

PARCHMENT
ELEMENTARY SCHOOLS
PARCHMENT, MICHIGAN

STUDENT-PARENT
HANDBOOK



ACCIDENT or ILLNESS

- A. If a student becomes ill or has an accident at school, the following steps will be taken:
1. Emergency care will be given.
 2. The parent, guardian or authorized representative will be contacted.
 3. In the case of illness, the parent may be asked to pick up the student.
 4. The listed family doctor may be contacted or 911 will be called if necessary.
- B. Any student who is injured or is involved in an accident should report his/her injury to his/her teacher or in the office.
- C. If a student becomes ill at school and cannot remain in the classroom, he/she will need to be picked up from the office.

AMERICANS with DISABILITIES ACT (ADA)

Parchment School District does not discriminate on the basis of disability in admission to, access to, or operation of, its programs, services or activities.

ATTENDANCE

In order for children to benefit from the educational experiences offered by the Parchment Schools, it is necessary for them to attend school regularly.

For the protection of our students, it is our intent to know where each student is every school day. When your child must be absent from school, please contact the school office before 8:00 a.m. If we do not hear from you, we will call to inquire about your child's absence.

Students with irregular attendance may have difficulty in mastering the academic phases of the school program, causing academic deficiency. Excessive absences will result in a referral to the appropriate governmental agency.

BICYCLES/SKATEBOARDS/SCOOTERS

Students who ride their bicycles/skateboards/scooters to school must have permission from their parent or guardian. Parents should discuss with their children the need for safety.

Students should:

- Travel on the side of the road with traffic, not on the sidewalks.
- Walk on school grounds.
- For security reasons, we recommend that bicycles be locked.
- For safety, we recommend that students wear helmets.

We cannot assume responsibility for loss or damage.

BIRTHDAYS

Due to dietary restrictions we do NOT allow birthday treats for students at Central Elementary. Please contact your child's teacher ahead of time to find out the best time for a birthday celebration.

BULLYING

Bullying is a form of harassment. Bullying is defined as "The repeated intimidation of others by real or threatened infliction of physical or emotional abuse. It may include, but not be limited to, actions such as written or verbal taunts, name-calling, and put-downs, including ethnically or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. It may also include psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation." Bullying is not acceptable behavior in this district, and is prohibited.

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

BUS CONDUCT

While riding a school bus, standards of good conduct and safety must be followed, including but not limited to, the following:

- Remain seated
- Respect the rights of others
- No yelling or screaming
- Keep hands, feet, and other objects to yourself and inside the bus
- No food or drink allowed
- Any change in normal schedules need to be in writing

The bus driver has the right and the responsibility to assign seats to ensure safety.

BUS TRANSPORTATION

Bus transportation is a *privilege* provided to students in areas designated by the Board of Education.

Bus transportation is provided for students' convenience as long as they maintain appropriate student conduct. The bus driver is in charge from the time the student enters the bus until the time he/she exits.

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a video tape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

If a student must ride a bus other than that which is assigned, a written note from the parent or guardian must be approved in the office and given to the bus driver.

Bus students may be denied transportation, temporarily or permanently, for behavior, which threatens their own safety or the safety and well-being of others.

COMMUNICATION DEVICES

Under Michigan Law (MCL 380.1303 of the School Code) the Board of Education of a school district shall not permit any pupil to carry a pocket pager, electronic communication device, or any other personal communication device in school except for health or other unusual reasons approved by the board. Telecommunication devices will be confiscated and returned to a parent or guardian.

A. Cell phones are permitted but only to be used before or after school hours. If they ring during the school day the student is in violation. Telecommunication devices will be confiscated and returned to a parent or guardian.

DETENTION

A. Students may be required to serve a lunch/recess or after school detention for violation of the established rules.

B. If the student fails to serve the detention on the agreed upon date and time the issue will be investigated and addressed.

DISCIPLINE and CONDUCT OF STUDENTS

Discipline, together with due process, is an integral part of the overall educational process. Parents or legal guardians are responsible for the conduct of their students at school. It shall be the responsibility of the school, and the home, to work cooperatively in such a way that students conduct themselves in an acceptable manner.

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of adopting the individual child to life in society and involves two major categories:

- To guide the student so that he/she enhances the immediate effort of teachers and other students in the learning situation and therefore, does not threaten either the classroom or the instruction which is taking place.
- To assist the student in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities.
- The school system has a responsibility to assist each individual student to assume more responsibility for his/her own actions as he/she matures and gains experience.

The Parchment School District assumes the responsibility granted to it by law and establishes categories of misconduct for the following times:

- While a student is attending school.
- While a student is at a school-related event.
- While a student is under the jurisdiction of the school, or to and from school.

