

Potterville Elementary School



Family-Student Handbook

2022-2023

POTTERVILLE ELEMENTARY SCHOOL HANDBOOK

Family-Student Handbook

POTTERVILLE PUBLIC SCHOOLS

425 E Main Street
Pottersville, MI 48876

Main: 517-645-2662

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SUPERINTENDENT

Mr. Kevin Robydek, Ed.S.

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ELEMENTARY SCHOOL

511 E Main Street

Pottersville, MI 48876

Main: 517.645.2525

Attendance: 517.645.4748

Fax: 517.645.0401

Principal:

Molly Williams

Administrative Assistant:

Mrs. Crystal Hopkins

POTTERVILLE PUBLIC SCHOOLS MISSION STATEMENT

It is the mission of Pottersville Public Schools to provide an educational learning environment with a level of instruction that gives all students opportunities to reach their individual potential and to develop the skills essential for life and work.

ELEMENTARY SCHOOL VISION

Pottersville Public Schools are committed to providing excellence in education for all students. We will design programs and learning experiences that promote academic achievement along with the personal and social growth of every student. Pottersville Public schools will make learning engaging, enjoyable, and relevant. As a richly diverse community of learners that values all of its members, Pottersville Public Schools will assume a central role in the community by linking parents, local agencies, and businesses to its schools. Pottersville Public Schools will build and honor traditions. We will cultivate an atmosphere where "I will" and "I can" replace "I won't" and "I can't." We will encourage students to embrace challenges and learn that it is safe for them to do so. Pottersville Public Schools will encourage and foster a culture that values excellence and mutual respect. It will appreciate and support highly competent and committed faculty, support staff and administrators. Pottersville Public Schools will provide a safe and inviting learning environment in which students can communicate effectively, think critically, solve problems and are technologically literate through a variety of curricular and extracurricular activities. By means of high standards in a challenging course of study, students will become responsible learners who can not only work together, but also be accountable for their own academic and developmental progress. Pottersville Public Schools will maintain the highest level of integrity of instruction. We will keep personal and political views out of the instructional process and always promote a diversified open-minded thinking process. We will recognize there are different learning styles and will work to identify and adapt our teaching experience to ensure that every pupil succeeds. In order to provide an efficient and effective educational system, the Pottersville Public Schools will continue to measure and assess all aspects of the district including educational programs, instruction, student performance, financial management, community relations, employee relations, and facilities utilization and management. Through the collaboration of school, home, and community, we will nurture, guide and mentor students to become lifelong learners who will make valuable contributions to society. Upon graduation, they will be well prepared for the challenges of the 21st century.

CAPTURING KIDS' HEARTS

Pottersville Public Schools is committed, district-wide, to the Capturing Kids' Hearts Process. The Capturing Kids' Hearts process is utilized to help build meaningful connections between staff and students, students and their peers, and between staff and families. Capturing Kids' Hearts stands for the following:

The EXCEL Model* Emphasizes: Pottersville teachers and staff to care about each student and their experience here at school.

ENGAGE: Administration greets students walking in the front doors in the morning with a smile, a handshake, high-five or fist bump. Teachers personally greet students at the classroom door with a welcoming smile.

X-PLORE: Teachers and staff provide opportunities to interact and listen to students about their lives in and outside of school. Every class begins with teachers starting with "Good Things". This is a chance

for students and teachers to share what might be going well in students' or teachers' lives. Teachers affirm student experiences and demonstrate a genuine interest in the students' thoughts and feelings. Students and teachers sharing good things also creates an environment that is positive and helps build relationships.

COMMUNICATE: Our belief is that interactions in classrooms should be a dialogue between teachers and students, as well as between students and their peers, with the teacher serving as a resource and facilitator of learning.

EMPOWER: Teachers and staff empower students to self-manage and peer manage behaviors in school when appropriate and to problem solve on their own when suitable.

LAUNCH: A conscious effort is made each day to close the day with a positive thought and inspirational quote/video/activity or with affirmations. The goal is to provide hope for the future.

Pottersville Elementary School is also proud to have been recognized as a National Showcase School.

