to miss recess for longer than three days, a physician's statement will be required. For the safety of all students, parents/volunteers will not be allowed on the playground.

PLAYGROUND RULES

- Respect the rights of others; both students and adults.
- Do not fight, wrestle, push, shove, trip, etc.
- Show respect for the clothing and personal items of others.
- Leave rocks, sticks, wood chips, snow, sand, etc. on the ground.
- Use all equipment as it is intended to be used.
- Get permission from a playground supervisor to re-enter the school or leave the school playground.
- Follow all directions and instructions given by the playground supervisors.
- Play within the designated playground area.
- Reserve the quiet area for reading or sitting type activities.
- Wear appropriate footwear to play on the playground. Tennis shoes or closed toed shoes for safety reasons.
- The discipline policy will be enforced if any inappropriate behavior occurs.

PROGRESS REPORTS AND PARENT TEACHER CONFERENCES

Progress reports are designed to provide information that parents will find helpful in assessing their student's academic growth. Progress reports are distributed at the Fall and Spring Parent Teacher Conferences. Trimester grades are distributed in November, March and June. Participation by all parents is encouraged.

CONTACTING TEACHERS

Parents are encouraged to visit, write, or call the school anytime, however, teachers' schedules do not allow time during the school day for "drop in" conferences. Parents who wish to schedule a conference should contact the teacher for an appointment. Calls during school hours will be transferred to the teachers' voicemails. Any meetings with the teachers or the principals will only occur if an appointment is made in advance.

If there is a problem or situation that needs to be addressed, administration encourages parents to first contact the teacher. If the problem or situation continues, then parents may contact the principal. If the problem or situation still hasn't been resolved, parents may then contact the Superintendent. If all of the above steps have not brought a resolution to the problem or situation, parents may then bring it to the attention of the school board.

SCHOOL VISITORS/VOLUNTEERS

Volunteers make important contributions, strengthen school–community cooperation, and are welcome in our building.

Parents *and others* are encouraged to join and participate in all school and or classroom activities throughout the school year. *All volunteers will be asked to fill out a background check each year prior to the start of school or 10 days before the event that you want to volunteer for.* For our students' protection, all parents and visitors **must** check in at the office when entering the school. **A parent, volunteer, and/or visitor must stop in the office and sign in and out in the visitor/volunteer log.** *Parents/volunteers are no longer allowed to walk students to the classroom.* Parents must wear a volunteer and/or visitor badge to enter any area of the school during school hours. **When volunteering in a classroom or on a field trip, siblings are not permitted to attend the event.**

PTO/PARENT INVOLVEMENT

The Reed City Elementary PTO exists to promote the education and welfare of all students. Parents are encouraged to attend the monthly PTO meetings that are held at the Norman Elementary School Library. Communication is sent home regarding the dates of the meetings.

PARTIES

Class activities of this nature are held during school hours from time to time. The students' classroom teacher notifies parents of the days these activities will occur. It is suggested that "home party invitations" be distributed outside of school.

FIELD TRIPS

There are times during the school year when students will be going to various destinations in the community, on educational outings, or field trips. Parents give their consent for field trips on one of the registration forms they are given at the time of enrollment. Since the weather is a factor in determining whether field trips can take place as planned and since sometimes it is necessary that the trips be rescheduled, obtaining permission for each activity separately becomes a bit of a hassle for all involved.

All field trips and outings will comply with the school district's rules and regulations pertaining to such activities. Every precaution will be taken for the safety of the students and they will be properly supervised. Parents are welcome to direct any questions or concerns regarding field trips to the office.

When field trips require a bus, all students **must** ride the bus to the event with their class.

Only students enrolled at GT Norman Elementary and the designated grade level will be allowed to attend field trips. Because of limited seating and liability, parents are not allowed to ride the bus if they are going on the field trip as a chaperone. (Exceptions for special circumstances may be made with the approval of the administration.)

LIBRARY BOOK POLICY

Children are encouraged to check out books from the school library. However, it is expected that the books will be returned on their assigned due date. Should books be lost or damaged, it is the policy of the school to charge the student.

First week: The teacher and student will be advised of the overdue book(s).

Second week: If book(s) is/are not returned, the student will not be allowed to check out others until the overdue book(s) is/are returned or the library is reimbursed.

Third week: Notification will be sent to parents indicating the student lost or failed to return the book(s) and the amount due. In the event the book(s) is/are found after the library has been reimbursed, the student may donate the book to the school as the money will not be refunded after the replacement order has been placed.

