

CHASSELL TOWNSHIP SCHOOLS



ELEMENTARY STUDENT HANDBOOK

2017-2018

CHASSELL TOWNSHIP SCHOOLS 2017-2018 ELEMENTARY HANDBOOK

SCHOOL ADDRESS

Chassell Township Schools
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P.O. Box 140
Chassell, MI 49916

IMPORTANT TELEPHONE NUMBERS

Superintendent: (906) 483-2132
Principal: (906) 483-2132
Fax: (906) 487-9045

MOTTO

“Learning for Life”

MISSION STATEMENT

The community of Chassell develops academic, social and moral excellence to foster lifelong learning.

FACULTY AND STAFF

SUPERINTENDENT’S OFFICE

Howard Parmentier Superintendent
Jennifer Marshall Admin Assistant
Phone: (906) 483-2132 Fax: (906) 487-9045

PRINCIPAL’S OFFICE

Howard Parmentier Principal
Carol Pomeroy Principal’s Secretary
Phone: (906) 483-2132 Fax: (906) 487-9045

ELEMENTARY FACULTY

Tammy Helminen Kindergarten, Ext. 126
Brandi Hainault 1st Grade, Ext. 125
Sue Hietala 2nd Grade, Ext. 124
Angela Danison 3rd Grade, Ext. 129
Heather Hainault 4th Grade, Ext. 130
Sarah Hoekstra 5th Grade, Ext. 131
Sally Van Kleeck Special Education, Ext. 132
Dave Hanke Physical Education
Trevor Clark Band, Elementary Music

SUPPORT STAFF

Amanda Campbell Lunch Recess Aide
Ann Collins Food Service Director
Ryan Finkbeiner Classroom Aide
Lorna Kaspala Transportation Supervisor
Barb Litzner Custodian, Bus/Driver
Tamara Pietila Special Education Aide, Ext. 132/Bus Driver
Naomi Tervo Bus Driver
Jomarie Wakeham Title 1 Aide, Ext. 233
Dan Wenberg Library Aide, Ext. 206

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NOTICE OF NONDISCRIMINATION

The Chassell Township School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following individual has been designated as the District's Compliance Officer to handle inquiries regarding the nondiscrimination policies: Howard Parmentier, Superintendent, Chassell Township School, HWY 41 South, P.O. Box 140, Chassell, MI, 49916

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under 18 years of age and a student 18 years of age or over may have access to the records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said record to ensure their accuracy and fairness according to the procedures established by the Board of Education. Such procedures shall be made available upon request and shall include the opportunity for a hearing upon request.

Such procedures are available in the Principal's office upon request.

CURRICULUM

Our instructional program has been designed to introduce students to as many academic areas as possible.

Our main objective in curriculum study and improvement is to coordinate each subject on a kindergarten through high school basis.

Below is a Curriculum Guide chart indicating the areas of concentration in each grade.

<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
Math	K-5	Phonics	K-3
Reading	K-5	Penmanship	K-5
Social Studies	K-5	Music	K-5
History and Geography	K-5	Band	4-5
Science	K-5	Art	1-5
English or Language	K-5	Physical Education	K-5
Health	3-5	Keyboarding	3-5

School Hours: The school Day is as follows:

School Day	Half Day
Start 8:15am	Start 8:15am
Dismissal 3:18 pm	Dismissal 11:45am

Elementary Recess Schedule

Grades K-2	AM Recess 9:40-10:00	PM Recess 1:40-2:00
Grades 3-5	AM Recess 10:10-10:30	PM Recess 2:10-2:30

Elementary Lunch Schedule

Grades K-3	11:00-11:45
Grades 3-5	11:25-12:10

FOREWORD

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same 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 June 30, 2013. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2013, the language in the most recent policy or administrative guideline prevails.