EMERGENCY DRILLS

Each school in the Parchment School District conducts fire, tornado and lock-down drills during school year. Drills are designed to assure the safety of students and employees should emergency situations arise.

EXTENDED ABSENCE FROM SCHOOL

We believe that good attendance is vital to a student's achievement and do not recommend that parents remove students from school for more than three (3) days. While we recognize that value of travel, vacation, and association with family, we feel that our school calendar provides several opportunities for these activities and that absence beyond the time allotted in the calendar may be detrimental to the student. Explanations and class discussions are presented daily which written "make-up" work cannot replace, and time lost from activity classes is impossible to recover.

Some teachers may wish to make assignments in advance; others may prefer to wait until the student has returned. In either case, the final responsibility for all work missed lies with the parents and the student. All assigned work missed due to the absence must be completed within the period of time established by the teacher.

FIELD TRIPS

- A. Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra curricular program. No student may participate in any school-sponsored trip without parental consent.
- B. Teachers or the Administration may require a student to remain at school due to academic and/or behavioral problems.
- C. All regulations, in this handbook, governing students while at school apply on all trips.

GUIDANCE and COUNSELING

- A. The purposes are to:
1. Assist students in developing a positive and realistic self-image, decision-making skills, awareness of alternatives, insight into behaviors and healthy interpersonal relationships.
 2. Provide parents with information on the development and management of elementary aged child.
 3. Facilitate positive and helpful relationships between students, school personnel and parents.
 4. Share updated information on community agencies and resources, initiate referrals and participate in professional organizational activities.

HEALTH SERVICES

Several voluntary health programs are planned each year for educational and screening purposes.

Parchment School District does not employ a school nurse. Limited nursing services are provided by the Kalamazoo County Health Department. For more information please call (269) 373-5200.

Highly Qualified Staff NCLB Requirements

Under the No Child Left Behind Act (NCLB) of 2001, teachers and paraprofessionals must meet specific requirements that designate them as "Highly Qualified". Each District and school receiving Title 1 funding must comply with the NCLB Act.

Parents/Guardians have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you would like to request this information, please contact your child's building principal.

HOMEWORK

Homework is assigned in the elementary grades. It is an important part of the overall educational program. Homework is designed to guide the student toward self-discipline with a responsibility toward self-education, and should always be completed. It is an indispensable learning activity, which increases in complexity with the maturity of the pupil.

IMMUNIZATIONS

All students enrolling in the Parchment School District for the first time shall submit either: a statement signed by a physician that they have met immunizations required by the State of

Michigan or a statement signed by one parent or guardian that the child has not been immunized because of religious conviction or objection to immunization.

In order to assure the health and safety of the students in the Parchment School District, no student will be allowed to continue in attendance if requirements are not met.

INTERNET USE

The Parchment School District allows for students to work independently on the internet/network with written parent permission. Such work is for educational purposes. Any misuse involving the sending or accessing of non-educationally relevant material may result in removal of internet access privileges and may subject to further discipline per individual building discipline codes. The complete acceptable protocol is sent home with the opening day packet and must be signed and returned to school.

LOST and FOUND

Each building maintains a collection of lost and found items. Parents are urged to put names on all outside clothing so that lost items can be returned. Ask you child to check the lost and found if he/she cannot locate something. Periodically, unclaimed items will be donated to charitable organizations.

MEDICATIONS (Prescription and non-prescription)

The Parchment School District policy for prescribed and non-prescribed medication given at school is strictly enforced. No medicine can be given until the following criteria have been met:

1. A consent form with the signature of the physician and parent or guardian must be filled out and returned to school.
2. All medication must be in the original container.
3. An adult should bring medication to the school office.
4. Medications are kept in the office.

PARENT CONCERNS

Should you have a concern or problem regarding your child, the procedure to follow is:

1. Speak with your child's teacher
2. Contact your building principal

Our goal is to resolve all issues positively for all parties concerned.

PARENT INVOLVEMENT

Parents are welcome and expected to be active participants in their child's education. Various opportunities exist for parents to play an active role in school activities and in the classroom. Conferences are held twice per year, and parent attendance is

expected (see below). Regular communication with your child's teacher is also encouraged. Please watch for your child's teacher's contact information (via phone and email) in the beginning of the year packets. School contact information is located in the front of this book.

Other opportunities, which can include volunteer activities, help with homework, participation in field trips and class parties, and more, will occur throughout the year. It is best to arrange volunteer opportunities ahead of time with your child's teacher, in order to ensure that your participation can offer the most value to the classroom. Please contact your child's teacher or school office for more information about how you can become involved!

PARENT-TEACHER CONFERENCES

Regularly scheduled parent-teacher conferences are held in the fall and early spring of each year. These conferences are by appointment, and you will be notified well in advance of your appointment. We hope you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you.