LOST AND FOUND ARTICLES

Lost and found articles are placed near the office. Students are encouraged to submit "found" items as a way of displaying good citizenship. Students are to check the lost and found area when they have lost or misplaced an item. Unclaimed items are always on display for parents to collect. Items remaining unclaimed at the end of the first semester and the end of the school year will be donated to charitable organizations.

TEACHER REQUESTS

Teacher requests for a new school year will only be accepted **until April 1st prior to the new school year**. Parents must make two choices, a 1st choice and a 2nd choice. Please make sure that you put an **educational reason** for requesting a certain teacher. Administration will try to honor all requests but there is no guarantee.

EVACUATION PLANS

In the event the school building needs to be evacuated, a plan is in place to remove the students to another site where everyone will be safe.

NON-DISCRIMINATION STATEMENT

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

A grievance procedure for responding to claims of discrimination based upon sex by a student or an employee of the district has been developed and is available in the office of the superintendent. (Board Policy Handbook)

LIMITED ENGLISH PROFICIENCY

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 programs offered by the District. Parents should contact the Reed City Administration Office at (231) 832-2201 to inquire about evaluation procedures and programs offered by the District.

BULLYING

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e. repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, spitting, pushing, pulling, taking and/or damaging personal belongings, extorting money, blocking or impeding student movement, or unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, or making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all school activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Complete Policy Details are available online at www.reedcityschools.org

DIRECTORY INFORMATION

According to the Michigan Freedom of Information and the Family Education Rights and Privacy Act, school systems must identify what directory information will be released regarding students without securing prior written consent of the parent, guardian, or 18 year old student. Directory information that will be released, unless a written statement is received from the parent, guardian, or 18 year old directing the school not to release the information, is as follows:

1. Name, address, and telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Honors and awards
6. Dates of school attendance
7. Other similar information – alumni associations, height/weight of athletes, honor roll members and information generally found in yearbooks

If a parent does not wish this information to be available for publication, notice must be given in writing to the school office.

If the school is not complying with the Family Rights and Privacy Act or the Department of Health and Human Services rules, parents have the right to protest to:

The Family Education Rights and Privacy Act Office
Department of Health and Human Services
200 Independence Ave. S.W.
Washington, DC 20201

NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights regarding the records kept on the students by Reed City Area Public Schools. These rights are governed by the Family Education Rights and Privacy Act of 1994. These rights include:

1. The right to examine student records. Requests for inspections can be made by calling the school where the student is enrolled.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record, if the administration disagrees.
3. The right to have records which personally refer to a student kept confidential, except by consent of the parent/student or when being used by school personnel for school business.

PESTICIDE NOTIFICATION

Dear Parent/Guardian:

Reed City Area Public Schools (RCAPS) has adopted an Integrated Pest Management Program. Inherent with this are the RCAPS efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

1. Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
2. Posting in the common area located the main office of the school

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Dan Battle,
231-832-4232 or email dbattle@reedcityschools.org

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail please mail your request to Reed City Area Public Schools, 225 W. Church Ave, Reed City, MI 49677 Attention Facilities Department. Please provide your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

Sincerely,
Dan Battle, Director Facilities and Transportation

HELPING YOUR CHILD SUCCEED

Parents are their child's first teachers. Your involvement is critical to your child's success in school. Studies have shown that when parents are involved, children feel better about themselves and learn more.

Six Things You Can Do:

1. Make sure your child is well-fed, well-groomed, and well-rested for school.
2. Encourage your child to behave in positive ways.
3. Take time to read with your child each day.
4. Schedule family vacations or outings and doctor appointments around the yearly school calendar and outside of the school day.
5. Be sure your child attends school every day.
6. Work as a partner with your child's teacher.

Other Ways Parents Can Help Their Children:

1. Create a positive attitude towards school.
2. Label all personal possessions, such as sweaters, jackets, raincoats, backpacks and lunch boxes.
3. Read school notices and respond to the notices if requested.
4. Pack nutritious snacks and encourage your child to eat a good breakfast and lunch.
5. Encourage your child to share his/her school experiences at home.
6. Ask specific questions about their day to encourage more discussion, "What was your favorite activity today and why?"
7. Help your child assume responsibility at home.
8. Allow your child opportunities to play with other children.
9. Help your child to learn to respect the rights and property of others.
10. Show an interest in your child's work by talking about his/her work brought home.
11. Share an interesting hobby or collection with your child's class.
12. Encourage your child by praising him/her for efforts and accomplishments.
13. Call the school office explaining an absence from school.
14. Take your child to places of interest and talk with him/her often throughout the day about what he/she is experiencing.
15. Attend school functions such as Meet the Teacher Open House, Parent Teacher Conferences, Family Nights and PTO Meetings
16. Develop a relationship with your child's teacher at the beginning of the school year.