ATTENDANCE

It has long been established that good attendance is strongly related to success in school. Michigan Law requires that children between the ages of six and sixteen attend school regularly. It is important to remember that during daily classroom instruction, multiple means of assessment are being used. This means that when a student misses classroom instruction, they have missed valuable classroom interaction, discussion, note-taking, lecture, participation, speaking, etc. We urge parents to support strong student attendance and to cooperate with the following policies, practices, and regulations.

- 1) Parents are requested to call the school attendance line by 9:00 a.m. on each day a student is to be absent from school. The attendance line can be accessed 24 hours a day.
- 2) If parents have not called by 9:00 a.m., school personnel will call to check on the child.
- 3) In the event phone contact was not made by home or school, parents are requested to send a signed, dated note to school on the day the child returns to school explaining the reason for the absence.

GENERAL REGULATIONS

Classroom Regulations

- 1) Students staying in during recess periods must observe classroom rules
- 2) Students are not to chew gum in school.
- 3) Caps and hats are to be removed while in school.
- 4) Students are required to wear shoes.
- 5) Coats and extra shoes are to be stored in lockers provided for each student.
- 6) Running is forbidden in the school building.
- 7) Loud and excessive noises will not be tolerated.
- 8) Pushing, shoving, and horseplay will not be permitted.
- 9) The throwing of objects is not permitted.
- 10) Students are to keep their feet out of the aisles to avoid accidents.
- 11) Sitting on desktops will not be permitted.
- 12) Students are to remain in their seats and refrain from talking at all times when the teacher is out of the classroom.
- 13) Students are to line up before being dismissed at recess, lunch, and at the end of the day.
- 14) Students must be seated when the bell rings.
- 15) Upon returning to class, students must bring a written excuse to explain absences or tardiness.
- 16) Students are to bring a written excuse when parents prefer them to remain indoors because of illness.
- 17) Student lunch containers must be taken home every night.
- 18) Students are advised not to leave or keep money on or in their desks or lockers. Money can be placed in an envelope and given to the teacher for safekeeping.

Parents wanting to observe in the classroom should make prior arrangements with the classroom teacher.

BICYCLES

All bicycles must be kept in the bicycle rack. The school is not responsible for thefts. The locking of bicycles is left to the discretion of the students. Bicycles are not to be left overnight at the school. Students from k-6 grade will need a note from the parent stating that they have permission to ride their bikes to and from school.

BUS RULES

RESPONSIBILITIES OF STUDENTS

Students, who consistently violate the rules below, may lose the privilege of riding the bus for a period of time to be determined by the Principal.

Students are:

- 1) To be in the place designated both morning and evening, ready to board the bus on schedule. The driver is responsible for maintaining the schedule and cannot wait for tardy pupils. This also causes unnecessary delay of traffic.
- 2) To occupy the same seat or seat assigned by driver and to refrain at all times from moving around while the bus is in motion.
- 3) To observe classroom conduct while getting on or off and while riding the bus, except for ordinary conversation.
- 4) To obey the driver and report promptly to school authorities when instructed to do so by the driver.
- 5) To warn the driver of approaching danger if there is reason to believe the driver is not aware of danger.
- 6) To stay off traveled part of the highway at all times when waiting for the bus.
- 7) To wait until the bus is stopped before attempting to get on or off.
- 8) To leave the bus only with the consent of the driver.
- 9) To enter and leave the bus only at the front door after the bus has stopped, except in an emergency.
- 10) To keep hands and head inside the bus at all times.
- 11) To inform driver when absence is expected from school.
- 12) To report to the driver any damage to bus.
- 13) To keep feet off the seats at all times.
- 14) To refrain from eating on the bus.
- 15) To not toss litter on our out of the bus. (Michigan Litter Law- \$500 fine)
- 16) To cross the traveled highway if necessary after leaving the bus in the following manner:
 - a. Make sure the bus is stationary
 - b. Go to the front of the bus far enough that you can see the driver and wait for proper signal for crossing.
 - c. Upon signal from driver or personal escort, look to the right and left and walk across the highway in front of the bus.
 - d. Walk, DO NOT RUN, in front of the bus when crossing the highway.
- 17) Remember that riding the bus is a privilege, not a right, which can be cancelled for misconduct.

