

STUDENT-PARENT HANDBOOK

2018-19



ORCHARD PRIMARY SCHOOL

Beginnergarten – 4th grade

ALMONT, MICHIGAN

Mission Statement

We are committed to prepare and empower every student to be successful in our changing world.

Vision

Every student will own their future through academic and personal success.

Table of Contents

Access to the School Building	9	Kindergarten	40
Accidents and Illness	9	Latch Key (Kids Club)	34
Americans with Disabilities Act	9	Left Early	11
Animals in the Building	9	Library	34
Appointments/Early Dismissal	9	Limited English Proficiency	35
Arrival Procedures	9 & 10	Lost and Found Guidelines	35
Assemblies	9	Lunch Schedule	8
Assessment-Student	10	Medical Limitations	35
Attendance	10	Medication	35
Absences-Excused	10		
Absences-Unexcused	10	Music	36
Behavior Expectations	12	Newsletter	36
Book Fines	12	Office hours	37
Building/Facilities Use	13	Out-of-school suspension	23
Bullying Policy	19-24	Parent Teacher Association	37
Calendar 2017-18	4	Parent Teacher Conferences	37
Care of Property	13	Parking Lot Procedures	37
Cell Phones	13	Pesticide Application Notification	37
Check-in Check-out	13	Physical Education	38
Classroom Placement	13	Pledge of Allegiance	38
Clubs and Activities	13	Pre-excused Absences	38
Compact for Learning	3	Preparedness for Toxic/Asbestos	38
Computer/Internet Use	13	Probation	23
Curriculum	14	Recess	38
Desks and Lockers	14	Report Cards	39
Discipline	14	Requesting Student Homework	33
Minor Problem Behaviors	14-15	Retention Procedure	39
Major Problem Behaviors	16-19	Review of Instructional Materials	39
Def. of Discipline Actions	23-25	Right to Attend School	40
Dismissal Procedures	10	Right to Know	39
Dress Code	25	School Hours	8
Drills: Fire, Lock Down, Tornado	26	School Pride (Colors & Mascot)	39
Emergency Closing	26	Search and Seizure	39
Emergency Information Cards	27	Special Education	39
Equal Education Opportunity	36	Staff Directory	7
Expulsion	24	Student Records	39
Extra-Curricular Activities	27	Student Supplies	41
Family Educational Rights and Privacy Act (FERPA)	27		
Field Trips	27	Student Transfers	42
Food Allergies	28	Surveys, Analyses & Evaluations	42
Food Service	28	Suspension from school	23-25
Fundraising	30	Tardiness Policy	11
Guidance and Counseling	30	Title 1	42
Harassment	30	Transportation	42-43
Health Safety	31	Truancy	11
Homebound Instruction	32	Video Use Guidelines	43
Homeless Students	32	Vision and Hearing Screening	43
Homework	33	Visitors	44
Illness	33	Volunteers	44
Immunization Guidelines	33	Weather	44
Informational Flyers	34	Website	44
In-school suspension	23	Directory Information & Opt Out Form	45-46

A COMPACT FOR LEARNING

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership with a specific goal in mind. It is imperative that each person assume his or her responsibilities.

PARENT RESPONSIBILITIES:

- ✓ Provide a quiet place to do homework.
- ✓ Set aside a specific time to do homework.
- ✓ Study area should be well-lit and well-equipped with pencils, paper, ruler, crayons/markers, glue, dictionary, etc.
- ✓ Look over homework assignments to check for understanding.
- ✓ Be available to assist.
- ✓ Sign and return all papers that require a parent's or guardian's signature.
- ✓ Encourage positive attitudes toward school.
- ✓ Require regular school attendance.
- ✓ Attend parent-teacher conferences.

STUDENT RESPONSIBILITIES

- ✓ Ask the teacher any questions about the homework.
- ✓ Take home materials and information needed to complete the assignment.
- ✓ Complete homework in a thorough, legible, and timely manner.
- ✓ Return homework on time.
- ✓ Comply with school rules.
- ✓ Attend school regularly.
- ✓ Respect the personal rights and property of others.

TEACHER RESPONSIBILITIES:

- ✓ Provide quality teaching and leadership.
- ✓ Assign homework that is grade appropriate.
- ✓ Give corrective feedback.
- ✓ Recognize that students are accountable for every assignment.
- ✓ Check that homework has been completed.
- ✓ Respect cultural, racial, and ethnic differences.
- ✓ Hold at least one teacher-parent conference.

Almont District Calendar

School Calendar 2018/2019			
August	21	8:00 Welcome Back Breakfast	Teacher Work Day
August	22	Teachers Only Prof. Dev Day	PD Day
August	23	Teachers Only Prof. Dev Day	PD Day
August	27	Half Day/First Day	All Buildings (teacher 1/2 day)
August	31	No School	District (all buildings)
September	3	No School	District (all buildings)
October	3	COUNT DAY	
October	17	Half Day	PD Afternoon Teachers
October	31	Half Day All Buildings	All Buildings (teacher 1/2 day)
November	7	Conferences	MS and OP ONLY 5:00-8:00
November	8	Half Day	Conferences 1:00-3:00 / 5:00-8:00
November	9	No School	No School
November	14	Half Day	PD Afternoon Teachers
November	21	Half Day	District (teacher 1/2 day)
November	22-23	No School	Happy Thanksgiving!!!!
December	12	Half Day Teacher PD	1/2 teacher PD
December	20-31	No School	Happy Holidays
January	1-2	No School	Happy New Year
January	3	Return to School	
January	16	Half Day High School Only	Full Day OP/MS
January	17	Half Day High School Only	Full Day OP/MS
January	18	Half Day All Buildings	(teacher 1/2 day)
January	21	No School /Teacher Full PD	Teacher Full Day PD
February	6	Half day	PD Afternoon Teachers
February	13	COUNT DAY	
February	15	Mid Winter Break	No School Teachers and Students
February	18	Mid Winter Break	No School Teachers and Students
March	7	Conferences	HS ONLY 5-8 pm
March	22	1/2 day ALL	(teacher 1/2 day)
March	25-29	Spring Break	Happy Spring!!!!
April	1	Return to School	
April	9	SAT 11th Grade	no school 9, 10, 12 (all others full day)
April	10	WorkKeys 11th/PSAT 9,10	no school 12th graders (all others full day)
April	19	No School Good Friday	No School Teachers and Students
April	22	Easter Monday No School	No School Teachers and Students
May	24	1/2 day ALL	(teacher 1/2 day)
May	27	No School	Memorial Day
June	7	Half Day High School Only	Full Day OP/MS
June	10	Half Day High School Only	Full Day OP/MS
June	11	Last Day	Half Day All
June	12	Teacher Work Day	Work Day

Notable Dates for 2018-2019

October	12	Homecoming 2018	
January	16	High School Exams Begin	
January	16-17	Half Day HS only	MS OP full Day
January	18	Half Day All Buildings	
January	22	2nd Semester Begins	
April	9	SAT 11th Grade	no school 9, 10, 12 grade All others full day
April	10	WorkKeys 11th/PSAT 9,10	No School Seniors All others full day
May	11	Prom	
June	2	Graduation	
June	7	HS Exams begin	HS Exams 7,10-11
June	7, 10	HS Exams, Half day at HS only	MS OP full Day
June	11	Last Day	Half Day All Buildings
June	12	Teacher Work Day	

Orchard Primary School day for students: 8:21 a.m. - 3:41 p.m.
Dismissal on Half Days is at 11:51 a.m. for all Orchard Primary School students.

Almont Community Schools
4701 Howland Rd
Almont, Michigan 48003

Office of the Superintendent
(810)798-8561

July, 2018

Dear Parents and Students,

The Almont Board of Education has a responsibility to assist each individual pupil to assume more responsibility for their own actions as they mature and gain experience. This handbook has been developed to assist our students in knowing our basic rules and regulations and to help our pupils to become responsible, productive and self-disciplined citizens within the school setting.

We hope that you carefully read the contents. Our best wishes for a very successful school year!

Sincerely,

ALMONT BOARD OF EDUCATION

ORCHARD PRIMARY SCHOOL
4664 N. Kidder Road
Almont, Michigan 48003

Jennifer Szlachta, Principal

Susan Stone, Secretary
Phone: (810)798-7019
Facsimile: (810)798-3530

Dear Parents and Students,

Welcome to the 2018-2019 school year at Orchard Primary. We are so excited to partner with you this year to ensure every child has the opportunity to learn and grow in a safe and positive environment. We are a team here at OP and it is our goal to work together with you and your child to ensure they find success and happiness. We are committed to educating the whole child, this means socially, physically, emotionally, and academically; truly ensuring each child reaches his/her full potential.

Our Student-Parent Handbook was developed to help us do just that. This handbook will go over many of our procedures and policies aimed at providing the best opportunities for our students. It will answer many of the questions families commonly ask and will give details regarding many important school policies and expectations. Please take time to review this handbook with your child and ensure they understand how they can play an integral role in their success while they are here at school. In addition, it is important to note that this handbook does not address all situations that may arise during school but will give you a great deal of information to help you become a part of the school team.

We know that elementary years can be exciting, fun, challenging, and stressful all at the same time. We hope that you find this handbook a useful resource as we partner together to make this a great year. If you have any questions or concerns please don't hesitate to contact me at jszlachta@almontschools.org or call (810) 798-7019. We are excited to begin this journey with you, working together to make this school year both rewarding and enjoyable for all.

