



**Beal City**  
**Carl D. Mayes Elementary**  
**Student Handbook**  
**2022-2023**

# *Aggie PRIDE*

Aggie PRIDE is the Positive Behavior Interventions and Supports (PBIS) system that is implemented at Beal City Elementary. This system promotes and acknowledges positive behavior in all areas of school life. We believe that these are the key characteristics and qualities of an Aggie and when followed, they are the building blocks to positive school culture and success.

**Positive Attitude:** All aspects of life are largely dependent on your attitude and perspective towards a given situation. We believe that happiness is a choice and that students who choose to approach their education with a positive attitude will undoubtedly experience more success.

**Respect:** Another critical component to positive school culture is respect. Everyone who attends, works at, or visits Beal City Elementary should have the expectation of being treated with respect at all times.

**Integrity:** Beal City Elementary believes that good character is one of the most important human qualities. There are some circumstances in life that we can not control, but this is one area that we absolutely can! Honesty, loyalty, and trustworthiness are all contributing factors to our integrity.

**Determination:** Education is a lifelong journey, which at times may be challenging. All of us must be determined to push through even when things are difficult. As a team, we can overcome any obstacle.

**Effort:** Anything that is truly good in life requires hard work and commitment. Education is a two-way street and everyone must give their best effort to reach our maximum potential.

# Letter from the Principal

Dear Students and Parents,

It's time for school! I want to welcome our new and returning students to Beal City Mayes Elementary School. I hope you are excited and ready for a great year filled with learning and fun!

This handbook contains essential information regarding our school and school rules as well as important Board of Education policies. I hope that you find it a helpful resource.

We desire the best for every child, and we look forward to partnering with you to help our children be their best. Success isn't accidental. It is the result of a focused team effort, and everyone has a part to play if we are to achieve our goals and reach our potential. Students...come to school expecting to learn and willing to work hard. Our staff will provide the quality instruction that you deserve and that your parents expect. Parents...encourage your children often and have regular conversations with them about school and their work. Parental involvement shows children that school is important and that you are committed to their success. I encourage you to volunteer regularly with your child's teacher. Together, we can accomplish great things!

We are focused on learning, and we will achieve our greatest success by supporting one another in a respectful and caring environment. I'm glad that you are a part of the Beal City family, and I know that each child will have a fantastic educational experience this year.

Sincerely,

Jason L. Johnston, Principal

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# Introduction And Staff

## *Carl D. Mayes Elementary School Parent/Student Handbook*

It is the desire of the Board of Education that two-way channels of communication be kept open at all times between the school system and the people of the school district. The board will continuously attempt to create and maintain schools that reflect the public's wishes, and will do its best to keep the people informed of the affairs of the school system.

The Beal City School Board of Education holds regularly scheduled monthly meetings on the 3rd Monday of each month, unless otherwise posted.

All administrators, teachers, and staff members of Beal City Schools are vested with legal authority to enforce the policies set forth by the Board of Education. Refusal on the part of students to respect this authority at all school functions may be considered insubordinate and dealt with accordingly.

### *Mission Statement*

Beal City Schools, in harmony with the home and community, will educate our children in a positive learning environment that meets individual needs and goals in order that all students successfully function in an ever-changing global society.

The Mission Statement declares the fundamental purpose of Beal City Schools. Our mission is to educate students to be prepared for the challenges and demands of adulthood. Beal City students are expected to make good decisions, behave appropriately, and accept responsibility for their actions. Behavior that interferes with the fulfillment of the mission statement will be subject to disciplinary action.

No person because of race, color, national origin, sex, age, or handicap shall be discriminated against in the Beal City Public Schools.

This Student Handbook shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services. Beal City Public School (K-12) is accredited by the State of Michigan.

### *Vision Statement*

Our students are excited, responsible learners who are encouraged by home, school, community and place of worship. As leaders, they are fully confident that they will graduate well prepared to meet the challenges and high expectations of the 21st century. As successful, lifelong learners and productive citizens of high morals, they work to their fullest potential to make a positive difference.

Our children begin their discovery of knowledge in a nurturing family environment. Our schools and families work in harmony to provide a safe, supportive, and challenging learning experience. Our premier educational team enthusiastically embraces innovative teaching methods and high standards of performance. Our schools are the central point of learning. Using the latest technology, the world is truly our classroom.

Our school district and community are committed to high expectations and high standards. We proactively work together to provide skills, knowledge, and resources thus ensuring a fully supportive environment for excellence in education for all stakeholders.

# School Building Information

Superintendent's Office Phone.....989-644-3901  
 Elementary School Office Phone.....989-644-2740  
 Elementary Office Hours.....7:30 a.m. – 3:30 p.m.  
 Elementary School Day.....8:00 a.m. – 3:00 p.m.

## Elementary Staff And Email Addresses

<p><b>TEACHERS</b></p> <p><b>Kindergarten</b>          Mrs. Amanda Schmidt.....<a href="mailto:aschmidt@bealcityschools.net">aschmidt@bealcityschools.net</a>          Mrs. Shelby Weber.....<a href="mailto:sweber@bealcityschools.net">sweber@bealcityschools.net</a></p> <p><b>First Grade</b>          Mrs. Karen Zileski.....<a href="mailto:kzileski@bealcityschools.net">kzileski@bealcityschools.net</a>          Ms. Michelle Maxon.....<a href="mailto:mmaxon@bealcityschools.net">mmaxon@bealcityschools.net</a></p> <p><b>Second Grade</b>          Mrs. Kelli VanBlargan.....<a href="mailto:kvanblargan@bealcityschools.net">kvanblargan@bealcityschools.net</a>          Mrs. Brooke Bowlby.....<a href="mailto:bbowlby@bealcityschools.net">bbowlby@bealcityschools.net</a></p> <p><b>Third Grade</b>          Mrs. Katie Hull.....<a href="mailto:khull@bealcityschools.net">khull@bealcityschools.net</a>          Mrs. Brandi Snyder.....<a href="mailto:bsnyder@bealcityschools.net">bsnyder@bealcityschools.net</a></p> <p><b>Fourth Grade</b>          Mrs. Aspen Peavey.....<a href="mailto:apeavey@bealcityschools.net">apeavey@bealcityschools.net</a>          Mrs. Tracy Kauppi.....<a href="mailto:tkauppi@bealcityschools.net">tkauppi@bealcityschools.net</a></p> <p><b>Fifth Grade</b>          Mr. Scott Bloniarczyk...<a href="mailto:sbloniarczyk@bealcityschools.net">sbloniarczyk@bealcityschools.net</a>          Mrs. Karey Wentworth...<a href="mailto:kwentworth@bealcityschools.net">kwentworth@bealcityschools.net</a></p> <p><b>Intervention</b>          Mrs. Julie Farrell.....<a href="mailto:jfarrell@bealcityschools.net">jfarrell@bealcityschools.net</a>          Mrs. Veena Cole.....<a href="mailto:vcole@bealcityschools.net">vcole@bealcityschools.net</a>          Ms. Jen Courtright.....<a href="mailto:jcourtright@bealcityschools.net">jcourtright@bealcityschools.net</a></p> <p><b>Resource Room/Special Education</b>          Ms. Kristin Schafer.....<a href="mailto:krschafer@bealcityschools.net">krschafer@bealcityschools.net</a></p> <p><b>Gym &amp; Computers</b>          Mr. Dan Beckwith.....<a href="mailto:dbeckwith@bealcityschools.net">dbeckwith@bealcityschools.net</a></p> <p><b>Gym &amp; Music</b>          Mrs. Amy Sharrar.....<a href="mailto:asharrar@bealcityschools.net">asharrar@bealcityschools.net</a></p>	<p><b>OFFICE STAFF</b></p> <p><b>Elementary Principal</b>          Mr. Jason Johnston....<a href="mailto:jjohnston@bealcityschools.net">jjohnston@bealcityschools.net</a></p> <p><b>Elementary Office Secretary</b>          Mrs. Melissa Hall.....<a href="mailto:mhall@bealcityschools.net">mhall@bealcityschools.net</a></p> <p><b>Superintendent of Schools</b>          Mr. William Chilman....<a href="mailto:wchilman@bealcityschools.net">wchilman@bealcityschools.net</a></p> <p><b>SUPPORT STAFF</b></p> <p><b>Paraprofessionals</b>          Mrs. Teri Cramlet.....<a href="mailto:tcramlet@bealcityschools.net">tcramlet@bealcityschools.net</a>          Mrs. Amanda Gottschalk...<a href="mailto:agottschalk@bealcityschools.net">agottschalk@bealcityschools.net</a>          Mrs. Roni Sisco.....<a href="mailto:rsisco@bealcityschools.net">rsisco@bealcityschools.net</a>          Mrs. Barb Wixson.....<a href="mailto:bwixson@bealcityschools.net">bwixson@bealcityschools.net</a>          Mrs. Samantha Ambs.....<a href="mailto:sambs@bealcityschools.net">sambs@bealcityschools.net</a>          Mrs. Janie Little.....<a href="mailto:jlittle@bealcityschools.net">jlittle@bealcityschools.net</a>          Ms. Elissa Shaner.....<a href="mailto:eshaner@bealcityschools.net">eshaner@bealcityschools.net</a>          Mrs. Kristen Roberson....<a href="mailto:kroberson@bealcityschools.net">kroberson@bealcityschools.net</a></p> <p><b>Technology Director</b>          Mr. Ben Eggenberger.....<a href="mailto:beggenberber@bealcityschools.net">beggenberber@bealcityschools.net</a></p> <p><b>Food Service Director</b>          Mrs. Marci Faber.....<a href="mailto:mfaber@bealcityschools.net">mfaber@bealcityschools.net</a></p> <p><b>Transportation &amp; Maintenance Director</b>          Mr. Jason McDonald....<a href="mailto:jmcdonald@bealcityschools.net">jmcdonald@bealcityschools.net</a></p> <p><b>School Counselors</b>          Mrs. Sara Millerov.....<a href="mailto:smillerov@bealcityschools.net">smillerov@bealcityschools.net</a>          Mrs. Staci Vessel.....<a href="mailto:svessel@bealcityschools.net">svessel@bealcityschools.net</a>          Ms. Breanna Gillis.....<a href="mailto:bgillis@bealcityschools.net">bgillis@bealcityschools.net</a></p> <p><b>Media Specialist</b>          Ms. Cheryl Luna.....<a href="mailto:cluna@bealcityschools.net">cluna@bealcityschools.net</a></p>
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## ***Administration***

*Superintendent of Schools*  
**William Chilman IV**  
[wchilman@bealcityschools.net](mailto:wchilman@bealcityschools.net)

*High School Principal*  
**Dan Boyer**  
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*Elementary Principal*  
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*Business Manager*  
**Rod Freeze**  
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*High School Secretary*  
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*Elementary Secretary*  
**Melissa Hall**  
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*Superintendent Secretary*  
**Sarah Block**  
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*Trans./Maintenance Dir.*  
**Jason McDonald**  
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*Food Service Director*  
**Marci Faber**  
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*Athletic Director*  
**Aarron Butkovich**  
[abutkovich@bealcityschools.net](mailto:abutkovich@bealcityschools.net)

*Technology Director*  
**Ben Eggenberger**  
[beggenberger@bealcityschools.net](mailto:beggenberger@bealcityschools.net)

## ***Board Of Education Members***

Mrs. Denise McBride – President	<a href="mailto:dmcbride@bealcityschools.net">dmcbride@bealcityschools.net</a>
Mr. Rod Cole – Vice President	<a href="mailto:rcole@bealcityschools.net">rcole@bealcityschools.net</a>
Mr. Curt Gottschalk - Secretary	<a href="mailto:cgottschalk@bealcityschools.net">cgottschalk@bealcityschools.net</a>
Mr. Bob Pasch – Treasurer	<a href="mailto:bpasch@bealcityschools.net">bpasch@bealcityschools.net</a>
Mr. Ron Neyer – Trustee	<a href="mailto:rneyer@bealcityschools.net">rneyer@bealcityschools.net</a>
Mrs. Erin Ludwig - Trustee	<a href="mailto:eludwig@bealcityschools.net">eludwig@bealcityschools.net</a>
Mr. Tom Gross – Trustee	<a href="mailto:tgross@bealcityschools.net">tgross@bealcityschools.net</a>