RESPONSIBILITY OF PARENTS

- 1) To ascertain and ensure that their children arrive at the bus stop on time in the morning.
- 2) To provide necessary protection for their children when going to and from bus stops.
- 3) To accept joint responsibility with school authorities for proper conduct of their children.
- 4) To make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
- 5) If your child is to ride a bus on another route or if a child is to accompany him on his/her bus, written permission from the parents must be secured with the Principal or classroom teacher.

LUNCH HOUR

- 1) Students will eat their lunch in the Multi-Purpose room.
- 2) Food is not to be thrown on the floor. Anyone caught throwing food will clean the classroom on that day.
- 3) Proper table manners will be utilized while eating lunch.
- 4) Students are expected to deposit the remains of their lunch in the garbage can when leaving the Multi-Purpose room.
- 5) Students are not permitted to take food from the lunchroom.

PHYSICAL EDUCATION

All students are encouraged to participate in the gym activities.

Street shoes must not be worn on the floor during the gym classes or gym activities. Participants will be expected to wear tennis shoes.

HALLWAYS

1. At all times, walk on the right in the hallways. Running will not be tolerated.
2. Do not talk loudly or shout in the hallways.
3. Do not play roughly or throw anything at others in the building. Fighting will not be tolerated.
4. Be courteous and considerate to others. The use of profanity will not be tolerated.
5. In order to prevent accidents, horseplay near the drinking fountain will not be permitted.

FIRE DRILLS

1. Use the right side of the hallways and use the exit indicated by your teacher.
2. Do not walk loudly or shout.
3. Walk in an orderly manner and stay in a single file line.
4. **All** students must participate and **all** students must exit from the building

TORNADO DRILLS

1. Students will kneel in the hallway outside of their classrooms.
2. Make sure you stay away from the windows.
3. Students may not stay in the gym or in their classrooms.

FIELD TRIPS

- 1) All students must return a field trip permission slip signed by a parent in order to participate in a field trip.
- 2) Observe all rules and procedures for field trips established by your teacher.
- 3) If a bus is used for the field trip, observe all rules for students riding the bus.
- 4) Obey the volunteers who are helping your teacher supervise the field trip.
- 5) **Remember**, you are representing your school and school district on the field trip. Behave in a manner that compliments your school district.

PLAYGROUND

1. Play in designated areas. Rules and boundaries may be adjusted seasonally.
2. Follow directions of the playground supervisor.
3. No dangerous games. The supervisor is the judge of danger.
4. **NO FIGHTING, SWEARING, OR NAME CALLING.**
5. **DO NOT THROW ANYTHING**, except balls and other normal playground equipment.

Specific Playground Rules

1. Obey playground supervisor without question.
2. Do not play roughly or throw anything (sand, rocks, or snowballs).
3. Fighting will not be tolerated by state law. Serious punishment will result.
4. Play within sight of the playground supervisor.
5. Do not climb trees or poles supporting the swings.
6. All kickball games must be played away from the school building.
7. When playing kickball, students will not shove, push, or check.
8. When using the slide, you must be seated- no standing.

9. Students must be seated when swinging on swings. No swinging double or jumping from the swings. Do not play in baby seat swings.
10. Students are not allowed to play in front of the school.
11. No vulgar language is permitted.
12. Be courteous and considerate of others.
13. When sliding on the hills, make sure all others are out of the way.
14. No playing "king of the hill" or similar games.
15. Line up when the playground bell rings and stand quietly.
16. No running or hitting with sticks and branches.
17. Sticks are used only for building, not fighting
18. Use playground equipment as directed by playground supervisor.
19. No spitting.
20. Play safely. The supervisor is the judge of whether or not an activity is safe.
21. In case of injury report all accidents to the playground supervisor.
22. Report all problems to the playground supervisor.
23. Forts must have the open side towards the school.