READING SERVICES

A federally funded remedial reading program is available in the Parchment Elementary Schools. Children who qualify work with personnel in small group sessions to help improve their reading skills. If your child is to receive these services, you will be notified.

RECESSES

Morning and/or afternoon recesses are taken at the teacher's discretion.

Before or after eating lunch, students have time on the playground with adult supervision. All students are expected to go outdoors during recess periods. Therefore, student clothing should be appropriate for the daily weather conditions.

In cases of severe weather, supervised games and activities will be provided inside the building.

If your child has been hospitalized or ill at home for an extended period, you may request by note, with an explanation of the reason that your child be excused from outdoor play. If it is necessary for a child to stay inside for an extended period of time, a doctor's written request for that child to "stay in" is required. Extenuating circumstances will be considered.

REPORT CARDS

Report cards are completed three (3) times during the school year. Report cards are just one of the ways we keep parents informed of their child's progress. Parents are encouraged to contact their child's teacher if there are any questions or if further information is needed.

RESPONSIBILITIES and RIGHTS of STUDENTS

1. Allow other students the opportunity to participate in the educational process.
2. Respect all school rules.
3. Engage in conduct, which respects the personal or property rights of others.

The Parchment School District has adopted a Positive Behavior Support model for student behavior management. Under this model, all students are required to behave in a way that is safe, respectful and responsible. They are given positive reinforcement and support for meeting these expectations.

When students have difficulty following the expectations, minor or major office referrals are given as necessary, and consequences are awarded commensurate with the offense. In the case of repeated offenses, students may be placed on a behavior plan which outlines the specific expectations that the student is expected to comply with, and allows for more regular reinforcement throughout the day for the child. Often, plans will also include parent feedback component, which allows for more regular communication between the school and the parent.

Efforts will be made by the teacher and/or staff personnel to help the student improve his/her behavior. If this effort is not successful, the following steps may be taken:

1. The teacher will contact the parent and request the help of pertinent school services (counselor, social worker, etc.) if the situation warrants such action.
2. The teacher will schedule a parent conference to formulate a course of action to resolve the problem.
3. If the principal deems necessary, the student may receive lunch detention, after-school detention, in-school suspension or out-of-school suspension.
4. Some offenses are so serious in nature and/or degree that number three (3) will be implemented immediately.

SAFETY TO and FROM SCHOOL

To ensure the safety of all students, we ask each pupil to:

1. Cross only at intersections.
2. Keep between lines, from curb to curb, while crossing intersections.
3. Walk, not run, across intersections.
4. Observe safety rules on the bus and at bus loading and unloading stations.
5. Be a good citizen going to and from schools.

If your child walks to school, you should determine a safe route which minimizes the number of streets to cross and which takes advantage of the safety patrol posts and crossing guards.

Remind your children never to go with strangers or take anything from strangers. They should report to you or the school whenever strangers approach them.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER CONDITIONS and EMERGENCIES

Radio stations WKZO, WKMI, WKPR, WQXC, WMUK, WNWN, WVFM, WQSN and TV stations WUHQ - Channel 41, WWMT - Channel 3, and WOTV - Channel 8 will announce school closing because of weather conditions. Listen carefully to the message for closing or early dismissal. Please discuss this with your child so that he/she knows what to do in these emergency situations.

SCHOOL DAY

CENTRAL:

Grades K - 5

Classes begin 8:35 a.m.
Dismissal 3:35 p.m.
Half Day Dismissal 11:53 a.m.

NORTH:

Grades K - 5

Classes begin 8:45 a.m.
Dismissal 3:45 p.m.
Half Day Dismissal 11:58 a.m.

NORTHWOOD

Grades K - 5

Classes begin 8:25 a.m.
Dismissal 3:25 p.m.
Half Day Dismissal 11:43 a.m.

Parents should plan appropriately so that children do not arrive before school is open. If students are eating breakfast, the breakfast room will open 20 minutes before school starts. Please plan to arrive in time for your child to eat and get to class on time.

SCHOOL DRESS and PERSONAL APPEARANCE

Student dress is primarily the responsibility of the parents. We request you consider the following clothing guidelines:

- Clothing should be clean, safe and shall not detract from the educational process in any way.
- Clothing with questionable printed material or advertises anything prohibited to minors such as tobacco, alcohol, etc. is considered unacceptable dress.
- Shoes must be worn at all times.
- Hats and bandanas are not allowed.

School personnel have the right to determine appropriate dress.

SCHOOL SUPPLIES

Parchment Elementary Schools are required by law to provide basic educational supplies. Students are expected to care for books and other supplies. The parent or guardian of the student will be assessed the cost incurred by unreturned or damaged school property. We encourage conservation and proper use of school supplies. Student may bring their own supplies.

