Wildcat Family Handbook
2019-2020

Onsted Elementary School

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Onsted, MI 49265
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Mrs. Davis, Principal
Mrs. Upp, Guidance Counselor
Mr. Stark, Dean of Students

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Family Handbook can be found on our website at www.onsted.k12.mi.us along with the Board's comprehensive set of policies.

Superintendent
Steve Head

School Board Members
Todd Gentner, President
Jason Terakedis
Kevin Brooks
Roger Curtis
Keith Williams
Heather Ruttkofsky
Dave Van Brunt

Inspire. Challenge. Prepare. Every Person. Every Day

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ONSTED
ELEMENTARY SCHOOL

Dear Wildcat Family,

On behalf of the school staff, I am pleased to distribute the Onsted Elementary Handbook for the 2019-2020 school year. The intent of the handbook is to inform you about our programs, routines and activities. Most importantly, it is to encourage your involvement as a valued member of the Onsted community. This handbook was developed to answer many of the commonly asked questions that you and your family may have during the school year and to provide a summary of information about certain Board policies and procedures. If you have any questions that are not addressed in this handbook, we encourage you to talk to our teachers then the building principal. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2019. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019, the language in the most current policy or administrative guideline prevails.

The Onsted Elementary Staff truly believes that our school, our programs, and our outcomes will be improved by combining the talents of students, parents, staff and community. As we work together to ensure student success, all our decisions should reflect the Vision of OCS – **"Inspire. Challenge. Prepare. Every Person. Every Day."**

We are very excited this year as we continue to "**find our voice**" throughout the 2019-2020 school year. By now, many of you are probably very familiar with that phrase. This is the fifth year that OES students and staff have focused on the 7 habits of highly effective people. We will be challenging our students and staff to "**Put First Things First**" which means we work first, then play by remembering to:

- Focus on our highest priorities.
- Eliminate the unimportant.
- Plan every week.
- Stay true in the moment of choice.

In June, our students and staff lead our second annual day of service and leadership. Hopefully, we brightened our community, strengthened our school, and made someone's day! Students and staff were amazing with their acts of kindness and caring!!! We can't wait for the opportunity to lead, learn, and serve others this year. Our Student Lighthouse Team has created a special leadership garden which will be unveiled this fall. Our Staff Lighthouse Team will be partnering with families to dive into The 7 Habits of Highly Effective Families throughout the 2019-2020 school year.

We look forward to working together this year to accomplish many goals. Our office staff will be back on August 19th. If you have any questions or need registration information prior to the 19th, please call the board of education office at 517-467-2174. Please join us on August 27th from 5:30-7:30 p.m. to visit our staff, tour the building, sign up to be part of our PTO, and meet our Board of Education at the back to school carnival! Please look for our district, building, and classroom newsletters which will continue to provide valuable information. We look forward to a year full of learning and fun!

Mrs. Davis
Proud Principal of OES

Section 1---Information & General Notes

Communication is extremely important for our students, staff, families, and community to be successful! We encourage parents to work together with teachers to provide the best experience for each individual child. During the year, when you have questions, concerns, or if there is a classroom issue, PLEASE, contact the classroom teacher first. If you would like to meet with the building principal, please call to set up an appointment and/or send an email after you have spoken to the teacher. We all need to work together in order to ensure success for our students. We welcome parent/guardian visits but respectfully ask that a mutually agreeable time is scheduled with your child's teacher. Each teacher has a block of time available during the week to meet with parents/guardians as needed. We also schedule parent-teacher conferences two times during the school year. Please refer to the school calendar for the dates and times of conferences. Each teacher has an email address which is located on our web page. Phone calls will be put through to teachers during non-teaching times; otherwise messages will be placed on the teacher's bulletin board for pick up. Our web page is located at: www.onsted.k12.mi.us.

We invite and encourage you to attend our PTO meetings to support student events inside and outside of school. Please follow the PTO Facebook page for updates. Email: oespto@onstedschools.us.

