

# NORTH CENTRAL ELEMENTARY

STUDENT HANDBOOK

2023-2024



***Where Little Jets Learn to S.O.A.R.***

# **NORTH CENTRAL AREA SCHOOLS**

P. O. Box 159 W5465 Third Street Hermansville, MI 49847 PHONE: 906-498-7737 FAX: 906-497-0901

***David Florenski, Interim Superintendent/Elementary Principal***

---

Dear Parent and Students:

On behalf of the entire staff, we take great pride in welcoming you to North Central Elementary School for the 2023/2024 school year. It is essential that parents read the Student Handbook and that students are made aware of its contents. We are more than happy to answer any questions or concerns that you may have.

Our elementary team is excited about the new school year and eager to continue building upon past success. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures. It is a pleasure to have you as a member of the North Central family. We are looking forward to working with each and every one of you as we embrace the new school year and continue to build on a tradition of academic excellence and provide a positive learning experience.

A quality education also calls for active participation from both students and parents. Students, it is important that you attend school on a consistent basis, always prepared and ready to learn, take pride in your daily work, and show respect for all others. We believe in you! Please believe in yourself! Parents, your support, cooperation, and involvement are critical to the educational process and the mission here at North Central. We are all in this together, working together as a team.

The handbook that follows provides important information about North Central Elementary, outlines the policies and procedures used to govern the academic program, and sets forth the expectations that students will be held to each day.

We are looking forward to a great school year at North Central Elementary. If you have any questions regarding the handbook, or if you wish to stop in and visit, please feel free to reach out at any time.

Sincerely,

David Florenski  
Interim Superintendent/Elementary Principal

**THIS PAGE INTENTIONALLY LEFT BLANK  
(CALENDAR INSERT)**

## TABLE OF CONTENTS

### ACADEMICS

Americans with Disabilities Act - Section 504 .....	19
Grading .....	17
Make-up work Policy .....	17
Special Education .....	19
Student Assessment .....	18
Student Records .....	18

### ATTENDANCE POLICY

Release during School Hours .....	12
-----------------------------------	----

### CODE OF CONDUCT

Care of Property .....	14
Dress and Grooming .....	13
Expected Behaviors .....	13
PBIS (Positive Behavior Intervention).....	
Jets S.O.A.R. Matrix .....	
Firearms/Dangerous Weapons .....	16
Harassment .....	14
Items at School .....	14

### DISCIPLINE PROCEDURES

Building and Playground Rules .....	22
Bullying and other Aggressive Behavior Toward Students .....	14
Consequences for Rules Violations .....	22
Regulations for Riding School Buses .....	23

<u>DRUG PREVENTION POLICY</u> .....	21
-------------------------------------	----

### DUE PROCESS RIGHTS

Discipline of Disabled Students .....	26
During the Appeal Process .....	25
Expulsion from School .....	25
Suspension from School .....	24

**GENERAL INFORMATION**

Enrolling in School ..... 8  
Bus Passes ..... 11  
Computer Technology and Networks ..... 11  
Immunization Requirements ..... 9  
Our School Day ..... 9  
Outdoor Recess ..... 9  
Snow Days - School Closing ..... 10  
Student Sales ..... 10  
Transfer Out of the School District ..... 9  
Use of Telephones - Cell phones ..... 11  
Visitors ..... 11

**LUNCH/BREAKFAST PROGRAM**

Breakfast & Lunch Information ..... 11

**MEDICATIONS/MEDICAL ATTENTION**

Control of Casual Contact Communicable Diseases and Pests ..... 20  
Control of Non-Casual Contact Communicable Diseases ..... 20  
Injury and Illness - Emergency Procedure Card ..... 19  
Use of Medications ..... 19  
Internet Acceptable Use ..... 28  
Internet Use Agreement ..... 29  
Mission Statement ..... 8  
Equal Education Opportunity..... 8  
Nondiscrimination Notice ..... 7  
School Calendar ..... 3  
Search and Seizure ..... 26  
Staff ..... 6  
Student Concerns, Suggestions and Grievances ..... 27  
Student Rights and Responsibilities ..... 12  
Student Rights of Expression ..... 26  
Student/Parent Signature Page ..... 29