# School-Wide Behavior Expectations

## *Arrival Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Greet others kindly and politely</li><li>● Using good manners</li><li>● Smiling</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Following directions immediately</li><li>● Keeping our hands and feet to ourselves (people and belongings)</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Being where I'm supposed to be (cafeteria, playground, classroom)</li><li>● Use appropriate voice levels for your location</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Being responsible for myself without relying on others</li><li>● Getting to class on time</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Getting myself ready for the day on time</li><li>● Having all needed materials</li><li>● Taking care of my own belongings</li></ul>

## *Bathroom Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Be patient</li><li>● Wait your turn</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Flush</li><li>● Wash your hands</li><li>● Use level 0 voice</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Respect others privacy</li><li>● Respect the school property</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Use the bathroom and go directly back to class</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Close the door quietly</li><li>● Use the bathroom during non-instructional times, if possible</li></ul>

## *Bus Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Always address the bus driver when getting on and off the bus</li><li>● Positive behavior the entire route</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Listen to and follow the driver's instructions</li><li>● Use appropriate language and voice. Level (2) voice</li><li>● Ask permission to open the windows</li><li>● Close the windows when getting off</li><li>● Keep hands and feet to yourself</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Clean up after yourself</li><li>● Take all of your belongings with you</li><li>● Treat everyone with kindness</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Use jump seat method</li><li>● Stay in seat unless otherwise directed</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Load and unload in a timely fashion</li><li>● Stay seated properly</li></ul>

## *Cafeteria Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Say please and thank you</li><li>● Use kind words</li><li>● Be patient</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Voice Level 2-conversation</li><li>● your neighbor's space</li><li>● safety patrol and cafe helpers</li><li>● Remove coats and gloves before going through the lunch line</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Walk around in abc order and sanitize</li><li>● Wait your turn</li><li>● Food stays in the cafeteria</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Eat only <b>your</b> food</li><li>● Go directly to the playground</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Pick up after yourself</li><li>● Use walking feet</li><li>● Eat what you take</li></ul>

## *Classroom Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Be kind to others</li><li>● Smile</li><li>● Be excited about learning</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Respect your teachers' right to teach and each student's right to learn</li><li>● Respect yourself, others, and property</li><li>● Use an appropriate voice level</li><li>● Keep the classroom clean</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Do the right thing, even when others aren't looking</li><li>● Keep your word</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Stick with it! Never give up!</li><li>● Finish what you start</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Stay consistent</li><li>● Do your personal best</li><li>● Effort=Results</li></ul>



## *Gym Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Smile on your face</li><li>● Be willing to participate</li><li>● Encourage others</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Be kind to others</li><li>● Listen to and follow directions</li><li>● Level 2 or 3 voice</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Play fair</li><li>● Good sportsmanship</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Stay focused on task</li><li>● Get better every day</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Give your best</li><li>● Try new things</li><li>● Appropriate gym shoes</li></ul>

## *Hallway Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Smile</li><li>● Be kind to others</li><li>● Be patient</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Level 0 or 1 voices</li><li>● Pass the door to others</li><li>● Keep hands to yourself</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Stay in line</li><li>● Stay to the right</li><li>● Respect property of others</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Focus on your task</li><li>● Go directly to your destination &amp; back</li><li>● Keep the hallway clean</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Stay with your class</li><li>● Use walking feet</li><li>● Close lockers quietly</li></ul>

## *Office Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Respond calmly and respectfully.</li><li>● Use your manners</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Be polite</li><li>● Level 1 voice</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Be honest about why you're in the office</li><li>● Tell the truth about your actions</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Focus on <i>YOUR</i> reason to be in the office</li><li>● Be part of the solution when you have a problem</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● Wait your turn</li><li>● Keep your office visit short</li><li>● Follow staff directions</li></ul>

## *Playground Expectations*

<b><i>P</i></b> ositive Attitude	<ul style="list-style-type: none"><li>● Take turns</li><li>● Be patient</li><li>● Be kind to others</li><li>● Encourage others</li></ul>
<b><i>R</i></b> espect	<ul style="list-style-type: none"><li>● Listen to those in charge</li><li>● Keep hands and feet to yourself</li></ul>
<b><i>I</i></b> ntegrity	<ul style="list-style-type: none"><li>● Use equipment appropriately</li><li>● Use good sportsmanship</li><li>● Respect school property</li></ul>
<b><i>D</i></b> etermination	<ul style="list-style-type: none"><li>● Level 0 or 1 voices when lining up</li><li>● Line up quickly in ABC order when the whistle blows</li></ul>
<b><i>E</i></b> ffort	<ul style="list-style-type: none"><li>● If it's on the ground, leave it on the ground</li><li>● If you bring it out, take it in</li><li>● Dress for the weather</li></ul>

# Enrollment And Transfer

## *Enrolling Guidelines*

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

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- Registration form

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school. The office 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 of 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.

## *Transfer Out Of The District*

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

# School Policies

## *Attendance*

Good attendance is considered a necessity. Students who have good attendance generally achieve higher grades, enjoy school, and are more employable after leaving school. It is the policy of Carl D. Mayes Elementary School that all students are in attendance at least 90% of the time. That means that a student cannot miss more than one day out of ten. Students are expected to attend classes regularly and to be on time. They are to develop the habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by absences. In most situations, work missed cannot be adequately made up.

The school has a responsibility to inform parents when students are having attendance problems at school. The laws of the State of Michigan clearly state that the responsibility for attendance of children under the age of sixteen rests upon the parents.

All teachers will keep a daily record of attendance for all students in his/her class. Attendance records will also be kept in the elementary office. Student absences will be recorded as either excused or unexcused. We feel that this will help prepare you for when your child advances to Junior High and High School and the attendance policy gets stricter.

### **Please follow the rules listed below to prevent your child's absence from being considered unexcused:**

1. **Always send a note or call the school when your child is absent.** Make sure the note is signed by a parent/adult, contains your child's name, the date he/she was absent and the reason for his/her absence.
2. If your child's absences/tardies accumulate to 5, you will receive notification by mail. A continuation of this problem (6-9 absences/ tardies) will require a more detailed letter being mailed. When a child accumulates 10 or more absences/tardies, a referral will be filed with our county truant officer. He/She will determine whether or not to involve the prosecutor's office.
3. Students who come in late (after 8:00 a.m.) must be signed in by a parent/adult. Students leaving early from school must be signed out by a parent/adult. Students absent for over 15 minutes will be charged with a ½ day's absence. (An example would be a child arriving after 8:15 a.m. or leaving prior to 2:45 p.m.)
4. **A doctor's note is required if a student misses three or more consecutive days** and is appreciated for any time a child has a doctor's appointment on a school day. A student must be fever free for a minimum of 24 hours before returning to school.
5. Unless otherwise stated, a student who has been absent will be allowed to make up work missed whenever possible.

Please refer to the following chart if you have questions concerning the attendance policy:

<b>1 – 2 days absent</b>	phone call or note from home
<b>3 + days absent</b>	doctor's excuse required
<b>10+ absences/tardies</b>	parent's notified in writing with possible involvement of truant officer and prosecutor's office

**CONSISTENT SCHOOL ATTENDANCE MAKES FOR A POSITIVE EDUCATIONAL EXPERIENCE FOR YOUR CHILD. THANK YOU FOR YOUR SUPPORT AT HOME.**

## ***Tardiness***

Beal City Elementary School operates on a definite schedule. Every student has a place to be at a specific time. Students are expected to be in their classes on time. Chronic tardiness is not tolerated. A student is considered tardy if he/she is not in the classroom at 8:00 a.m. A student who is more than fifteen minutes tardy is considered absent, even though in attendance for the remainder of the day.

1. Any student arriving after 8:00 a.m. must go directly to class, where the teacher will document their tardiness.
2. When a student reaches five tardies, parents will be notified.
3. When ten tardies have been reached, parents will receive an official notification from the principal.
4. Any additional tardies, above 10, will result in a truancy referral to local law enforcement.

A truant officer is available to the district and may be requested to assist in improving the student's attendance. The truant officer may petition the parents and/or student to appear in juvenile court. A parent conference may be requested by the administration for excessively absent students. Retention at the present grade level for an additional year may be considered for excessively absent students. Any or all of the above available courses of action may be taken in any case when a student is excessively absent during a school year.

## ***Extended Vacations***

State law says: "The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." Therefore, parents are vigorously discouraged from taking their children on extended vacations or trips while school is in session. Often, parents ask for the child's "work" to be assembled and sent home with the child so it can be done during the extended absence. This is in direct opposition to the key sequential elements of a properly designed lesson. A lesson design has seven major steps. The step at which your child would actually begin to practice the concepts being taught is called Guided Practice, and it's the fifth step in the lesson design. One can easily see that to request a child's work does not and will not replace the first four key steps of teaching a lesson. You, as parents, must take this into consideration when contemplating any kind of extended vacations. If you do go on an extended vacation, please advise the teacher of the dates the child will be absent. Please don't ask for work more than one week in advance. The child's work will be sent on the last day the child is in school. Please realize additional work may need to be completed upon your child's return and some work may need to be redone.

## ***Pre-planned Absences***

Students will be allowed two prearranged absences not exceeding a total of five school days per year for a trip with his/her parent/guardian. The request must be made in writing to the Elementary School Principal's office at least ten school days in advance of the planned trip. All assigned work should be picked up in advance of the trip and be handed in when the student returns to school.

Approval of pre-planned absences will be based on the student's current academic performance, recommendation of teachers, and a pattern of regular school attendance. The student's teacher may have a conference with the principal to review the student's status. Teachers will base their decision on the overall status of the student which will include, but is not limited to, the following: attendance in class, passing/failing courses, and behavior. The final decision will rest with the Principal. If the student does not meet the above mentioned criteria, the request will be denied.

## ***Notes To School***

When a student is sent to school with a note, please remind your child to deliver it to his/her teacher immediately upon arriving at the classroom. If he/she waits until just before leaving we may not be able to make the proper connections.

## ***Blanket Notes***

Some working parents issue a blanket note for an extended period of time. The following example is in the form that you should follow.

**"Please put Johnny Main on Mrs. Smith's bus every Monday and Thursday. He will be going to his baby-sitter, Mrs. Kay at 123 Lost Lane in Harrisville. Her phone number is 555-1113. Mrs. Smith's bus is #2, and his regular driver is Mrs. Jones on bus #8.**

Thanks, Mrs. Main"

\*\*Note that this tells the child's name, his baby-sitters name, address, and phone number, the bus Johnny rides and is to change to. It communicates well all the information the teacher and/or the front office needs.

\*\*\*If your child has more than one sitter, the note should include the second sitter's name, address and phone number plus the second bus driver's name and bus number. Parents should call to let us know which sitter the child is going to, but all bussing changes must be made before 2:00 p.m.

Any time there are changes in sitters etc., a new note must be sent in.

## ***Daily Announcements***

Daily announcements are posted on the school website and in the elementary office window by 8:00 a.m. each morning.

## ***Medication Policy***

State Health Department guidelines for administering medications at school are becoming more strict each year. The current medication policy has been working efficiently. All parents need to be aware of the procedure as follows:

1. A permission form (see appendix) must be completed for any prescription or over-the-counter medication that needs to be administered at school.
2. **This form must be completed by the physician and the parent.**
3. Over-the-counter medications will be administered by the office **ONLY** if they are recommended by a physician.



4. All medications should be brought to the school office by a parent or responsible adult. Medications must be in the original container, dated, with the student's name and dosage.
5. Medications will be counted and the amount recorded on the student's medication log. All medications will be counted on a weekly basis.
6. When administering medications, two adults will be present to control accuracy.
7. Each dose given will be recorded on the student's log.
8. Provisions can be made for students to self-administer medications. Students who self-administer must have a completed permission form on file in the office. A meeting with the principal, parent and student is required to set individual guidelines for self-administering.
9. Parents will be notified if an error has been made with medication administering (forgotten dose, lack of medication, refusal to take, etc.).
10. At the end of each school year, parents are expected to pick up all leftover medications. Any medication not retrieved within one week of notification will be properly disposed of by school personnel.