Building Information

- School doors open at 7:40 a.m.
- Buses unload on the blacktop at 7:40 a.m.
- Morning latchkey is available from 6:40-7:40 as needed. Please call the office to register.
- Breakfast is offered daily, free to all students, starting at 7:40 a.m.
- Teaching staff is on duty at 7:45.
- Class begins at 8:00 a.m. Students should arrive prior to 8:00 in order to get to their classroom and be ready to learn. Teachers begin instruction at 8:00 so it is very important to arrive at school before 8:00.
- Parking is available in the stone parking lot next to the cemetery. Please do not park in the pick-up/drop-off zone. When dropping off or picking up students, please sign them in and out of the office.
- The drive between the High School and the Elementary is **NOT** a drop-off/pick-up zone.
- Entry doors for students entering behind the school from the buses:
    - Kindergarten students will enter the door by kindergarten wing
    - 1st and 2nd grade students will enter the door at the end of the long sidewalk
    - 3rd, 4th, and 5th grade students will enter the door by the music room
    - **Doors behind the school will be locked at 7:55 a.m. Please do not drop off students behind the school.** Please use the drop off zone in front. Students should sign in at the main office if they arrive after 8:00.
- Entry doors for students entering in front of the school:
    - The main entrance is the only door to enter on the front of the building. All other doors are locked and are not intended for daily use. Teachers are on duty at their posts at 7:45 a.m.
- Class ends at 3:00 p.m. Please avoid picking your child up prior to 3:00 if at all possible. We realize emergencies occur but please try to schedule appointments outside of school hours.

Registration

Please call the office at 467-7046 or 517-467-2174 with any registration questions. No appointment is necessary. Please bring the following documents when registering a child:

- Official birth certificate (not the hospital keepsake)
- Driver's license
- Immunization records
- Proof of residency (i.e. utility bill)
- IEP and/or any special needs information (if applicable)

Fees, Charges, and Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fine may result in loss of privileges.

Cross-references: MASB 8990 Fines, MASB 8990 Fees, NEOLA 5513 Care of District Property, NEOLA 6152 Student Fees, Fines, and Supplies, NEOLA 9160 Charges for Industrial/Technical Projects

Food Service Program

- If a child wishes to carry his/her lunch, please make sure it has the student's name on it.
- Students may purchase milk in the cafeteria.
- Breakfast is served every school day from 7:40 a.m. to 8:00 a.m. **free of charge** for every student K-5th grade. Some grade levels use their breakfast items for a morning snack. Please ask your child's teacher about their class procedure.
- Lunch is served every school day unless there is an 11:10 early dismissal. Student price: $2.75
- Students may put money into their Meal Magic account at any time. Meal Magic is the software used to keep track of each child's account. Cafeteria staff will collect money on Monday mornings in the cafeteria.
- If your child forgets to bring lunch, he/she may purchase a sandwich and milk for $1.00. They need to repay the cashier the following day.
- The school office will provide free and reduced lunch applications. Students receive the same lunch if they have the free or reduced price. All students walk through the lunch line and the cashier taps their photo and name to apply the charges. No one knows what rate they are paying so it is very confidential. If you have any questions, please contact Mrs. Brenda Hubbard or Mrs. Marsha Davis.
- Questions related to lunch options, payments, etc. may be directed to Mrs. Brenda Hubbard, lunch program supervisor.

Cross Reference: NEOLA 8531 Free and Reduced-Price Meals

School Volunteers & Visitors

We appreciate and welcome our school volunteers and visitors!!! Thank you for spending time with our students at school and for all of the odds and ends that you help us with throughout the school year.

All school volunteers must complete the "Volunteer Information Form" (available in the school office) annually and be approved before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal and/or our PTO.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. We respectfully ask that volunteers follow all building procedures and guidelines. Some of these include: dress code, emergency protocols, and classroom expectations.

Chaperones who supervise field trips are required to fill out the volunteer form and be approved by the central office prior to the field trip. Chaperones MUST ride the bus to and from the event. Field trips are designed to reinforce lessons from class. They are designed to be special times for our students so we respectfully ask that siblings do not accompany classes on field trips. Families are encouraged to re-visit on another day if they would like to purchase items in gift shops or take longer family outings.

Cross-Reference: MASB 7485, 9230 Volunteers, NEOLA 3120.09 Volunteers
Cross-reference: MASB 9400 Public/Parent(s)/Guardian(s) Visitors to the Schools, NEOLA 9150 School Visitors

Invitations & Gifts

Party invitations or gifts for classmates should **not** be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list provided by the classroom teacher. The office is unable to release addresses and phone numbers of students. Classroom teachers will communicate this information with families.
po8330 Student Record--Please communicate with your child's classroom teacher if you do not want email and phone number shared with classmates and/or PTO for the purpose of planning school events, birthday parties.

Lost & Found

Each year we accumulate boxes of lost and found items that are never claimed. Please mark your children's possessions so that we can return items to the rightful owner. Unclaimed items are donated to local charities.

Personal Communication Devices Policy

Please do not allow children to bring spinners, toys, footballs, baseballs, electronics/personal communication devices (such as phones, iPads, video games and MP3 players), or trading cards to school. We encourage students to interact with one another during recess and field trips. Toys and electronic devices of any type are not permitted to be out of backpacks during school hours. Lockers are not locked. Onsted Elementary does not take responsibility for any missing or stolen items. If you have a question please contact your child's teacher.