CALENDAR

Elementary Open House.....	August 18
First day of school.....	August 22
Labor Day Break.....	September 2-5
School Resumes.....	September 6
Staff Professional Development (No School).....	September 12
Parent Teacher Conferences.....	October 4,5 (evening), October 6 (Afternoon)
Half Day.....	October 6
No School.....	October 7
Staff Professional Development (No School).....	October 17
Elementary Book Fair.....	October 24-28
End of the first marking period/Staff Professional Development (No School).....	October 28
Staff Professional Development (No School).....	November 14
Thanksgiving Break.....	November 23-25
Christmas Break.....	December 19-December 30
School Resumes.....	January 2
Staff Professional Development (No School).....	January 16
Half Days.....	January 19-20
End of the second marking period.....	January 20
Parent Teacher Conferences.....	February 15(evening)
Winter Break (No School).....	February 17-20
Staff Professional Development (No School).....	February 21
Parent Teacher Conferences.....	March 2 (evening)
No School.....	March 2
Staff Professional Development/End of the 3rd marking period	March 24
Spring Break.....	March 27-March 31

School Resumes.....	April 3
No School Elementary (Staff Report).....	April 12
Staff Professional Development (No School).....	April 24
High School Graduation	May 25
Memorial Day Break (No School).....	May 26-29
Half Days.....	June 6-7
Kindergarten Graduation.....	June 7
End of the 4 th marking period/last day of school.....	June 7

School Hours:

Transitional Kindergarten-4th grade: 8:00-2:43
 Early Childhood Special Education: 11:45-2:45
 Half Days: 8:00-11:00

FOREWORD

This family-student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your student(s). If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teacher or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and Potterville Public School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same topic.

EQUAL EDUCATION OPPORTUNITY

The Potterville Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 2004, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Potterville Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or

activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. The Potterville Public School District is an Equal Opportunity Employer. Complaints will be investigated in accordance with the procedures as described in Board Policy. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity. The Compliance Officer is listed below:

Mr. Kevin Robydek, Superintendent 425 E Main Street Potterville, MI 48876

COVID-19 Considerations

Potterville Public Schools will comply with Local Health Department and MDHHS guidelines.

Handbooks are always subject to revision and generally updated after each school year. In light of the unique challenges posed by the outbreak of COVID-19 and the measures necessary to mitigate transmission of COVID-19 at school, as well as the expansive, recently-issued federal Title IX regulations, the rules and information provided in this Handbook may be supplemented or amended by the District's administration at any time, consistent with applicable law, state or federal guidance, and board policy. All parents/guardians will be notified of any changes to Handbook language by the District's regular means of contact. By signing this handbook, you agree that you will read any such information and communications, discuss them with your student, and recognize that you and your student must comply with all rules, procedures, and requirements as they apply at that time.

GENERAL INFORMATION

BREAKFAST/LUNCH PROGRAM

The school breakfast/lunch program is a vital part of our school program. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. Menus are available on the school website at www.ppsvikings.org. If you have questions, please contact Emily White, Food Service Manager at (517) 645-4782 or by email at whitee@ppsvikings.org.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed by the school office.

DELIVERIES / MESSAGES TO STUDENTS

In order to maintain the quality of instruction, deliveries and messages for students are encouraged if changes in family plans or emergencies occur. However, your efforts to get items or routines ready in advance of the school day will help diminish interruptions. If there is an emergency and you must bring an item to school, which needs to be delivered to your child, please help us by bringing the item to the office with your child's name on the item.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the elementary school office or the parent(s) or guardian(s) contacting the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian and/or notification to the office.

ELECTRONIC DEVICES

Elementary school students may not carry personal electronic devices, such as cell phones, mp3 players, CD players, video games, laser pointers, etc. and their earphone attachments with them during the school day. Students are asked to turn off all electronics for the entire school day. If observed, these devices will be confiscated and the student will not be able to pick up his/her device from an administrator until the end of the day. The second offense will result in the confiscation of the property until claimed by a parent or guardian. A third offense will result in confiscation of the property until the end of the school year, and/or a meeting with parent(s) or guardian(s) occurs. The school prohibits the use of any video device or picture-taking device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing in any location is also prohibited.