Parents are encouraged to try to arrange for prescription medication (such as temporary antibiotics) to be taken at home. Regular medications that must be given during school hours will be handled according to the above guidelines.

We discourage sending over-the-counter medication (such as Tylenol, Advil, antacids, etc.) that need to be given "as needed", with your child to school. Storing and monitoring of these types of medications can become overwhelming. If you feel your child may need an occasional over-the-counter medication, please make arrangements for it to be brought in by an adult when necessary.

If a doctor prescribes an over-the-counter medication, a permission slip must be completed. Any questions concerning the medication policy should be directed to the elementary office.

## ***Report Cards***

Report cards are sent home for elementary students, in student planners, at 9-week intervals, four times a year. Midterm progress reports may be sent home if warranted. The final report card of the school year will be mailed, and may be held if a student has any outstanding debts (such as: unpaid lunch money, overdue/damaged library books, damaged/lost textbooks, band bills, camp fees, etc.).

## ***Additional Help***

Teachers are here to assist students as much as possible. If a student is having trouble in class, he/she should ask for help immediately. The teacher can arrange for the paraprofessional to give extra help to any student requiring it. Parents -- don't hesitate to call the school if you have any concerns about your child's progress.

## ***Assemblies***

There will be school assemblies throughout the school year. They are prepared for education, entertainment, and general well-being. All will be free. Students will be required to attend all assemblies. Students are expected to be quiet and courteous to our guests at all times. Final approval by the principal is required of all assemblies.

## ***After School Activities***

Any student or groups of students involved in any after school activity shall have a chaperone or sponsor present at all times. The activity shall be in a designated area. Students waiting for supervised activities to begin or for rides to arrive, must wait in the cafeteria, lobby, or other designated areas.

## ***Arrival And Departure Times***

Students should not be at school before 7:45 a.m. and must be picked up no later than 3:10 p.m. Students being dropped off early and picked up late will not have adult supervision and parents will be contacted by the principal.

## ***Book, Instructional Materials, Equipment, And Lockers***

Books, instructional materials, equipment, and lockers are provided by the school district to each student without charge or deposit in most cases. Students are responsible for the books, instructional materials, equipment, and lockers once issued until returned. Students who have not taken care of their obligation to the school for the last school year for books, materials, equipment, and lockers will not be issued school owned books, instructional materials, equipment, or a locker. Parents and students are expected to meet these obligations in a reasonable amount of time in order to ensure that the education of their student is not jeopardized.

## ***Electronic Devices***

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to have iPods, electronic toys, cameras, cell phones, laser pens, radios, or other similar devices at school activities or in the classroom without the permission of the principal, classroom teacher, bus driver, or person in charge. Although cell phones may be used on buses, inappropriate use of cell phones, or cameras on school buses is also prohibited. The use of cellphones while boarding and unboarding buses is also prohibited. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

## ***Cell Phones, Tablets, E-readers, And Other Electronic Devices***

The use of radios, cell phones, iPods, tablets, E-Readers, MP3 players, headsets or other similar electronic devices are not allowed without prior approval of either the principal, teacher, advisor, bus driver or coach in charge of the supervision of that activity.

\*\*Electronics such as e-readers/tablets and graphing calculators are allowed, with prior approval from the teacher, for educational use only. The school is not responsible for loss or damage, and these items may only be used in a classroom setting (not to be used at recess).

1<sup>st</sup> Offense: Item taken and may be picked up in office by student. (Warning)

2<sup>nd</sup> Offense: Item taken, and may be picked up in office by parent/guardian. (Lunch Detention)

3<sup>rd</sup> Offense: Item taken until principal meeting with parent/guardian. (Parent Meeting)

## ***Field Trips***

In order to enhance and enrich the educational program, teachers conduct periodic field trips. Prior to any field trip, parents are notified with a written explanation of the trip. A general field trip permission form, which must be signed by parents and returned to school, will be included in the beginning of the year packet.

**IMPORTANT: If parents accompany their child on a field trip and would like to bring him/her home with them, they must complete a *Field Trip Sign Out Form*. This form must be approved by the Administration in advance of the field trip.**

## ***Messages***

Only emergency messages will be delivered to students during class time. Classes will not be interrupted to deliver messages regarding transportation, personal appointments, work schedules, family errands, etc. Such messages are not guaranteed to be delivered to students.

## ***Parent-teacher Conferences***

The office staff will schedule a specific time for you to attend parent/teacher conferences during Fall Conferences. If you have more than one child in the school, we will attempt to schedule your conferences as close together as possible. Our Spring Conferences are not scheduled and are drop-ins. Additional conferences may be initiated as warranted any time throughout the school year.

## ***Individual Conference With Teachers***

1. Students and parents are encouraged to consult with the teacher pertaining to any phase of the students learning process.
2. Each teacher is assigned a preparation period during the day and is available at that time for conference.
3. Parents can call the school at (989) 644-2740 to request a conference with a teacher or email the teacher.
4. Parents should report to the office for assistance upon arrival for a conference.

## ***Dress Code***

Student dress is a factor in the school setting. Clothing, therefore, should be appropriate for school. When the student's dress interferes with the health and/or safety of the student or disrupts the educational process, it is the responsibility of the principal to request that the student leave school to return with more appropriate clothes for school. The student may be required to wear appropriate clothing provided to the student by the principal.

## ***Rules For Dress***

- Long, dangly earrings are not acceptable due to safety concerns.
- Student attire is acceptable as long as it is neat, clean, and not inappropriate.
- Footwear is required. Due to safety concerns, **slippers, high-heels, and heeled shoes are not appropriate for school.** Shoes worn to school must not have a heel that exceeds one inch.
- No hats, do-rags, kerchiefs or caps will be worn in the school during the school day.
- Profanity or vulgar suggestions printed on clothing is prohibited.
- Clothing should be worn as designed (mutilated clothing is not permissible).
- Bare midriffs, tank tops, and sleeveless shirts less than 2 inches wide on the shoulders are not allowed.
- No low riding jeans allowed.
- Underwear must not be visible.
- See through or ribbed shirts/tank tops are not allowed.
- Shorts and skirts are allowed if they are at a mid-thigh length.
- Alcoholic and other illegal substance advertising on clothing or hats are not to be worn during the school day or at school sponsored activities.
- Coats are not to be worn during the school day.
- Backpacks must be kept in lockers.

## ***Gym Class Dress Code***

- Students do not have to bring special clothes for gym class, EXCEPT shoes.
- CLEAN athletic shoes, with Velcro or laces that tie, which will be kept at school, are required.
- Shorts are recommended to be worn under dresses, on gym class days.

## ***Seasonal Clothing***

Whenever possible, students will be going outside for recess so they need to be prepared with the proper clothing. We strongly encourage that ALL students follow the seasonal clothing guidelines below. Wearing boots and snow pants not only is good for the student, but it also helps to keep the school clean by not tracking excess water into the classrooms. If you are unable to purchase proper winter attire, please contact the school. We have many community partnerships that are willing to help out when necessary.

### **Kindergarten - 2nd Grade**

- 33-50 degrees = coats or sweatshirts are required.
- 32 degrees or lower = gloves, hat, and coat required.
  - Boots and snow pants required when messy conditions exist (snow and/or mud)
- 10 degrees or lower = recess will be held indoors (classrooms or gym)

### **3rd - 5th Grade**

- 33-50 degrees = coats or sweatshirts are recommended
- 32 degrees or lower = boots, gloves, hat, and snowpants recommended
- 10 degrees or lower = recess will be held indoors (classrooms or gym)

*\*At all times, best judgment in accordance with weather conditions is expected by parents.*

## ***4th/5th Grade Camp***

Each year, students in 4th and 5th grade will have an opportunity to attend camp. Any student who chooses not to attend will be expected to be present at school for those days. There are some costs associated with camp, but students have the opportunity to begin fundraising in Kindergarten. Students also have the option to apply for scholarships to help reduce the overall cost. Like all other school debts, any balances that are not paid in full will stay on the student's account and will need to be paid off before they can receive their high school diploma. **\*All funds raised for camp through fundraisers will go into the camp account and used for those expenses only. If a child raises more than the cost of camp for both years or chooses not to go, those funds will remain in the school camp fund. Refunds will not be given in any form.**

## ***Dance Rules/Lock-ins***

1. Dances must be approved by the Principal (at least two weeks ahead of time).
2. Dances will be sponsored and supervised by the sponsoring organization and their advisor.
3. The sponsoring organization will be responsible for buying decorations.
4. If there are any concessions, the sponsoring organization will pay for food sold and receive the profits.
5. A minimum of four chaperones is needed. Two chaperones must be faculty members. Two may be parents of the sponsoring group.
6. Sponsoring organization members will be responsible for cleanup.
7. The dances will be over no later than 10pm for grades 5-and 6.
8. Once a student enters the dance, they will not be allowed to go back out unless previously approved by a faculty chaperone. (Chaperones will not be responsible for students who leave the dance without permission.)
9. Any student that attends a dance with a guest will be held responsible for the conduct of his/her guest.
10. If any emergency exists, advise the chaperones immediately.
11. All other school rules will be enforced at all dances (any infractions will be disciplined According to school policy).

## ***Lunch, Recess, And End Of Day Dismissal***

Teachers will dismiss students from class. Noise levels in the hallway should be minimal. Students are released at the end of the school day. They will follow their teacher's dismissal instructions.

## ***Picking Up Students From School***

If at all possible, it would be greatly appreciated if doctor, dentist, and any other appointments could be made after school. However, if a parent must take a child out of school during the day please contact the office and we will meet you outside with your student.

## ***Document Requests***

Parents/Guardians who would like to request duplicate copies of information so that it goes to more than one household, can call the elementary office at 644-2740. Additional copies that are frequently requested are report cards, progress reports, and monthly newsletters to name a few.

## ***Homework***

Students are sometimes directed to complete classroom assignments at home. Occasional long-term projects are required of older students. However, the most meaningful kinds of educational experiences are those which are under the direct supervision of a teacher or parent. It can be said that most of the time students have enough time during the day to complete assignments. If your child brings home large amounts of homework, it is quite likely that he/she is not making wise use of time during the school day. If you have any questions/concerns regarding your child's homework, please contact the teacher (note in planner, email, or phone call during planning period).

If the previous day's homework has not been completed, students may be spending recess time inside working on those uncompleted assignments. A supervised area will be provided to complete the work. Parents may want to make certain homework is completed and ready to be turned in on time.

## ***Honor Roll***

Beal City Public Schools holds high academic achievement as our top priority. Students in 5<sup>th</sup> and 6<sup>th</sup> grade will be recognized each semester for this distinction. In order to make the Honor Roll, students must have a B- or higher in all of their classes.

## ***Insurance***

The school is in no way liable for medical costs resulting in injuries at school. The school takes no part in reporting accidents to the insurance company, these are handled by each parent with the insurance company. We encourage all parents to check their own insurance policies as to the type of coverage that they now have.

## ***Leaving The School Building***

If a student must leave school, a parent note must be given to the teacher or written in the student's planner. If a student becomes ill at school, the school will contact a parent by phone.

Beal City Schools is a closed campus. Once a student arrives at school they are expected to stay on campus.

## ***Locker Rules***

1. Do not give out your locker combination.
2. Keep your locker locked at all times.
3. Keep your locker neat and clean.
4. Any damage or destruction of lockers by students will result in payment for damage and/or disciplinary action.
5. If your locker does not work properly, report it to the office.
6. The lockers are school property. School authorities may search student lockers at any time.

## ***Locker Search Policy***

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using a locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. 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, held, or turned over to the police. The school reserves the right not to return items which have been confiscated. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The principal may search student lockers and storage areas and the contents contained therein at any time for justifiable reasons.

The principal, at any time, may request the assistance of the local law enforcement agency having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

## ***Make-up Work***

It is the student's responsibility to contact the teacher within one day after returning to school after an absence to arrange for make-up work. Unless otherwise specified, the student will have time equal to the absence to make up work. For example, one day absent equals one day to complete missed work and turn completed work into their teacher.

## ***Non-school Sponsored Clubs And Activities***

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

## ***Promotion & Promotional Policy***

As a student finishes each school year, grade placements are marked on the report card and in the permanent file. The following definitions should help parents understand the specific placement term:

**Promoted** - means that the student is working at or near grade level

**Placed** - means that the student is working 1 to 2 years below grade level.

**Lifted** - means that the teacher has recommended retention, but the parents disagrees and has signed a waiver to move the child to the next grade.