LIBRARY

1. Librarian is in charge while on duty. Each student is expected to cooperate with librarian. Be quiet and orderly.
2. Books and magazines may be checked out for one week, with the option to renew for an additional week.
3. Only two books or magazines may be borrowed at one time.
4. All books and magazines being returned other than those overdue are to be placed in the return box. The librarian will return them to the shelves.
5. Overdue books and magazines will be handed to the librarian on duty. Students who do not will lose their library privileges.
6. Overdue notices will be distributed to teachers who will distribute them to students.
7. If library books or magazines are lost or damaged, the student will pay the cost of having the material replaced. The student will lose privileges until the payment is received.
8. Suspension of library privileges can result from misconduct in the library.

CARE OF BOOKS AND PROPERTY

Pride in their school should cause students to refrain from misusing or destroying school property in any way. Those who are destructive may be subject to suspension and will be required to repair or pay for damage.

ASSEMBLIES

1. School assemblies are held from time to time as part of the educational program. When attending assemblies, please follow these simple rules:
2. Enter the gym in an orderly manner
3. Do not push or shove.
4. Show respect for the performer.
5. Show your appreciation by applause- do not stomp or whistle.
6. Leave the gym by grades as dismissed- in an orderly fashion.
7. Students who misbehave will be asked to leave the assembly and may forfeit future attendance.
8. Students not attending assemblies must have a written note from parents stating the reason they cannot attend.

LOST AND FOUND

Any items found in the building will be placed in a box located in the elementary building. There is also a lost and found in the Principal's office. Usually the box is emptied and sent to Goodwill before Christmas vacation, after spring parent-teacher conferences, and at the end of the school year.

Please put names in clothes so we may attempt to return them to the correct owners. Many young students do not claim their own clothes and boots.

PARENT-TEACHER CONFERENCES

Conferences are held following the first and third marking periods. An announcement will be given to the students indicating the specific time and date. Report cards will be distributed at the fall and spring parent-teacher conferences.

We continually encourage parents to attend these meetings to better facilitate direct communication between parents and teachers concerning their children. If at any time during the year problems or concerns should arise, please feel free to contact the Principal or classroom teacher.

MICHIGAN ASSESSMENT PROGRAM

The third, fourth, fifth, and sixth graders are involved annually with the Michigan Assessment testing program. The test is usually given in January or February and is utilized to assess student academic progress at that level.

BIRTHDAY PARTIES

Students who have birthdays during the school year may bring in a treat for the class if they desire. A certain time will be set aside during the school day to distribute the treats and sing "Happy Birthday".

SPECIAL SERVICES

Special Education	Speech Therapy	Reading Council
Hearing Services	Title 1 Remedial	

SCHOOL BOARD MEETINGS

School board meetings are held on the third Monday of each month in the library at 5:30pm.

WEAPONS IN SCHOOL

No weapons should be brought to school. Anything that would not be allowed on an airplane should not be brought to school. If a student brings a weapon, such as a Leatherman's tool, to school by mistake, they should go to the first teacher or aide they see and give it to them to keep until the end of the day. We will call home to inform the parents. You will not be in trouble if you turn it in immediately.

STUDENT DISCIPLINE

The Chassell Township Schools believe that every child in its school system should have an equal opportunity to learn and succeed to the fullest extent, and that every child is entitled to the rights and responsibilities of a democratic society. The following policy on student conduct and discipline includes an entire program and involves two major emphases:

1. To guide the pupil, so that s/he is responsive to the immediate efforts of teachers and other pupils in the learning situation, and, therefore, does not threaten either the classroom behavior or instruction.
2. To assist the pupil in becoming a responsible, productive, and self-disciplined citizen within the school, in preparation for assuming his/her adult responsibilities. By the time s/he reaches high school, it is expected that the pupil will assume responsibility for his/her own behavior.