SEARCH and SEIZURE

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

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 information contained on such systems is confidential or private.

SEARCH and SEIZURE (con't)

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.

STAYING AFTER SCHOOL

Should your child be requested to stay after school to finish work, receive additional help or for disciplinary reasons, parents will be notified. **We ask your cooperation should this need arise.**

STUDENT RELEASE (during school hours)

When it is necessary for your child to leave school during the school day please notify the office by phone or a written message. For the protection of your child, students will only be released to the parent, guardian, or others designated by the legal guardian. Picture identification may be required. Children will be release through the office.

STUDENT RULES and REGULATIONS

Discipline is viewed as a prevention process and a means to encourage good behavior, not merely as a reaction to misbehavior. Students must be respectful to ALL people with whom they come in contact at school. Expected behaviors for all students include:

1. Knives, guns or any other dangerous objects are not allowed at school at any time.
2. Fighting or roughhousing is not allowed.
3. Students are not allowed to throw snowballs or other objects on the way to, at, or on the way home from school.
4. No running, pushing, or yelling in the halls.
5. Use of playground equipment must be in a safe manner.
6. Tackle football is not permitted.
7. Baseballs are not permitted at school.

SUPPORT SERVICES

Some students may need more help than is provided by the regular program. The Parchment Schools have the services of an educational psychologist, social worker, speech and language pathologist, teacher consultant, and school counselor. Each of these specialists have been trained either to diagnose or work with students who have physical, social, emotional or learning problems.

Parents should indicate to their children that students are always welcome to ask questions, have discussions, and talk openly with their teacher, principal, or other members of the elementary school staff about problems, which may be giving them some difficulty.

SUSPENSION and EXPULSION

The authority of school boards to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted under Public Acts in the School Code. Section 380.1311 of the School Code authorizes suspension for the following reasons: (1) Gross misdemeanor, or (2) Persistent disobedience.

Conduct which deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically set forth below. Violating any school rule or performing any act that is disruptive or detrimental to the health, welfare or education of other individuals or is damaging to school property is prohibited. The degree of severity of the misconduct will determine whether any offence (whether SUSPENSION AND list in this section or not) warrants suspension or expulsion from school.

Examples of Gross and Unacceptable Behavior include but are not limited to:

1. Arson
2. Assault and battery
3. Bomb Threat
4. Controlled substance: drugs and copy-cat drugs, drug paraphernalia and alcohol beverages
5. Ethnic, gender or sexual intimidation or harassment, profanity and racial slurs
6. False Fire Alarms
7. Fighting
8. Insubordination
9. Major Theft
10. Other inappropriate acts
11. Purposeful destruction, defacing or theft of school property
12. Tobacco (all types, including chewing tobacco)
13. Weapons

TARDINESS

One step in teaching your child responsibility is to have him/her arrive at school by the first bell.

Children not in their rooms by the second bell are considered tardy unless they have arrived on a late bus.

Excessive tardiness may result in the student being disciplined. Parents will be notified.

TESTING

Testing is one of the many tools used in the evaluation of elementary students' progress. The following are tests which are administered to each student:

- K-5 Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Fall/Winter/Spring
- 2-5 Measures of Academic Progress (MAP) Fall/Winter/Spring
- 3-5 Michigan Education Assessment Program (MEAP - Language Arts and Math) Fall
- 5 Michigan Education Assessment Program (MEAP - Science) Fall

If you wish to have your child's test scores interpreted, please make an appointment with your child's teacher, counselor, or principal.

TORNADO WATCHES and WARNINGS

The Parchment School District will remain in session during a tornado watch, a tornado warning or severe weather warning. Building administrators will be notified in the event of potential severe weather and appropriate precautions will be taken.

If, at the regular school closing time, a tornado warning is in effect for the immediate area, school will not be dismissed until the warning is lifted.

Students may be picked up at school by their parents if parents come to the school office to request their dismissal. No student will be released to a person other than his/her parent or guardian except by specific request from the parent or guardian.

Extra-curricular student activities will be canceled in the event of a tornado watch or warning. If the event is in progress, appropriate measures will be taken to ensure the safety of the student.

Points to remember during a tornado warning:

1. All decisions rest with the building principal and he/she will do what is best for the safety and welfare of the children.
2. Children will not be released from the building except to a parent or authorized designee.

3. Parents who come to school to pick up their children are expected to act in an orderly manner. They should not enter a classroom and create excitement. The child must be checked out through the office.
4. Please do not call the school office. The lines need to be kept free for any incoming calls that offer information or instructions.

TOYS and PERSONAL BELONGINGS

Students are asked not to bring toys, radios, tape recorders, dolls, video games, etc., to school without prior approval from their classroom teacher. The school will not assume responsibility for loss or damage to these items.