Sincerely,

Jennifer Szlachta, Ed. S.
Principal.

ORCHARD ELEMENTARY SCHOOL
Almont, Michigan
2018-19

PRINCIPAL

Jennifer Szlachta

SECRETARIES

Susan Stone
Tracey Miller

KINDERGARTEN

Cindy Jones
Carlee Land
Lisa Landerschier
Tanya Steinhaus

FIRST GRADE

Nicole Cobb
Suzanne Herzog
Sarah Savage
Stephanie Talan

BK -Janelle Krist

SECOND GRADE

Nicole Clark
Elizabeth Kempf
Melissa Kloeckner
Gina Martinez

THIRD GRADE

Michael Flinn
Kelly Nikolic
Kris Ruhala
Kathryn Steinbrink

FOURTH GRADE

Paulynn Bartlett
Karen Howden
Julie Saintonge
Jamie Weigand

SPECIALS

Richie Feys- PE/STEAM
Kimberly Tencza- Art/Tech
Susie Royster - Music K-4

SPECIAL EDUCATION

Colleen Macciomei, Learning Ctr.
Jackie Catenacci, Resource Room
Tricia Bellinger, Speech

LIBRARY

Jeanne Dupuis

COUNSELOR

Ryan Kline

OFFICE, ORCHARD PRIMARY

The Orchard Primary School Office is open from 8:00 a.m. to 4:00 p.m. The telephone number is 810-798-7019. This number may be called to arrange an appointment with the principal through the school's secretaries. Email contact: [sstone@almontschools.org](mailto:ssstone@almontschools.org)

Almont Schools Mission Statement:

We are committed to prepare and empower every student to be successful in our changing world.

Almont Schools Vision:

Every student will own their future through academic and personal success.

**ORCHARD PRIMARY SCHOOL
DAILY SCHEDULE 2018-19**

The final schedule will be available in August, these times may vary by 5 minutes:

Students may enter the building 8:21 a.m.

Classes begin 8:26 a.m.

Daily Dismissal 3:41 p.m.

**Please note that All Early Dismissal Days are at 11:51 a.m. for all students*

RECESS & LUNCH SCHEDULE

	<u>Recesses</u>		<u>Lunch</u>	
BK/Kdg	11:35-11:55	&	1:40-1:55	11:55-12:20
1 st	12:00-12:20	&	2:00-2:15	12:20-12:45
2 nd	12:25-12:45	&	2:20-2:35	12:45-1:10
3 rd	11:10-11:30	&	1:20-1:35	11:30-11:55
4 th	10:55-11:10	&	12:50-1:15	1:15-1:35

A

Access to the School Building

Orchard Primary School uses a secure single point of entrance and exit. All visitors and employees will enter and sign in through the main office and must exit through the main office. The school building is not open outside of school hours.

Accidents and Illness

In the event that your child becomes ill at school, every effort will be made to contact parents. Should parents not be available, those persons designated on the emergency information card will be notified for assistance. In the event of a serious illness or accident at school, or if we are unable to notify anyone listed on the card, the police and 911 may be contacted.

Americans with Disabilities Act-Section 504

The American's with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents that believe their child may have a disability that substantially limits the child's ability to function properly in school should contact our specialists at (810) 798-7019.

Animals in Building

For the health and safety of the students and the animal itself, we do not allow students to bring pets to school. If a parent wishes to escort an animal to the classroom, they must first obtain permission from the classroom teacher and the principal. Dogs must be up to date on their immunizations.

Appointments/Early Dismissal

The school recommends scheduling your child's appointments before or after school hours. If this is not possible, please provide the school written notice specifying date and time your child will need to be excused from school. Parents and guardians are expected to sign children in and out at the office. Teachers are instructed not to release a child unless authorized to do so by the office.

Arrival Procedures

Students may enter the building at 8:21 a.m., however proper student supervision begins at 8:26 a.m. Elementary classes are from 8:26 a.m. - 3:41 p.m.

To insure your child's safety, please do not drop off or allow students to arrive or stay beyond these times. **If your child needs additional supervision before and after school, The Almont Community Schools Kids Club is available.**

Assemblies

School assemblies may be held on occasion as part of the educational program. Instruction for proceeding to and departing from the assembly area will be given to students by the principal and teachers. When attending assemblies, following RAD Raider behavior expectations (page 12) will help to make the program a successful educational experience for everyone.

Assessment - Student

To measure student progress, students will be tested in accordance with State standards and District policy.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its introduction. If a student is absent, much of that experience cannot be made up. Therefore, parents are encouraged to help their children establish a regular and prompt attendance pattern.

If a student is unable to attend school, parents are asked to call the school office and report the absence (798-7019). Calls may be made 24 hours a day by leaving a message on the voice mail system. In the event that we do not receive notification of the absence, our automated calling system will call the parent.

Attendance Policy:

- Student in between 8:27 and 10:00 a.m.TARDY
 - Student in after 10:00 a.m.1/2 DAY ABSENT
 - Student leaves before 2:00 p.m.1/2 DAY ABSENT
 - Student out after 2:00 p.m.LEFT EARLY
-
- ❖ After 7 absences or 10 tardies, parent/guardian is notified by letter.
 - ❖ After 10 unexcused absences a truancy officer may be notified.
 - ❖ After 15 absences or 20 tardies/left earlies, parent/guardian is notified by second letter and a truancy officer may be notified.

Absences-Excused

Parents upon request shall provide a written explanation for their child's absence by the third day of the occurrence. Students may be excused from school for one of the following reasons and will be provided an opportunity to make up missed school work and/or tests: personal illness but not illness in the family unless the circumstances are approved by the Principal, death in the immediate family, bona-fide religious holiday, recovery from accident, required court attendance, professional appointments, such other good cause as may be acceptable to the building Principal.

Absences-Unexcused

Unjustifiable absences or excused absences that have not been documented by a note from home by the third day of the occurrence will result in an unexcused absence being recorded. After 10 unexcused absences a student will be considered a "Habitual Truant" and a truancy officer may be notified which could result in a hearing before a judge in a court of law, a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Arrival

Classes will begin at 8:26 a.m. Students may enter the building at 8:21 a.m. Third and fourth grades will use the main doors, kindergarten, first and second will use the doors by the flagpoles. The office entrance is the ONLY door unlocked once school begins. Students participating in our breakfast program may enter the building at 8:10 a.m. and go to the cafeteria. Students eating breakfast will remain in the cafeteria until at least 8:21 a.m.

Dismissal

All students will be dismissed at 3:41 p.m. In the event that someone will be picking up a child who normally rides the bus, **we must have written parental permission** indicating whom the child will be leaving with or the child must ride the bus home. Children will not be excused by telephone unless the call can be verified. Any change in dismissal plans must be called into the office prior to 3:00.

Left Early

Please send a note or call the office if you need to pick up your student prior to the scheduled dismissal time. This gives the teacher time to get together any work the student may be missing. Parents **must** come to the school office when picking up their children. Once the parent/guardian has completed the Student Sign-Out Form, the secretary will contact the teacher requesting the student report to the office.

Tardiness

Students are expected to be in their classrooms and ready to learn when classes begin at 8:26 a.m. Students arriving after the final morning bell should sign in at the office to obtain a tardy slip before entering their classroom. If students are eating breakfast when classes begin, they will be given a breakfast pass by the food service staff and not marked tardy.

Truancy

Truancy is defined as a willful refusal or failure to attend school with or without parental knowledge. All cases of truancy, regardless of length of absence, shall be regarded as single incidents. Cases of truancy will result in parental notification, possible detention, and/or suspension from school. **A letter regarding a child's attendance and reiterating the possibility of referring that child to the appropriate public agency regarding truancy will be sent home any time a student accumulates 7 or more absences. Similarly, a letter will be sent home to parents anytime a student accumulates 10 or more tardies to school in a school year.**

340.731 - School Law - State of Michigan... in case any parent or other person in parental relation shall fail to send the child or children under his or her control to the public school or other school as herein provided, the attendance office upon having notice from proper authority of such fact, shall give formal written notice in person or by registered mail to the parent or other person in parental relation that the child or children under his or her control shall present himself or themselves at the public school, or other school, as herein before provided, on the next regular school day following the receipt of such notice, and that said child or children shall continue in regular and consecutive attendance in school.

340.743 - School Law - State of Michigan... it shall be the duty of the attendance office, after having given the formal notice described in Section 742 hereof, to determine whether the parent or other person in parental relation has complied with the notice, and in case of failure to so comply, he shall make a complaint against said parent or other person in parental relation having the legal charge and control of such child or children before any justice of the peace in the county where such party resides for such refusal or neglect to send such child or children to school; and said justice of the peace shall issue a warrant upon said complaint and shall proceed to hear and determine the same in the same manner as is provided by statute for other cases under his jurisdiction, and in case of conviction of any parent or other person in parental relation shall be punished according to the provisions of 740 of this act.