EMERGENCY INFORMATION

It is required for families to provide the school with emergency phone numbers where they can be reached. In the event this information has not been provided, the school will use its best judgment with regard to the safety and well-being of students.

ENERGY DRINKS/SODA POP

Due to the adolescent health risks associated with consuming energy drinks/soda pop, they are not permitted in school. Students who possess energy drinks or soda pop on campus will have these items confiscated.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if applicable)
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parent(s) or guardian(s) will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have official records from their previous school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Enrollment forms can be found within Potterville Elementary's main office, or electronically at <https://www.ppsvikings.org/apps/pages/familyforms>.

Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Potterville Elementary School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Potterville Elementary School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Potterville Elementary School to include

this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for football, showing weight and height of team members.

School records are open to review by parents/guardians or adult students. Formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to the school principal. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Educational Agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 as amended (ESEA)* to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pottersville Elementary School to disclose directory information from your child's education records without your prior written consent, you must notify the principal's office in writing. Pottersville Public School's Board of Education has designated the following information as directory information:

Directory Information:

Student Name

Address

Telephone Number

Date of Birth

Participation in officially recognized activities and sports

Height and Weight, if member of an athletic team

School photographs or videos of students participating in school activities

FIELD TRIPS

Field trips are occasionally a part of the learning experience. Parental /Guardian permission is required for students to attend. To help defray the growing costs, students are usually asked to pay a portion or all the trip fees. A confidential call to the building principal by a parent is requested for assistance with fees. Parents may be requested to accompany their child on a trip for additional supervision if necessary.

FIRE, LOCK DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

SCHOOL MESSENGER INSTANT ALERT

Please sign up to receive news including school closings, schedule changes and other important updates: <https://www.schoolmessenger.com/>

There is also a link on the school's website. For any questions regarding school messenger, please contact the elementary office at 517-645-2525, or email Mrs. Hopkins at hopkinsc@ppsvikings.org

PICK UP AND DROP OFF

To ensure the safety of all students at Potterville Elementary, the following pick up and drop off plan will be in place.

All students will enter the building at 7:45 am or later; this will allow for adequate supervision of students either waiting to enter their classrooms or eating breakfast.

For students who are riding the bus, in the morning elementary staff will be waiting for the busses to arrive at the school. Upon arrival, but no earlier than 7:45 am, staff will walk the students in the building, either taking students to the gym to be picked up by their teacher, or to the cafeteria if they are going to eat breakfast. When students get to the cafeteria, they will have a designated area to leave belongings, as marked by grade. They will then await teachers to pick them up upon the start of the school day. At the end of the day, an elementary staff member will walk students out to their bus.

For students who will be getting dropped off at the school, the drop off/pick up loop will now be around the east side of the building, as marked off on the map below. The loop that will be used is marked off in red arrows for the elementary building. The drop off/pick up zone is marked on the map with a light orange rectangle that is outlined in black. Signage will also be available on location to help.

For drop off, drivers are to pull into the drop off/pick up zone, STAY IN THEIR VEHICLE, and allow staff to let students out of the vehicle. If your student is unable to unfasten his or her seat belt, please let us know so that you can assist. Students will then go into the gym or if they are getting breakfast, the

cafeteria. If they go to the cafeteria to eat breakfast, they will have a zone designed by grade to leave their belongings. They will then await teachers to pick them up upon the start of the school day.



For pickup, the same loop will be utilized. Students will be walked to the gym by an elementary staff member to await pick up. Drivers need to follow the loop around, and before pulling into the drop off/pick up zone place the colored number sign (to show who your student is) in the passenger side window. This will allow the elementary staff member working to see the sign before you get to the drop off/pick up zone, and radio into the gym for the student (the student will have his or her own tag with the same number attached to his or her backpack). These signs will be given out at the start of the school year. **DRIVERS ARE TO STAY IN THE VEHICLE** and allow the elementary staff member to get your child into the vehicle. Once the child is safely in the car, please follow the loop out. If your child is unable to fasten his or her seat belt in the car, please let us know so that you can assist. Students must be picked up by 3:00 pm, as the drop off/pick up loop will close at 3:00 pm.