VISITORS

Visitors, particularly parents, 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. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

From time to time, we receive requests to allow other children to come and visit the classroom. We regretfully deny such requests.

VOLUNTEERS

We encourage volunteers to take part in our schools' programs. Volunteers may be parents, college students, senior citizens, or other interested people who feel they can make an important contribution to the children.

If you would like to volunteer your services, please contact your local school's office to make the necessary arrangements.

WEAPONS FREE SCHOOL ZONE

Weapons will not be tolerated in any way and a student will be disciplined, up to and including expulsion according to School Code Sec. 1311.(2) if a weapon is brought to school. 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 weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school, subject to a petition for possible reinstatement if he/she 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 devices that can be converted into such a destructive item.

WEAPONS FREE SCHOOL ZONE (con't)

- 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.)

ZERO TOLERANCE

The Parchment School District has adopted a "Zero Tolerance" policy against verbal slurs, epithets or other actions directed towards another person due to race, color, religion, national origin, creed, ancestry, age, gender, sexual orientation, marital status, or disability. All incidents of such a nature are to be reported, investigated and addressed.

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION: Any person who believes that he/she had been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator, Assistant Superintendent, Parchment School District, 520 N. Orient Street, Parchment, MI 49004, (269) 488-1050.

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant with five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the

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Bus transportation is a *privilege* provided to students in areas designated by the Board of Education.

Bus transportation is provided for students' convenience as long as they maintain appropriate student conduct. The bus driver is in charge from the time the student enters the bus until the time he/she exits.

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a video tape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

If a student must ride a bus other than that which is assigned, a written note from the parent or guardian must be approved in the office and given to the bus driver.

Bus students may be denied transportation, temporarily or permanently, for behavior, which threatens their own safety or the safety and well-being of others.

COMMUNICATION DEVICES

Under Michigan Law (MCL 380.1303 of the School Code) the Board of Education of a school district shall not permit any pupil to carry a pocket pager, electronic communication device, or any other personal communication device in school except for health or other unusual reasons approved by the board. Telecommunication devices will be confiscated and returned to a parent or guardian.

A. Cell phones are permitted but only to be used before or after school hours. If they ring during the school day the student is in violation. Telecommunication devices will be confiscated and returned to a parent or guardian.

DETENTION

A. Students may be required to serve a lunch/recess or after school detention for violation of the established rules.

B. If the student fails to serve the detention on the agreed upon date and time the issue will be investigated and addressed.

DISCIPLINE and CONDUCT OF STUDENTS

Discipline, together with due process, is an integral part of the overall educational process. Parents or legal guardians are responsible for the conduct of their students at school. It shall be the responsibility of the school, and the home, to work cooperatively in such a way that students conduct themselves in an acceptable manner.

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of adopting the individual child to life in society and involves two major categories:

- To guide the student so that he/she enhances the immediate effort of teachers and other students in the learning situation and therefore, does not threaten either the classroom or the instruction which is taking place.
- To assist the student in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities.
- The school system has a responsibility to assist each individual student to assume more responsibility for his/her own actions as he/she matures and gains experience.

The Parchment School District assumes the responsibility granted to it by law and establishes categories of misconduct for the following times:

- While a student is attending school.
- While a student is at a school-related event.
- While a student is under the jurisdiction of the school, or to and from school.

EMERGENCY DRILLS

Each school in the Parchment School District conducts fire, tornado and lock-down drills during school year. Drills are designed to assure the safety of students and employees should emergency situations arise.

EXTENDED ABSENCE FROM SCHOOL

We believe that good attendance is vital to a student's achievement and do not recommend that parents remove students from school for more than three (3) days. While we recognize that value of travel, vacation, and association with family, we feel that our school calendar provides several opportunities for these activities and that absence beyond the time allotted in the calendar may be detrimental to the student. Explanations and class discussions are presented daily which written "make-up" work cannot replace, and time lost from activity classes is impossible to recover.

Some teachers may wish to make assignments in advance; others may prefer to wait until the student has returned. In either case, the final responsibility for all work missed lies with the parents and the student. All assigned work missed due to the absence must be completed within the period of time established by the teacher.

FIELD TRIPS

- A. Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra curricular program. No student may participate in any school-sponsored trip without parental consent.
- B. Teachers or the Administration may require a student to remain at school due to academic and/or behavioral problems.
- C. All regulations, in this handbook, governing students while at school apply on all trips.

GUIDANCE and COUNSELING

- A. The purposes are to:
1. Assist students in developing a positive and realistic self-image, decision-making skills, awareness of alternatives, insight into behaviors and healthy interpersonal relationships.
 2. Provide parents with information on the development and management of elementary aged child.
 3. Facilitate positive and helpful relationships between students, school personnel and parents.
 4. Share updated information on community agencies and resources, initiate referrals and participate in professional organizational activities.