**Retained** - means that the student will remain in the same grade for another year. This recommendation is made by a mutual decision (during

an SST/parent meeting) between parents, teachers and administration with the child's best interests and developmental level in mind.

## ***Request For Student Placement***

Specific teacher requests will not be accepted. However, parents may submit a letter explaining the specific educational needs of their child that they would like considered during the class assignment process. This letter must be submitted to the building principal **between April 15 and May 1 of the prior year**. For incoming Kindergarteners, letters must be submitted during Kindergarten Registration/Testing (**March**). After careful consideration of all educational factors, the teaching staff and principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. **Class assignments will be based upon what is best for all students; and for educationally sound reasons.**

## ***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.

# **Student & Staff Conduct**

## ***Discipline***

All administrators, teachers, and staff members of the school are vested with legal authority to enforce the policies set forth by the Board of Education. Refusal on the part of students to respect this authority at all school functions may be considered insubordinate conduct and dealt with accordingly. The school will comply with relevant state law pertaining to Seclusion and Restraint, as well as Suspension and Expulsion. A code of conduct has been formulated to define guidelines and rules in an attempt to function fairly and equitably. An attempt has been made to define limits of behavior and to implement conditions that clarify the rights of all participants in our school community. It is recognized that each student is an individual and that there are situational variances involving misconduct; therefore, certain circumstances may warrant discipline and control to be treated as an individual matter. You are reminded that you have all rights of due process of law. Rewards may be offered to students who cooperate with information that leads to the apprehension of the individual(s) responsible for violations of the code of conduct. This practice will be used generally for actions that result in the destruction of individual or school property. The reward will be paid by the violator(s) and awarded to the cooperating students by the principal. Staff members are required to inform students who they refer for discipline. Students who have engaged in illegal activity on or off school property will be suspended from participating in any extended extracurricular trips for a minimum of six academic months from the time of the illegal activity. These illegal activities include, but are not limited to minors in possession of illegal or controlled substances, destruction or property, selling or possession of look-alike drugs, and sexual criminal conduct code violations.



## ***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.

### ***Corporal Punishment***

While recognizing that students may require disciplinary action in various forms, the Board of Education of Beal City will not condone the use of force and fear as appropriate procedure in student discipline. No person employed by the Beal City Schools, or engaged as a volunteer or contractor by the Board, shall threaten to inflict, or cause to be inflicted, corporal punishment upon any pupil in accordance with state law. However, professional staff, support staff, volunteers, or contractors by the Board, may, within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or with the control of the student, in self-defense, or for the protection of persons or property. Alternatives to corporal punishment will be used as a first option. These include detentions, suspension, restrictions from activities, or withdrawal of privileges. Other methods of discipline may be used that are not in the above list.

### ***Lunch Detention***

Students can receive a lunch detention for any of the following reasons: bullying, classroom disruption, improper equipment use, being in a restricted area, physical aggression, throwing objects, verbally inappropriate, work refusal, and uncooperative behavior. Detention will take place during lunch recess Monday – Friday. The Detention Room will be staffed by a paraprofessional. Students will take a referral form to the Detention Room for admittance. Each student will complete a Responsibility Plan which will be returned to the teacher for a signature. Lower elementary students will receive help completing the plan from the supervisor. Repeat offenders will receive the following consequences determined by the Principal:

After 3 referrals	Parent phone call made by student
After 5 referrals	Parent conference and 1 day suspension or other consequence determined at meeting.
After 6 referrals	Suspension; parent conference and Manifestation Hearing, if needed

### ***Saturday School***

Any fourth through sixth student assigned to serve a Saturday detention will be given at least overnight to make arrangements for transportation. Transportation from detention is the responsibility of the parent. Unexcused absence from an assigned Saturday Detention will result in the amount of time assigned being doubled.

### ***Suspension***

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be allowed to make-up school work due to suspension. Tests and quizzes will be made up and a grade given based on the results of the tests and quizzes.

## ***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.

## ***Cheating Policy***

Students who do not do their own work on tests, quizzes, and assignments that were assigned as and intended to be individual undertakings are cheating.

Those students who the teacher and principal have determined as having cheated will be disciplined in each class as follows:

**1st Offense:** Parent notification by staff member referring. No credit (a zero) will be given on the test, quiz, or assignment involved. Detention will be given.

**2nd Offense:** Parent notification by staff member referring. No credit (a zero) will be given on the test, quiz, or assignment involved. The student may receive out of school suspension.

## ***Student Harassment***

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Rights and Responsibilities contains language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Rights and Responsibilities shall be subject to disciplinary action up to and including suspension or expulsion from the district.

Conduct constituting harassment may take different forms, including but not limited to the following:

## ***Sexual Harassment***

- A. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the district.

## ***Gender/Ethnic/Religious/Disability/Height/ Weight/Sexual Orientation Harassment***

- A. Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. Physical: Any intimidating or disparaging action such as hitting, kicking, or spitting on a fellow student, staff member, or other person associated with the district.

## ***Reporting Harassment***

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should make contact with one of two or three persons selected by each building Principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

## ***Staff Member Harassment Of A Student***

If a student reports that she/he is being harassed by a member of the staff, the matter is to be reported immediately to the Principal who shall then contact the Superintendent. The Superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the Principal, upon receiving the complaint from a minor student or his/her parents, shall determine if the harassment may constitute child abuse and, if so, follow the child abuse reporting procedure.

During the investigation, the accused staff member may be removed from any contact with students. In addition, the Principal shall ensure that the alleged student victim receives proper guidance and support in dealing with any after effects of the alleged harassment.

Investigation of a complaint not involving a member of the staff will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

Each student handbook is to contain a section on harassment which:

- A. describes the various kinds of harassment that can occur;
- B. prohibits its occurrence;
- C. provides for appropriate penalties;
- D. describes the reporting and investigation process.

Each Principal is to arrange for students in his/her school to receive instruction, appropriate to their age, on the nature of sexual and other forms of harassment, means for dealing with harassment, and the school's procedure for reporting any incident in which they are involved or have observed. A synopsis of such information is to be contained in each parent/student handbook.

## ***Profanity***

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## ***Plagiarism***

Students must properly give credit when others' words or ideas are used. Plagiarism is defined as using and passing off the writing or ideas of someone else as one's own or portraying someone else's work as your own original work. Plagiarism referrals will stay on file for all a student's years in school.

1st Offense: Parent notification by staff member referring. No credit (a zero) on the test, quiz, or assignment.

2nd Offense: Parent notification by staff member referring. No credit (a zero) on the test, quiz, or assignment involved, which may result in a student failing class. Students may be suspended up to three school days.

## ***Smoking***

Smoking or possession of tobacco on school property:

1st Offense: Parent notification and Two day out-of-school suspension. Authorities may be notified.

2nd Offense: Parent notification and Three day out-of-school suspension. A student must make and keep an appointment for Substance abuse counseling. Authorities may be notified.

3rd Offense: Parent notification. Five day out-of-school suspension. Authorities may be notified.

4th Offense: Board meeting to determine student's status. Authorities may be notified.

## ***Bullying & Other Aggressive Behavior Toward Students***

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Reporting**

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible

for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## Definitions

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

**"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. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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

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

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti



**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Board Policy 5517;

Hazing, see Board Policy 5516.

Bullying activities of any type are prohibited at all times on school property, at any school-sponsored function or in a school vehicle. Bullying includes any willful act done by a student or students to another student for the purpose of subjecting that student to humiliation, intimidation, physical or mental abuse or threats of abuse, social or other ostracism, shame, or disgrace. Permission, consent, or assumption of risk by the student subject to hazing does not lessen the prohibition.

**1st Offense:** Lunch Detention, parent contact made, restitution may be required.

**2nd Offense:** One day out-of-school suspension.

**3rd Offense:** Three to five days out-of-school suspension.

**4th Offense:** Ten day suspension.

## ***Assault***

**Physical Assault** – 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.”

**Verbal Assault** – 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 assaults 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.

## ***Forgery***

The unauthorized use and writing of the names of another person on school forms or other school correspondence such as notes from home, letters, etc.

**1<sup>st</sup> Offense:** Parent notification. One to two day out of school suspension. All absences falsely excused will be considered unexcused.

**2<sup>nd</sup> Offense:** four to five days out-of-school suspension

**3<sup>rd</sup> Offense:** Recommendation for expulsion.

## ***Insubordination***

Refusal to comply with the reasonable directives of teachers, support staff, or administrators, use of profane language, violation of state law, local ordinances, and laws pertaining to civil disobedience and derogatory actions against school personnel is considered insubordination.

**1st Offense:** Parent notification and Saturday detention or one to three day out-of-school suspension.

**2nd Offense:** Parent notification and administrative conference. One to five day out-of-school suspension.

**3rd Offense:** Recommendation for expulsion to Board of Education.

## ***Nuisance Objects***

Any objects brought to school that interfere with the educational process (such as: show & tell items, trading cards, toys, athletic equipment, etc.) will be taken from the child and kept in the elementary office where it must be picked up by a parent. Persistent violations of this policy could result in loss of the item(s) until the end of the school year.

## ***Public Display Of Affection***

Social behavior is a normal part of the school experience. However, the school is not the appropriate place for unmannerly displays of affection. Staff and the Principal will use their discretion in determining inappropriate public displays of affection. Students will be warned initially, with all parents being notified if the behavior persists. Students may eventually be disciplined if it becomes chronic.

# **Departments**

## **Cafeteria- Aggie Café**

The Aggie Café has a warm, inviting atmosphere for all students. We serve healthy meals with several options in the hope of capturing all the student's unique food favorites. We follow the Aggie PRIDE Pillars in all that we do: Positive attitude, Respect, Integrity, Determination and Effort. The staff in the Aggie Café are dedicated to your students. We want them to have the best experience possible while enjoying the best meal possible. You can download the Nutrislice app on your phone for our menu options or go to [bealcityschools.nutrislice.com](http://bealcityschools.nutrislice.com) to view the whole menu.

## Meals and prices:

### **Breakfast**

Prices will be determined before the beginning of each school year. Please see the Beal City Schools website under Food Service for current pricing.

**In the event of a delay, breakfast WILL NOT be served.**

Our **lunch** menu consists of a choice between two entrees, which includes five items from different food groups. Students may take all five food groups, but must take three of the five including a fruit or vegetable to receive a full lunch (or)

- 6<sup>th</sup>-12<sup>th</sup> grade students have one main hot option, along with, selecting one of the cold lunch options, such as wraps, salads, or alternate hot options, slice of pizza, bosco sticks etc, which also come with the hot vegetable of the day, fruit and milk.
- We are offering what we call “The Meal is the Deal” pricing. If a student only chooses to take one entrée (such as a piece of pizza), that entree will cost \$.50 more than a full lunch, adding a fruit or vegetable will finish that meal.

### **Lunch**

Prices will be determined before the beginning of each school year. Please see the Beal City Schools website under Food Service for current pricing.

**NO LUNCH WILL BE SERVED ON HALF DAYS.**

### **How to pay:**

**You can add lunch money and fill out free/reduced applications on the Family Portal site that is linked to our Meal Magic point of sale system. Efund is another site used to add money for multiple reasons district wide, including lunch accounts. You will use your Parent Access ID number from Powerschool to link your student to your account.**

Please make sure all balances are kept up to date.

We will accept payments made in cash, check made out to Beal City Schools, but **we encourage online payment when possible** for safety protocols at:

- <https://payments.efundsforschools.com/v3/districts/55260/login>
- <https://bealcity.familyportal.cloud>.

**Please note: Family Portal does not save your routing number/credit card number. Please double check this every time you add money. If just 1 number is off, it will not go through your bank. There will be a \$1.25 fee if the wrong number is used and a \$5.00 fee for NSF.**

- No money will be accepted in the lunch line.
- Students need to turn in money to the drop box stations by 9:15am.
- Any credit balances will be carried over to the next school year.
- All money will be refunded to seniors.
- Students leaving the district should notify us for a refund.