The purpose of the school is to help students develop self-control and self-discipline. For this reason:

1. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his age and maturity, experience, abilities, interests, and values.
2. The best discipline is preventative in nature rather than regulator and restrictive. A student's behavior in school is directly related to many internal and external factors, including: the student's image of his/herself, his/her active participation in both the curricular and extracurricular activities of the school, his/her motivation to learn, and the understanding and support s/he receives from his/her parents, teachers, and other adults.

Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. Such exclusions may fall in the following categories:

1. Temporary separation- defined as exclusion of a student from school for up to three days, either from one class period or for the full day.

2. Suspension- defined as the exclusion of a student from school for a specific period of time terminating at the end of the specified period or upon the fulfillment of a specific set of conditions. Suspension for periods beyond ten days is discouraged.
3. Expulsion- defined as the **permanent** exclusion of a student from school.

Parents shall be informed and involved when a student exhibits a history of unacceptable conduct. Records of such involvement shall be maintained in the Principal's office.

The principal shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing. This information will be kept in the Principal's office.

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section 340.613 and 340.614 of the School Code. Section 340.613 authorizes suspension for the following reasons: gross misdemeanor, persistent disobedience, or habits or bodily conditions detrimental to the school.

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those with may result in temporary separation, suspension, or expulsion from Chassell School. These categories are general in nature and are not deemed to be all-inclusive.

1. Matters relating to public and private property
 - a. Theft
 - b. Misuse of books, materials, and equipment
 - c. Defacing property
 - d. Trespassing (unauthorized presence in a building)
 - a. Matters pertaining to citizenship
 - e. Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
 - f. Use of profane and/or obscene language
 - g. Possession of weapons or explosives
 - a. Matters pertaining to attendance
 1. Violation of compulsory attendance laws
 2. Persistent tardiness
 3. Failure to attend school regularly
 4. Truancy
 - b. Matters pertaining to the safety of others
 1. Physical attacks or threats to students or school employees
 2. Fighting
 3. Extortion
 - c. Persistent disobedience and/or breaking of school rules and regulations
 - h. Gross misbehavior- conduct detrimental to the normal functioning of the school and school activities.

Under present law, the Superintendent and Principal of Chassell Township School are delegated the authority to temporarily separate or suspend a student from school.

Suspensions of more than ten days are discouraged. In such actions, the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him including the rationale for the action and the conditions of time and termination.
 - a. Parents shall be immediately notified by phone or personal contact when a student is to be temporarily separated or suspended from school. Written notation of such contact shall be made in each instance.
2. Verbal notification shall be followed by written communication to the parents or stating the charges, reasons, and conditions of the separation or suspension.
3. The Superintendent, or administrative officer designated by him, shall be notified immediately of any separation or suspension.

4. Appeal procedures shall include:
 - a. Parents may request a conference with the Principal. Such requests shall be made within the period of the separation or suspension. The Principal shall affirm or modify the terms of his/her action within two school days from the date of the conference. The Principal's decision, in cases of temporary separation, shall be final.
 - b. Within five school days from the Principal's decision, the parent may appeal such decision to the Superintendent or his/her designee. The Superintendent shall affirm or modify the decision of the Principal within two school days from hearing the appeal.
 - c. The Superintendent's decision may be appealed to the Board of Education within five school days of such decision.
 - d. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
 - e. Written notice shall be given of the time, date, and place of the hearing.
 - f. The student or parent may be represented by an attorney or other advisor of their choosing.
 - g. Witnesses may be presented at the hearing and the student or his/her representative may question witnesses testifying against the student.
 - h. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
 - i. There may be present at the hearing the Principal, the Board of Education's attorney, and such resource persons, as the president of the Board deems essential to the proper adjudication of the case.
 - j. The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

The Superintendent shall make recommendation for the expulsion of a student from school to the Board of Education. Such action is generally taken upon recommendation of the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing, signed by the Principal, and accompanied by the student's accumulative file. It is expected that parental conferences would have been at the building level prior to the exclusion recommendation. The following procedures shall be as follows:

1. The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
 - a. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
2. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of the same to the parent or guardian at least five school days before the date of the hearing.

Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student, under an extended suspension or expulsion, may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

SNAP SUSPENSIONS

A teacher may suspend a student from any **class, subject, or activity** for up to one day when a student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of the other students to learn. The teacher must **immediately** report the suspension to the Principal and send the student to the office for **appropriate action** by the Principal. The student **shall not** be returned to the teacher's classroom that day without mutual agreement of the teacher and Principal. **As soon as possible** after the suspension, the teacher **shall** ask the student's parent/guardian to attend a conference at which an administrator **shall** also be present if the teacher or parent/guardian so requests. The school counselor **shall** also attend this meeting where practicable.

PERMANENT EXPULSION

In compliance with State and Federal law, any student who possesses a dangerous weapon in a weapon-free school zone or commits arson, criminal sexual conduct in a district building or on district property, including school buses and other school transportation shall be permanently expelled from school. Any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. The statute defines **physical assault** as **intentionally** causing or attempting to cause physical harm to another through force or violence. As with expulsions for weapons, criminal sexual conduct, and arson, the student is **permanently expelled** from **all** Michigan public schools other than “strict discipline academies” and appropriate alternative education programs.

MANDATORY EXPULSION

If a student in grade 6 or above commits a **physical assault** against another student and the assault is reported to the board or administration, the school board shall expel the student for **up to** 180 school days. If a student in grade 6 or above commits a **verbal assault** against a school employee, volunteer, or contractor and the assault is reported to the board or administration, the school board shall expel the student for **up to** 180 school days. Verbal assault is defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger or bodily injury or harm.

STUDENT RIGHTS AND RESPONSIBILITIES

Supreme Court decisions based on the U.S. Constitution have given students the following rights:

1. Religion:
 - a. Your Right: The school may not interfere with your right to observe any religion (or none at all) by requiring, establishing, or conducting religious exercises for you.
 - b. Your Responsibility: To respect the religious beliefs and observances of others.
2. Speech:
 - a. Your Right: You have the right to express personal views.
 - b. Your Responsibility: You may not violate another person’s rights by using slanderous speech.
3. Flag Salute and Pledge of Allegiance:
 - a. Your Right: You may not be forced to take part in the salute to the flag or the Pledge of Allegiance if doing so violates your beliefs or values.
 - b. Your Responsibility: You may not disrupt the activities of others who choose to do so.
4. Suspension and Expulsion:
 - a. Your Right: Before you may be suspended from school for ten days or less, the suspending official must:
 - b. Tell you what rule you have broken, or write it down and give you a copy.
 - c. Explain to you why s/he believes that you broke the rule if you deny it.
 - d. Give you the chance to tell your version of what happened.
 - e. Your Responsibility: First of all, you have the responsibility to follow school regulations. The Constitution does not shield you from suspension “properly imposed” according to the above procedures. Secondly, if your conduct is dangerous to other persons or continually threatens to disrupt school, you may be suspended immediately. In such cases, a hearing in which the above rules are followed should be given as soon as practicable after you are suspended.
5. Specific acts of Congress give students the following rights:
 - a. Family Educational Rights and Privacy Act of 1974 gives students over 18 or the parents/guardians of students under 18 rights regarding access to their educational records.
 - b. Civil Rights Act of 1964 makes many types of discrimination against minority group members illegal.
 - c. Title IX of the Education Amendments of 1972 out-laws discrimination by sex and applies to students attending schools that receive federal funds.
 - d. Education of the Handicapped Act establishes the right of a handicapped student to a free, appropriate education.
 - e. Rehabilitation Act of 1973 ensures that students shall, solely on the basis of their handicap, not be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

ELECTRONIC RESOURCES POLICY

The Chassell Township School District has a variety of electronic resources and access to the Internet available for educational and informational purposes.