HEALTH SERVICES

Several voluntary health programs are planned each year for educational and screening purposes.

Parchment School District does not employ a school nurse. Limited nursing services are provided by the Kalamazoo County Health Department. For more information please call (269) 373-5200.

Highly Qualified Staff NCLB Requirements

Under the No Child Left Behind Act (NCLB) of 2001, teachers and paraprofessionals must meet specific requirements that designate them as "Highly Qualified". Each District and school receiving Title 1 funding must comply with the NCLB Act.

Parents/Guardians have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you would like to request this information, please contact your child's building principal.

HOMEWORK

Homework is assigned in the elementary grades. It is an important part of the overall educational program. Homework is designed to guide the student toward self-discipline with a responsibility toward self-education, and should always be completed. It is an indispensable learning activity, which increases in complexity with the maturity of the pupil.

IMMUNIZATIONS

All students enrolling in the Parchment School District for the first time shall submit either: a statement signed by a physician that they have met immunizations required by the State of

Michigan or a statement signed by one parent or guardian that the child has not been immunized because of religious conviction or objection to immunization.

In order to assure the health and safety of the students in the Parchment School District, no student will be allowed to continue in attendance if requirements are not met.

INTERNET USE

The Parchment School District allows for students to work independently on the internet/network with written parent permission. Such work is for educational purposes. Any misuse involving the sending or accessing of non-educationally relevant material may result in removal of internet access privileges and may subject to further discipline per individual building discipline codes. The complete acceptable protocol is sent home with the opening day packet and must be signed and returned to school.

LOST and FOUND

Each building maintains a collection of lost and found items. Parents are urged to put names on all outside clothing so that lost items can be returned. Ask you child to check the lost and found if he/she cannot locate something. Periodically, unclaimed items will be donated to charitable organizations.

MEDICATIONS (Prescription and non-prescription)

The Parchment School District policy for prescribed and non-prescribed medication given at school is strictly enforced. No medicine can be given until the following criteria have been met:

1. A consent form with the signature of the physician and parent or guardian must be filled out and returned to school.
2. All medication must be in the original container.
3. An adult should bring medication to the school office.
4. Medications are kept in the office.

PARENT CONCERNS

Should you have a concern or problem regarding your child, the procedure to follow is:

1. Speak with your child's teacher
2. Contact your building principal

Our goal is to resolve all issues positively for all parties concerned.

PARENT INVOLVEMENT

Parents are welcome and expected to be active participants in their child's education. Various opportunities exist for parents to play an active role in school activities and in the classroom. Conferences are held twice per year, and parent attendance is

expected (see below). Regular communication with your child's teacher is also encouraged. Please watch for your child's teacher's contact information (via phone and email) in the beginning of the year packets. School contact information is located in the front of this book.

Other opportunities, which can include volunteer activities, help with homework, participation in field trips and class parties, and more, will occur throughout the year. It is best to arrange volunteer opportunities ahead of time with your child's teacher, in order to ensure that your participation can offer the most value to the classroom. Please contact your child's teacher or school office for more information about how you can become involved!

PARENT-TEACHER CONFERENCES

Regularly scheduled parent-teacher conferences are held in the fall and early spring of each year. These conferences are by appointment, and you will be notified well in advance of your appointment. We hope you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you.

READING SERVICES

A federally funded remedial reading program is available in the Parchment Elementary Schools. Children who qualify work with personnel in small group sessions to help improve their reading skills. If your child is to receive these services, you will be notified.

RECESSES

Morning and/or afternoon recesses are taken at the teacher's discretion.

Before or after eating lunch, students have time on the playground with adult supervision. All students are expected to go outdoors during recess periods. Therefore, student clothing should be appropriate for the daily weather conditions.

In cases of severe weather, supervised games and activities will be provided inside the building.

If your child has been hospitalized or ill at home for an extended period, you may request by note, with an explanation of the reason that your child be excused from outdoor play. If it is necessary for a child to stay inside for an extended period of time, a doctor's written request for that child to "stay in" is required. Extenuating circumstances will be considered.

REPORT CARDS

Report cards are completed three (3) times during the school year. Report cards are just one of the ways we keep parents informed of their child's progress. Parents are encouraged to contact their child's teacher if there are any questions or if further information is needed.

RESPONSIBILITIES and RIGHTS of STUDENTS

1. Allow other students the opportunity to participate in the educational process.
2. Respect all school rules.
3. Engage in conduct, which respects the personal or property rights of others.

The Parchment School District has adopted a Positive Behavior Support model for student behavior management. Under this model, all students are required to behave in a way that is safe, respectful and responsible. They are given positive reinforcement and support for meeting these expectations.