### **Charging:**

- Students may charge up to three meals.
- All Parents will be contacted by an automatic email system when your child first runs out of money.

- A letter will be sent home only to elementary students if they reach their three-charge limit.
- If payment is not made and the account brought up to a positive balance the next day, students will be offered an alternate meal.
- All charges must be paid by the last day of the current school year.
- No charging will be allowed the last 2 weeks of school.
- All charges before the free/reduced application is received and processed must be paid within a week of notification.
- A student cannot charge ala carte items.
- Parental controls can be set to control student spending.

**If Students pack a lunch, they can purchase milk and condiments at ala carte pricing.**

## **Food Allergies**

When the Food Service Department is asked to make a menu substitution for a student, it is the responsibility of the parent/guardian making the request to discuss your options with the Food Service Director, submit a properly filled out and documented Special Dietary Needs Form. Students with food anaphylaxis (severe food allergies) are covered under the Disability Act of 1990 and a document must be filled out for proper food substitutions. If, however, a request for food substitutions is made for a student without a severe food allergy but intolerance, for example, lactose intolerant, the Food Service Department **may** make substitutions listed on the medical statement form. **This form must be filled out and signed by a recognized medical authority before substitutions can be made.** Please contact, Marci Faber, Food Service Director at 989-644-3901 ext #2319 or mfaber@bealcityschools.net if you have any questions.

## **WELLNESS FOOD AND SAFETY POLICY**

Beal City Schools has developed a wellness policy. This policy is to help assist us as a school and community to a healthier lifestyle. The following policies are in place to assist us with this goal:

1. We encourage students and families to make good health choices for lifelong benefits.
2. We promote safe learning environments by ensuring that appropriate behaviors are modeled by staff and practiced by students.
3. We encourage the use of healthy food if used as a reward.
4. We prohibit withholding food from any student as a punishment.
5. We encourage offering predominantly healthy food/beverages for classroom celebrations/parties.
6. We encourage not selling foods with low nutrient value in school fundraising or fundraising promoted to the students through the school.
7. We encourage predominantly healthy foods and beverages to be offered at school events (open houses, conferences, and meetings).
8. We stipulate that predominantly healthy food and beverages are offered as ala carte options.
9. We regulate hours that our vending machines containing food and beverages with low nutrient value are accessible to students.
10. We audit annually to make sure our sidewalks, cross country track, lighting, and/or other key elements are safe.
11. We prohibit staff from withholding physical education class, with the exception of the Physical Education Teachers in their class, as a punishment or to make up missed instructional time, class work, or tests in other subjects.
12. We prohibit the use of physical activity as punishment.

# Counseling And Guidance

Guidance services are available to any student in school. These services include assistance for education planning, interpretation of test scores, study habits, help at home, school and/or social concern, or any question a student might like to discuss. Beal City Schools provides a full-time counselor.

## *Social/Emotional Education*

Beal City Elementary utilizes the Second Steps curriculum to deliver social/emotional lessons to our students. The counseling department plans and delivers weekly lessons in coordination with our classroom teachers. Teachers will reinforce the learning throughout the week using supporting materials.

## *Homeless Students*

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the district and will not be stigmatized on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the district including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar state and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs in gifted and talented students;
- E. school nutrition programs

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

# Media Center/Computer Acceptable Use Policy

## *Access To Accounts*

All users are encouraged to make use of the school’s facilities in pursuit of their academic goals, but are asked to remember that an INTERNET account is a privilege, not a right offered each academic year to the following:

1. All BCPS students approved by their parents.
2. All BCPS students approved by the building principals and/or network administrator.

## *Media Center Use*

Students wishing to use the media center when not accompanied by their teacher must have a pass stating the date, time, student's name, and the purpose for his/her use of the media center. Students are expected to use the media center for academic reasons only, and to be respectful while doing so.

## *Circulation Policies*

Kindergarten, first and second grade students are allowed to check out only one item from the Elementary library at a time. Third through sixth grade students are allowed to check out two items (only one may be an elementary magazine) from the Elementary library or the biography section. Fifth and sixth grade students, with parental permission, may borrow secondary books as well.

Overdue materials must be returned or paid for before additional items can be checked out, even if the student does not have the maximum number of items out. Although we do not assess late fines, overdue items must be returned before a student can receive his/her report card. Students will be charged the cost to replace materials that they do not return.

The media center materials are protected by a security system. Students attempting to deliberately circumvent the system and remove materials without checking them out will be punished for **theft**. Students who damage books, remove security tags, damage or attempt to damage the security system itself will be punished for **vandalism**. Vandalism will result in the cancellation of all system privileges. Computer vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.

## *Internet Usage Guidelines*

The INTERNET account holder is held responsible for his/her actions and activity with his/her account. Unacceptable uses of network resources are reported to the Network Administrator and Building Principal and will result in restrictions or suspensions of these privileges. Repeat violators will also be subject to further disciplinary actions such as Saturday detentions and/or out of school suspensions. Some examples of unacceptable uses are:

1. Using the network for illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using an account owned by another user;
9. Posting personal communications without the original author's consent;
10. Posting anonymous messages;

11. Downloading, promoting links to, or the storing and/or printing of files or messages that are profane, pornographic, obscene, that use language that offends or tends to degrade others or that encourage criminal activity;
12. Transmitting, executing, promoting links to, or storing malicious, threatening, or abusive programs or material;
13. Downloading, executing, or storing programs from the Internet on network drives or network directories. This includes files that end with the extension of exe., .bat, .zip or .com;
14. Violating the Content Guidelines as outlined below;
15. If a student inadvertently accesses an inappropriate site, (See 11 above) the student must immediately report this to the responsible teacher. This is necessary to update protective software packages. (Note: this provision is not intended to excuse continued misuse by students).

### **Content Guidelines**

Students, as part of a valid classroom assignment, may be allowed to produce materials for electronic publications on the INTERNET. Teachers and the Network Administrator may monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and address as well as information regarding the specific location of any student at any given time.
2. All student work must be signed with the student's full name.
3. Individuals in pictures, movies or sound recordings may be identified by initials. Absolutely no first or last names may appear in reference to individuals in any image, movie or sound recording.
4. No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

## **Transportation**

### ***Transportation To And From Activities***

Students must have prior written approval from the administration to ride to and from school sponsored activities and sporting events with a parent or guardian. The written approval must be given to the teacher / principal to verify that the student will be riding with a parent or guardian to or from the activity or sport. The approval forms may be found on our web page or in the elementary school office.

### ***Bus Rules***

School bus transportation is provided for most students living within the confines of the school district.

Whether the student regards riding a school bus as privilege or not, this privilege may be denied to any student for improper conduct while riding the school bus. The length of this denial may vary from one day to the complete school year, depending on the number of times reported and seriousness of the misconduct.

Proper student conduct is a most important factor in the safe and wholesome operation of a transportation program. The Board of Education and Administration expect the same level of appropriate student behavior while riding a school bus as they would in the classroom or any public place.

Therefore, it is of utmost importance that bus drivers, the Director of Transportation, Principal, and parents continually work together to assure the best possible student behavior.

The school bus driver is in charge of the bus at all times when it is in operation and has authority to demand observance of proper student conduct and the school bus rules. A proper amount of discipline must be maintained on the bus in order to permit the bus driver to maintain adequate composure for the safest operation of the school bus. A rowdy, noisy, and destructive student will not be tolerated by the bus driver or the school administration. Each driver is given authority to stop the bus to talk with a student who is not conducting himself/herself properly and to report the student to the Director of Transportation and principal. Proper disciplinary action will be taken against the student and the incident will be recorded on his/her student record. Repeat offenders will be asked to secure their own transportation to and from school.

The following are some of the basic student bus rules and regulations:

1. Obey the driver at all times.
2. Keep hands and head inside the bus at all times.
3. Maintain a classroom atmosphere, except for ordinary conversation.
4. Do not shout at passing persons or vehicles.
5. Occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
6. Be at the bus stop ready to board the bus when it arrives.
7. Stay off the traveled roadway at all times while waiting for the bus.
8. Wait until the bus has come to a stop before attempting to get on or off.
9. Enter or leave the bus only at the front door except in case of emergency.
10. Cross the traveled roadway, if necessary, after leaving the bus in the following manner:
  - Make sure the bus is stationary.
  - Upon leaving the bus, go 10 feet to the front of the bus, within sight of the driver and wait for the proper signal for crossing.
  - Upon signal from the driver, look both to the right and the left, then proceed across the roadway in front of the bus.
  - Walk, don't run, in front of the bus when crossing the highway.
11. Report to the driver at once any damage to the bus that is observed.
12. Help keep the bus clean, sanitary, and orderly. No food or beverages are to be consumed on any school bus. **DO NOT THROW THINGS ON THE BUS.**
13. No smoking, fighting, throwing objects, or profanity will be tolerated at any time.
14. No writing on, marring, or defacing the interior or exterior of the bus. will be tolerated.
15. Students who ride the bus to school will not be permitted to walk or ride any other bus or get off at another stop unless the driver has written permission from a parent or guardian.
16. The bus driver is in charge of the students while they are on the bus and at the bus stops and while loading or unloading students.
17. Students may be required to walk a maximum of 1/2 mile (elementary) or one mile (high school).
18. Radios and tapes are not allowed on the bus unless permission is granted by the principal.



19. Students who damage the bus will be responsible for restitution for materials damaged and the cost of labor to repair.
20. Beal City Schools will be using mounted video cameras on busses to assist in monitoring bus behavior.

## ***Misconduct on School Transportation***

When a student violates one or more of the above safety bus rules thereby causing an unsafe and/or disruptive condition, the following disciplinary procedure will be used:

**1st Offense:** Bus Misconduct Report will be sent to the office. Parents will be notified.

**2nd Offense:** Bus Misconduct Report will be sent to the office; student may receive at least one day suspension from riding the bus, or Saturday detention, and parents will be notified.

**3rd Offense:** The student will be suspended from riding the bus at least three (3) days and up to five (5) days. Bus Misconduct Report filed in the office.

**4th Offense:** Parent conference with Principal, Transportation Director, and Superintendent, if necessary. At that time it will be determined whether the penalty is for the rest of the year or not.

Students may receive an immediate suspension from the bus and school by the Principal for the following reasons:

1. Fighting on the bus.
2. Smoking on the bus or lighting matches or other flammable items.
3. Complete disrespect for the driver and other passengers--swearing, improper language, or obscene gestures.

## ***Transportation Drop-Off Policy***

Due to safety concerns, we are strictly enforcing our bus policy regarding student drop-offs. An adult or older sibling must be in clear view of the bus driver in order for Preschool through Third grade students to be allowed off the bus after school. If no adult is clearly present, the student will be returned to school on the bus, and parents/guardians will be responsible for picking the student up from the Superintendent's office by 4:15 p.m. Chronic violations of this policy may result in the loss of transportation privileges. Consequences for having your child returned to school are as follows:

**1<sup>st</sup> offense:** written warning

**2<sup>nd</sup> offense:** one week loss of bus transportation and mandatory meeting with principal and transportation director

**3<sup>rd</sup> offense:** one month loss of transportation and mandatory meeting with principal and transportation director

**4<sup>th</sup> offense:** loss of transportation for the remainder of the year

Any change in destination after school must be submitted in writing, 3 days prior to change, to the building principal/elementary office. No student will be allowed to ride a different bus or get off at a different location without a bus pass signed by the parent. No one may take a student off the bus without a pick up pass stating who is being allowed to take the student home. In case of emergency, contact the office at 644-2740.

# Building & Grounds

## *Playground/Recess Expectations*

These playground expectations have been established for the safety and well being of all students. Everyone is to use the equipment in the following manner:

### *Swings*

One person per swing.

No standing on, jumping off or twisting of swings.

Get off only after the swing stops.

### *Tire Swing*

No more than 3 people on a tire swing at a time

No standing on or jumping off of tire swings.

### *Playscape*

Stay in your own personal space.

One hand must be on bars at all times.

### *Slides*

One person going down at a time.

Slide on your seat only.

No walking up the slides.

### *Ga-Ga Pit*

No more than 8 people in the pit at one time.

Posted rules MUST be followed at all times.

### *Sand Area*

Keep the sand in the sand area.

Respect others' creations.