We do not allow students to carry personal communication devices with them during the school day. If you need to contact a student, please call the Elementary Office at 467-7046 and we will make sure they receive the information. Students are discouraged from bringing mobile phones to school. If a mobile phone is needed, it must be completely turned off and kept in the student's locker or on their teacher's desk during school hours. We ask that students do not use their devices until they have left school grounds.

Cyberbullying concerns have arisen in recent years with students outside of school hours. If this should happen, please contact authorities so that concerns can be handled to protect our students. The U.S. Department of Health and Human Services-run website www.stopbullying.gov as a resource.
7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY** 5136 - **PERSONAL COMMUNICATION DEVICES**

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced via the Blackboard system. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. We will also send out a Black Board mass message. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are usually cancelled.
Cross-Reference: MASB 4080 Emergency Closings

Blackboard Communication System

Blackboard is the system that Onsted Community Schools uses to rapidly notify families and community members of upcoming events, changes in schedules, emergencies, etc. It is extremely important that information in our student management system is accurate and up to date, as that is where the contact information for **BLACK BOARD message** comes from. If you have had any changes in your email or telephone numbers, please be sure to update it in Home Access Center or get the updated information to the building office for your children. If you have any questions please feel free to contact the school and we will assist you in making your changes.

Video Monitoring Systems

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Section 2--Academic Program

Attendance

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day.

General Guidelines:

Every school day is important to your child. It is very important that children make it to school on time and ready to learn each day. The best learning takes place during the interaction of the teacher and the child during class discussions. Simply making up the missed work does not begin to take the place of actual class attendance. Students who enter class tardy disrupt the instruction that is taking place and the classroom routine.

- Attendance is taken each morning and afternoon.
    - AM---A student is tardy if they arrive in homeroom class between 8:05-9:30 a.m.
    - A student is absent from the morning session if they arrive between 9:30 a.m. and 11:30 a.m.
    - PM---A student is tardy if they arrive between 11:30-1:00 p.m.
    - A student is absent from the afternoon session if they arrive after 1:00
    - Teachers will document students who consistently leave school before 3:00 p.m.
- Attendance will be entered into TAC by 8:30 a.m. each day. Mrs. Grodi, guidance counselor assistant, is our attendance coordinator. She can be reached at 467-7046.
- When it is necessary for a child to be absent from school, the family needs to email the homeroom teacher or send a note of explanation. Notes & emails will be filed in the student's file in the guidance office. For the safety and health of staff and students, we require parents to call the nurse (or office) about communicable diseases. Teachers will forward emails that they receive to Mrs. Grodi in the guidance office to be noted in the student's file.
- No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/legal guardian or the parent/legal guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s)/guardian without written permission signed by the custodial parent(s) or guardian.
- Bus notes for the office will be collected first thing in the morning and given to Tina Iott. Information will be documented and given back for the student/teacher to hold on to.
- All children are expected to go out for recess. If a child has an extended illness and a doctor's order to stay inside, please contact Mrs. Dowling, school nurse, prior to the recess time.

Attendance Notification

Student attendance is available for students and parents/guardians using Home Access at https://hac.lisd.us/homeaccess and should be monitored regularly. In addition, parents/guardians and students will be notified of attendance status throughout the semester using progress reports and report cards.

Make-Up Work

Students who are absent will be expected to make up all necessary work. It is always a great plan to have students read a book, practice basic math facts, and write a journal entry each day that a student has to be out of school. Teachers do not typically provide make up work until after a student returns to class.

Release Time for Religious Instruction/Observance

A student will be released from school to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students

excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement. KYB is offered on Fridays from October to March in the afternoon.
Cross Reference: NEOLA 5223 Absences for Religious Instruction

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Each grade level works together to develop a homework policy. As a rule of thumb, we assign reading practice and basic math fact practice for homework. Occasionally, special projects may need to be finished at home as well. Work that is missed during an extended absence will be given to the student when they return. Each student has 24/7 access to on-line math and reading programs. Please contact your child's teacher for passwords. If you have questions or concerns please contact the child's teacher.
Cross Reference: MASB 7580, NEOLA 2330

Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact: Sharon Upp, Guidance Counselor.
Cross Reference: MASB 8860 Homebound Instruction, NEOLA 2412 Homebound Instruction Program

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.
For the purposes of complying with Section 504, a "student with a disability" is a person who:
A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the guidance counselor's office.
Cross References: NEOLA 2460 Special Education, NEOLA 2460.02 Least Restrictive Environment Position Statement

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.
Cross References: MASB 7173 Students with Disabilities – IDEA and Section 504
MASB 8350 Student Suspension and Expulsion, Application to Students with Disabilities
NEOLA 5605 Suspension/Expulsion of Students with Disabilities

Academic Integrity Policy

Onsted Community Schools encourages academic success of all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school

culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. We will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

Definition: Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/assignment, or using or providing unauthorized materials during an exam/test/quiz/assignment, and other acts, such as theft or falsification of records and files.
FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work
- Having unauthorized access to or using stolen exams, tests, quizzes or assignments
- Providing or selling exam, test, quiz, or assignment information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while completing any kind of assignment
- Using the views, opinions, or insights of others without proper acknowledgment
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only
- Note: For any violation, including the first, the consequences range from administrative intervention to expulsion.