B

RAD Raider Behavior Expectations - Ready to Learn, Always be Safe, Do the Right Thing
 Expectations for student behavior are introduced, reviewed, practiced, and posted for all students and adults to refer to:

	Cafeteria	Bus	Hallway	Playground	Field Trip	Assemblies	Bathroom	Arrival
Ready to Learn	Make healthy food choices	Be a good role model	Enjoy displays with your eyes	Be a good friend Try something new	Ask questions related to topic Share what you have learned	Participate when appropriate Listen actively	Use time wisely	Have appropriate things ready for school
Always Be Safe	Use both hands to carry your lunch tray Keep hands and foods to yourself Stay seated while eating	Walk to and from bus Sit on seat facing the front of the bus Talk quietly	Keep hands and feet to yourself Stay to the right	Use equipment properly Stay within playground boundaries Be aware of personal space	Stay with your group Walk quietly Remember stranger danger	Enter and exit quietly Walk and watch your step Stay with your teacher and stay seated	Keep feet on the floor Keep water in the sink Wash hands with soap	Watch where you are going Stay on the sidewalk Walk directly to destination Remember stranger danger
Do the Right Thing	Use polite voice and polite words Clean up after yourself Stay in your own space in line and at your table Eat and finish your own lunch	Follow bus rules Listen to and obey your bus driver Use a polite voice and polite words	Keep hallways clean Keep lockers closed Go straight to your destination Use quiet voices and feet	Take turns and play fair Be kind and include others Line up when the whistle blows Take care of equipment	Use good manners Enjoy participating appropriately	Use good manners Respond appropriately	Knock on door before entering Give others privacy Go, flush, wash and dry Return to room quickly Report problems to an adult	Wear backpack on your back Put Backpack and belongings in locker when you get to school

Book Fines

Textbooks and leveled reading materials are provided for all students. Children are expected to take good care of their books. Damages or lost books will result in a fine being charged. This expectation applies to library books as well.

Building/Facilities Use

For use of any of the school facilities, you must first complete a Building Use Request form which may be obtained from any of the school offices. Building requests will then be approved/disapproved by the building coordinator and forwarded to the principal of the building for final approval. We will try to grant every request; however, last minute changes due to school functions may occur. Every effort will be made to notify the person in charge and try to work out an agreeable solution. Applicable charges/fees will be billed accordingly.

C

Care of Property

Students are responsible for the care of their own personal property. Because items of great value including electronic games, radios, jewelry, Ipods, excess money, etc. can be lost or broken in the school environment, we ask that students enjoy these items at home only. The staff may confiscate such items and return them to the student's parents/guardians. The school will not be responsible for personal property. We appreciate the help of parents in monitoring items that will have a negative effect on our learning atmosphere or that can be disruptive.

Cell Phones

Cell phone use by students is not permitted during school hours. If students bring a cell phone to school it must be **turned off** during the school day and housed in their book bag. The staff may confiscate such items and return them to the student's parents/guardians if this policy is not followed.

Check-In Check-Out Program

This is a school-wide prevention program for students who are starting to engage in problem behavior or have been identified as a good candidate for an adult mentor within the building. One goal of the Check-In Check-Out Program is to prevent students who are acting out from escalation and provide them with more frequent feedback on their behavior to prevent future problem behavior. Another goal of the Program is for students to recognize that staff members do care for their well-being and are interested in how their day has been.

Classroom Placement

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

Clubs and Activities (Non-School Sponsored)

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet before or after school. 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, and that the event will not interfere with school activities. All school rules apply regarding behavior and equal opportunity to participate.

Non-district sponsored organizations may NOT use the name of the school or school mascot.

Computer/Internet Use

At Orchard Primary, use of technology and the Internet for classroom instruction is carefully monitored and under the control of the classroom teacher. The Board has implemented

technology protection measures which block/filter Internet access to displays that are obscene, objectionable, inappropriate and/or harmful to minors.

Parents will be asked to check and sign an agreement statement on their child's emergency card to indicate their permission for their child(ren) to use and access the Internet at school for instructional purposes and under the supervision and direction of the classroom teachers. By doing so, the parent will not hold the Board or any of its employees, administrators or officers responsible for materials their child(ren) may come in contact with while on the Internet.

Curriculum

Core Curriculum (Language Arts, Mathematics, Social Studies, and Science) reflects current research and best practice in each area. Core curriculum is reviewed and updated on a continual cycle. Parents are encouraged to review all written curriculum to insure complete understanding of the critical learning being taught at Orchard Primary School. Our students are offered other opportunities to enrich and embellish their education. Specialists in the areas of Fine Arts, Physical Education - Health, Music, Technology and STEAM serve all students on a weekly basis.

The following curriculum is used at Orchard Primary School:

Mathematics for grades K-5 is *enVision Math*.

Language Arts for grades K-5 is *McGraw Hill*.

Social Studies Curriculum K-2 and 4th grade is *Harcourt Brace*.

Social Studies Curriculum in 3rd grade is *Our Michigan Adventure*.

Science Curriculum K-5 is *Battle Creek Area Math & Science Center*.

Science Curriculum in 3rd grade is *Scott Foresman*.

D

Desks and Lockers

A desk will be assigned to each student except in classrooms that use tables. Students in grades K-4 will also be assigned a locker.

All students have the right to privacy. However, the 4th Amendment to the United States Constitution and Almont Community Schools Board Policy allows that school officials have the right to search a student's locker, desk, or other student supply area that is the property of the school district. (Reference District Policy 5771 - Almont District Website)

Discipline - Student

Although during the elementary years students make mistakes as part of their learning, the primary goal of the Orchard Primary School Staff is to prevent the likelihood of problem behavior through teaching behavior expectations and acknowledging students engaging in these expectations. While all adults at Orchard Primary School are committed to helping every student to become more responsible through a team approach, the ultimate responsibility for behavior lies within the individual student. RAD Raider expectations for student behavior are introduced, reviewed, practiced, and posted for all students and adults to refer to:

Ready to Learn
Always be Safe
Do the Right Thing

The school has an obligation to the community and to the students who attend, to provide an environment conducive to learning. We realize that there are times we must respond to inappropriate behavior as it is occurring by correcting or giving consequences. (Reference District Policy 5600 - Almont District Website).

Staff Managed (Minor) Problem Behaviors

Staff managed behaviors are “minor” problems that can be redirected quickly without significantly disrupting the flow of instruction or school activity, do not require the direct contact with the office personnel, and if performed infrequently would not be considered a problem.

Example of Staff Managed Problem Behavior

- Physical Contact
- Disruption/Disturbing Class
- Property Misuse
- Disrespect toward adult/peers
- Lying/Cheating/Forgery
- Inappropriate Language/Profanity
- Minor Theft
- Unsafe Activity (i.e. running in the hall)

Example of Staff Provided Consequences

- Verbal Redirection
- Time Out
- Loss of Privilege
- Conference with Student
- Family Contact
- Stop and Think Sheet

General Procedure for Minor Problem Behaviors

Instances of minor problem behavior will usually involve stating the behavior expectations and redirecting the student to the appropriate task/activity. Staff will work hard with a student to get the inappropriate behavior corrected before an office managed referral is assigned. The staff will correct two minor incidences of similar behavior before an office referral is given for the third incident in the same day. For example:

- 1st incident: Staff will state the behavior expectation/rule and redirect the student.
- 2nd incident: Staff will give a 5 minute time out and talk with the student about what to do differently.
- 3rd incident: Student is referred to the office with Office Referral Form completed. This third minor incident is transformed into a major incident for reporting purposes.

Students accepting responsibility for actions

Special projects may be assigned for improper conduct with the guidelines of School Board policy. The nature of such special projects will be determined by the teacher or the administrator. Such projects are intended to teach the importance of responsible behavior. Other disciplinary measures will be taken when deemed necessary.

Office Managed (Major) Problem Behaviors

Problem behaviors that are “major” and require being sent to the office include any behavior that places self or others at physical risk, prevents the on-going delivery of instruction, and violates a school behavioral expectation/rule.

Example of Office Managed Problem Behaviors

- Abusive Language/Profanity
- Fighting/Physical Aggression
- Overt Defiance/Disrespect
- Harassment/Bullying
- Property Damage
- Use/Possession of Weapons
- Disruptive Behavior
- Theft

Example of Office Provided Consequences

- Principal will conference with student
- Parent contact
- Loss of privileges
- Time in office
- In-school suspension
- Out-of-school suspension
- Expulsion (Ref. District Policy 8400 - Almont District Website)
- Lunch Detention
- Stop and Think Sheet

General Procedure for Major Problem Behaviors

Due to the intensity/severity of the major problem behavior, the student is directed to another location and/or with another staff member to address the behavior. At Orchard Primary School, students who engage in major problem behavior are escorted to the school office. An office referral form is completed to document the incident. The Principal (or designee) will meet with the student and determine appropriate consequence and next steps in response to the problem situation.

Discipline Code-Major Problem Behaviors

It is the school staff’s responsibility to provide a safe and orderly learning environment for all of our students. While every effort will be made to assist students in making proper choices through the procedures described above, the Board of Education has adopted the following Student Discipline Code. The Code includes the types of severe misconduct that will subject a student to specific disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. An explanation of each behavior and possible consequence follows the list. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

1. Use of Drugs

The school has a “Drug Free” zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity-possession, sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could receive in-school suspension or be expelled and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs,

alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

Suspected use of alcoholic beverages or narcotics on school property shall be subject to the following discipline:

- A. First time-Three (3) days suspension* plus proper authorities will be contacted. Parents will also be contacted.
- B. Second time-Five (5) days suspension* plus authorities will be contacted. Parents will also be contacted.
- C. Third time-Ten (10) days suspension* plus authorities will be contacted. Parents will also be contacted.
- D. Fourth time-Suspended until student and parent meet with the Board of Education.

*The Principal's discretion will determine if suspension will be out of school or in-school.

2. Use of tobacco

NO SMOKING AT ANY TIME ON SCHOOL GROUNDS. Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

Students suspected of use of tobacco products on school property shall be subject to the following discipline:

- A. First time-Three (3) days suspension* plus proper authorities will be contacted. Parents will also be contacted.
- B. Second time-Five (5) days suspension* plus authorities will be contacted. Parents will also be contacted.
- C. Third time-Ten (10) days suspension* plus authorities will be contacted. Parents will also be contacted.
- D. Fourth time-Suspended until student and parent meet with the Board of Education.

*The Principal's discretion will determine if suspension will be out of school or in school.

3. Dangerous Weapon on School Property, on the bus or During School Functions

"Dangerous weapons", as defined, are not allowed on school property, on school busses or at school functions. Implements defined as "dangerous weapons" include a fire arm, dagger, dirk stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or other devices designed to inflict bodily harm. These devices have also been defined to include, but not limited to, unloaded as well as loaded firearms, pellet guns, b-b guns, airsoft, blank, starting pistol, inoperable replica firearms, knives, look-alike, stun guns and chemical agents such as tear gas or pepper gas, or other objects readily capable of causing bodily harm. *In most cases, State law requires that after implementation of certain "due process" rights, an elementary student (K-5) found in violation of the law be expelled from school for not less than 90 school days. Criminal charges may be filed for this violation.*

4. Bomb threat/False alarm

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. In most cases, State law requires that an elementary student (K-5) found in violation of the law (Guilty of making a false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition) be expelled from school for not less than 90 school days. Criminal charges may be filed for this violation.

5. Arson

Student plans and/or participates in malicious burning of property on school property. **Arson is a felony and will subject the student to expulsion.**

6. Explosives

Explosive, fireworks, and chemical-reaction objects such as smoke bombs, firecrackers, lighters and poppers are forbidden and dangerous. Violations of this rule will be treated the same as a student possessing a weapon on school property as an explosive could inflict bodily harm on others. A student found in possession of an explosive device may be subject to permanent expulsion from school.

7. Fighting/Physical Aggression-Major Problem Behavior

Actions involving serious physical contact where injury may occur (i.e. hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, etc.) will result in the loss of recesses or suspension. Any student instigating a fight will be handled as if the student were involved in the fight and will also receive a suspension according to the following language.

- A. First time- Handbook reviewed, parents contacted, incident documented, loss of recess and/or special classes or up to 3 days of suspension*.
- B. Second time-Three (3) days of suspension* plus parent will be contacted.
- C. Third time-Five (5) days of suspension* plus parent will be contacted.
- D. Fourth time-Suspended until student and parent meet with the Board of Education.

* The Principal's discretion will determine if suspension will be out of school or in-school.

8. Physically or verbally assaulting a staff member /person associated with the District

Physical or verbal assault on a staff member or other person associated with the District, which may/or may not cause injury may result in charges being filed and subject the student to up to ten (10) days suspension* from school or expulsion. Assault is defined as a sudden or violent verbal or physical attack.

* The Principal's discretion will determine if suspension will be out of school or in-school.

9. Unacceptable Language-Major Problem Behavior

Unacceptable language is any verbal or written message that includes profanity, name calling or use of words in an inappropriate way.

- A. First time - Handbook reviewed, parent notified, incident documented, loss of recess and/or special classes or one day in-school suspension.
- B. Second time - Two days in-school suspension*, parent notified.
- C. Third time - Five days in-school suspension*, parent notified.

* The Principal's discretion will determine if suspension will be out of school or in-school.

10. Defiance/Disrespect/Insubordination/Non-compliance-Major Problem Behavior

Refusal to follow adult directions, talking back and/or socially rude interactions.

- A. First time - Handbook reviewed, parent notified, incident documented, loss of recess and/or special classes or one day suspension*.
- B. Second time - Two days suspension*, parent notified.
- C. Third time - Five days suspension*, parent notified.

* The Principal's discretion will determine if suspension will be out of school or in-school.

11. Disruption-Major Problem Behavior

Student behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.

- A. First time - Handbook reviewed, parent notified, incident documented, loss of

- recess and/or special classes or one day suspension*.
- B. Second time - Two days suspension*, parent notified.
 - C. Third time - Five days suspension*, parent notified.

* It will be the Principal's discretion as to whether suspension will be either out of school or in-school.

12. Theft-Major Problem Behavior

When a student is caught stealing school or someone's property he/she will be disciplined and may be reported to law enforcement officials. Serious theft will result in charges being filed with the local law enforcement.

13. Damaging Property

Vandalism and disregard for school property or property of others will not be tolerated. Students guilty of damaging property shall be subject to the following discipline:

- A. First time - Handbook reviewed, incident documented, loss of recess and special classes or up to three days in-school suspension, authorities may be contacted, parents notified. Restitution will be required.
- B. Second time - Five days suspension*, authorities may be contacted, parents notified. Restitution will be required.
- C. Third time - Suspended until student and parent meets with the Board.

* The Principal's discretion will determine if suspension will be out of school or in-school.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

(District Policies 1662/3362/4362/5517 - Almont District Website)

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/cyberbullying, 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 the 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.

Prevention/Training/Restorative Practices

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior. The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

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 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 hand held 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:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. 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:

A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.

C. 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 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 Policy 5517 and Hazing, see Policy 5516.

M.C.L. 380.1310b (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education
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Definition of Discipline Actions

In-School Suspensions:

In-school suspension includes student spending time in the classroom working on assignments, but no participation in special activities/classes, recess or eating in cafeteria.

Out-of-School Suspensions:

Out-of-school suspension is defined as the exclusion of a pupil from school for a specific period of time terminating at the end of the specified period or upon fulfillment of a specified set of conditions.

Probation:

Students that acquire an excessive amount of suspended days (approximately 8-10 days) from school may be placed on probation. Students placed on probation must improve their behavior for the sake of their own education and the education of fellow students. Students that continue disruptive behavior after being placed on probation will be referred to the Board of Education for expulsion.

Expulsion:

The expulsion of a student from school for a specified period of time. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student. Please see policy 5610.01 for specifics in regard to expulsions and suspensions required by statute. District policies are available on the home page of our website at www.almontschools.org

Procedures for Suspension and Appeal:

Parents shall be informed and involved in any case of a pupil exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the principal's office. The principal shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing.

On the basis of the present status of present school law, the principals and assistant principals of the Almont Community Schools are delegated the authority to temporarily separate or suspend a pupil from school. Suspensions of more than ten days are to be discouraged. In such actions, the following precepts shall be adhered to:

1. A pupil shall be fully informed of the charges brought against him including the rationales for the action and the conditions of time and termination.
2. A student may be suspended from school for a period of one to ten days. An Act of God Day does not count as a suspended day.
3. The Superintendent shall be notified in writing of all cases of suspension.
4. Suspension may apply to any single violation or combination of violations of school rules and regulations and codes of behavior as determined by the principal or his delegated assistant.
5. Students who are under temporary suspension or who have been excluded from school are not allowed on any school property, in any school building, or admitted to any school function. Failure to adhere to this rule will result in additional days of suspension.
6. Parents shall be notified in writing of appeal procedures which shall include the following:
 - A. Parents may request a conference with the principal. Such requests shall be made within the period of separation or suspension. The principal shall affirm or modify the term of their action within two school days from the date of the conference. The principal's decision, in case of temporary separation, shall be final.
 - B. Within five school days from the principal's decision the parent may appeal decision to the superintendent of schools in writing, requesting a conference.
 - C. Within five school days after receiving the parent's appeal, a conference shall be scheduled with the superintendent or his designee. The superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal.
 - D. The superintendent's decision may be appealed to the Board of Education within five school days of such decision.
 - E. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that said hearing shall be conducted under the following rule procedures:
 - i. Written notice shall be give of the time, date and place of the hearing.
 - ii. The pupil or parent may be represented by an attorney.
 - iii. Parents may request a closed hearing
 - iv. The student's parents or guardians may be present at the hearing.

- v. The student and his/her counsel or advisor may hear or read a full report of testimony of witnesses against the student.
- vi. Witnesses may be presented at the hearing and the pupil or his/her representative may question witnesses testifying against the pupil. Witnesses are excluded except when testifying.
- vii. Pupil involved may remain silent.
- viii. The student may present his/her own witnesses.
- ix. The students may testify in his/her own behalf and give reasons for his/her conduct.
- x. The student has the right to have an orderly hearing.
- xi. The student has the right to a fair and impartial decision based on substantial evidence.
- xii. There may be present at the hearing, the principal, the Board of Education attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
- xiii. The Board of Education shall render a written opinion of its determination within five school days from the date of hearing.

In these procedures, counsel means any person a student selects to represent and advise him/her of all proceedings conducted according to these procedures.

- 7. Recommendation for the expulsion of the pupil from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the pupil's accumulative file; except in cases stemming from extreme overt behavior, it is expected that the parental conference would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:
 - A. The pupil shall be under supervision pending the recommendation of the superintendent to the board and pending the board's decision.
 - B. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
 - C. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing.
 - D. The hearing procedure shall follow that set forth in 7E of this document.
- 8. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a pupil under an extended suspension or expulsion may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

Dress Code-Student

Orchard Primary students should wear clothing which is appropriate for the activities in which they are involved. They should be dressed adequately for weather conditions because they will be expected to go outside for recess periods except in extremely cold or rainy weather. A doctor's excuse is required on the rare occasion that a child must stay inside. Students' shorts and skirts must be fingertip length.

The following shall not be considered as an all-inclusive list of those items which are either a disruption of the educational process and/or health or safety hazard. These items are prohibited:

1. Revealing fashions, see-through garments, clothes with distractive influence such as hats, or articles of clothing with inappropriate language or pictures.
2. Clothing that advertises something that is prohibited to minors.
3. Obscene, profane, drug-related, gang-related, or inflammatory messages on clothing.
4. Any top garment not covering the midriff.
5. Any top with spaghetti straps.
6. Open-toed shoes are not allowed at recess, in the outdoor classroom, or in P.E. Children have a greater tendency to trip and fall on the playground with sandals and flip flops.
7. Any shorts or skirts shorter than fingertip length.
8. Pajama attire, unless a special activity has been planned at school.
9. No excessive face paint or masks.

Drills: Fire, Tornado and Lock down

The State of Michigan requires fire, tornado and lock-down drills throughout the school year. A minimum of five fire drills is required, with three drills by December 1st and two others during the remaining part of the year. A minimum of two tornado drills and three lock-downs are required for each school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers will explain drill procedures to students and directions are posted in each classroom.

Fire Drill:

Each room in the building has a predetermined route for emergency exit and all students must acquaint themselves with exit procedures. On hearing the fire alarm, all students will proceed immediately in an orderly manner out the prescribed exit, and remain in a group, at least 300 feet from the building. All students will remain under the direct control of the classroom teacher.

Lock down Drill:

The signal to begin the drill is the announcement of Lock Down. Occupants are restricted to the interior of the building and the building is secured. All students will remain under the direct control of a staff member. (Ref. District Policy 8420 - Almont District Website.)

Tornado Drill:

The signal to begin the drill will be an announcement followed by an air horn blast. Staff will escort students to the predetermined tornado shelter area. Students will sit on the floor and cover their heads with their arms.

E

Emergency Closing

Weather conditions which create hazardous driving situations may necessitate an emergency closing, or delay of school. In the event this occurs, the Almont Schools utilize an automated Power Announcement messaging system to call parents. Additionally, emergency notifications and plans will be announced on the following radio stations: WJR Detroit 760; WDEY Lapeer 1530; WMPC Lapeer 1230; WPHM Port Huron 1380; and WWJ Detroit 950. Parents are encouraged also to watch Channel 2, 4, and 7 for emergency closing bulletins. We will be listed as "Almont Community Schools".

In the event that weather or other emergency conditions necessitates the immediate closing of school before the end of school, students will be dismissed to their homes as soon as possible. ***Parents are expected to discuss with their children the steps to be taken in the event this should occur.*** Arrangements should be made for supervised care for all youngsters. Students should not plan to call home to make these arrangements on the day of the emergency closing procedure.

Emergency Information Cards

During the first week of school, teachers will send home medical emergency cards for parents to complete. Having accurate information is very important. Please make sure all telephone numbers and addresses are correct and kept updated. Also, please make sure at least two adults are listed who can care for your child if you cannot be reached. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Extra-Curricular Activities

All students are invited and encouraged to participate in before and after school activities. All school activities will be conducted under the guidance of a teacher, or board appointed sponsor. It is the parent's responsibility to provide transportation home if needed. All school policies, rules, regulations, and conduct will be adhered to during these activities.

F

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT-(FERPA)

Annual notification of parent and student rights related to school records

In accordance with provision of the Family Educational Rights and Privacy Act of 1974, eligible persons, i.e. students eighteen years of age or the parents or guardians of students under the age of eighteen, have the right to examine the official records of the school district which are directly related to that student.

Specifically, this Act mandates the following additional rights:

1. The right to have no records released to non-eligible agencies, institutions, or persons without prior consent.
2. The right to be informed of the release of records to all eligible agencies, institutions, or persons.
3. The right to challenge, at any time, the accuracy and fairness of student records.
4. The right of due process in matters related to student records.

Full information concerning these rights is available in the Student Records Policy and accompanying administrative procedures of the Almont Community Schools.

Field Trips

Field trips are an extension of the regular curriculum and an important addition to the educational experience. While on field trips, all students are expected to demonstrate courteous and polite behavior. Field trips are planned both out of the district, as well as to other district buildings.

Depending on the type of field trip, the teacher may seek volunteers to assist in the supervision of students. Parent chaperones may be allowed to ride the bus, depending on availability of seats. Younger siblings are not permitted to attend. **Students may ride with their parents to or from a field trip once the required form has been completed and approved by the principal. This form must be completed at least 24 hours prior to the field trip. Parent must sign the**

child out with the teacher before leaving the field trip. Parents intending to participate in field trips will be required to complete the Volunteer Registration Form available in the office or from the district website. Please allow two weeks for the district staff to run an inquiry with the Michigan State Police Department and to check references if necessary.

Chaperones are expected to:

- Complete a Volunteer Consent Form.
- Pass the Michigan State Police background check.
- Insure the safety of the children in their charge, under the direction of the teachers.
- Model appropriate behavior for our students (attentive to presenters, no smoking, etc.).
- Focus on the learning opportunity presented by the field trip.

Please remember, we depend on our chaperones to help students take advantage of the wonderful experiences a field trip can provide.

Food Allergies

In order to address the safety and wellbeing of the students who may have food allergies, we are designating the Office to be utilized by children who have specific allergic reactions which could be airborne in nature or a designated table in the cafeteria to be utilized by children who have specific allergic reactions which could be by contact. These precautionary measures have been utilized in the past at our building and have proven to be effective. Parents play a vital role in the safety of their children by making sure that office staff and their child’s teachers are fully aware of all allergies, any medication that must or may be given if a reaction occurs, and medical reports or information from the pediatrician or doctor of the child.

Food Service

Breakfast will be served daily from 8:05 - 8:21 a.m. Students arriving to the cafeteria after 8:26 a.m. must report to their teacher to get a pass to return for breakfast. Students eating breakfast should not leave the cafeteria until they are dismissed at 8:21 a.m.

Glass bottles, paring knives, soft drinks and energy drinks are not allowed. We also ask that parents refrain from bringing fast food items to their children as these items can be of limited nutritive value and distract the other students in the cafeteria.

DISTRICT MEAL CHARGING POLICY (Ref. District Policy 8500D – Almont District Website)

Almont Community Schools offers meal assistance to all qualified families. All families can apply confidentially for free/reduced meals. Applications are sent home at the beginning of the year or may be obtained anytime in the school office. You can also apply online by visiting www.almontschools.org and clicking on Departments, then Food Services, scroll down to the application.

Reduced meal prices:	Orchard Primary	Middle School	High School
Breakfast	\$0.30	\$0.30	\$0.30
Lunch	\$0.40	\$0.40	\$0.40
Normal Meal Charges are:			
Breakfast	\$1.55	\$1.65	\$2.10
Lunch	\$2.80	\$2.90	\$3.65
Ala Cart Milk	\$0.50	\$0.50	\$0.50

In the event a student does not have the ability to purchase a school meal, the school will provide a standard meal and charge the applicable costs (see above) to the students account.

Only us currency is allowable for purchasing any items in the cafeteria or at Almont Community Schools. **No student at any time will be allowed to charge a la carte Items from the cafeteria.**

Any account that has a negative balance that exceed \$20, will result in the district administration being notified of the situation. The student will be prohibited from participating in all fee based extracurricular activities until the balance is paid, or payment arrangements are made. These activities include:

Athletics, fee based clubs, **homecoming dance, prom, non-academic trips**, any other dances, commencement activities. Any student who becomes inactive due to graduation, or finalizing the check-out procedure who has a negative balance on their account will face collection agency activity according to the bad debt policy.

DISTRICT BAD DEBT COLLECTION POLICY

The purpose of this policy is to communicate with the stakeholders of Almont Community Schools how the district will handle bad debts incurred by former students. These individuals were at one time students of the district who either completed the check-out procedure, or graduated.

Stakeholders include but are not limited to: Administrators , Food Service Employees, Students, Parents of Students, Parents of Inactive Students, Educators, School Employees, Community Leaders, Social Workers, All other Stakeholders.

In compliance with USDA, FNS guidance for the food service fund, the district will make every effort to collect the balance left on the former students account. Efforts may include but are not limited to:

1. Phone calls, 2. Letters, 3. Emails, and 4. Turning the account over to a collection agency.

In order to properly document the charges, the food service director will print a ledger of any student who has a balance. Unless the balance is cleared the ledger will remain on file until December 31st of the year the student becomes inactive because they have either completed the checkout procedure or graduated.

In accordance with the law, any food service balance not cleared by the parents of the student by December 31st will be transferred to the general fund where the district's business office will continue the established collection procedures.

Any student who has a balance on their account not related to the cafeteria (food service) will adhere to the same policy and procedure as outlined above. The balance of active students shall carry forward year to year until the student becomes inactive either because they have graduated or because they have completed the checkout procedure. At which time the district business office will continue to attempt to collect these debts. Once the district turns the matter over to a collection agency the matter will be considered closed by the district unless the agency reports they have collected funds.

DISTRICT FOOD SERVICE FINANCIAL POLICIES

The purpose of this policy is to communicate with the stakeholders of Almont Community Schools how the district will handle the fiscal obligations for students who have an outstanding balance, or who have a credit on their account (pre-paid meals).

Stakeholders include but are not limited to: Administrators, Food Service Employees, Students, Parents of Students, Parents of Inactive Students, Educators, School Employees, Community Leaders, Social Workers, All other Stakeholders.

Almont Community Schools in accordance with the Wellness Plan and the School Meal Policy will provide students standard meal which meets the requirements of the USDA and FNS standards. Parents are given the opportunity to pre-pay for meals by sending in a check/money order or cash with the express intention to deposit these funds on the students account in advance of the student consuming school provided meals

or foods. In addition, Almont Community Schools offers an online funding option through **Send Money To School**. Prepaid meal accounts can be used by students to purchase the standard meal, or any other combination of foods available in the cafeteria including Ala Carte items.

Any student who has not qualified for free or reduced lunch and who has a credit on their account that exceeds \$25 will receive a check from Almont Community Schools once the student has either graduated or completed the checkout procedure. Almont Community Schools will cut this reimbursement check within 30 days of the business office being notified that the individual is no longer an Almont Community School student.

Any student who has not qualified for free or reduced lunch and who has a credit on their account between \$5-and \$24.99 will be required to request a refund at the time of check out or graduation. It is understood that if the request is not received by the business office within 30 days of the separation event the family is choosing to donate these funds to the food service program. Donated

Funds from other families will be used to offset student balances in the following order:

1. Students who qualified for reduced lunch but have a balance on their food service account
2. Inactive Students who have a balance on their account
3. Active Students who have a balance for standard meals on their account

Any student who has not qualified for free or reduced lunch and who has a credit on the account of less than \$5.00 will automatically donate the funds to the food service program. Students who have a balance on their account, exceeding \$20.00, will be subject to the Meal Charging Policy which prohibits the participation of the student in fee based extracurricular activities until payment arrangements are made or the balance is paid in full. Students who separate from the district who do not clear up their food service balances by the end of that calendar year will be transferred to the general fund and will be subject to collection policies as determined by the district, including turning the account over to a collection agency.

Fundraising

Students are requested to not bring merchandise to school for the purpose of fundraising. The school will not be responsible for any money or products lost at the school. Students who participate in any fundraisers are discouraged from selling to staff while at school.

G

Guidance and Counseling

If a student is identified as having emotional, social or psychological problems at school, referrals to other professionals in the school district or to agencies and institutions outside of the district can be made as required or requested. All records and discussions of personal issues will be handled in a confidential manner.

H

Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Sexual Harassment:

- Verbal: Written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual proposition, or threats.

- Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.
- Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body or coerced sexual intercourse.

Gender/Ethnic/Religious/Disability/Height/Weight/Harassment:

- Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc.
- Conducting a “campaign of silence” toward a fellow student, staff member or other person associated with the district by refusing to have any form of social interaction with the person.
- Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that he/she 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 promptly take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student’s principal, the affected student should, as soon as possible after the incident, contact the principal.
- B. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the names of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident.

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will 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 will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

Health Safety

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS:

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. Although head lice may be treated with over-the-counter products, **students may return to school only after no nits are present in hair** and approved to return by office personnel.

Specific disease’s include: chicken pox, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES:

In the case of non-casual-contact communicable diseases, the school 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.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis A, B, and 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.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, a parent, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

Homeless Students

The Almont Community Schools will provide to children who meet the Federal McKinney-Vento Act's definition of "homeless" a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. Homeless students will have access to District services and programs, including, but not limited to, all appropriate instructional programming (including Special Education services, gifted and talented programming, Federal and State programs, etc.), transportation services/support, and participation in extracurricular activities.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence, including the following:

1. Students who are sharing the housing of other persons, due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

3. Students are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations, or similar settings.
4. Migratory students who meet one or the above described circumstances.

Parents or guardians having questions about services for homeless students, or who feel that their child may be eligible for services as a homeless student, are urged to contact the Almont Community Schools at 810-798-8561.

Homework

All children in grades 1-4 may be given appropriate amounts of homework as determined by each teacher and grade level teams. It is intended that homework will instill in children an academic work ethic that will help ensure future success in school. Concerns or questions regarding homework expectations must be addressed immediately so that it is both a positive and beneficial activity for the child. Parents can support homework expectations by establishing a time and place for homework to be done. Research shows that homework is best done in an environment void of electronic games, TV, etc.

Requesting Student Homework

The teachers will be more than happy to provide homework for a child who has missed two or more school days. When making such a request please be considerate of the staff's time during the school day and allow twenty-four hours for materials to be prepared.

I

Illness:

Parents/guardians are often faced with making a decision to keep their students at home or send him/her to school. Staying home and resting permits the body to combat the illness more quickly and prevents infecting others. It is urged that you contact your doctor and keep children home when the following symptoms appear: vomiting, temperature of 100 or more, coughing, sore throat, chills, swollen glands, ear, eye, or skin discharge, diarrhea, rash, and upset stomach. Students may return to school when it has been a minimum of twenty four hours since your child experienced vomiting, nausea and/or diarrhea or temperatures remain normal for twenty four hour period without using Tylenol or Ibuprofen. Students may return to school when on antibiotics for at least twenty four hours or advised by a physician that they may return to school.

Immunization Guidelines

All students enrolling in the Almont Community Schools must meet any immunization requirements for school registration set forth in the Public Health Code of the State of Michigan. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. Nonmedical Waivers must be obtained at the Lapeer County Health Department. Unless given a waiver, the Public Health code requires that children have the following immunizations:

1. A child who is 4-6 years of age and entering school shall be in compliance with the following immunization requirements:
 - 4 DTaP (diphtheria, tetanus, pertussis)
 - 3 OPV (oral polio vaccine) if a dose is not received on or after 4th birthday, a booster dose must be given before school entry
 - 1 MMR (measles, mumps, rubella vaccine) received on or after 1st birthday
 - 3 HBV (hepatitis B vaccine)

- Either be vaccinated against varicella (chickenpox) or have a parent’s statement that their child had previously been infected
2. A child 7-18 years of age who is entering school shall be in compliance with the following immunization requirements:
- Has received 4 doses of any appropriate diphtheria vaccine-3 doses if first dose is received on or after the 7th birthday, and if a dose was not received within the last 10 years, a booster dose at school entry.
 - Has received 4 doses of tetanus vaccine-3 doses if the first dose received was after the 7th birthday and if a booster was not received within the last 10 years, a booster dose at school entry.
 - Two doses of live MMR (mumps, measles, rubella) vaccine received after first birthday, at least one month apart, and with one of two doses at or after 15 months. Three doses of polio vaccine.
 - Either be vaccinated against varicella (chickenpox) or have a parent’s statement that their child had previously been infected

Informational Flyers

Informational Flyer Approval Forms are available from our school offices. Flyers will not be distributed to classrooms, Orchard Primary sends approved flyers home electronically with the weekly newsletter.

L

Latch Key (“KIDS CLUB”)

Kids Club is a latch key program that is available daily, at a reasonable cost, for students who need supervised care before and after school. The hours of operation are 6:00 a.m. to 8:26 a.m. and 3:41 p.m. to 6:30 p.m. You may contact the Kids Club personnel by calling (810)278-2273. Our program is licensed by the State of Michigan, Department of Social Services.

Students who arrive at school prior to 8:20 a.m. or who remain after 3:41 p.m. will be sent to latch key for supervised care. Any applicable Kids Club fees will be the responsibility of the parent/guardian in these situations.

Library

Students visit the library regularly to choose books, listen to a story, participate in readers' theater, or do an activity related to a reading or topic that has been introduced. During their visit, students in kindergarten will be permitted to check out one book, and students in grades 1-4 will be permitted to check out two or more books, depending on the needs/requirements of their classes.

Each student is expected to return their books each week, but may renew them as many times as needed. Students are instructed on the care of the books they borrow, so that they may become excellent library citizens.

Sometimes accidents happen. When this occurs, payment is expected, so that lost or damaged items can be replaced.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided

additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact our office to inquire about evaluation procedures and programs offered by the District.

Lost and Found

Parents are strongly encouraged to label their child's clothing, lunch box and backpack. If we are unable to locate the owner of an item, it is then placed in the lost and found. A cabinet is located near the office. Many items found in the classroom areas and hallways are brought down to this cabinet. Please remind your child to check it for his/her lost items. At the end of each month, the lost and found contents are given to charity.

M

Medical Limitations

Students having any physical disabilities or handicaps should inform the office as soon as possible, so this information can be conveyed to their teachers, or that their program may be modified.

Medication

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The medication Request and Authorization Form 5330 F1, F1b, or F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications (including over-the-counter) must be registered with the principal's office.
- D. Medication that is brought to the office by the parent/guardian will be properly secured.
 1. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, backpack, or other means on or about his/her person.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.
 1. Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office (F1b). A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. No exceptions will be made to these requirements.

Music

General music is a class that is offered to all students in Begingergarten through fourth grade. Studies have shown that students who participate in music have improved reading and math skills. Every child should be exposed to a variety of musical experiences.

Students in 1st through 4th grade will perform one concert during the school year.

N

Newsletter

Our school-parent newsletter will be published and sent home weekly via email to each household. It is also posted on our district website at almondschools.org. This newsletter provides information on upcoming events in your child's classroom, our school and throughout the district.

NON-DISCRIMINATION POLICY - EQUAL EDUCATION OPPORTUNITY

It is the policy of Almont Community Schools that every child, regardless of race, creed, color, sex, national origin, handicap, or cultural or economic background, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The Board of Education shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Approved: November 23, 1992 Section 1 (District Policy 2260 - Almont District Website)
Almont Community Schools does not discriminate on the basis of race, creed, color, sex, national origin, cultural or economic background, or handicap. Any person believing that the Almont Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973 he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address (District Policy 5517, or Form 2260 F2 - Almont District website.):

Dr. William Kalmar, Superintendent
Almont Community Schools
4701 Howland Rd
Almont, Michigan 48003
(810)798-8561

O

Office Hours

The Office will be open from 8:00 a.m. to 4:00 p.m. when students are in the building.

P

Parent-Teacher Association (PTA)

The Orchard Primary School PTA is a group of volunteers that supports the school through fundraising efforts and by sponsoring special events. All parents are invited to join and

volunteering is encouraged. The PTA is an integral part of our school community and provides us with the funds for many extra special events for your children throughout the year. The PTA has annual fundraisers, collects Box Tops for Education, holds the Fun Run event/fundraiser, supports field trips and special assemblies, and purchases equipment for the classrooms, playground, library, etc.

Parent - Teacher Conferences

Parent-teacher conferences are scheduled district-wide in the fall. Please refer to this year's calendar for the specific dates. These conferences are by appointment, and parents will have the opportunity to schedule a convenient time. Additional conferences will be welcomed by the school staff. Arrangements can readily be made by calling your child's teacher, the building principal, or stopping in at the school office. Parents desiring to contact a teacher at school may do so by calling the school and leaving a voicemail message. Teachers check their voicemail boxes at least once a day and will return your call within twenty four hours. Teachers will also provide their voice mailbox extension number and email address to all parents on their class newsletters.

Parking Lot Procedures

Please be aware of the congestion when picking up or dropping off a student at the beginning or end of the day. If you are planning to walk your child into the building, please utilize a parking space. Students will not be allowed to walk in the parking lot without an adult. Unless you have the proper documentation, please do not utilize the parking spaces/areas allotted for the handicap. If a vehicle is parked in a handicap space without proper documentation, law enforcement may be notified.

Pesticide Application Notification

The Almont Community Schools utilize an integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized. You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please complete an application that is available at our office. (Reference District Policy AG8431A - District Website)

Physical Education

Physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education program. Physical education classes are provided each week for all students. A doctor's note will be required if a student is restricted from physical education classes stating the reason and length of restricted time.

For safety reasons, all students are required to wear tennis shoes to participate in Physical Education classes.

Pledge of Allegiance

The Pledge of Allegiance will be recited daily as a part of each classes opening exercises. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Pre-excused Absences/Family Vacations

If parents wish to excuse their children's absence during the school year for a period generally two or more days, but no more than five consecutive school days and ten days total for the year, they must complete the Parent Excused Absence Request form available in the office or on the website. The form must include the signature of each teacher, to indicate that provision has been made in advance for making up all assignments. The administrator's signature is also required to approve the absence. Please allow three days' notice to process this request.

Preparedness for Toxic and Asbestos Hazards

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

R

Recess

As part of the elementary program, all students are expected to participate in daily outdoor recess time. No electronic devices or musical instruments will be allowed on the playground. Lunch recess is supervised by trained paraprofessionals. At their discretion, teachers shall have the opportunity to incorporate recess/breaks as appropriate. **If children are well enough to attend school, we believe they are well enough to go outside. A doctor's excuse is required on the rare occasion that a child must stay inside.**

All students remain inside if it is raining and when temperatures, including wind chill factor, fall below zero degrees Fahrenheit. Also, students will remain indoors if the Principal determines conditions are inappropriate for outdoor play. Students will have supervised free time in the classroom on days when weather conditions prevent outside recess.

During the winter months snow pants and boots are required to participate on the playground. If a child wears shoes, they will be allowed to play on the blacktop surfaces only. Wearing of hats and gloves is also encouraged during the cold temperatures. When temperatures fall below 60 degrees Fahrenheit, students are required to wear appropriate outerwear, such as a coat or sweater.

Report Cards

Report cards are issued to students four times during the school year, approximately every 9-10 weeks. In addition, progress reports will be sent near the midpoint of each marking period to parents of third and fourth graders. Parents wishing to arrange a parent-teacher conference may do so by contacting their child's teacher for a suitable time.

Retention Procedure

A three-step retention procedure is in place to be used when teachers, administrators, and/or parents feel that retention is in the best interest of the student. Decision for retention minimally will include consideration of the following:

1. Teacher's recommendations
2. Parental input
3. Student's maturity (chronologically, physically, socially, academically, and emotionally)

Review Instructional Materials and Activities

Parents have the right to review any instructional materials being used in Orchard Primary School. They also may observe instruction in any of their student's classes, particularly those dealing with instruction in health and sex education. According to law (P.A. 226 of 1977) you have the right to review the materials that will be used for reproductive health and communicable disease. By law you may excuse your child from participating in the reproductive health unit by providing written notice to the principal. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' right to review teaching materials and instructional activities are subject to reasonable restrictions and limits. (District Policies 2416, 5780, 9130 and Form 9130 F4 - Almont District Website.)

Right to Know

The No Child Left Behind (NCLB) Act of 2001 gives you the right to ask for the following information about each of your child's classroom teachers: Whether the teacher has met the criteria for teaching in the grades and subjects in which he or she teaches. Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of this information, please contact the main at 810-798-8561.

S

School Pride

School Colors: Orange and Black
School Mascot: Raider

Search and Seizure

All students have the right of privacy. However, the 4th Amendment to the United States Constitution, and Almont Community Schools Board Policy allows, school officials the right to search a student's personal belongings with reasonable cause. This also covers desks and lockers. Reference District Policy 2416

Special Education

Orchard Primary School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act. A student has access to Special Education services after a proper evaluation and placement procedure has taken place. Parent involvement in this procedure is required. Two special education specialists instruct within the Elementary School. In addition to these teachers, the Lapeer County Intermediate School District serves our school through several professionals, including a speech and language instructor, social worker, psychologist, physical, occupational and vision therapists. These specialists work within our district during particular times weekly. For general information please contact the principal.

Student Records

Each student's records will be kept in a confidential file located in the office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, and those authorized by Federal law and State and District regulations. The school has a form which can be used to submit a request to review a student's file. If the parent/guardian

believes that under federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) their child's rights have been violated, a complaint may be filed at: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202-4605. (District Policy 8330 and Form 8330 F9 - Almont District Website.)

STUDENT'S RIGHT TO ATTEND SCHOOL; RIGHT TO ENROLL IN KINDERGARTEN

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. The exceptions include: (1) unless enrolling under the District's open enrollment policy; or (2) unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide the following:


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

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

A student who has been suspended or expelled by another public school 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. 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.

A person who is at least five years old on the first day of enrollment of the school year, and who is a resident of a school district that does not maintain a kindergarten program, shall have the right to attend school in the Almont Community School District.

In a school district where provision is made for kindergarten work, a child, resident of the district, is entitled to enroll in the kindergarten if the child is five years of age by September 1st (or will be five years of age not later than December 1st) of the school year of enrollment.

<p><u>Beginnergarten Supply List</u> Crayola Crayons Crayola Erasable Colored Pencils Children’s Blunt Tip Scissors Washable Markers Watercolor Paints Bottle of Glue Glue Sticks Back Pack (no wheels please) Facial Tissue Clorox Wipes</p>	<p><u>Kindergarten Supply List</u> Back Pack (no wheels please) Plastic School Supply Box (5x8) Scissors (Child’s Fiskars, 5” blunt tip) 4 Glue Sticks (Purple works best) 16 Count Crayola Crayons 1 Lg Pink Eraser Colored Pencils Water Soluble Markers (broad line) 1 Bottle Elmer’s Glue, 4oz 4 #2 Pencils 1 70 page wide ruled spiral notebook 1 set Crayola Water Color Paints 2 Dry Erase Markers 1 Highlighter</p> 
<p><u>1st Grade Supply List</u> Plastic Pencil Box 1 box wooden #2 pencils Pointy Scissors Lg Pink Eraser 1 24-count box of crayons 1 set water based markers Highlighter – any color 1 Black Sharpie Marker Glue Sticks (lots!) One medium bottle of glue Dry Erase Markers 2 inch wide binder .5 inch wide binder Clear Sheet Covers (25) 1 subject wide ruled spiral notebooks (3) Two pocket folders (2) Heavy-duty “fancy, fun” folder to travel to school & home 3x3 size sticky notes Durable Headphones – labeled with name in ziplock bag</p>	<p><u>2nd Grade Supply List</u> Glue – 1 lg bottle 10-12 Glue Sticks 24 pack of Crayons (Twistables preferred) Washable Markers (8-10 broad tip) 1 Lg Pink Eraser 1 Two-Pocket Folder 1 inch White Binder 1 50 pk of page protectors, 8x11 Inch/Cm Ruler-Transparent/Non-flexible Dry Erase Marker & Eraser (sock works) Scissors (Fiskars blunt tip preferred) #2 Pencils, 2 Sharpies – fine tip Pencil Sharpener (able to hold shavings – no battery) 2 Wide Ruled Spiral Notebooks (1 blue, 1 green) 4 different colored highlighters Container to hold all supplies Blue plastic 2 pocket folder Headphones Watercolor Paints Tissues, Gal/Sandwich Ziplock bags, Clorox/Baby Wipes</p>
<p><u>3rd Grade Supply List</u> #2 Pencils, 12 count Pencil Sharpener, dual holes, enclosed, plastic Eraser Caps, 20 count Markers, washable, 10 ct, fine line, classic colors Highlighters (5pk, multicolored, chisel tip) 5 Dry Erase Markers, chisel tip, low odor 1 Old (clean) Sock Crayola Crayons, 16 or 24 count 5 Red pens, med pt 10 Glue Sticks, .28 oz white Pocket Folders (4, green, yellow, blue, red) Ruler, 12”, cm/in Pencil Box, 8/5/2 1 Spiral Notebook, 70 page, wide ruled Earbuds/Headphones</p>	<p><u>4th Grade Supply List</u> Pencils (12 ct, #2 Ticonderoga) Pencil Sharpener, small personal Erasers (2 Papermate Pearl) Crayola Crayons – 24 count Crayola Colored Pencils – 8 count Crayola Markers – 8 count Dry Erase Markers – 4pk assort colors, low odor, chisel tip Highlighters – 4pk assort colors, Bic Brightliner Elmers Glue Stick – 8 giant purple 4 Folders, 2 Pocket w/o fasteners(blue, green, red, yellow) 1 Spiral Notebook, 70 pg wide ruled, red Scissors 1 Black Sharpie Kleenex, Clorox Wipes, Ziplock Baggies (quart, sandwich)</p>

Student Transfers

Students transferring to another school should notify the school office at least one week in advance. A Student Exit Form is available in the office. Library books and textbooks must be returned prior to withdrawal.

Surveys, Analyses & Evaluations

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of any school program to participate in any survey, analysis, or evaluation that reveals personal information such as political affiliations, religious practices, income, etc. (Reference District Policy 2416 - Almont District Website.)

T

Title 1

Students formally identified in grades K-4 as needing extra assistance in reading and/or mathematics are served through our Title I or At-Risk staff. Please note that students formally identified as needing Title I or At-Risk assistance receive parent notification and targeted instruction. Because Title I staff members may visit all classrooms, Title I information is occasionally sent to all students. A combination of pull-out and push-in services are offered as part of the Title I commitment to helping students be successful learners.

Transportation

At times, and for reasons beyond the school's control, buses may not make their usual runs. Parents of students who ride buses are urged to make an effort to get their children to school on these days. We realize that such an occasion puts a special burden on students, parents, and school staff.

Transportation - Students who ride the bus

Students within a defined area from school are provided transportation to and from school. Buses will arrive at designated stops to transport them to school on time. Private drives are not traveled; these students will have a designated bus stop on the public road. Students have the privilege of riding the bus, providing they maintain their responsibilities as a bus rider.

Disciplinary action taken by the transportation supervisor or principal against students who violate bus rules will be handled according to the following steps:

First offense:

Student will receive a written misconduct notice from driver. This notice must be signed by the parents and returned to the driver the following school day.

Second offense:

Student, driver, transportation supervisor and principal will meet and/or up to a one-week suspension from bus privileges.

Third offense:

A behavior plan for the student, while riding the bus, will be created with input from the principal, bus driver, parent, transportation director and student. Student may lose bus privileges for up to a one-month suspension

Fourth offense:

Student may lose bus privileges for remainder of the year.

Good conduct is a necessity on the school bus for the well-being and safety of all who ride the bus. An orderly and quiet bus will permit the school bus driver to give all his/her attention to the driving task. All students must obey the directions and rules of the driver promptly and willingly. The following rules will be strictly enforced:

1. Parent/guardian must be visible at the designated bus stop for pick-up and drop-off times for students who are First Grade and younger.
2. Be at your bus stop at least 5 minutes prior to your scheduled pick-up time.
3. Board the bus without crowding or pushing.
4. Pupils should take seats promptly and remain seated throughout the trip; facing the front with their feet on the floor in front of them.
5. There is no need for loud talking or yelling to others. Talk quietly to your neighbor.
6. Students must not extend their hands, arms, or head out the bus windows. The throwing of any objects either on the bus or out the window will not be tolerated.
7. Students should depart the bus in an orderly manner.
8. When leaving or entering the bus, students must cross in front of the bus.
9. No food or candy should be eaten on the bus.
10. Parents may request in writing that their children be transported to a babysitter, provided the pick-up and discharge is at the same regular stop five days a week.
11. Students are not allowed to change buses under any circumstances.
12. No live animals or glass should be taken on the bus.
13. If children are to go home with another child, parents are required to provide transportation.

This transportation information has been prepared to answer your questions and explain the total transportation operation. Your cooperation will be appreciated. If you have an individual problem, we encourage you to contact the transportation department at (810) 798-8773, so everything possible can be done to provide the most effective service in transporting students.

TRANSPORTATION - STUDENTS WHO RIDE WITH PARENTS

Parents should not drive or park in the front loop of the Orchard Primary building to drop off or pick up students. For safety reasons, this area is **restricted to buses only**.

Parents who drive their children to and from school are required to use the parking lot on either side of the building and meet their child on the sidewalk. No child will be allowed to cross a parking lot unaccompanied.

V

Video Use Guidelines

During the course of the school year, students may have opportunities to view video material. The video will be curriculum related and rated G.

Vision and Hearing Screening

This program is a screening (not diagnostic) procedure to identify children with possible hearing or vision deficits. Students in grades K, 2, and 4 will have their hearing screened. Students in grades 1, 3, will have their vision screened. Students attending Kindergarten Registration will have both their vision and hearing screened.

Referrals will be sent out to parents within one month of screening recommending further follow up for their child. Screenings will also be done on students referred by teachers or parents/guardians throughout the school year. Please call the office staff or speak with your child's teacher with any questions or concerns regarding your child's hearing or vision.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be approached by staff. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the child's Teacher and Principal. Twenty-four hours' notice is required.

Volunteers

Parents are encouraged to volunteer at Orchard Primary School to assist in a variety of activities. This may include reading to a small group, assisting with a special project, providing help with a class party, or chaperoning on a field trip. Parents intending to volunteer will be required to complete the Volunteer Consent Form available in the office or from the district website. Please allow two weeks for the district staff to run an inquiry with the Michigan State Police Department and to check references if necessary. Parents volunteering MUST SIGN IN at the office each day upon arriving at school to obtain a pass and sign out in the office before leaving.



Weather

Tornado Watch:

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, the building will continue normal activities with the exception of no recess. The office staff will continuously monitor the watch while school is in session. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

Tornado Warning:

A tornado warning signals that a tornado has been sighted and may be approaching. Staff and students will proceed to the pre-designated tornado shelter areas and remain there until further notice. No student shall be allowed out of his/her designated area unless his/her parent/guardian comes to the school and requests that the student be released. A student will be released only to his/her parents/guardians.

Fog Delay:

If the start of school is delayed because of fog, there will always be a two hour delay; if conditions necessitate a longer delay, the day will be cancelled. For information listen to one of the radio/television stations: WJR Detroit 760; WDEY Lapeer 1530; WMPC Lapeer 1230; WPHM Port Huron 1380; and WWJ Detroit 950. Parents are encouraged also to watch Channel 2, 4, and 7 for emergency closing bulletins. We will be listed as "Almont Community Schools".

Web site

The Almont Community Schools website is an excellent source of district information. The address is <http://www.almontschools.org>. The Elementary page includes the weekly newsletter, as well as email addresses for the staff, commonly requested forms and links for additional information.

Almont Community Schools

**LIST OF POTENTIAL DISCLOSURES OF DIRECTORY INFORMATION
AND OPT-OUT FORM**

The Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to the District. (Ref. District Policy 8330 – Almont District Website.)

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student's directory information:

<u>Potential Participating Grades</u>	<u>Activity</u>	<u>Summary/Description</u>	<u>Opt-Out</u>
BK-8	Honor Roll	Names displayed in building and or newspaper	
BK – 12	Yearbook	Annual Yearbook	
BK – 12	Local News Articles	Various activities/sports/academics that occur throughout the year	
BK-12	Science Fair	Local Science Fair	
BK -12	Art Shows	Local and throughout the state	
BK-12	Talent Show and Plays	Newspaper Articles, Programs, etc.	
BK-12	Concerts	Band and Choir	
BK-12	Sports	Boosters, Newspaper, etc	
BK-12	Spelling Bee	Newspaper, Programs, etc.	
BK-12	Internal Newspaper/Newsletter Articles	Weekly Newsletters and internal announcements that may or may not be sent home with students	
High School	Newspaper	Top 10 Bios	
Seniors	Baccalaureate	Names and addresses to church for invites	
BK – 12	Award Ceremonies	Names will be announced/programs are distributed	
BK – 12; Preschool	Pictures on Social Media	We only put pictures on social media we do NOT include names etc.	
BK -12	Powerschool Announcement/Daily Bulletin	Daily bulletin many include names of students in charge of various events/fundraisers; winners of awards etc.	
Seniors/Juniors	Project Graduation	Release name, address and email address	
High School	Military	See below	

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make

available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; school-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning this Opt-Out Form or notifies the School in writing within 10 days) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

If you elect to opt-out of any of the above, please mark the appropriate box, sign below, and return to the office in the school your child attends. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

Student Name: _____ Grade: _____

Teacher Name if BK-4th grade: _____

Print name of person signing and state relationship to student
Or state if student is an adult and signing on his/her own behalf

Signature of parent/guardian/adult student

Date: _____

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