## ***Sports Equipment***

The following items are allowed on the playground: plastic bats, tennis balls, wiffle balls, Nerf balls of any kind, regulation footballs, basketballs, soccer balls, kick balls, and jump ropes.

### **All Rules/Expectations Are Clearly Posted On The Playground.**

#### **Other guidelines**

- Sidewalk chalk to be used on paved playground areas only
- Sand, snow, stones and wood chips are to stay on the ground.
- Toys and electronics are NOT allowed on the playground.
- When the whistle blows, the children are to line up at the doors.
- Children who need to stay in due to illness must have a note from a doctor.
- No food can be taken outside.
- Equipment such as jump ropes, basketballs, etc., need to be used in the proper manner and returned to an inside storage area after every recess. Failure to do so may result in losing the use of that equipment.
- Please practice good sportsmanship at all times. Character Counts!
- Snowmen, snow sculptures and snow forts are allowed. Respect others' creations.
- If you are eating breakfast, you should go directly to the cafeteria and enter the playground area only after eating.
- All school rules apply to the playground.

## ***Consequences for Playground Rule Violations***

**All consequences accumulate for the entire school year.**

**Minor Infractions:** Improper use of equipment, intentional rough play, profanity, disrespect toward staff, and other violations of Personal Rights.

#### **Steps to Correct Misbehaviors:**

1. Warning, on the wall for the remainder of the recess.
2. Sent to administration. Possible lunch detention.
3. Parent contact. May result in the child being sent home.

**Major Infractions:** Intentional harm of others, either verbal or physical, damage to property, and stealing.  
Steps to correct behavior: Administrative contact. Parent contact. Child sent home.

## **Health & Safety**

## ***Concussions***

To provide for the safety of students and athletes, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Mental Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective.

## ***Control Of Non-Casual Contact Communicable Diseases***

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

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

## ***HBV/HIV Exposure Parent Consent***

We recently have been notified by the federal government that the district is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures includes a requirement that the district requests the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the Superintendent's office at (989) 644-3901.

## ***Head Lice Policy***

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

The contracting of head lice can be a problem in any school setting. We do not do pre-planned "all-school" head lice checks. Any student with live lice may remain in school until the end of the school day. Children will be allowed to ride the school bus home. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school designated personnel finds no live lice on the child, the child may reenter school. Parents should remove nits daily and treat if live lice are observed.

## ***School Lice Procedures***

When a member of the school staff suspects a child is infested with head lice, the following procedures will be followed:

1. The child will be restricted from activities involving close contact (i.e., hugging) or sharing personal items (i.e., hats, clothing, brushes) with other children.
2. The school office will be notified, and the parents will be contacted verbally and in writing.
3. A letter will be sent home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice. The school will provide parents with a copy of an information sheet on head lice infestation and treatment options.

## ***Chronic Head Lice***

A chronic head lice problem exists when a child has nits and/or live lice detected in his/her hair twice a month, 2 weeks apart, for two months. The parent/guardian of this child will be notified both times of lice detection and treatment options. Parents identified as chronic offenders of the policy will have consequences imposed for this occurrence and every occurrence thereafter. These consequences include removal of the child from the school setting upon detection until all lice and nits are removed from the child's hair. Parents need to provide the school with a signed "Confirmation of Treatment" slip upon the child's return to school. Transportation may not be provided to and from school unless the child is determined to be lice-free by school personnel. Only by working together can we eliminate this pest that interferes with the learning of all children.

## ***Injury***

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

## ***Immunization***

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student is not in compliance or does not have an authorized waiver by October 1, he/she may be excluded from school. 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 elementary office.

The following specific diseases must be reported to the Central Michigan District Health Department: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

## ***Illness***

Parents will be notified when students become ill at school. Arrangements for picking up sick students will be made by the parent and communicated to the office. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## ***Pesticide Use Policy/Integrated Pest Mgmt. (Ipm)***

Beal City Schools, if needed, may use pesticides for pest control. Advanced notice will be posted on all entrance doors and provided on the school website. If you want to be included on the notification list, contact Central Office (644.-3901) to be included on the notification list. Those on the notification list will be notified three days prior to application of the pesticides.

## ***Physical Examination***

The school shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

# Campus Security

## *Arrival And Departure Times*

The school doors will remain locked until 7:35 a.m. Students may not be dropped off before 7:35 or picked up after 3:10 p.m. Students being dropped off early or picked up late will not have adult supervision and parents will be contacted by the principal.

## *Emergency School Closing*

When it becomes necessary to close school or go into a lockdown situation the following radio and television stations will be notified: WCEN, WHNN, WCFX, WMMI-WCYZ, and T.V. 9&10. You may get a phone call from school through our PowerSchool messaging system. You may also check our school's web page at [www.bealcityschools.net](http://www.bealcityschools.net). Conditions that would close school would be: Bad weather, mechanical breakdown within the school, or a high rate of absence due to illness.

## *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.

## *Emergency Drills*

Fire Drill Regulations and Emergency Exits Steps to Follow:

- Classroom teachers and students have the special duty of seeing that drills and emergency actions are characterized by safety, order, control, and rapidity.
- Teachers must always take their class record book with them when exiting the classroom/school building.
- The teacher will go directly to the door and will lead the group single-file out the designated exit, without stopping for books, papers, jackets, etc. to a location outside of the building. If the designated exit is blocked, the teacher will lead the group to the nearest exit.
- All classroom windows must be closed with the lights turned off as the classroom is emptied.
- All students will observe the rules for emergency drills.
- Exemplary conduct is essential – NO talking, laughing, pushing, shoving or running.
- Follow the instructions of teachers.
- Keep calm, quiet, alert and be safety conscious.
- Students must remain with their class and teacher.
- When the all clear is sounded, students will return to class in an orderly manner.
- Students must be at least 100 yards from the building during fire drills.
- Teachers who have a conference period at the time of the drill/emergency will participate by assisting other teachers and checking empty rooms and areas before leaving the building.
- All school personnel will participate in all drills, aiding in the evacuation of any pupils. Close all windows and doors, turn off lights, and extinguish any flame.

- Fire Exits will be discussed by each classroom teacher at the beginning of the year. Posted signs in each room will help instruct you as to the way you should exit.

## ***Tornado Safety***

In the event of a tornado watch, (alert that weather conditions are such that there is a possibility of a tornado) a decision will be made as to the closing of school based upon the facts available. In the event of a tornado warning (immediate danger or a tornado has been sighted) students will be sent to the safest area of the building.

Tornado Emergency Plan: ‘warning Bell’ – Three Short Bells – Pause And Repeat

- A. Large rooms with high ceilings should be evacuated: the gym, cafeteria, and band room.
- B. Areas with glass should be avoided: the lobby and other entry ways.
- C. The classrooms on the south side of the building should be evacuated and the students moved into the hallways to be seated against the supporting walls and locker rooms.
- D. All classrooms on the north side of the building should be evacuated, except Mr. Pittsley’s room, and the students should be directed to sit against a supporting wall in the hallways, sitting facing the lockers on the south or west side of the building. In the classrooms, windowed areas should be avoided.
- E. All classrooms including the library and ITV room, shop, and greenhouse should be evacuated and students should be directed to the halls and locker rooms.
- F. In the gym, if classes are being held inside, the students should be directed to the locker rooms. If the classes are being held outside, it will be up to the instructor’s discretion what action should be taken. Time permitting; the class should be taken inside to the corridor or locker room. If time doesn’t allow this, the students should be directed to lie face down on the ground or in any available ditch or depression.
- G. On the buses, the driver will have to determine if conditions warrant the evacuation of the bus. If so, the students should be directed to the ditch on either the south or west side of the roadway.

The Department of Education suggests that during a TORNADO WATCH, teachers be informed to review EMERGENCY PROCEDURES, and that a staff member be assigned as a lookout. The destruction brought about by a tornado derives from pressure differences between the inside and outside of the buildings, causing those buildings to literally explode. Windows and doors on the north and east sides of the buildings should be kept OPEN during those times when a tornado is a possibility.

## ***Visitors***

Students must gain permission from the Principal and classroom teachers to have visitors. Visitor passes and parental permission forms are available only in the office and are to be completed at least three days before the visitation. Beal City Public Schools only permits visitors who live outside a 50 mile radius from the school. Any non-student in the building without authorization from the office is considered trespassing. Visiting students should only plan on visiting the Beal City Public Schools for a half day per school year.

1. The child must bring a signed note in the morning.
2. The parent must come to the Elementary office to sign the child out.
3. Without a note the children will be put on the bus to go home.



**\*\*If someone other than the child's parents will be picking the child up at school, the parents must provide that person's full name, phone number and picture ID to the elementary office. The office personnel may require that the person show identification before a child will be released. Of course, this is to protect the child. If you plan to pick your child up after school, please be here when school is dismissed. If you are not here on time, we will put your child on the bus. If you think you will be late please have the courtesy to call.**

Visitors should park slightly away from the school to avoid blocking the busses. Coming in to escort your child to the car eliminates any safety hazards with after school traffic.

## ***Public And Private Property***

Students endangering or abusing the property of students, school employees, or the school including theft, misuse of books, materials and equipment, defacing property, and unauthorized presence in school buildings is not acceptable. Rewards may be posted and students who are caught will pay for the reward, or they will be prosecuted.

**1st Offense:** Payment of damage. Parent notification. Conference with the Principal to determine legal options. Depending on the individual situation, recommendation for Board action can be made after the first offense if it is considered gross misconduct. Depending on severity, the option of notification of prosecutor and police agencies is available and up to a three-day suspension out of school.

**2nd Offense:** Extended suspension and payment for damage. Authorities may be notified.

**3rd Offense:** Recommendation for expulsion. Payment for damage. Authorities may be notified.

## ***Due Process Rights***

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- A. Students subject to short-term suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of the suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.
- B. Students subject to long-term suspension and expulsion: A student and his/her parent or guardian must be given written notice of the reasons and intention to suspend or expel and an opportunity to appear with a representative before the Board/Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board/Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board/Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (policy 5610 and /or policy 5610.01), to a request for reinstatement (policy 5610.01), or to a request for admission after being permanently expelled from another district (policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students that have been suspended. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

## ***Emergency Management Procedure***

All exterior doors will be locked at 8:05 a.m. each day excluding one set of doors located by the Superintendent's office. Visitors will need to be buzzed into the school in addition to checking in and checking out when entering and leaving the school.

Emergency plans are in place that will cover such things as intruders in the school building, violence/crimes in and outside the school building, bomb threats, mechanical failure within the school, and any other incidences that would endanger students.

## **Weapon-free School Zone**

The Board of Education of Beal City Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of the threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Beal City Public Schools (or the Superintendent, Principal, or other District official as may be designated by the Board) shall permanently expel a student from attending school in the school district if the student possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing matter, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon or for indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the student.
3. The student did not know or have reason to know that the object or instrument possessed by the student constituted a weapon or dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

## ***Possession Of A Weapon***

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. 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 and possible permanent exclusion. 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 permanently expelled from school, subject to a petition for possible reinstatement, if she/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 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.)

Threats of violence or use of the above items may also subject a student to expulsion.

## ***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 may subject a student to expulsion.

## ***Weapons Meaning (Definition)***

A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be use, is capable of causing death or serious bodily harm. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three 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. Weapons shall include, but are not limited to firearms; pellet guns; knives; metal knuckles; straight razors; club type implements; explosives; noxious, irritating, or poisonous gases; and drugs or other items fashioned with the intent to use, sell harm, threaten, or harass students, staff, parents or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, scissors, chairs, jewelry, and other items.

## ***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.

## ***Recordation And Referral***

All expulsions pursuant to this policy shall be entered and preserved on the student’s individual permanent record. This information shall be disseminated, as part of the student’s permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where the district is requested, or otherwise required, to forward or release records to that institution. The school district shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student’s parent or legal guardian (if the student is not emancipated) and to the local law enforcement agency. The school district shall, within three days of expulsion, refer the expelled student to the appropriate county department of Social Services or county community mental health agency. The school district shall also notify the individual’s parent or legal guardian or (if the individual is at least 18-years old or

otherwise legally emancipated) notify the expelled student of the referral. The school district shall also refer for prosecution, conduct by any individual that is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

## ***Petitions For Reinstatement***

Students expelled pursuant to this policy (or their parent or legal guardian if the student is not emancipated) may petition the Board of the school district for reinstatement to school. An individual who was in grade five or below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade six or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. However, the student may not be reinstated before 180 school days from the expulsion date. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in possession of this district the parent/guardian or student (if emancipated) shall furnish written authorization for review of the same by committee and Board of Education members.