Standardized Assessment

Students and parents/guardians should be aware that students in grades 3-5 will take the M-STEP state of Michigan standardized test. Students in grades K-5 will take the on-line MAP test from NWEA in fall, winter, and spring. Students in Kindergarten-5th grade will be assessed using DIBELS throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year including good sleeping and eating habits
2. Remind students to work hard to learn every day and ask questions of their teachers when they do not understand;
3. Teach students the importance of honesty and ethics during the performance of these and other tests;
4. Encourage students to relax on testing day.

Cross References: MASB 7650 Testing Program, NEOLA 2623 Student Assessment

Section 3---Transportation & Parking

Bus Transportation

The district provides bus transportation to and from school for students living one mile or more from the school. Pick up and drop off times will be available **by calling the Transportation Department 2 weeks prior to the start of school**. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved first thing each morning by the building secretary and transportation department. If you have questions please contact the transportation department at 467-7761.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation supervisor and/or building principal. Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity in not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency doors only in an emergency.
8. In the event of emergencies, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Keep the bus neat and clean.
11. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
12. Eating is not permitted on the bus.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Students may be suspended from riding the school bus for engaging in misconduct. For questions regarding school transportation issues, contact: Phil Stark, Transportation Director 517-467-7761.
Cross Reference: MASB 4300 Student Transportation Management, NEOLA 8600 Transportation

Parking

Parking is available in the stone parking lot on Slee Road next to the cemetery and in the paved church parking lot. There are some marked parking spots in front of the school which are also for visitors. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the vehicle owner's expense. The school is not responsible for vehicles, any possessions left in them, or anything attached to the vehicles.

School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots. Please do not pick up or drop off students in the driveway between the high school and the elementary building.
Cross Reference: MASB 4090 Traffic and Parking Controls, MASB 8130 Searches of Motorized Vehicles, NEOLA 5514.01 Student Use of Motor Vehicles, NEOLA 5771 Search and Seizure, MASB 4090 Traffic and Parking Controls

Section 4---Health & Safety

Student Illness

Children can only do their best in school when they are healthy and well rested. Our policy at Onsted Elementary School is to send sick children home to minimize exposure of possible contagious illness to others. Therefore, children with any of the following symptoms will be sent home from school:

- Temperature of 100.0 degrees or higher
- Severe vomiting or diarrhea
- Rash with a fever
- Or any other condition thought to be contagious

When it is suspected that your child has a condition that can be transmitted to others, we ask that you notify the school office and keep the child home until the contagious period is over. Consult your family physician if you have any doubts. In the event that a child presents with symptoms of a suspected contagious illness, the parent will be contacted.

After your child has been ill we request the following before they return to school:

- Absence of fever for at least 24 hours (without the use of fever-reducing meds)
- Antibiotic therapy for at least 24 hours (if prescribed)

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.

B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.

C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

***Please contact the health department or Nurse Laura Dowling regarding questions. In the event of an exclusion being directed by the Health Department, students who have a waiver may be excluded from classes and school sponsored functions** Cross Reference: MASB 8480 Immunization, MASB 8480 Vision Testing, NEOLA 5320 Immunization*

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Ensuring that medications are administered safely is a priority to everyone. In order to achieve this, the following procedures will be enforced.

- Both the parent/guardian and the physician must sign the Medical Authorization Form. This form is required for both prescription as well as non-prescription medications.
- A new Medical Authorization Form must be completed for any change in medication and/or dosage.

- Prescription medications must be supplied to the school office in the original properly labeled bottle. (The pharmacy will divide your child's medication into two bottles)
- Over-the-counter medication must be supplied in the original container and be labeled with the child's name. **Please do not send medication in baggies with your child, as it will not be given. All medication must be delivered to the school office by the parent/guardian. Medication cannot be sent in a child's backpack or pocket for safety reasons. In an emergency, alternate arrangements can be made, but must be done in advance through the school nurse.**

Please remember that these procedures are in place for your child's safety, as well as the safety of the other children. We want our school to be as safe as possible. Medication coming on the bus or in students' pockets creates an extremely dangerous situation. It is our intent to avoid situations like these by having your cooperation in following these guidelines. Any questions may be directed to the school nurse.