When students have difficulty following the expectations, minor or major office referrals are given as necessary, and consequences are awarded commensurate with the offense. In the case of repeated offenses, students may be placed on a behavior plan which outlines the specific expectations that the student is expected to comply with, and allows for more regular reinforcement throughout the day for the child. Often, plans will also include parent feedback component, which allows for more regular communication between the school and the parent.

Efforts will be made by the teacher and/or staff personnel to help the student improve his/her behavior. If this effort is not successful, the following steps may be taken:

1. The teacher will contact the parent and request the help of pertinent school services (counselor, social worker, etc.) if the situation warrants such action.
2. The teacher will schedule a parent conference to formulate a course of action to resolve the problem.
3. If the principal deems necessary, the student may receive lunch detention, after-school detention, in-school suspension or out-of-school suspension.
4. Some offenses are so serious in nature and/or degree that number three (3) will be implemented immediately.

SAFETY TO and FROM SCHOOL

To ensure the safety of all students, we ask each pupil to:

1. Cross only at intersections.
2. Keep between lines, from curb to curb, while crossing intersections.
3. Walk, not run, across intersections.
4. Observe safety rules on the bus and at bus loading and unloading stations.
5. Be a good citizen going to and from schools.

If your child walks to school, you should determine a safe route which minimizes the number of streets to cross and which takes advantage of the safety patrol posts and crossing guards.

Remind your children never to go with strangers or take anything from strangers. They should report to you or the school whenever strangers approach them.

**SCHOOL CLOSING DUE TO INCLEMENT WEATHER CONDITIONS
and EMERGENCIES**

Radio stations WKZO, WKMI, WKPR, WQXC, WMUK, WNWN, WVFM, WQSN and TV stations WUHQ - Channel 41, WWMT - Channel 3, and WOTV - Channel 8 will announce school closing because of weather conditions. Listen carefully to the message for closing or early dismissal. Please discuss this with your child so that he/she knows what to do in these emergency situations.

SCHOOL DAY

CENTRAL:

Grades K - 5

Classes begin 8:35 a.m.
Dismissal 3:35 p.m.
Half Day Dismissal 11:53 a.m.

NORTH:

Grades K - 5

Classes begin 8:45 a.m.
Dismissal 3:45 p.m.
Half Day Dismissal 11:58 a.m.

NORTHWOOD

Grades K - 5

Classes begin 8:25 a.m.
Dismissal 3:25 p.m.
Half Day Dismissal 11:43 a.m.

Parents should plan appropriately so that children do not arrive before school is open. If students are eating breakfast, the breakfast room will open 20 minutes before school starts. Please plan to arrive in time for your child to eat and get to class on time.

SCHOOL DRESS and PERSONAL APPEARANCE

Student dress is primarily the responsibility of the parents. We request you consider the following clothing guidelines:

- Clothing should be clean, safe and shall not detract from the educational process in any way.
- Clothing with questionable printed material or advertises anything prohibited to minors such as tobacco, alcohol, etc. is considered unacceptable dress.
- Shoes must be worn at all times.
- Hats and bandanas are not allowed.

School personnel have the right to determine appropriate dress.

SCHOOL SUPPLIES

Parchment Elementary Schools are required by law to provide basic educational supplies. Students are expected to care for books and other supplies. The parent or guardian of the student will be assessed the cost incurred by unreturned or damaged school property. We encourage conservation and proper use of school supplies. Student may bring their own supplies.

SEARCH and SEIZURE

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

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 information contained on such systems is confidential or private.

SEARCH and SEIZURE (con't)

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.

STAYING AFTER SCHOOL

Should your child be requested to stay after school to finish work, receive additional help or for disciplinary reasons, parents will be notified. **We ask your cooperation should this need arise.**

STUDENT RELEASE (during school hours)

When it is necessary for your child to leave school during the school day please notify the office by phone or a written message. For the protection of your child, students will only be released to the parent, guardian, or others designated by the legal guardian. Picture identification may be required. Children will be release through the office.

STUDENT RULES and REGULATIONS

Discipline is viewed as a prevention process and a means to encourage good behavior, not merely as a reaction to misbehavior. Students must be respectful to ALL people with whom they come in contact at school. Expected behaviors for all students include:

1. Knives, guns or any other dangerous objects are not allowed at school at any time.
2. Fighting or roughhousing is not allowed.
3. Students are not allowed to throw snowballs or other objects on the way to, at, or on the way home from school.
4. No running, pushing, or yelling in the halls.
5. Use of playground equipment must be in a safe manner.
6. Tackle football is not permitted.
7. Baseballs are not permitted at school.