## BUILDING STAFF

Mrs. Elizabeth Gudwer.....	Preschool Director
Mrs. Sarah Olson.....	Kindergarten
Mrs. Jessica Veaser .....	First Grade
Mrs. Brittany Dubord .....	Second Grade
Ms Kristin Hahn .....	Third Grade
Mr. Lawrence LaBonte.....	Fourth Grade
Mrs. Tami Mokszycke.....	Fifth Grade
Ms. Deanna Krieg .....	Special Education
Mr. Tim Barron .....	STEAM
Ms. Sherry Martin .....	Music
Mr. Tyler Mercier .....	Physical Education
Mrs. Mary Barnhart.....	Title I
Ms. Sara Kirschner .....	At Risk Aide
Mrs. Shannon Pavlat .....	Preschool/Aide
Ms. Amanda Sanchez .....	Cook
Mrs. Jalaine Bellmore .....	Cook/Custodian
Mrs. Dana Harder .....	Custodian
Mrs. Doreen Fazer .....	Secretary
Mr. Riley O'Neil.....	Admin Asst./Technology
Mrs. Wendy Granquist.....	Business Manager
Mrs. Jennifer Eichmeier.....	Elementary Principal

## NORTH CENTRAL AREA SCHOOL BOARD OF EDUCATION

Craig VanEnkevort .....	President
Chris Fazer .....	Vice President
Kelly Plunger .....	Secretary
Melissa Mercier.....	Treasurer
Nathan Fleetwood.....	Trustee
Brad Eichmeier.....	Trustee
Chris Fazer .....	Trustee

## **NONDISCRIMINATION NOTICE**

The North Central Area Schools receives and uses Federal Funds and U.S. Department of Agriculture donated foods.

*No person because of race, color, national origin, sex, age, or handicap shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in our United States Department of Agriculture donated food and child nutrition programs. Any person who believes they have been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.*

*If any person believes that the North Central Public School District, or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:*

*Mr. David Florenski, Principal  
North Central Area Schools  
W5465 Third Street, P.O. Box 159  
Hermansville, Michigan 49847*

The complaint/grievance procedure information and forms are available at each school building.

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Principal listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements.

## **MISSION STATEMENT**

The staff of the North Central Area School district believes that in order to provide a quality education for all children, we must have the cooperation of school personnel and community support. Together we shall provide the skills necessary for developing students intellectually, socially, emotionally, and physically. By establishing and maintaining high standards, we hope to develop responsible, productive citizens who will be prepared to meet the challenges of the future.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff member has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, Jennifer Eichmeier, North Central Area Schools, W5465 Third Street, Hermansville, MI 49874.

The complaint will be investigated and a response, in writing, will be given to the concerned person within seven days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **GENERAL INFORMATION**

### **Enrolling in School:**

New elementary students are required to enroll with their parents or legal guardian. When enrolling, parents should bring:

- 1) A certified copy of a birth certificate (not hospital copy)
- 2) Immunizations record
- 3) Custody papers (if appropriate)
- 4) Proof of Residency (copy of bill, State ID, etc.)

Parents will also need to fill out:

- 1) A family information sheet
- 2) An emergency procedure card
- 3) Request for school records sheet

\*Parents must provide legal documentation for any changes to student information



## **Immunization Requirements:**

The State of Michigan has requirements for the proper immunization of children. Therefore, it is very important that each student has a complete, accurate and updated immunization record. Please refer questions regarding recommended number of immunizations and their spacing to the local health department or to your family physician.