Cross-References: MASB2780 Administration of Medication by School Personnel, MASB8670 Administration of Medication by School Personnel, NEOLA 5330 Use of Medications, MCL 380.1178, MCL 380.1179

Guidance Counselor

The school provides a guidance and counseling program for students. Mrs. Upp, the elementary school's counselor is available to those students who require additional assistance. Please call 467-7046 to speak with Mrs. Upp. The guidance program is available to assist students in developing peer relationships, improving problem solving skills, increasing self-esteem, and increasing responsibility, among many other issues.

Cross-Reference: MASB 7500 Guidance Program

Safety Drills

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at Safety Drill Requirements---Tornado: 2 per year (1 in March), Fire: 5 per year (at least 1 prior to Dec. 1), Emergency: 3 drills (1 by Dec. 1 & 1 after Jan. 1) There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

Cross References: MASB 4040 Safety, NEOLA 8420 Emergency Evacuation of Schools, MCL 29.19

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references: MASB 5370 Communicable Diseases, MASB 8510 Communicable Diseases, NEOLA 8450 Control of Casual-Contact Communicable Diseases, NEOLA 8453 Direct Contact Communicable Diseases

Head Lice

The school will observe the following protocols regarding head lice:

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students may be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian has treated the child following the directions provided. The school nurse will follow up and provide support as needed.

Cross-references: MASB 8515 Head Lice Policy

Bed Bugs

The school will observe the following protocols regarding bed bugs:

1. Infested students may be sent home following notification to the Parent/guardian will be notified if bed bugs are found on their child's items.
2. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

Please visit the Michigan Department of Education website for guidance.
https://www.michigan.gov/documents/emergingdiseases/Bed_bugs_schools_293498_7.pdf

Emergency Medical Authorization

Each year, it is necessary to update your child's medical record. You will receive a medical form at the beginning of the year. We ask that you provide us with your child's most current medical history so we are better able to care for your child during school hours. Emergency contact phone numbers are vital to expedite care for your child in the event of an illness or injury. It is imperative that parents keep this information current. Please contact the school office to make any changes. In an emergency situation, the child will be transported to the nearest medical facility able to render appropriate care. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. In the absence of the school nurse, the most qualified person available handles injuries that occur during the school day. Minor injuries are treated using basic first aid principles and the child is returned to class. If the injury appears to be more serious, a parent will be notified. Parents/guardians will be notified if any head injury occurs.

Cross-reference: NEOLA 5341 Emergency Medical Authorization

Nut Allergy Aware Spaces

- All classrooms will be designated as Nut Allergy Aware Spaces. There will be no classroom projects with peanut butter, peanut shells or bird seed for example.
- We will encourage hand washing.
- Children are free to bring what they would like in their lunches but our hope is that families will choose not to send foods containing peanut butter or nuts.
- Students will be asked to not share foods with other classmates unless a teacher gives approval.
- BIRTHDAYS ARE SPECIAL! But food isn't what makes them special at school. Each teacher has a list of ideas and a procedure in place for their classroom. We do not celebrate birthdays with cupcakes. Thank you in advance for respecting and working with our team to make our students' special day a wonderful experience. We request that families celebrate with non-food items at school such as stickers, pencils, themed erasers, or other trinkets, rather than food.
- Holiday class parties will be communicated to you by your child's teacher. Information will be provided.
- ANY food item sent in to share with students should be pre-packaged and contain an ingredient label. Food without labels will NOT be distributed. Please check with your child's teacher before bringing any celebration treat to school. If you have questions, or would like suggestions for "allergy safe" foods, contact school nurse, Laura Dowling at 467-7046 ext. 2222.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. ***NEOLA 8390***

Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. To be added to the list, please contact:

Steve Head
10109 Slee Road
Onsted, MI 49265

Cross-References: MASB 4056 Pest Management, NEOLA 8405 Environmental Health and Safety Issues, MCL 324.8316

Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.
Cross References: MASB 8580 Child Abuse and Neglect – Duty to Report, NEOLA 8462 Student Abuse and Neglect, MCL 722.621

Section 5---Discipline & Conduct

Our team works together to teach students how to interact and behave in positive ways. In the elementary, we address misbehavior through time in our office and opportunity room to discuss behaviors and alternatives to negative behaviors. Teachers and supervisors have a procedure to follow when behavior concerns arise. Most important to this process is communicating with families! If you ever have questions or concerns please contact Mr. Stark, Mrs. Davis, or Mrs. Upp in the elementary office.

General Building Conduct

The following rules are in place for the safety:

- **Water guns, play guns, real guns, any type of knife are not permitted at school. Please do not bring any toy weapons, objects that could be used as weapons, or real weapons to school at any time.**
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not deface or destroy school property.
- Skateboards are not permitted at school.