### **Upon receipt of a petition for reinstatement, the district shall do the following:**

1. Not later than ten school days after receiving a petition for reinstatement, the Board of Education shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is not emancipated) or from the expelled student.
2. The committee shall consist of two Board of Education members, one school administrator, one teacher, and one parent of a student attending the school district.
3. The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
4. Not later than ten school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the school district, and shall submit a recommendation to the Board of Education on the issue of reinstatement.

## ***Student Directory Information Access***

No Child Left Behind (section 9528) requires student directory information to be made available to military recruiters and institutions of higher education. Under the Family Education Rights and Privacy Act (FERPA) a student or his/her parents may request that the information not be released without prior written consent. Here is the description of the FERPA requirements:

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a school bulletin, student’s handbook, or newspaper article) is left up to the discretion of each school.

# *Statement of Assurance*

Beal City Public Schools  
Board of Education

## Statement of Assurance of Compliance With Federal Law

The Beal City 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 1970, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Beal City 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. William C. Chilman IV and Rodney Freeze are the district Civil Rights contact. They can be reached in the Beal City Central Office. The phone number is 989-644-3901.

The Beal City Public School District is an Equal Opportunity Employer.

# **Notifications**

## *Notification of Rights*

### The Family Education Rights and Privacy Act

In compliance with federal regulations, Beal City Public Schools has established the following guidelines concerning student records:

- Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation.
- Pictures of the student may be used solely for district purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.
- The Family Education Rights and Privacy Act gives parents the right to inspect and review the educational records of their children. Section 99.11(c) of the regulations implementing that legislation states, "An educational agency or institution may presume that either parent of the student has authority to inspect and review the educational records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody which provides to the contrary".

- Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” by completing the form below. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Superintendent’s office.

## ***Parent/Student Rights- Identification, Evaluation, and Placement***

The following is a description of the rights granted by Section 504. of the Rehabilitation Act of 1973 to students with disabilities. The intent of this federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the district you have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the district advise you of your rights under federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free, appropriate education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504. of the Rehabilitation Act of 1973;
- F. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- G. Have transportation provided to and from an alternative placement at no greater cost to you that would be incurred if the student were placed in a program operated by the district;
- H. Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the district;
- I. Examine all relevant records related to decisions regarding your child’s identification, evaluation, educational program, and placement;
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- K. A response from the district to reasonable requests for explanations and interpretations of your child’s records;
- L. Request amendment of your child’s educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the district refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- M. Request mediation of an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Administration.
- N. Ask for payment of reasonable attorney fees if you are successful in your claim.
- O. File a local grievance.

The person in the elementary school who is responsible for assuring that the district complies with Section 504 is the principal.

## ***Online Classes***

Section 21f of the June 2013, State School Aid Act, allows pupils in grades 5 to 12 to enroll in up to two online courses during an academic term, semester, or trimester. It also requires that a student taking an online course, and who is not enrolled in a school of excellence that is a cyber-school, choose courses from their local district catalog or the statewide catalog of online course syllabi to be developed in partnership by the Michigan Virtual University (MVU) and the Michigan Department of Education (MDE) and maintained by MVU. (This new provision of the law does not take effect until October 1, 3013.)

- Students in grades 5-12 have a right to take up to 2 online courses each term (trimester/semester) with parent consent.

A district may only deny enrollment to a student if the student has:

- A district earned credit for the course
- The course does not generate academic credit
- The course is inconsistent with graduation requirements or the career interests of the student.
- The student does not possess the prerequisite knowledge and skills for the course, or the student demonstrated failure in a previous online course in the same subject, or the course is of insufficient quality or rigor.

If a student is denied, he/she may appeal to the superintendent of the intermediate school district.

Districts can offer online courses locally, as well as open enrollment to students outside the district by:

- Providing MVU with a course syllabus
- Offering the course through an open entry/exit method or aligned to a traditional semester or trimester schedule.

Districts shall use foundation allowance to pay for expenses associated with the online course not to exceed 1/12 (semester) or 1/8 (trimester) of the district's foundation allowance per course. Districts shall provide students the same technology rights and access for online courses as it does for its traditional in-house courses. Districts will award appropriate academic credit that counts toward completion of graduation requirements.

## ***Parents' Right-to-know***

Beal City Public Schools receive funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district is required to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

1. Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to this information, parents may also request the following:

1. Information on the level of achievement of your child in each of Michigan's academic assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement.
2. Timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualifications and licensing criteria for the grade level or subject area in which the teacher is providing instruction.



# Appendix

# *Calendar For The 2022-23 School Year*

## **Calendar 2022-2023**

August 23	Elementary & Secondary Open House
August 25	First Student Day – Full day
September 2	No school
September 5	Labor Day – No School
October 11	Evening conferences 5-8 P.M
October 13	Half-day students, conferences 1-3 & 5-8 P.M.
October 14	No school
October 28	End of 1 <sup>st</sup> Marking Period, Student half-day/Teacher work day
November 8	Teacher PD, students off
November 15	No school – Deer Day
November 24 & 25	Thanksgiving Break
Dec. 19-Jan. 2	Winter Break
January 19	Exams – Student half-day/Teacher work day
January 20	End of Semester – Student half-day/Teacher work day
February 17	No school
March 24	End of 3 <sup>rd</sup> Marking Period – Teacher & Student half-day
March 27-31	Spring Break
April 7	Good Friday - No School
May 26	No school
May 29	Memorial Day Observance – No School
June 8	Exams – Student half-day/Teacher work day
June 9	End of Semester – Student half-day/Teacher work day

## ***Glossary Of Educational Terms***

**Accelerated Reader (AR):** A progress monitoring online program that assesses the practice of reading through having students take a short multiple choice quiz on the book that they have read.

**Accountability:** Reporting a data-based summary of student learning to the public, including identification of system-wide strengths and weaknesses; and specific plans for using the information to improve learning.

**Accreditation:** An ongoing and collaborative process which confirms that a school has met a set of standards deemed essential for quality education for all students. This accreditation process fosters school improvement, and ensures identifiable progress toward attainment of student outcomes, through requirements for institutional self-evaluation as a stimulus for growth and improvement.

**Accredited:** Certified by the State Board as having met or exceeded the standards established in the following areas: Administration and organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans and student outcomes.

**Adequate Yearly Progress (AYP):** A school performance indicator.

**Alternative Assessment:** Any type of assessment in which students create a response to a question, as opposed to assessments in which students choose a response from a given list, such as multiple-choice, true/false, or matching. Alternative assessments can include short answer questions, essays, performance assessments, oral presentations, exhibitions, and portfolios.

**Assessment:** The systematic gathering of evidence to judge a student's demonstration of learning. Assessment aids educational decision making by securing valid and reliable information to indicate whether students have learned what is expected. Assessment is built around multiple indicators and sources of evidence (combinations of performances, products, exhibitions, discourse, tests, etc.).

**Assessment Standards:** Principles for the assessment and analysis of student achievement and the opportunity afforded students to learn; the methods for achieving appropriate correspondence between the assessment information collected and the purposes that information will serve; the characteristics of valid and reliable assessment information; a variety of methods for collecting it; and appropriate concerns for reporting and interpreting the information.

**Authentic Assessment:** Assessment tasks that elicit demonstrations of knowledge and skills in ways that resemble "real life" as closely as possible, engage students in activity, and reflect sound instructional practice.

**Benchmarks:** Statements which indicate what students should know and be able to do at various developmental levels (i.e., early/late elementary school, middle school, and high school).

**Common Core State Standards (CCSS):** Developed by education experts from 45 states, these K-12 learning standards go deeper into key concepts in math and English language arts. The standards require a practical, real-life application of knowledge that prepares students for success in college, work and life.

Common Core provides:

- Consistent learning expectations for all students.
- Clear standards that focus on understanding over memorization.
- Emphasis on the critical topics students need to succeed after high school.
- Faster testing results with a better, more focused online assessment system.

**Content:** Subject matter from the disciplines of English language arts, mathematics, science and social studies.

**Content Standards:** What students should know and be able to do. Content standards are broad descriptions of the knowledge and skills students should acquire in the core academic subjects. The knowledge includes the important and enduring ideas, concepts, issues, and information. The skills include the ways of thinking, working, communicating, reasoning, and investigating that characterize each subject area. Content standards may emphasize interdisciplinary themes as well as concepts in the core academic subjects.

**Core Curriculum:** A plan for learning that defines the essential learning for all students and the instructional system that will be used to deliver these learning.

**Curriculum:** A coherent plan for instruction and learning. Curriculum serves as the basis for teachers' and students' active involvement in the construction and application of knowledge.

**Curriculum Alignment:** The process of integrating and sequencing what is to be taught between, among, and within the elementary, middle, and high school levels. Curriculum alignment occurs when the standards for all learners are agreed upon and written (curriculum), the standards are reflected in the instructional delivery program (instruction), and the learner is assessed to determine if the standards have been achieved (assessment).

**Curriculum Framework:** A document (usually developed at the state level) that suggests the best thinking about the knowledge, skills, and processes students should know and understand about a particular discipline, and that provides a structure within which to organize the other important curricular components of the instructional system, including standards, professional preparation of teachers, strategies for instruction, materials selection, suggestions for teaching diverse populations, technology, and assessment.

**DRA2 (Developmental Reading Assessment, 2<sup>nd</sup> Edition):** A K-6<sup>th</sup> grade formative reading assessment in which teachers are able to systematically observe, record, and evaluate changes in students' reading performance.

**District School Improvement Team (DSIT):** Composed of parents, teachers, administrators, Board members, students, and Beal City community members who meet once a month to discuss issues, provide input, and make decisions that directly affect the education of students at Beal City Public Schools.

If interested in participating, please contact either the Elementary or High School office.

**English Language Arts (ELA):** A general term given to the study of reading, writing, listening, speaking, and grammar.

**Elementary School Improvement Team (ESIT):** Composed of teachers, administrators, parents, and community members who meet once a month to discuss issues, provide input, and make decisions that directly affect the education of students at Mayes Elementary School.

**Evaluation:** Judgments made about students' performance and program efficacy based on quality information gathered systematically over time.

**Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally required schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

**Grade Level Content Expectations (GLCE):** The set of educational standards students are expected to learn at a particular grade level. These have been established for math and English/language arts with GLCEs forthcoming in science and social studies by the fall of 2005.

**Gratiot-Isabella Regional Education Service District (GIRESD):** The Gratiot-Isabella Regional Education Service District provides educational information, services, and support to all schools within Gratiot and Isabella counties. Offices are located in Ithaca and Shepherd.

**Holistic Scoring:** Scoring based on an overall impression of a work rather than on an accumulation of points.

**Individualized Education Plan (IEP):** A plan to help special needs students to be more successful in the school setting.

**Instruction:** The decisions and actions of teachers before, during, and after teaching to increase the probability of student learning.

**Integrated Academic and Career Curriculum (Thematic Instruction):** Designed activities of projects that align to a number of curriculum content standards linked by a broad theme of high interest based in real life and frequently relevant to various workplace and community problems.

**Local Curriculum:** A plan for learning which is developed and supported by the local school district, it includes the content of what is to be learned and a process to deliver the content to all students.

**Michigan Student Test of Educational Progress (M-STEP):** A summative online State standardized assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8.

**Michigan Model Core Curriculum:** A K-12 plan for learning developed by the Michigan Department of Education that includes seven broad student outcomes and other specific student outcomes in nine curricular areas; its purpose is to guide districts in the development of a local curriculum.

**Northwest Education Association (NWEA):** A computer adaptive test called Measure of Academic Progress, or MAP is given to all students K-10<sup>th</sup> grade, three times a year (Fall, Winter, Spring) to measure academic growth and progress. The results are used to determine specifically where a student is at in the areas of reading, writing, and math.