A parent, guardian or responsible adult applying for first-time enrollment of a student in the North Central Area School District must present a certificate of immunization or a statement of exemption at the time of registration. ***Students not fully immunized cannot attend school under Michigan law.***

## **Transfer Out of the School District:**

If a student plans to transfer from North Central, 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. Parents are encouraged to contact Mr. Florenski at (906) 498-7737 for specific details.

## **Our School Day**

The elementary school day runs from 7:55a.m. until 3:10 p.m.

Recess times are as follows:

K-5th .....Morning recess from 10:45 - 11:05

K-5th.....Afternoon recess 1:20 - 1:50

***So that proper supervision can be maintained, students who walk or ride with parents to school should not arrive before 7:40 a.m. Students arriving after 7:50 must check in with a parent or guardian in the school office.***

Our school has a closed-campus policy from 7:30-3:10. Students are not permitted to leave the school grounds at noon, unless a parent notifies the school in advance and then comes to pick up the student. Students who walk home from school are to leave immediately after the first buses have left.

## **Outdoor Recess**

Students go outside for recess twice each day for a 20-minute period and approximately another 30 minute period in the afternoon. Students are expected to dress appropriately according to weather conditions.

### School Board Policy on Elementary Recess:

*It has long been recognized that outdoor recesses are helpful to the elementary instructional program. A few minutes outdoors help young children to shed pent up physical energy and lengthens classroom attention span. Of course, children should not go outdoors when the weather may cause bodily harm or discomfort. There are numerous weather factors which enter into the decision whether children should go outdoors. Some of these are: temperature, humidity, wind, etc. The principal shall decide whether the students go outside or stay indoors, using their best judgment of weather conditions.*

**Parents are asked not to request that their child remain inside during recess because of a cold, etc. Parents are expected to see that their children are dressed appropriately, regardless of their age. Parents will be notified if their child is not dressed for the weather and requested to bring appropriate clothing. With proper clothing, being outside will be a refreshing change from the dry, indoor air of the classroom. As a general rule, if your child is well enough to come to school, he/she is well enough to be outside for short periods of time.**

When the wind chill / temperature drops below 40 degrees, ALL students will be required to wear a coat / heavy sweatshirt with a recommendation for a hat and gloves as well. When the wind chill / temperature drops below 29 degrees, a coat, hat, and gloves are required for ALL students. At 10 degrees and below, a determination will be made based on a continuous wind chill factor. At 0 degrees or below, whether it be actual air temperature or wind chill, we will not go outside for recess.

Again, your child's safety and well being is our priority during these cold winter months.

### **Snow Days - School Closing/Delays**

All school closings/delays during the winter months will be handled through our Class Tag System, TV6 in Marquette, Fox U.P. and our Facebook Page.

Parents should prepare their children for emergency situations which may occur during the school day. If school must be dismissed early, please make arrangements, in advance, for the care of your children.

### **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 Cell Phones**

North Central Area Schools' Policy 5136 recognizes legitimate reasons to be in possession of a cell phone. However, during the school day cell phones must be given to the classroom teacher or office. Cell Phones seen or found in any other location (hallway, playground, used in the classroom) will be confiscated and returned at the end of the school day. If a second violation occurs, the child's parent/guardian will be required to pick up the phone in the Principal's office with a possible conference held.

## **Bus Passes**

Any student who must ride a different bus for a day or a short period of time must provide the office with a note written by a parent or guardian. Students who do not provide the school with a permission slip from home will not be allowed to get off at a different stop.

## **Computer Technology and Networks**

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

## **Visitors/Volunteers**

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

Parents/relatives arriving to pick their children up after school are expected to wait in the designated pickup/dropoff area. Classroom teachers will regularly walk affected students to this area.

All school volunteers, including parents attending school field trips, will be subject to a soft background check.

## **LUNCH/BREAKFAST PROGRAM**

All elementary students will receive free breakfast and lunch.