Cafeteria Rules

- Please use good manners at all times.
- Please walk to and from lunch.
- Please use inside voices.
- Please do not throw food, milk cartons or other items.
- Please follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Please remain seated while in the cafeteria except to return to the lunch line or return trays.
- Please be silent when staff or presenters make announcements in the cafeteria.
- Please report spills and broken containers to cafeteria staff immediately.

Recess and Playground Expectations

It is expected that everyone take advantage of recess. Fresh air and play are integral to social development. If your child is too ill to go out to recess, they should stay home and recover. Exceptions are made for asthma related needs. **Three loud whistle blasts is our signal for immediate attention. If an adult blows the whistle 3 times everyone is expected to stop what they are doing and run to that adult immediately, silently waiting for directions.**

General Rules:

- Walk to and from the playground
- Follow directions the first time they are given
- Stay in the assigned areas—please do not go into the parking lots without permission
- Name calling and teasing are not respectful
- Use the playground equipment properly
- Pushing, rough playing, and fighting are not allowed
- Please do not eat or drink on the playground
- Students need proper clothing and boots to be allowed to play in the snow
- Football and other rough sports are not allowed. **Please do not bring footballs to school.**
- Students are expected to act safely and show respect on the playground

Sporting Events

Elementary students must be supervised by an adult during school sporting events and any extra-curricular event on campus. Elementary students are expected to stay with a parent/guardian during all sporting events. Footballs are not permitted at JV and Varsity football games. We respectfully ask students to sit with their parents during athletic contests. Students and younger siblings should not be in hallways, etc. during athletic contests.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Parents may be asked to chaperone field trips. Chaperones are expected to ride the bus to and from the location and supervise their assigned group. Siblings may not attend with chaperones. Students are expected to ride the bus to and from the location. Any student being signed out needs pre-approval and written parent documentation.

Cross-references: MASB 7490 Field Trips and Excursions, NEOLA 8640 Transportation for Field and Other District-Sponsored Trips

School Dress Code/Student Appearance

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. Any student who violates the Dress Code will be required to change to appropriate attire before being allowed back in class. Student dress should follow the following minimum guidelines:

- No clothing is to be worn with reference to drugs, alcohol, profanity or sexual connotations.
- Clothing that exposes a bare midriff, bare back, or cleavage is prohibited. This includes but is not limited to low cut and plunging v-neck tops, spaghetti straps, halter tops, and strapless tops.
- Hats, hoods, bandannas, and other head coverings are prohibited.
- Sunglasses are prohibited.
- Undergarments are to be worn and unnoticeable at all times.
- Footwear is to be worn at all times. Flip flops are not recommended.
- Dresses, skirts, and shorts must be at least finger-tip length.
- Leggings, tights, dance, yoga pants, and tight fitting pants are allowed. Students are strongly encouraged to wear appropriate length top that reaches finger-tip length.
- Boys are required to wear shirts with sleeves.
- Clothing that is deemed gang related will not be allowed.

Cross Reference: MASB 8240 Student Appearance, NEOLA 5511 Dress and Grooming

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or

visual, that affects the benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:
Steve Head
10109 Slee Road
Onsted, MI 49265
467-2174

Cross-References: MASB 8018 Discriminatory Harassment of Students*, *MASB 8260 Bullying*, *NEOLA 5517 Harassment of Students*, *NEOLA 5517.91 Bullying and Other Aggressive Behavior Toward Students*, *MCL 380.1300

Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or to Steve Head who has been designated as the school's sexual harassment grievance officer.

Cross-reference: MASB 8018 Discriminatory Harassment of Students NEOLA 5517 Harassment of Students MCL 380.1300a

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence." Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Cross-reference: MASB 8320 Assaults Committed by Students NEOLA 5610.01 Permanent Expulsion
MCL 380.1310 MCL 380.1311a

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or

maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.
Cross-reference: MASB 8320 Hazing NEOLA 5516 Student Hazing MCL 750.411t

Section 6---Internet, Technology, & Publications

Internet Acceptable Use

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Unacceptable Use - The user is responsible for his/her actions and activities involving the network. (see appendix)
Cross Reference: MASB 4250 Computer Software Copyright, MASB 4510 Computer Network, NEOLA 2531 Copyrighted Works, NEOLA 7540.01 Technology Privacy, NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety, NEOLA 7540.05, 7550 Electronic Mail

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.
Cross References: MASB 4250 Computer Software Copyright, MASB 4510 Computer Network, MASB 9370 Free Materials Distribution in School, NEOLA 2531 Copyrighted Works, NEOLA 7540.01 Technology Privacy, NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety, NEOLA 7540.05, 7550 Electronic Mail