The Internet is a vast network of computer networks linking thousands of computers around the world used by educators, businesses, the government, the military, and other organizations, as well as individuals. In schools and libraries it can be used to educate and inform in the same way as learning resources such as books, magazines, videos, CD-ROM, and other informational resources. Students and staff can use the Internet to communicate with other schools, colleges, and organizations, and to participate in distance learning activities. They are able to consult with experts, locate material, research subjects, learn concepts, and meet their informational needs.

Because the Internet is a constantly changing environment, it is impossible to predict with certainty what information users might locate. It is essential for each user of the Internet to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing the Internet.

INSTITUTIONAL RIGHTS AND RESPONSIBILITIES

Our school has the right to allocate resources in accordance with our mission.

- Our school has the right to establish policies and procedures that govern the use and security of electronic resources. This may include disciplinary restriction of computer access.
- Our school has the right to review files to restore system integrity and to insure that the system is being used responsibly.
- Our school has a responsibility to respect the privacy of individuals whenever possible.
- Our school has a responsibility to provide equal access to all users of electronic resources.
- Our school has a responsibility to train and support students and staff to effectively use information technology.

INDIVIDUAL RIGHTS AND RESPONSIBILITIES

- Users access to electronic resources shall not be denied without just cause.
 - All users have ownership rights over their own intellectual work.
 - All users have the right to be informed of policies pertaining to the use of electronic resources.
 - Each user is responsible to the learning community for recognizing that all electronic resources are shared and that all users are responsible for refraining from acts that waste time and resources or prevent others from using them.
- Each user is responsible for respecting the rights and privacy of other users, respecting the equipment, respecting the diversity of opinions, avoiding abusive language, and complying with legal restrictions regarding the use of information resources as outlined in the users agreement and code of conduct.
- Each user will be required to read and understand the policies and procedures required by the school district pertaining to the use of electronic resources.

ELECTRONIC RESOURCES USER'S AGREEMENT AND CODE OF CONDUCT

The Chassell Township Schools provide access to a wide collection of electronic resources. This agreement sets forth the conditions for the use of these resources. One of the resources is the Internet. The Internet links computer networks around the world, giving users in our school district access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. The Chassell Township Schools provide access to these local, national, and international sources of information and collaboration, which are so vital to our students and staff members today. The Internet is seen as an extension of our school's resources, and every user has rights and responsibilities, including the responsibility to respect and protect the rights of other users in our school and on the Internet. Users are expected to act in a responsible, ethical, and legal manner in accordance with the school mission statement, code of conduct, policies of network access providers, and state and federal laws.

All users of electronic resources in the Chassell Township Schools will be held responsible for their actions and activities. Unacceptable uses of these resources will result in the suspension or revoking of these privileges. Some examples of such unacceptable use include but are not limited to:

1. Using electronic resources for any illegal activity, including violation of copyright or other contract, harassment, or plagiarism.
2. Using the electronic resources of our school district for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing data of the school district or of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the user's consent.
10. Posting anonymous messages.
11. The knowing or inadvertent spread of computer viruses.
12. Deliberately sending, retrieving, or displaying text or graphics which may reasonably be construed as obscene or abusive.

DISCIPLINARY ACTION

Discipline will be based on the severity and frequency of the offense and may include:

1. A user may be suspended from using all computer equipment at the Chassell Township Schools for a period of up to one year.
2. A user may be required to make full financial restitution.
3. A user may be banned from access to the Internet.
4. A student may be suspended from school.
5. A user may be denied use of school and library computers.

APPENDIX

THE FOLLOWING INFORMATION IS REQUIRED TO BE INCLUDED IN OUR HANDBOOK BY OUR LEGAL ADVISORS.