## **ATTENDANCE POLICY**

Regular attendance is essential if school success is to be achieved. There are times, however, when your child will miss school due to family emergencies, illness, etc. So we will know that your child is safe and accounted for, we would like to have you call the school before 9:00 a.m. if your child will be absent. If a call or note is not received, the school will attempt to contact you at home or at work.

If a student is not in school between 7:55am - 11:30am, they will be marked absent for the AM portion of the day. If a student is not in school between 11:30am - 3:10pm, they will be marked absent for the PM portion of the day. Students who arrive between 8:00am and 10:00am will be marked tardy for the AM portion of the day. Students who arrive between 11:45am and 1:45pm will be marked tardy for the PM portion of the day.

We would also like to know if your child's absence is the result of a communicable disease (such as Covid-19, strep throat, head lice, chicken pox, etc.). If we are made aware of these types of conditions, we can monitor students for possible illness and take preventive measures if necessary.

Since regular attendance is so critical, the following policy will be followed:

\* 5 Absences - Parents will be notified by letter.

\*10 absences -- Parents will be notified by a second letter. In addition to the above notice, the school will contact the Menominee County Truancy Officer for extended absences.

### **Release During School Hours**

Situations may arise during the year when students must be released from school during the day. Before picking up your child, ***please contact the elementary office.***

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and for the staff. Students will be expected to follow staff directions and to obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. All students will be treated fairly, firmly and consistently if discipline is necessary.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way communication with their child's teachers through class tag to help their child better accomplish his/her educational goals.

# **CODE OF CONDUCT**

A major component of the educational program at North Central is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## **Expected Behaviors**

Each student shall be expected to:

- \* Abide by National, State, and Local laws as well as the rules of the School
- \* Respect the civil rights of others
- \* Act courteously to adults and fellow students
- \* Be prompt to school and attentive in class
- \* Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background
- \* Complete assigned tasks on time and as directed
- \* Help maintain a school environment that is safe, friendly, and productive
- \* Act at all times in a manner that reflects pride in self, family, and in the school
- \* Respect others at all times
- \* Remove hat when entering the building, including classrooms

## **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student chooses to do this, he/she may be removed from the educational setting.

Unacceptable attire includes:

1. Clothing that is too tight, revealing, or baggy. (No undergarments visible)
2. Tops/bottoms that do not "overlap". Shorts, skirts, or skorts must be no more than two inches above the knee. Tops that are not "of an appropriate size and fit"
3. Non-jewelry chains and chain wallets.
4. Mid thigh length garments must cover spandex-like apparel.
5. Additional examples of unacceptable attire include: clothing advertising alcohol and/or tobacco, racism, disrespect of authority, promoting violence, inappropriate language, pajamas and slippers.
6. No unsafe footwear on the playground.

The dress code applies to all school functions. Students who are representing our school at a school or public event may be required to follow specific dress requirements.

## **Care of Property**

Students are responsible for the care of their own personal property. When money is needed at school, you will be notified. There is no need for students to carry money with them to school.

**Absolutely NO toys, stuffed animals, etc.will be allowed at school or on the bus.**

Damage to or loss of school equipment wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **Items at School**

The school does not allow toy guns and pocket knives at the elementary building. Please explain to your child that these items are not acceptable to bring to school.

Electronic equipment necessary in school will be supplied by the school. Students are not allowed to bring trading cards, electronic toys, pagers, laser pens, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

“Bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

# **BULLYING:**

**Bullying is when  
Someone repeatedly  
and on purpose says or  
does mean or hurtful  
things to another  
person who has a hard  
time defending himself or  
herself!**

## **Firearms/Dangerous Weapon**

Federal Gun-Free School Act, Michigan P.A. 328, Michigan P.A. 250. These laws require the expulsion of a student who possesses a "dangerous weapon" in a "weapon-free school zone" or who commits arson or "criminal sexual conduct" in a school building or on school grounds. A "dangerous weapon" is defined as in 1315 of the School Code as a firearm, dagger dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. Once expelled, the information must be reported on the student's permanent educational record and the student is expelled from all public schools in the State of Michigan.

Within three days after the expulsion, the expelled student must be referred to a county department of social services or community mental health agency. The school is also required to report violations to a local law enforcement agency.

An expelled student must apply for reinstatement, and the time to apply depends on the grade of the student. A student in grade 6 or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period, and may be reinstated 180 school days from the date of the expulsion. A student in grade 5 or below who is found to have possessed a firearm or threatened another with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated.

Not later than ten days after receiving the petition for reinstatement, the board of education must appoint a reinstatement committee, composed of two board members, one administrator, one teacher, and one parent of a student in the district. The superintendent may prepare information to submit to the Review Committee concerning the circumstances surrounding the expulsion and any factors for or against reinstatement. The committee must review the reinstatement petition or other information provided and consider the request based on the following factors which are set forth in the law:

1. extent to which reinstatement of the student would create a risk of harm to pupils or school personnel;
2. risk of liability of school board or school district personnel;
3. age and maturity of the student;
4. student's prior school record;
5. student's attitude concerning the incident;
6. behavior after the expulsion and prospects for remediation;
7. degree of cooperation by the parent or guardian, if applicable, including

receptiveness toward reinstatement:

The review committee's recommendation to the board of education must be for unconditional reinstatement, conditional reinstatement, or against reinstatement, and be accompanied by reasons explaining the recommendation. Recommended conditions may include but are not limited to:

1. agreement to a behavior contract;
2. participation in or completion of an anger management program or other appropriate counseling;



3. periodic progress reviews and
4. specified immediate consequences for failure to abide by a condition.

Also a parent or legal guardian, or a student who is at least age 18 or an emancipated minor, may include proposed conditions in the reinstatement petition.

The board of education must consider the reinstatement recommendation of the committee at its next board meeting and is free to accept or reject the recommendations. The final decision concerning expulsion rests with the school board.

## **ACADEMICS**

All traditional seated courses may also be held virtually when deemed necessary by the Board of Education.

### **Grading**

The following is the grading scale that will be used for all 3-5 students:

100% - 95% = A	83% - 80% = B-	69% - 66% = D+
94% - 90% = A-	79% - 76% = C+	65% - 64% = D
89% - 86% = B+	75% - 74% = C	63% - 60% = D-
85% - 84% = B	73% - 70% = C-	59%/below = F

Report cards for all K-5 students will be sent home after each marking period. Parents are encouraged to check PowerSchool regularly and contact teachers concerning grades or student progress.

Parents will be notified of any bills/fines before the final day of school.

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

**It is the student's responsibility to check with their teacher(s) for missed assignments after returning from an excused absence.** Students will have two (2) school days to make-up this work. After two days, a reduction in credit may be issued by the teacher. In the event of longer absences, special arrangements can be made with your child's teacher(s). Student homework may be requested by parents AFTER students have been absent two or more consecutive days.

An excused absence allows the student to make up all possible work. **It is the responsibility of the student to obtain missed assignments.** It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Skipping of classes for any part of the school day is considered to be an unexcused absence and no makeup of class work will be permitted. Disciplinary action will also follow.

## **Student Assessment**

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

Each student will be expected to pass the appropriate state mandated tests. M-Step tests will be given at the 3rd, 4th, and 5th grade levels. These tests will be given each spring. Make-up dates are scheduled, but unnecessary absences should always be avoided including during testing periods. Additional group tests are given to students to monitor progress and determine educational mastery levels such as Acadience Learning, and NWEA. 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/standards.

## **Student Records**

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records... directory information and confidential records.

Directory information can be given to any person or organization for non-profit purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact Mr. Florenski, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

### **Special Education**

North Central provides Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Mr. David Florenski at 906-498-7737.

### **Americans With Disabilities Act - Section 504**

The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact Mr. David Florenski at 906-498-7737.

## **MEDICATIONS/MEDICAL ATTENTION**

### **Injury and Illness - Emergency Procedure Card**

All injuries must be reported to a teacher and to the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. Please make sure the Emergency Procedure Card is returned as soon as possible. Each child receives a card the first day of school.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will then determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. If your child has a fever or flu-like symptoms, they should not return to school until they are symptom or **fever-free (without Medications ,i.e. Ibuprofen, Tylenol,etc.) for 24 hours.**

### **Use of Medications**

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

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form 5330 F1 must be filed with the office before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the office.

Medication that is brought to school will be properly secured. Medication may be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.

**Medication *MAY NOT* be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.**

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **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 or Covid-19.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, covid-19, 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 Non-Casual Contact Communicable Diseases**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure 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, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

# **DRUG PREVENTION POLICY**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries including any school activity and transportation. This means that any activity (sale, use, distribution, or use of drugs, tobacco, alcohol, nonalcoholic beers and wines, fake drugs, steroids, inhalants, or look-a-like drugs) is prohibited.

Many drug abuse offenses are felonies. If caught, the student could be suspended or expelled with law enforcement officials contacted.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "Look-a-likes";
- F. Anabolic steroids;
- G. Any other illegal substances so designated and prohibited by law.
- H. Prescription drugs not prescribed for that person.

The Board prohibits the use of, possession of, concealment of, or distribution of any drug at any time of District property or at any District-related event.

Consequences for the above may include any or all of the following:

1. Removal from the classroom
2. Parental contact
3. Mandatory counseling
4. Suspension from school
5. Referral to the Board of Education/Possible expulsion
6. Referral to appropriate authorities/police

There is a drug/alcohol counseling service available to all students. Please contact any teacher, counselor, or administrator for more information.

# **DISCIPLINE PROGRAM**

North Central Elementary annually reviews and revises the elementary discipline policy as needed. We believe that firm and consistent limits have been established for all students. These limits will allow everyone the right to a safe and peaceful environment to learn and play in. Failure of students to respect the rights and property of others, including adults, may result in removal from the classroom and/or school.

We believe that all children can meet these guidelines and can behave within the limits if they choose to do so. Since developmental phases were considered when arriving at the rules and consequences, we feel that the younger students have ample opportunity to learn how to behave before the more serious consequences are imposed.

We at North Central believe that a sound education must be accompanied by a well defined and consistent discipline program. It is also in the best interest of the child that the home and the school cooperate in the program. Together we can teach students how to behave in a socially acceptable manner which in turn will allow us to give each student the best education possible.

As a parent or guardian, please discuss the discipline policy with your child at home. It is extremely important that each student understands what types of behavior is acceptable and the consequences for inappropriate actions. Your help in this matter is greatly appreciated.

## **Building and Playground Rules**

### **1. LISTEN AND FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN.**

PURPOSE OF THE RULE: To keep order in the building and on the playground.

### **2. ALL STUDENTS AND ADULTS WILL BE TREATED WITH RESPECT AT ALL TIMES.**

PURPOSE OF THE RULE: To create a positive school environment.

### **3. RESPECT SCHOOL AND PERSONAL PROPERTY.**

PURPOSE OF THE RULE: To prevent damage or loss of school or students' belongings.

### **4. PRACTICE SAFETY IN THE BUILDING AND ON THE PLAYGROUND.**

PURPOSE OF THE RULE: To prevent accidents and injuries to everyone.

## **Discipline**

Discipline is handled by the classroom teacher for minor behavior referrals. Major behavior referrals are handled by the principal.

**NOTE:** Certain offenses are so serious that the above procedure may be "by-passed". Some examples include: **Biting** (due to the danger of blood transfer); **Fighting**, which results in serious injury; **Disrespect** or **Insubordination to staff**; etc. Students may be suspended **immediately** for these types of offenses.

***When a student receives an out-of-school suspension, a conference with the principal and parent or guardian is required before the student may return to school.***

Student will be suspended with work. All assignments given MUST be returned when student comes back to school or they will receive a zero.

### **Regulations For Riding School Buses**

#### **A. Student Responsibility on the School Bus:**

- To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
- To observe classroom conduct, (except for ordinary conversation) while getting on or off and while riding the bus.
- To obey the driver and to report promptly to the school official when instructed to do so by the driver.
- To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.

#### **B. Personal Safety:**

- To be in the place designated both mornings and evenings ready to board the bus at the time shown on the schedule in the bus. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
- To stay off the traveled roadway at all times while waiting for a bus.
- To enter or leave the bus only at the front door after the bus has come to a stop, except in cases of emergency.
- To cross the traveled highway, if necessary, in the following manner:
  - a.) Make certain the bus is stationary.
  - b.) On alighting, go to front of bus within sight of the driver and wait for the proper signal for crossing.
  - c.) Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.
  - d.) Walk (not run) in front of the bus when crossing the highway.
- Inform bus driver when absence is expected from school.
- Help keep bus clean, sanitary, and orderly.

#### **C. Bus Behavior Procedures:**

##### **1. Bus Rules:**

- a.) Follow directions of the driver
- b.) Stay in your seat
- c.) No eating, drinking, or littering
- d.) No cursing, swearing, or loud talking
- e.) No pushing, shoving, or fighting at any time
- f.) Keep all parts of your body inside the bus

2. Consequences For Bus Rule Violations:
  - a.) 1st Violation - Verbal warning by the driver, individual conference with driver, assigned seat, or parents called by the bus driver.
  - b.) 2nd Violation - Written discipline report submitted to principal
3. Disposition of Written Report:
  - a.) 1st Report - Warning and parent notification
  - b.) 2nd Report - 1 to 3 day suspension of bus privileges
  - c.) 3rd Report - Indefinite suspension of bus privileges/possible Board action.
4. Severe Clause:

Same as 2nd report, as a minimal consequence. (examples of severe violations)

\* fighting \* insubordination \* malicious destruction of property, etc. \*

D. Responsibility of the Parents:

1. The responsibility of parents whose children are transported at public expense:
  - a.) To make certain and insure that their children arrive at the bus stop on time in the morning.
  - b.) To provide necessary protection of their children when going to and from the bus stops.
  - c.) To accept joint responsibility with the school authorities for proper conduct of their children.
  - d.) To make reasonable efforts to understand and cooperate with those responsible for pupil transportation.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to Mrs. Jennifer Eichmeier, Elementary Principal. The request for an appeal must be in writing.



### **During the Appeal Process:**

The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended, he/she may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like, or any learning that the student chooses not to make up, may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

1. The charge and related evidence;
2. The time and place of the Board meeting;
3. The length of the recommended expulsion;
4. A brief description of the hearing procedure;
5. A statement that the student may bring parents, guardians or counsel;
6. A statement that the student may give testimony, present evidence & provide a defense;
7. A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

North Central Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

## **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act and the Americans with Disabilities Act .

## **SEARCH AND SEIZURE**

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

Students are provided lockers and desks in which to store materials. It should be clearly understood that this equipment is the property of the school, therefore students should not have an expectation of privacy as lockers will be searched periodically to ensure the continued safety of all students and staff. All lockers and their contents, including backpacks, fanny packs, purses, duffle bags, and coats will be searched during the school year and direct searches will take place with reasonable cause. Students can expect confidentiality regarding any items that do not violate school rules, state, local, or federal laws. Any items found that are in violation will result in discipline as well as contacting the proper authorities. The school reserves the right not to return items which have been confiscated.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - \* is obscene to minors, libelous, indecent or vulgar;
  - \* advertises any product or service not permitted to minors by law;
  - \* intends to be insulting or harassing;
  - \* intends to incite fighting or presents a likelihood of disrupting school/school event;
- \* is disruptive to the learning process.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

## **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## Internet Acceptable Use

All use of electronic network use 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.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. 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;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