If you should happen to get to the school after 8:00 am, you will then need to check your student in at the main office, as the doors to the drop off/pickup zone will be locked. At the end of the day, if you do not see an elementary staff member waiting at the drop off/pick up zone, you will then need to come to the main office to drop off your child.

Children riding bicycles to school will leave their bicycles on the bicycle rack in the front of the school. Students are strongly encouraged to lock their bicycle up. Pottersville Public Schools is not

responsible for any items, including bicycles, that might be lost or stolen. Walkers will also enter through the front of the building. Students riding bicycles or walking need to go directly to the gym, unless they are getting breakfast. If they are receiving breakfast, they need to go directly to the cafeteria.

STUDENT RECORDS

Pottersville School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships. Parents may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law.

Parent(s) or guardian(s) have the right to review and receive copies of all educational records. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov and PPRA@ED.Gov

TELEPHONE USE

A public phone is available for students to use in the office. The office phone is not available for student use unless an emergency or illness exists. Plans and arrangements for after school should be made in advance of the school day. Students abusing the privilege may have their phone use restricted. Students cannot utilize their cell phones to call or text during the school day.

VALUABLES

Students are strongly encouraged NOT to bring items of value to school. Pottersville Public Schools cannot be held responsible for their safekeeping and will not be liable for loss or damage to personal valuables. School personnel will not engage in investigating and/or recovering lost or stolen valuables. Students bring valuables to school at their own risk.

VISITORS

Visitors, particularly family members, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal. We regret we are unable to accommodate student visitors except those planning to enroll in our school.

VOLUNTEERS

Per school policy, any volunteer in the District must complete a background check. This process includes forms which can be obtained at the elementary school main office. Completed forms need to be returned to the Elementary School Office where a photocopy of your driver's license will also be kept on file. A new form and background check must be completed every year.

WEATHER

In the case of severe weather conditions or emergencies, Pottersville Public Schools may be closed, delayed, or run buses on main roads only. We will be utilizing the School Messenger system for immediate notification of these conditions. The following stations will be asked to broadcast our school information. Please tune in to one of these stations to obtain information rather than calling school offices:

WLNS Channel 6 TV
WILX Channel 10 TV
WSYM/FOX Channel 47 TV

ACADEMIC CONSIDERATIONS

CHEATING

Students are expected to do their own work as directed by their teachers. To submit another's work or information gained from the Internet as their effort, to copy, or secure from others answers to homework, testing questions/problems is prohibited. It is also considered cheating to loan work to another student so as to allow an opportunity for copying answers. Consequences for dishonesty/cheating may include a "0" for the assignment, and/or a detention. Repeat offenders may face a school suspension.

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

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 the school administration regarding procedures for such instruction. The Building Principal of Instruction must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. A physician licensed to practice in this State, parent, student, or other caregiver shall make applications for individual instruction. 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.

HOMEWORK

Homework is expected for most classes. It is generally coordinated among teachers and related to the goals of the class. Homework helps students show teachers how well he/she assumes responsibility and has absorbed and assimilated what has been taught. As a general rule, students may expect

approximately ten minutes of homework per grade level. Student grades will reflect the completion of all work, including outside assignments. We encourage parents to help their children set a schedule where homework is done at the same time each night. If homework seems excessive parents should contact their child's teachers to discuss and review expectations.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Kim Iverson, Director of Special Education, at (517)645-2662 ext. 105 to inquire about evaluation procedures and programs.

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 extracurricular program offered by the District. Parents should contact the elementary school principal, to inquire about evaluation procedures and programs offered by the District.

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year. The purpose of the conference is to exchange information with parents regarding the strengths of their student and areas still needing improvement. Parents are encouraged to share information at this time that they deem necessary to the success of their child.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex

education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHEDULING AND ASSIGNMENT

The administration will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the principal.

SPECIAL EDUCATION SERVICES

Programs and services are offered to students who qualify for special education. Programs include teacher consultant support and resource classrooms. Ancillary services may include speech and language, social work, occupational therapy, or physical therapy as determined by an individualized educational plan. Students identified for special education programs and services must meet state and federal eligibility guidelines. Parents/guardians who suspect their child may have a disability should contact the special education director, Kim Iverson, for further consultation.

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit Potterville Elementary School wants to help students develop as early as possible in their school careers.

ATTENDANCE REPORT LINE

Parents are to call the Attendance Report Line by 9:00 a.m. to inform the school when a student is ill and will not be attending school for the day. The Attendance Line phone number is: 517-645-4778. Please leave a message indicating the following:

1. Name of person calling and relationship to the student,
2. Name of student,
3. Reason for absence, and expected return

ATTENDANCE

The Principal shall require, from the parent of each student or from an adult student who has been absent for any reason, at confirmation of the cause for such absence. Potterville Public Schools reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

Potterville Public Schools may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bonafide religious holiday
- G. such other good cause as may be acceptable to the Principal

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily or weekly to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

SUSPENSION FROM SCHOOL

A suspended student will be responsible for making up schoolwork lost due to suspension. Assignments may be obtained from the student's teacher beginning with the first day after return from a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late to class shall be disciplined by the teacher. For morning attendance, students who arrive after 8:45 am will be marked as absent for the morning session. For afternoon attendance, students who arrive after 11:45 will be marked as absent for the afternoon session.

Students who are tardy more than 5 times during a marking period **may** be disciplined with a detention, in-house suspension, or out-of-school suspension, depending on number of tardies.

VACATIONS DURING THE SCHOOL YEAR

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

MAKE-UP ASSIGNMENTS / TESTS

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments. The teachers will also be asked to work with the student to help setup make-up assignments and tests as necessary. Length of time for makeup work to be completed, from a suspension or excused absence shall be no less than 3 days.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone

when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

HEALTH INFORMATION

EMERGENCY MEDICAL AUTHORIZATION

State law requires that every student must have an Emergency Medical Authorization Form completed and signed by his/her guardian(s) in order to participate in school and any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should include proper documentation by a physician.

IMMUNIZATION INFORMATION

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

MEDICATION POLICY

A Medication Authorization Form must be completed by the student's health care provider and parent/guardian before any medication is administered by school personnel or, when permitted, self-administered by the student. A student's parent/guardian may administer medication to his/her child at school provided arrangements have been made with the principal or designee.

Administration of medication by injection or ultrasonic Nebulizer will be individually planned with the student's parent/guardian, health care provider, and principal. School personnel are not permitted to honor independent requests from a parent/legal guardian to administer medication other than as specified on the medication authorization.

All prescription medication must be delivered to school by the parent/guardian or other authorized adult, in the current original container with an unaltered prescription label attached. Any change in medication, dosage, or directions will require the completion of a new *Medication Authorization Form*. All signatures, including health care provider, parent/guardian, must be original and

handwritten. Faxed *Medication Authorization Forms* requiring a health care provider's signature must be sent directly to the school from the health care provider's office.

Inhalers and emergency injectable medications should also be housed in the elementary school main office.

USE OF MEDICATIONS

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

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- *The Medication Request and Authorization Form* must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the principal's office.
- Medication that is brought to the office will be secured.
- A two to four week supply of medication is recommended.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

PESTICIDE CONTROL ACT

Dear Parent/Guardian:

Potterville Elementary School has adopted an Integrated Pest Management program. Inherent with this are the Potterville Public School's 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 by 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 the Facilities director at carlstromb@ppsvikings.org or (517) 645-4507

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 contact Pottersville Elementary and/or the Facilities Director at the following number (517)645-4507. Please give the Department person's or administrative assistant, 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,

Facilities Director, carlstromb@ppsvikings.org , 517-645-4507

PRESCRIBED OR OVER-THE-COUNTER MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the school requires the written prescription and label with instructions from the child's physician, accompanied by the written authorization of the parent. As for over-the-counter medications, a parent must complete a *Medication Request and Authorization Form* to authorize any dissemination of medications to the student.

COMMUNICABLE DISEASES CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS:

Health regulations require parents of children, who are showing symptoms of having communicable diseases, to keep them at home until all signs of contagion are gone. If a child appears at school with obvious signs of having a communicable condition, the office will contact you to take your child home. Please do not send your child back to

school until all signs of contagion are gone. The following is a practical guide that will help you decide whether you should send your child back to school:

1. **Chicken Pox** - When the skin is clear of active lesions, but not less than 7 days nor more than 10 days from the appearance of the first crop of pox.
2. **Red Measles** - Upon recovery, but not less than 7 days.
3. **German Measles** - Upon recovery, but not less than 4 days.
4. **Whooping Cough** - Upon recovery, but not less than 7 days.
5. **Mumps** - When swelling is gone, but not less than one week.
6. **Scarlet Fever** - When authorized by a doctor.
7. **Scarlatina** - When authorized by a doctor.
8. **Strep Throat** - When authorized by a doctor.
9. **Common Cold** - Many contagious diseases begin with cold symptoms. This is the most contagious stage of any illness.
10. **Head Lice** - After recommended treatment and procedures have been completed. Student's hair must be free of any sign of lice before being readmitted to class. See board of education [Policy 8450a](#).
11. **Pink Eye** - When authorized by a doctor.
12. **COVID-19** - Will follow most current Local Health Department and MDHHS guidelines.

Please contact the school office if your child exhibits symptoms of any of the above conditions. Information about the communicable diseases listed above may be obtained from the local Health Department. Any student with a temperature of 100° or higher, or discharge from the nose and/or eyes, persistent cough, sore throat, earache, headache, skin eruptions or rashes, should be at home. Please expect the school to contact you in such cases. We encourage regular attendance at school, but sick children are better off at home, not at school.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES:

In the case of non-casual contact, communicable diseases, and sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health, the school still has the obligation to protect the safety of the staff and students. 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 students and staff persons in school unless there is definitive evidence to warrant exclusion. As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other bloodborne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENT CONDUCT

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

CODE OF CONDUCT

A major component of the educational program at the elementary level is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- Follow teachers' directions.
- Obey school rules.
- Abide by national, State, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

COMMUNICATION

When concerns arise, parents should follow the procedure outlined below for efficient communication:

1. Contact individual teacher first
2. If further discussion is necessary or a staffing is desired, contact the elementary school principal.

DELIVERY, SALE, USE, OR DISTRIBUTION OF ALCOHOL AND OTHER DRUGS, LOOK-A-LIKES OR PARAPHERNALIA

1. An attempt will be made to confiscate evidence. The student will be taken to the office and his/her behavior will be observed and documented.

2. Law enforcement officials will be notified if, in the opinion of the building administrator, the situation warrants.
3. The parent/guardian shall be notified and informed of the infraction.
4. A mandatory meeting with the student and parent/guardian shall be scheduled. Suspension and/or expulsion procedures may result.
5. Recommendation to the superintendent for extended suspension and/or the building administrator may make expulsion.

DISCIPLINE CODE

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

DRESS CODE

At all times, students are expected to be dressed neatly and cleanly and must not present health or safety concerns. Students wearing extreme attire that is disruptive to the learning process will be sent to the office for corrective actions. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The following styles or manners of dress are prohibited:

- Tank tops with less than a two finger width shoulder straps, muscle shirts, halter tops, garments with spaghetti straps, or strapless garments;
- See-through garments or those that expose one's midriff or are too revealing;
- Pants that fit or sag below the waist;
- Boxer shorts, cut-offs, pajamas;
- Gloves or sleeves that extend over the hands are prohibited;
- Chains hanging from wallets, pants, around waists, neck, etc.;
- Clothing items that contain messages that are vulgar, offensive, obscene, libelous;
- Clothing that denigrates others on the basis of race, color, religion, national origin, gender, sexual orientation, or disability;
- Clothing that promotes alcohol, violence, or is otherwise contrary to the school's educational mission.
- Skirts, shorts, or dresses shall be no shorter than fingertip length when hands are extended while standing.

Students who are representing Potterville Elementary School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

DUE PROCESS

Every effort shall be made by the administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian. A student will be given an opportunity for a hearing regarding disciplinary consequences with the appropriate school administrator if the student or his/her parent or guardian indicates the desire for one. If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime). If a satisfactory ruling is not made as a result of this action, the ultimate appeal within the district may be made to the Superintendent and the Pottersville Board of Education.

POTENTIAL DISCIPLINARY ACTIONS

Behavior that disrupts the orderly educational process in the classroom or on the school grounds will not be tolerated. Since each disciplinary situation is unique, it is difficult to categorize misbehavior and the consequences for that misbehavior. Nevertheless, the following information should serve as a guide to anticipated disciplinary consequences for acts of student responsibility for their actions and words. Depending of the severity, frequency and nature of a behavioral infraction, a student who disrupts the orderly educational process could face one or more of the following:

1. Intervention (Behavior Scale, Homework Chart, No Contact Contract, etc.)
2. Lunch Detention
3. After-School Detention
4. Work Assignments
5. Restitution
6. School Bus Suspension
8. Reverse Suspension
9. Out-of-School Suspension
10. Expulsion
11. Extra-curricular Probation

POSSESSION, USE, DISTRIBUTION OR SALE OF TOBACCO, ALCOHOL OR DRUGS

Each school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that the possession or use of cigarettes, tobacco, alcoholic beverages, inhalants or controlled substances by students, while at school or attending school-sponsored events is expressly forbidden.

1. First Offense - The parent/guardian shall be contacted immediately upon verification of the violation. When there is possession or use during such time that the student is under the control of school authorities and the situation warrants, the principal will communicate all information and offer

full cooperation to the police. Significant violations may result in an immediate recommendation for expulsion by the Superintendent to the Board of Education. In all other situations the student will be suspended for a maximum of five (5) days and be ineligible to attend extracurricular activities for a maximum period of three (3) months. The building administrator may reduce the suspension to fewer days and loss of attendance at activities provided that:

- A. The student and family agree to a drug and alcohol assessment provided at an approved alcohol/drug agency, individual, or treatment center.
- B. The assessment will be conducted by a certified alcohol/drug abuse prevention professional and the student follows the recommendations.
- C. A release of information be obtained so that the screening agency can verify that the appointment was made, kept, and report the recommendations made.
- D. Re-entry into school and continued attendance may be contingent upon confirmation of the appointment and following the screening recommendations. Students who fail to keep assessment and/or treatment commitments may be subject to full disciplinary action.
- E. Any expenses incurred due to the decision to seek an assessment shall be the responsibility of the student and/or parent/guardian. Upon request, staff shall assist students and/or parent/guardian in seeking assistance from agencies providing an assessment at a reduced or no fee basis.

2. Second Offense - The parent/guardian shall be contacted immediately upon verification of the violation. When there is possession, sale or use during such time that the student is under the control of school authorities and, the situation warrants, the principal will communicate all information and offer full cooperation to the police. If a second or any subsequent offense occurs within twelve (12) months of the first or any previous offense the student shall be suspended for multiple days with a maximum of ten days and an expulsion recommendation to the Superintendent may be made by the building administrator. Said recommendation may be withdrawn upon recommendation of the building principal in those situations where satisfactory commitment for an assessment is made. Social probation that includes all afterschool extra-curricular, athletic events, and dances will be imposed for a minimum of three months.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of Drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. Students who violate these rules may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

4. Student Disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Chemical Self-Protection Sprays

Chemical sprays (MACE, Pepper Sprays, etc.) and other self-protection devices/paraphernalia are a threat to the safety and welfare of others and are prohibited at school.

9. Purposely setting a Fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

10. Physically Assaulting a Staff Member/ Student/ Person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

11. Verbally Threatening a Staff Member/ Student/ Person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

13. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

14. Falsification of Schoolwork, Identification, Forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in detention, suspension or expulsion.

15. False Alarms, False Reports, and Bomb Threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

16. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, stink bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

17. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

18. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion and social probation.

19. Disobedience

School staff is acting "in loco parentis," which means law allows them, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

20. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

21. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

22. Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, hugging, kissing or any other contact that may be considered sexual in nature. Displays of affections will be subject to consequences.

25. Harassment/Bullying/Hazing

Harassment:

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, social worker, counselor, MTSS behavior and academic coach, or principal.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, doodles, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Hazing:

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing an individual.

Bullying:

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property 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. Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcome physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) for text messaging, instant messaging, blog websites or online bullying through social networking sites to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats. Any student who believes s/he has been or is the victim of

aggressive behavior including bullying or hazing, should immediately report the situation to the assistant principal, principal, or the Superintendent.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

26. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

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

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

27. Violation of Bus Rules

Please refer to the *Transportation* section of the handbook.

28. Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Such disruption may result in suspension or expulsion.

29. Insubordination

Insubordination is defined as outright refusal to follow, or argument about following, a reasonable request made by any adult in the learning community. Students who are insubordinate may be subject to progressive disciplinary measures assigned by the adult who was subjected to the insubordination. Students are advised to follow reasonable directions of adults rather than to defy a directive or argue about it. If a student feels that the directive is wrong or inappropriate, he/she should request a conference with that adult rather than be insubordinate to the adult.

If a student refuses to follow the directive of a staff member and the principal to move to a specified location, the authorities may be called to assist the removal of the student and suspension will occur.

30. Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

31. Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

RESPECT

Students are reminded that being respectful of self and others is of value daily in life. Put-downs, name calling, and profanity are unacceptable actions. Intimidation or harassment of others is unacceptable behavior. Any fighting and/or physical conflict between students may result in suspension from school to both parties involved.

RULES / INFRACTIONS

Detention

A student may be detained during lunch, after school or asked to come to school early by a teacher or the principal, after giving the student and his/her parents one (1) day notice. The student or his/her parents are responsible for transportation.

Reverse Suspension

A reverse suspension is when a parent/adult family member is requested to come to school and attend each one of the student's classes/lunch with them for the entire school day.

Out-Of-School Suspension

This may be assigned when other means of discipline are deemed ineffective or when adequate supervision is not possible for in-school suspension. Suspension may be one to ten days depending upon the nature of the offense. Parents will be contacted by phone and may be required to meet with the principals before the student may return to the classroom. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the principal beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

A combination of out-of-school and in-school suspension may also be used. Students may be suspended from school for the following violations, including but not limited to: arson, assault, bomb threats, disruptive conduct, fighting, extortion, gambling, forgery, vandalism, possession/use/or sale of fireworks, illegal substances (alcohol, drugs, cigarettes, paraphernalia), or look-a-like substances, weapons, lighters, personal protection sprays (mace, pepper spray), fire alarm, repeated violations of school rules, gender, ethnic or racial harassment or slurs, theft, or trespassing. The above infractions may also result in consideration for expulsion by the Board of Education.

Suspension /Expulsion

The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her. The student will have the right to present to the school administrator any relevant information that will support his/her defense. Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. If the school administrator suspends the student from school, the school will:

1. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to affect the student's return.
2. If needed, meet with the parent/guardian and the student to plan the satisfactory return of the student to the school setting.

Expulsion

The Board shall have authority to expel a student for persistent disobedience of school rules or for a malicious or willful violation of this policy whenever the Board determines such action to be necessary. In any such instance, the administrator will adhere to existing Board policy. The student and his/her parent or guardian shall be informed in writing of the alleged violation and the discipline imposed.

SEARCH AND SEIZURE

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic

mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, unsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar;
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing;
4. intends to incite fighting or presents a likelihood of disrupting school or a school event;
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

TRANSPORTATION

BUS CONDUCT

Pottersville Public Schools is committed to providing safe transportation for all students. Dean transportation provides all bussing for Pottersville Public Schools. Expectations for bus conduct will

align with Dean Transportation Policy, which can be found at <https://www.ppsvikings.org/apps/pages/busexpectations> .

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with Dean Transportation Guidelines, which can be found at <https://www.ppsvikings.org/apps/pages/busexpectations>

*This is to be signed and returned to Pottersville
Elementary School by the end of the first week of
school.*

Handbooks are always subject to revision and generally updated after each school year. In light of the unique challenges posed by the outbreak of COVID-19 and the measures necessary to mitigate transmission of COVID-19 at school, as well as the expansive, recently-issued federal Title IX regulations, the rules and information provided in this Handbook may be supplemented or amended by the District's administration at any time, consistent with applicable law, state or federal guidance, and board policy. All parents/guardians will be notified of any changes to Handbook language by the District's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your student, and recognize that you and your student must comply with all rules, procedures, and requirements as they apply at that time.

Parent/Guardian Name Printed

Parent/Guardian Signature

Student Name Printed

Student Print Name