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FOREWORD

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

This handbook summarized many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same 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 June 25, 2013. If any of the policies or administrative guidelines referenced herein are revised after June 25, 2013, the language in the most current policy or administrative guideline prevails.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the school office.

ENROLLING IN SCHOOL

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the district's school of choice option.

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

1. A birth certificate or similar document
2. Court papers allocating parent rights and responsibilities, or custody (if appropriate).
3. Proof of residency.
4. Proof of immunizations.

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Principal's secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the district liaison for homeless children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied

admission to the district's schools during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the district.

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

TRANSFER OUT OF DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Chassell, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal or Principal's secretary for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

SCHEDULING

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Principal's office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

WITHDRAWAL FROM SCHOOL

No student under the age of (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The board has established a policy that every student must have an emergency medical authorization form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities and co-curricular activities.

The emergency medical authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's education program.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel or resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information. Directory information includes"

- Student's Name
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all "directory information" upon written notification to the board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the board's annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found in this appendix.

Other than directory information, FERPA and Michigan Law provide access to all other student records. Except for limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents (or the adult student) as well as those individuals who have matriculated and entered a postsecondary education institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review copies of all education records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal's secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the district's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or his/her parents
2. mental or psychological problems of the student or his/her family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior
5. critical appraisals of other individuals with whom respondents have close family
6. relationships
7. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
8. religious practices, affiliations, or beliefs of the student or his/her parents
9. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

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

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student.

The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building Principal.

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

A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose

B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

FERPA@ed.gov PPRA@ed.gov

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The annual yearbook
2. Honor roll or other recognition lists
3. Graduation programs
4. Sports activity programs showing height and weight of team members

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

If you do not want Chassell Township Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 12, 2014. Chassell Township Schools has designated the following as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Grade level |
| -Address | -Participation in officially recognized activities and sports |
| -Telephone listing | -Weight and height of members of athletic teams |
| -Photograph | -Degrees, honors, and awards received |
| -Date and place of birth | -The most recent educational agency or institution attended |
| -Major field of study | |

HARASSMENT/BULLYING/HAZING

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy however is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. The following individual has been designated as the District's Compliance Officer to handle inquiries regarding anti-harassment issues: Howard Parmentier, Superintendent, (906)483-2132, Chassell Township Schools, U.S. HWY 41 South, Chassell, MI 49916.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and state law. The following individual has been designated as the District's 504 Compliance Officer/ADA Coordinator to handle inquiries regarding these policies, procedures, and programs: Howard Parmentier, Superintendent, 906-483-2132, Chassell Township Schools, U.S. HWY 41 South, P.O. Box 140, Chassell, MI 49916.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within 24 hours of their receipt.

ATHLETICS

Chassell Township Schools provides Elementary Basketball which students may participate in. The following is a list of activities currently being offered:

Girls Basketball
Boys Basketball

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. Students may not participate in any school-sponsored trip without parental consent.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a loud air horn.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limitations.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

The Chassell Township Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain subject matter. Pep Band, High School Bowl, and Science Olympiad are examples.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that the attendance is voluntary, that school staff are not actively involved in the event, that the event will not interfere with school activities, and that school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Chassell Township Schools follows the State Assessments.

Additional group tests are given to students to monitor progress and determine instructional needs. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Any high school student who wishes to test out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement but may not be counted towards the required number of credits needed for graduation or be used to determine the student's GPA.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

Students will not be required, as part of the school program or district curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with board policy and federal guidelines.

Depending on the type of testing and specific information requested, parent (or adult student) consent may need to be obtained. Chassell Township Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the Guidance Office.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MEAP test and graduation.

STUDENT FINES AND CHARGES

Students using school property and equipment can be fined for excessive wear and tear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Others may need their use.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT SALES

Students are not permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

VISITORS

Visitors, particularly parents, are welcomed at school. If a person wishes to confer with a member of the staff, s/he should call or an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission.