

# **ALANSON PUBLIC SCHOOLS**

## **ALANSON, MI 49706**

Phone (231) 548-2261  
[www.alansonvikings.net](http://www.alansonvikings.net)

***“A GREAT PLACE TO LEARN”***

***HOME OF THE VIKINGS***



## **STUDENT-PARENT HANDBOOK**

**2025-2026**

## **Table of Contents**

Mission, Vision, Viking Values, & Beliefs .....	5
Introduction .....	5
Statements of Compliance With Federal Law .....	5
Non-Discrimination .....	5
Notice of Pesticide Use .....	5
Student Privacy, Parental Access to Information .....	6
Student and Family Rights Concerning Records .....	6
School Hours .....	7
Breakfast/Lunch, Treats.....	7
School Safety .....	8
Visitors in The School .....	8
Volunteers .....	8
Age of Majority .....	8
Emergencies.....	9
Student Information Form .....	9
Fire, Tornado, and Lockdown Drills .....	9
Snow Days.....	9
Student Health .....	9
Student Illness .....	9
Immunizations .....	10
Medication.....	10
Attendance .....	10
Attendance Procedures .....	10
Absences.....	11
Excused and Unexcused .....	11
Tardiness .....	12
Extra-Curricular Activities .....	13
Volunteering -Student and Adult.....	13
Student Opportunities: .....	14
Elementary Curriculum.....	14
Subject Areas.....	14
Report Cards/Conferences .....	15
Assessments.....	15
Communication .....	15
Media Materials.....	15

Technology .....	15
Promotion/Retention/Placement .....	15
Middle School Curriculum .....	16
Subject Areas .....	16
Report Cards/Conferences .....	16
Assessments .....	16
Communication .....	16
Grading And Homework .....	16
Retention .....	16
High School Curriculum .....	17
Graduation Requirements .....	17
Dual Enrollment .....	17
Report Cards .....	18
Parent-Teacher Conferences .....	18
Testing Out .....	18
Transfer of Credit .....	18
Assessments .....	18
Communication .....	18
Grading and Homework .....	18
Schedule Changes .....	19
Graduation .....	19
Participation in the Graduation Ceremony .....	19
Calculations for Graduation .....	20
Honor Positions at Graduation .....	20
Planning of the Graduation Ceremony .....	20
Dress Code for Graduation .....	20
Behavior Expectations .....	20
Parent-School-Student Compact .....	20
Discipline Process (Due Process) .....	21
Suspension .....	221
Expulsion .....	22
Behavior Consequence Matrix .....	223
Office Referral Form .....	225
Miscellaneous and General Information .....	26
Tobacco, Drugs, And Alcohol .....	26
Drug And Alcohol Education Consultation .....	26
School Liaison Officer .....	26

Personel Communication Devices .....	26
Bussing .....	27
Bus Safety Rules.....	27
Elementary Playground Rules And Expectations .....	28
Closed Campus.....	28
Dress Code .....	28
Bicycles, Skateboards And Roller Blades .....	29
Automobiles, Motorcycles, Snowmobiles .....	29
Searches Of Motorized Vehicles, Lockers And Students	30
Dance Regulations.....	30
Cafeteria And Lunch .....	30
Complaint Process .....	31
Hallways And Passes.....	31
Lockers And Locks.....	31
Lost And Found And Theft .....	32
Transfers .....	32
Field Trips .....	32
Telephone .....	32
Textbooks & Materials .....	32
Work Permits.....	32
Personal Belongings .....	32

## **MISSION AND VISION STATEMENTS**

### **Mission**

*Our mission is to provide quality education in a safe, nurturing environment.*

### **Vision**

*The vision of Alanson Public School is to empower our students to be confident, prepared, compassionate leaders.*

### **Viking Values**

*Safe Respectful Achievers*

### **Belief Statements:**

- We believe in providing quality education in a challenging yet supportive environment to help each student achieve success
- We believe in honoring the individuality of each student to allow them to express their authentic selves.
- We believe student success is the shared responsibility of the school, family, and community.
- We believe in promoting a safe and respectful environment.
- We believe in the social and emotional well-being of our students, supporting the whole child.

## **INTRODUCTION**

This handbook should be read and used as a guide to enhance your experience at Alanson Public School. The handbook does not propose to answer all questions, nor cover all phases of school. It is hoped that the information contained herein will increase your knowledge and understanding of the ideals, traditions, activities, and studies offered by the Board of Education and your school. If you are in doubt about any section of this book, please ask for an explanation from a teacher or administrator.

## **STATEMENTS OF COMPLIANCE WITH FEDERAL LAW**

### **Non-discrimination**

It is the policy of the Board of Education that the District will not discriminate against any person on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, The Handicapper's Civil Rights Act, and the Elliot-Larsen Civil Rights Act.

### **Complaint Procedure:**

- All complaints should be directed to the Superintendent of Alanson Public Schools.
- Complaints are to be made in writing within 10 days of the alleged violation.
- If the complainant is not satisfied with the Superintendent's written decision, an appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202

### **Notice of Pesticide Use**

Pesticides are periodically applied to school district property as part of the district's pest management program. Although the administration will announce verbally in school and send notes home with students, parents and legal guardians of children enrolled in the district have the right to request written notification in advance of the pesticide applications.

In order to receive personal written notification prior to the application of pesticides, the parent or legal guardian must submit a letter of request to: Alanson Public Schools, 7400 North Street, Alanson, MI 49706

phone 231-548-2261. Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents or legal guardians that have requested written prior notification, however, will be notified after pesticide application. Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. At the time of application, a sign will be posted for 48 hours near the building's primary point of entry. When a pesticide is applied to school district grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to mark the application area. This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.

#### **Student Privacy, Parental Access to Information**

In accordance with Title X, Part F, Sec. 1061 (2) and the policies of Alanson Public School, a parent or guardian shall be permitted to inspect all instructional materials used by the District in evaluating, surveying, or analyzing students in the furtherance of an instructional program. Instructional materials shall include teacher's manuals, films, tapes, or other supplementary materials. Also, you have the right to view the teacher's qualifications.

#### **Student and Family Rights Concerning Records**

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within two (2) school days of the day the District receives a request for access. Parents/guardians or students should submit to the school custodian of student records a written request that identifies the record(s) they wish to inspect. The custodian will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA of Michigan law authorizes disclosure without consent. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by State or federal law. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
4. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Grade level
- Information in relation to school sponsored activities, organizations and athletics
- Major field of study

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise. High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal. If parents, guardians, or adult students do not wish any of this information given out, they should contact the office by September 30<sup>th</sup> of each school year.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 30303-4605

### **SCHOOL HOURS**

7:30 am	Busses arrive and drop off students at the cafeteria/gym entrance. Students can eat breakfast from 7:30-7:45.
7:50 am	Students are released into the building.
8:00am	Instruction begins.
2:50 pm	Elementary students are dismissed to busses at the cafeteria doors. Students who do not ride the bus will be dismissed from the elementary main doors. Parents will not be able to enter the building through the elementary doors at dismissal. Any parent who needs their child prior to 3:00 pm dismissal must arrange to do so at the school office at the main entrance. <b><u>Any early pick up plans must be requested by 2:30 pm.</u></b>
3:00 pm	Middle School & High Students dismissed.
4:00 pm	Office closes-messages may be left on voicemail.

### **Breakfast and Lunch Money**

Please send lunch money in a sealed envelope marked with the child's name and student ID (this is a four-digit number given at the beginning of school).

### **Treats**

Elementary students with birthday treats should take them to the school office in the morning. Teachers will distribute the treats at a time that does not interfere with academics. Please refrain from sending treats decorated with party favors or toys. Leftover treats will be sent home; however, food is not to be eaten on the busses.