Section 7---Rights & Notifications

Search and Seizure

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students: School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students: School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will

produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property: If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.
Cross-references: MASB 8130 Searches of Motorized Vehicles, Lockers, and Students
NEOLA 5771 Search and Seizure MCL 380.1306 MCL 380.1313

Student Privacy Protections

Surveys by Third Parties---Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information---School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.
Instructional Material
A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.
Cross-References: MASB 7420 Inspection by Parent(s)/Guardian(s) of Instructional Material
NEOLA 2416 Student Privacy and Parental Access to Information, 20 USC 1232h MCL 380.1137

Student Records

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. RIGHT TO INSPECT: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records

according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605
www.ed.gov/offices/OM/fpco
Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov and PPRA@ED.Gov

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent.
6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:" PLEASE CONTACT YOUR CHILD'S TEACHER IF YOU DO NOT WANT TELEPHONE AND/OR ADDRESS SHARED FOR CLASSROOM EVENTS/PURPOSES.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. Please advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to: Beth Grodi, 467-7046.
Cross-reference: MASB 8940 Student Records, NEOLA 2416 Student Privacy and Parental Access to Information, NEOLA 5780 Student/Parent Rights, NEOLA 8330 Student Records

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met state certification requirements;
- 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; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Beth Grodi in the Board of Education building.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated homeless liaison is: Dan Scholz, 467-2182. You may contact Mr. Scholz or Mrs. Upp at 467-7046.

Cross-References: MASB 8045 *Homeless Children,* NEOLA 5111.01 *Homeless Students,* McKinney-Vento Homeless Assistance Act

Reproductive Health Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class. Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation. If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

Cross-References: MASB 7115 *Sex Education*, NEOLA 2414 *Reproductive Health and Family Planning*, MCL 380.1169, MCL 380.1170, MCL 380.1507, MCL 380.1507a

Title I--Family Engagement & Extra Student Support

The school annually has a meeting for all parents/guardians, which takes place in August. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/guardians may wish to become involved include:

Building School Improvement Meetings	Contact: Marsha Davis, 467-7046
District School Improvement Meetings	Contact: Steve Head, 467-2174

The school provides parents/guardians with access to:

(a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
(b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
(c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
(d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents and guardians assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and amount of screen time; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time. The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions should be directed to Gina Gemalsky or Marsha Davis at 467-7046.

Cross-reference: MASB 7175 Parent(s)/Guardian(s) Involvement Policy, NEOLA 2112 Parent Involvement in the School Program

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs. We have teachers on staff with training in the SIOP model. For questions related to this program or to express input in the school's English Language Learners program, contact Sharon Upp at 467-7046.

Cross-Reference: NEOLA 225 Students with Limited English Proficiency (LEP)

Retention, Promotion, Assigning Classes

Each grade level team (homeroom teachers, the guidance counselor, special education teachers, and the principal) will assign each student to the appropriate classroom and program. Any questions or concerns about the placement should be discussed with your child's teacher. It is very difficult to balance classrooms when requests for specific teachers are made. Please discuss concerns with your child's teacher as they arise. Our team creates class lists in early June.

School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. The process for retaining a student starts early in the year. Retention is not well supported in the research for effective practices. There are many considerations before a team would decide to have a student repeat a grade. If you have concerns or are wondering about requesting that your child repeat a grade please contact Mrs. Upp or Mrs. Davis.

Cross Reference: MASB 5010 Grading, NEOLA 5410 Promotion, Placement, and Retention, NEOLA 5421 Grading, NEOLA 5420 Reporting Student Progress

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference: PRESS 8:70, Accommodating Individuals with Disabilities

Equal Opportunity/Nondiscrimination Statement

The Onsted School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Steve Head, Superintendent
Onsted Community Schools
10109 Slee Road
Onsted, Michigan 49265
517-467-2174

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Cross-Reference: MASB 8010 Equal Educational Opportunity, MASB 8015 Non-Discrimination and Complaint Procedures, NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity

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Appendix---Additional Details

Please visit our website for a complete listing of all board policies and procedures

- ***https://go.boarddocs.com/mi/onst/Board.nsf/vpublic?open***
- ***Board of Education dropdown menu***
- ***Policies and Guidelines***

Personal Communication Devices (continued)

- For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.
- Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.
- Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.
- Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the
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school day when a parent/guardian picks it up, and may be directed to delete the audio and/or file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

- The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.
- Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.
- A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.
- Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.
- Students may use school phones to contact parents/guardians during the school day.

Attendance (continued)

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends a public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:
(1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
(2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
(3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
(4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
(5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
(6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.
Cross-reference: MASB 8020 Attendance, MASB 8030 Truancy, MASB 8090 Release of a Student During the School Day, NEOLA 5200 Attendance, NEOLA 5223 Absences for Religious Instruction, NEOLA 5230 Late Arrival/Early Dismissal, MCL 380.1561

Attendance Policy

- An excused absence (DX) is defined as any absence where a note is on file from a health professional, school related, legal/court, or funeral.
- An unexcused absence is defined as any absence in which there is no note on file.
- A school related absence is defined as any absence that is an administrative directive for an educational purpose.
- All absences will count toward the allowable limit with the exception of any school related absences and medically excused absences.

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined. Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused. The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

All absences must be communicated to the school office by the parent or guardian on the day of the absence. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions

5. Court dates

Counted absences may be recorded in blocks with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence. All counted absences will be handled in the following manner per semester:

- Step 1: After five counted absences a letter will be mailed home to notify the parent. Staff will work with the family to find an after school option to make up time that is missed.
- Step 2: After seven absences a phone call will be sent reminding parents about the importance of regular attendance.
- Step 3: After nine absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.
- Step 4: After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.
- Step 5: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

1. Please plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
2. Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate with school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
3. Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomach ache can be signs of anxiety and should be communicated to school officials.
4. Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.
5. Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to using, possessing, distributing, purchasing, or selling:

1. Tobacco materials.

2. Alcoholic beverages.
3. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
4. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
5. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
6. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
7. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
8. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
2. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
4. Disobeying rules of student conduct or directives from staff members or school officials.
5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
6. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
7. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
8. Being absent without a recognized excuse.
9. Being involved with any public school fraternity, sorority, or secret society.
10. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
11. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

13. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period.
11. After-school detention provided the student's parent/guardian has been notified.

Weapon-Free Schools---In order to provide a safe learning environment for all children, our schools must be weapon-free.

Due Process Procedures

Definition of Suspension: "to exclude a student from school for disciplinary reasons for a period of fewer than 60 days".

Definition of Expulsion: "to exclude a student from school for disciplinary reasons for a period of 60 or more days".

MANDATORY FACTORS-Section 1310d---Before suspending or expelling a student, the following must be considered by the school:

1. Student's Age
2. Disciplinary History
3. Disability
4. Seriousness of Behavior
5. Whether Behavior Posed a Safety Risk
6. Restorative Practices
7. Whether Lesser Interventions Would Address Behavior

School officials must consider these factors BEFORE suspending or expelling for these offenses:

1. Physical Assault on Student
2. Gross Misdemeanor or Persistent Disobedience
3. Weapons, CSC, Arson
4. Assault on Staff, Bomb Threat

The 7 Factors must be "considered" before suspending or expelling a student in grade 6 or above for the following offenses:

1. Physical Assault at School Against Employee, Volunteer, or Contractor
2. Verbal Assault at School Against Employee, Volunteer, or Contractor
3. Bomb Threat or Similar Threat

The 7 Factors must be "considered" before expelling a student for possessing a dangerous weapon (except Firearm) in weapon free school zone.

The 7 factors must also be "considered" before expelling a student for criminal sexual conduct or arson.

The 7 factors are NOT required when expelling a student "for possessing a firearm in a weapon free school zone".

Restorative Practices

The school "shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the school suspends or expels a student, the school "shall consider using restorative practices in addition to suspension or expulsion." Examples of Restorative Practices include: Apology, Community Service, Restoration, Counseling, and Restitution.

Cross-references: MASB 5205 Weapons, MASB 8220 Alcohol, Inhalants, Steroids and Drug Abuse, MASB 8230 Tobacco Products, MASB 8245 Gangs, MASB 8280 Electronic Communications Devices — Students, MASB 8350 Student Suspension and Expulsion, NEOLA 5136 Cell Phones and Electronic Communications Devices, NEOLA 5530 Drug Prevention, NEOLA 5500 Student Conduct, NEOLA 5520 Disorderly Conduct, NEOLA 5532 Performance-Enhancing Drugs/Compounds, NEOLA 5600 Student Discipline, NEOLA 5610 Emergency Removal, Suspension, and Expulsion of Non-disabled Students, NEOLA 5610.01 Permanent Expulsion, NEOLA 5611 Due Process Rights, NEOLA 5772 Weapons, MCL 380.1303, MCL 380.1311 , MCL 380.1313

Internet Acceptable Use

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all

required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Unacceptable Use - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The email system is owned and controlled by the school district. Email is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

Cross Reference: MASB 4250 Computer Software Copyright, MASB 4510 Computer Network, NEOLA 2531 Copyrighted Works, NEOLA 7540.01 Technology Privacy, NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety, NEOLA 7540.05, 7550 Electronic Mail