**Performance Assessment:** Assessment that is based on observation and judgment of student created products and/or performances; intended to provide a rich portrait of student learning.

**Performance Standards:** Indicators which establish the degree or quality of a student's performance. Sometimes levels of performance are used, such as: partially proficient, proficient, and advanced.

**Performance Tasks:** short- or long-term activities or demonstrations that include rich opportunities to learn and systematic opportunities to assess the quality of student work.

**Professional Development:** A continuous process of improvement to promote high standards of academic achievement and responsible citizenship for all students. Professional development increases the capacity of all members of the learning community to pursue lifelong learning.

**Proficiency:** Description of what a person who possesses the qualities articulated in a standard understands or can do; identifies quality criteria with which to evaluate products and performances and develops products and performances that meet those criteria.

**Reading Recovery:** Reading Recovery is a short-term intervention of one-to-one tutoring for low-achieving first grade readers.

**Reliability:** An indication of the consistency of scores across evaluators, over time, or across different versions of the test. An assessment is considered reliable when the same answers receive the same score no matter when the assessment occurs or how or who does the scoring, or when students receive the same scores no matter which version of the test they took.

**Response to Intervention (RtI):** a method of academic intervention used to provide early, systematic assistance to children who are having difficulty learning. RtI seeks to prevent academic failure through early intervention, frequent progress measurement, and increasingly intensive research-based instructional interventions for children.

**Rubric:** An established and written-down set of criteria for scoring or rating students' performance on tests, portfolios, writing samples, or other performance tasks. (Also known as Scoring Guides)

**School Improvement:** School improvement is a collaborative process through which staff identifies strengths and weaknesses of the school program and uses that information as a basis for making positive changes in observable and measurable student outcomes.

**Scoring Guide:** A scoring guide is a tool for evaluating student performance on an assessment task. It includes a set of criteria used to compute a score that represents the caliber of a student's performance. These criteria are sometimes called a rubric.

**Standard:** An agreed upon level of performance that demonstrates proficiency of achievement.

**Standardized Tests:** Assessments that are administered and scored in exactly the same way for all students. Traditional standardized tests are typically mass-produced and machine-scored and are designed to measure

skills and knowledge that are thought to be taught to all students in a fairly standardized way. Performance assessments can also be standardized if they are administered and scored in the same way for all students. Standardization is an important consideration if comparisons are to be made between scores of different individuals or groups.

**STAR Reading**, : A standardized assessments that helps to determine a students' individual reading level.

**Title I:** Federal funding to schools. The funding is meant to help students who are at risk of falling behind academically. The funding provides supplemental instruction for students at risk for failing to meet state standards. Students are expected to show academic growth at a faster rate with the support of Title I instruction.

**Validity:** An indication of how well an assessment actually measures what it is supposed to measure rather than extraneous features. For example, a valid assessment of mathematics problem solving would measure the student's ability to solve mathematics problems and not the ability to read the problems.

**Vision:** A description of the philosophy and ideals upon which curriculum, instruction, and assessment are based.

**Zoophonics:** A multi-sensory approach to teaching literacy skills to students in early elementary grades. Zoo-phonics maximizes understanding and memory in teaching reading, writing, and spelling processes in a playful and concrete manner.

# Beal City Public Schools Opt-Out Media Release Form

Instructions: Please complete all sections of this Opt-Out Form and return the signed form to your student's principal 10 days after the first day of school for the current school year, or within 30 days of your student's enrollment in our school.

## Student Photographs, Videos, Printed Name And/Or Sound Recordings Opt-out:

A parent/guardian may withhold permission to have a student photographed, videotaped and/ or audiotaped or their name visible on printed materials during school-sponsored activities, learning experiences, and/or media events. As the parent/guardian of the student identified below, I understand that if I opt-out, my student will not be included in pictures taken by school staff, students (for school purposes) or commercial photographers, nor will my student's picture or name be part of a school yearbook, sports team, club, or any other medium. Note: *This does not include videotaping by security cameras in school or on school buses.*

If you do **not** want your student to be photographed, videotaped and/or audiotaped or their name visible on printed material, please check the appropriate box below.

I do **NOT** want my student's name or image to be present in the following:

<input type="checkbox"/> School Yearbook	<input type="checkbox"/> Aggie Express	<input type="checkbox"/> Honor Roll	<input type="checkbox"/> Daily Announcements
<input type="checkbox"/> Band Concert Program	<input type="checkbox"/> School Website	<input type="checkbox"/> Classroom Facebook, Twitter, etc.	<input type="checkbox"/> All-State Wall
<input type="checkbox"/> Athletic Team Photos	<input type="checkbox"/> Drama Production Program	<input type="checkbox"/> Graduation Program	<input type="checkbox"/> Athletic Program
<input type="checkbox"/> Awards Program	<input type="checkbox"/> Graduation Composite Photo	<input type="checkbox"/> School Club Advertising	<input type="checkbox"/> Student of the Month
			<input type="checkbox"/> Holiday/Spring Programs

Student(s) Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_





## **PLEASE READ BEFORE SIGNING:**

I understand that:

- The information I have provided may be verified, and I give permission to the Beal City Public Schools to make inquiry of others concerning my suitability to act as a Beal City Public Schools Volunteer/Employee.
- In the course of volunteering/working for the Beal City Public Schools, I may be dealing with confidential information, and I agree to keep said information in the strictest confidence.
- The relationship between the Beal City Public Schools and volunteers/employees is an “at will” arrangement and may be terminated at anytime without cause by either the volunteer or the Beal City Public Schools; and
- I grant the Beal City Public Schools permission to use my likeness, voice and words in television, radio, film, or any form to promote the activities of Beal City Public Schools.

If there are any changes in the above information, I will inform the Beal City Public Schools. I affirm that I have read the above information, and the information I have given is true and complete.

Signed \_\_\_\_\_  
(Volunteer/Employee)

Date \_\_\_\_\_

**Please return this form to:** Beal City Public Schools  
Central Office c/o Rodney Freeze  
3180 W. Beal City Rd  
Mt. Pleasant, MI 48858  
(989) 644-3901

# Beal City Public Schools Criminal History Questionnaire

As a prospective volunteer/employee of the Beal City Public Schools, I understand that it is the policy of Beal City Public Schools to secure criminal conviction history information as part of the screening process using the information provided below. **(This form has been developed for your safety and the safety of other volunteers and employees and students involved with Beal City Public Schools).**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Position (Please Print)

\_\_\_\_\_  
Pursuant to Public

Act 138 of 2005, I represent that (check all that apply):

\_\_\_\_ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or is the subject of a finding of guilt by a judge or jury of any crime.

Signature: \_\_\_\_\_

**Stop here if you do not have any convictions.**

\_\_\_\_ 2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):

\_\_\_\_ Felony\_\_\_\_\_ Misdemeanor Infraction\_\_\_\_\_

\_\_\_\_ Felony\_\_\_\_\_ Misdemeanor Infraction\_\_\_\_\_

\_\_\_\_ Felony\_\_\_\_\_ Misdemeanor Infraction\_\_\_\_\_

over

75

\_\_\_\_\_ 3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*), and I understand that failure to disclose any subsequent convictions is considered to be a crime:

___	Felony	___	Misdemeanor	Infraction _____
___	Felony	___	Misdemeanor	Infraction _____
___	Felony	___	Misdemeanor	Infraction _____

In signing this form, I understand and agree that:

- 4. If I have been convicted of a listed offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the board or governing body must each approve, in writing, my employment or work assignment.
- 5. Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract is voided at the option of the school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you are currently under arraignment, please contact the school for additional information 989-644-3901.

**Carl D. Mayes Elementary**  
**Permission For School Medication**

School Year \_\_\_\_\_

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_

Name of Medication \_\_\_\_\_

Reason for Medication \_\_\_\_\_

FORM OF MEDICATION

\_\_\_\_\_ Tablet/Caplet \_\_\_\_\_ Liquid \_\_\_\_\_ Inhaler \_\_\_\_\_ Nebulizer

Injection \_\_\_\_\_ Other \_\_\_\_\_

Instructions (time and dose to be given at school) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ My child will self possess his/her medication

Start Date \_\_\_\_\_ Stop Date \_\_\_\_\_ Annual Renewal \_\_\_\_\_

Restrictions and/or important side effects \_\_\_\_\_

Other important information \_\_\_\_\_

**To be completed by parent/guardian:**

I give permission for my child to receive the above medication while at school. I have been given a copy of the school medication guidelines and understand them. I am also aware that a new form must be completed **each time there is a change in drug, dose, or time to be given** and it is my responsibility to make the classroom teacher or office staff aware of this. **I must also complete this form for any over-the-counter medication** and supply that medication. **Medication bottles must be correctly labeled (ask the pharmacy for an extra bottle for school use).**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**To be completed by physician:**

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

# *Carl D. Mayes Elementary School*

## *Student – Parent – Teacher Compact*

### **Parent Responsibilities**

- Become an involved parent recognizing that a parent is a child’s first and most important teacher.
- See that my child gets to school each day, on time and ready to learn.
- Encourage good decisions about friendships and free time.
- Expect my child to work hard and have a positive attitude toward learning and school.
- Communicate regularly with my child and my child’s teacher.
- Expect my child to follow school rules.
- Establish a time and place for homework and review it regularly.
- Be available to assist when needed.
- Encourage positive attitudes toward school.
- Demonstrate interest in my child’s well-being by attending school functions and supporting his/her school activities.

### **Student Responsibilities**

- Come to school on time every day, except when ill
- Come to class prepared with all materials, homework and a positive attitude to learn
- Work hard and do my best (quality).
- Talk with my family about what I’m learning in school
- Ask for help and ask questions when I don’t understand something or am afraid.
- Obey the school rules and Codes of Conduct set for the classroom.
- Respect the personal rights and property of others.

### **Teacher Responsibilities**

- Provide quality teaching and leadership
- Assign homework using grade-level form.
- Keep accurate attendance records and inform parent/guardian if an attendance problem starts to develop.
- Give corrective feedback
- Recognize that students are accountable for every assignment.
- Check that homework has been completed.
- Respect cultural, racial and ethnic differences.
- Provide a safe and positive learning environment.
- Communicate and work with families to support students’ learning.

### **STUDENT - PARENT - TEACHER COMPACT**

Please mark the above items that apply, sign the bottom portion of this page and return to your child’s teacher as soon as possible. A copy of this completed compact will be sent home for your files.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## ***Checklist For Enrolling Students***

### **Received from students:**

- \_\_\_\_\_ Certified copy of birth certificate or “other reliable proof” and affidavit
- \_\_\_\_\_ Immunization records
- \_\_\_\_\_ Transfer records – review for special education considerations
- \_\_\_\_\_ Decision making authority – power of attorney, guardianship or court order
- \_\_\_\_\_ Emergency information
- \_\_\_\_\_ Student Handbook acknowledgment form
- \_\_\_\_\_ Concussion Information Packet acknowledgment form

### **Provided to students:**

- \_\_\_\_\_ Student handbook
- \_\_\_\_\_ School transportation information
- \_\_\_\_\_ Annual notice of “Family Educational Rights and Privacy Act”  
(including directory information)
- \_\_\_\_\_ Concussion Information Packet

# ***Student Handbook Certification***

**This form must be signed and returned before the end of the first week of school.**

We, \_\_\_\_\_ and \_\_\_\_\_  
(Parent/Guardian Name Printed) (Student Name Printed)

have read the Beal City Student Handbook.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(Student Signature)

## ***Field Trip Permission***

Each year the students of Beal City Public Schools may have the privilege of going on field trips. Parental approval is required before students go on any field trip. This form is a “blanket” permission slip for all field trips. **Teachers will notify parents of all upcoming field trips in the weeks leading up to the trip**, but this grants written permission for your child to attend. All trips will have an educational purpose. Transportation is provided by the school, and teachers and other adults act as chaperones.

I give my permission for my child to go on all Beal City Public Schools sponsored field trips.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

*In an effort to move to a more paperless organization, Beal City Schools will no longer be printing handbooks for each student. The handbook will be available in PDF format on our website at [www.bealcityschools.net](http://www.bealcityschools.net). The handbook will be located under the Resources tab in the Parent Resources section. If you do not have access to the handbook online, you may request a paper copy at the elementary school office.*