### **Recess**

View the enclosed playground rules and expectations with your student. Unless the weather is inclement or extremely cold (below 10 degrees with wind-chill factored in), we will go outdoors for recess. This requires that each child come to school dressed for the weather. During the winter months, children need winter coats, boots, hats and mittens. If snow pants are not available, please have your child bring an extra pair of dry pants to change into. Children need to have a pair of shoes at school for indoor use during the winter months. Should your child be recovering from an illness, injury, or surgery, please send a note to the office. If your child needs to stay in for more than 3 days, a physician's statement will be required.

## **SCHOOL SAFETY**

### **Visitors in the school**

The main entrance to the building is located on North Street. This entrance is meant to be secure and is controlled electronically and should be used during school hours. When approaching the main entrance, there is a buzzer/camera system. Please push the button and look at the camera. The secretary will either buzz you in or ask you who you are and what you may need. To comply with security, neither staff nor students are permitted to open doors.

All visitors entering the school must check in at the office and receive a visitor's pass.

For prolonged adult visits, please contact the school at least one day in advance of the proposed visitation date. Students from surrounding school districts will not be allowed to visit Alanson unless they have prior approval from the principal and have intention on attending Alanson Public Schools in the future.

### **Volunteers**

Alanson Public Schools has many opportunities for parents to volunteer. Because our first concern is school safety, all parents who volunteer must complete a form in the school office. This form gives the school permission to check with the State police to ensure the volunteer has no criminal history.

Parent volunteers must always sign in at the school office and obtain a visitor ID badge. The badge is to be worn at all times when volunteering and it must be clearly visible. At the conclusion of volunteering, the parent must sign out in the school office and return the badge.

### **Students leaving early - release of students**

Parents and relatives (if previously approved) picking up students must go to the main office and request the student. The student will come to the office and sign out. To keep our students safe, no student may leave the school grounds without permission and signing out at the office. No child will be released to a person other than a parent or guardian unless previously approved. An ID may be required. Only the office may release a student.

### **Age of Majority**

A student who has reached the age of majority has the option to assume full rights of an adult and may sign permission slips, sign in and out of school, self-represent at disciplinary conferences and have access to his/her school records.

In order to exercise the age of majority, the student must sign the Age of Majority document (in the office) prior to reaching the age of 18. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement. In addition, the Michigan legislature, recognizing the possibility of conflict between 18-year-old students and school rules, has explicitly spelled out the rights of schools by enacting the following law:

"It can be stated unequivocally that rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18."

These rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations pertaining to attendance and conduct of students. A student attending Alanson High School, regardless of age, is covered by Michigan school law, policies of the Board of Education, and all rules included in this handbook. An eighteen-year-old student's responsibility to the school does not change upon reaching the age of majority.

## **EMERGENCIES**

### **Emergency information – Student Information Form**

Each student must have on record a student information form. This form is filled out at the beginning of each year listing authorized individuals with their contact information. The school will only release students to the authorized individuals listed on this form, so it is critical that it is accurate and up to date. Please update with new phone numbers, etc. throughout the year in the main office. An emergency contact and authorized person must be listed with an emergency phone number. Please have a family discussion to develop a plan on what to do and where to go in case of a personal emergency or emergency school closing. The school office, the teacher, and your child all need to understand what to do in an emergency situation and school is closed.

### **Fire drills, Tornado drills, and Lockdown drills**

All students will become familiar with emergency drill procedures through practice, teacher instruction, and posted plans. The safety of students is important and the students need to react appropriately when an alarm or notification is made.

### **Snow Days/Delays/Early release**

Severe weather may cause school to be cancelled, delayed or dismissed early. The school will contact the local radio and television stations. Also, an alert on ParentSquare will go out to inform families. Please do not call the school in these or other emergency situations as the phone lines need to remain open for emergency responders.

***AFTER SCHOOL FUNCTIONS MAY ALSO BE CANCELLED ACCORDINGLY!***

## **STUDENT HEALTH**

### **Student Illness**

If your child is absent, please call the school at 548-2261 no later than 8:30 a.m. on the day of the absence. If we do not hear from you by 8:30 a.m., we will call you. This phone procedure is an important step to insure the health and safety of all students.