SUPPORT SERVICES

Some students may need more help than is provided by the regular program. The Parchment Schools have the services of an educational psychologist, social worker, speech and language pathologist, teacher consultant, and school counselor. Each of these specialists have been trained either to diagnose or work with students who have physical, social, emotional or learning problems.

Parents should indicate to their children that students are always welcome to ask questions, have discussions, and talk openly with their teacher, principal, or other members of the elementary school staff about problems, which may be giving them some difficulty.

SUSPENSION and EXPULSION

The authority of school boards to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted under Public Acts in the School Code. Section 380.1311 of the School Code authorizes suspension for the following reasons: (1) Gross misdemeanor, or (2) Persistent disobedience.

Conduct which deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically set forth below. Violating any school rule or performing any act that is disruptive or detrimental to the health, welfare or education of other individuals or is damaging to school property is prohibited. The degree of severity of the misconduct will determine whether any offence (whether SUSPENSION AND list in this section or not) warrants suspension or expulsion from school.

Examples of Gross and Unacceptable Behavior include but are not limited to:

1. Arson
2. Assault and battery
3. Bomb Threat
4. Controlled substance: drugs and copy-cat drugs, drug paraphernalia and alcohol beverages
5. Ethnic, gender or sexual intimidation or harassment, profanity and racial slurs
6. False Fire Alarms
7. Fighting
8. Insubordination
9. Major Theft
10. Other inappropriate acts
11. Purposeful destruction, defacing or theft of school property
12. Tobacco (all types, including chewing tobacco)
13. Weapons

TARDINESS

One step in teaching your child responsibility is to have him/her arrive at school by the first bell.

Children not in their rooms by the second bell are considered tardy unless they have arrived on a late bus.

Excessive tardiness may result in the student being disciplined. Parents will be notified.

TESTING

Testing is one of the many tools used in the evaluation of elementary students' progress. The following are tests which are administered to each student:

- K-5 Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Fall/Winter/Spring
- 2-5 Measures of Academic Progress (MAP) Fall/Winter/Spring
- 3-5 Michigan Education Assessment Program (MEAP - Language Arts and Math) Fall
- 5 Michigan Education Assessment Program (MEAP - Science) Fall

If you wish to have your child's test scores interpreted, please make an appointment with your child's teacher, counselor, or principal.

TORNADO WATCHES and WARNINGS

The Parchment School District will remain in session during a tornado watch, a tornado warning or severe weather warning. Building administrators will be notified in the event of potential severe weather and appropriate precautions will be taken.

If, at the regular school closing time, a tornado warning is in effect for the immediate area, school will not be dismissed until the warning is lifted.

Students may be picked up at school by their parents if parents come to the school office to request their dismissal. No student will be released to a person other than his/her parent or guardian except by specific request from the parent or guardian.

Extra-curricular student activities will be canceled in the event of a tornado watch or warning. If the event is in progress, appropriate measures will be taken to ensure the safety of the student.

Points to remember during a tornado warning:

1. All decisions rest with the building principal and he/she will do what is best for the safety and welfare of the children.
2. Children will not be released from the building except to a parent or authorized designee.

3. Parents who come to school to pick up their children are expected to act in an orderly manner. They should not enter a classroom and create excitement. The child must be checked out through the office.
4. Please do not call the school office. The lines need to be kept free for any incoming calls that offer information or instructions.

TOYS and PERSONAL BELONGINGS

Students are asked not to bring toys, radios, tape recorders, dolls, video games, etc., to school without prior approval from their classroom teacher. The school will not assume responsibility for loss or damage to these items.

VISITORS

Visitors, particularly parents, 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. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

From time to time, we receive requests to allow other children to come and visit the classroom. We regretfully deny such requests.

VOLUNTEERS

We encourage volunteers to take part in our schools' programs. Volunteers may be parents, college students, senior citizens, or other interested people who feel they can make an important contribution to the children.

If you would like to volunteer your services, please contact your local school's office to make the necessary arrangements.

WEAPONS FREE SCHOOL ZONE

Weapons will not be tolerated in any way and a student will be disciplined, up to and including expulsion according to School Code Sec. 1311.(2) if a weapon is brought to school. 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 weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school, subject to a petition for possible reinstatement if he/she 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 devices that can be converted into such a destructive item.

WEAPONS FREE SCHOOL ZONE (con't)

- 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.)

ZERO TOLERANCE

The Parchment School District has adopted a "Zero Tolerance" policy against verbal slurs, epithets or other actions directed towards another person due to race, color, religion, national origin, creed, ancestry, age, gender, sexual orientation, marital status, or disability. All incidents of such a nature are to be reported, investigated and addressed.

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION: Any person who believes that he/she had been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator, Assistant Superintendent, Parchment School District, 520 N. Orient Street, Parchment, MI 49004, (269) 488-1050.

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant with five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the