It is important to complete your child's enrollment card very carefully with home and work phone numbers. Please notify us of any changes during the year. Also, please be sure that the people listed as your emergency names are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you.

In the interest of your child's health, and for the protection of other students, the expectation is that you will pick up your child if he or she has a fever, chronic cough, rash, etc.. Please let us know if your child has a communicable disease.

You may find the following information helpful:

Disease	Incubation	Stay Home	Return to School
Acute cold	12-72 hrs.	variable	upon recovery
Chicken pox	2-3 weeks	10 days min.	when skin is clear
Regular measles	10-15 days	7 days min.	upon recovery
German measles	13-21 days	4 days min.	upon recovery
Impetigo	2-5 days	until recovery	upon recovery
Mumps	2-3 days	variable	upon recovery
Pink eye	2-5 days	variable	upon recovery
Scarlet fever	2-7 days	7 days min.	doctor's permission
Whooping cough	7-12 days	21 days min.	when under control

**Head lice:** If lice are found on your child's head, the school will contact you.

### **Immunizations**

All immunizations must be up to date. According to state law, students will be excluded from school if this policy is not followed.

### **Medication** (The School Has Request Forms in the Office and On-Line)

The Alanson Public Schools has a procedure for the Administration of Medications during school hours. Children are not permitted to keep medication of any kind on their person, in their lunch boxes, in their lockers or in their desks. All medication is dispensed through the office. Students may not self-administer any medications on school property without a special request from a physician and approval by the principal.

The Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent/guardian.

The following regulations shall be adhered to when administering medication to students:

- A written request and instructions, signed by parent or guardian and physician, will be required for each medication and will include:
  - Student's name, date, birth date, address, school, grade and teacher
  - Name of medication
  - Purpose of medication
  - Time to be administered
  - Dosage
  - Possible side effects, if any
  - Termination date for administering medication

Procedure:

- Medication and written instructions shall be hand delivered by the parent or guardian to the building principal or designee.
- Medication will be counted by a staff member with the parent present. Staff member and parent will sign and date the form.
- If a student has self-administered medication, parental permission must first be obtained.
- All medication must be in the original container with the prescription intact.
- Include any information that might prove helpful to the school in administering the medication.

\*Special note: **Inhalers**

Public Act 10 of 2000, adds Section 1179 to the Revised School Code and permits students to possess and use inhalers to alleviate asthmatic conditions at school and at school sponsored activities provided: 1) the student has written approval from a physician or other health care provider; and 2) the principal or other chief administrator of the student's school has received a copy of the written approval.

## **ATTENDANCE**

### **Attendance Procedures**

There is a positive relationship between attendance and success at school. Therefore, administrators, teachers and staff have a responsibility to encourage regular and punctual attendance. Students are to attend class every day. Primary responsibility for attendance rests with the student and parents. Accurate records of daily and hourly absences will be kept. Sporadic attendance patterns, chronic absences, and trancies will not be tolerated. Parents will be informed when problems arise because parents are an important part of our educational team.

### **Signing In and Out**

When leaving the building prior to the end of the school day, students must get permission to sign out and make parent contact at the office. Students coming into the school building after 8:00 a.m. must sign in at the office. If this procedure is not followed, the absence will be unexcused.

### **Time Period Within Which to Have Absences Excused**

For absences other than those prearranged, students must have an absence excused within two school days or the absence will be recorded as unexcused. Parents must phone or send a signed note to the school office.

### **Absences**

Students need to be in class in order to participate fully and to successfully learn material required to earn credit. Alanson Public Schools is committed to working closely with the parents, physicians, and students concerning attendance. In the case of excused absences, work will be made up in order to earn credit. Final decisions on the excused or unexcused absence designation will be the responsibility of the principal.

- Elementary students arriving after 8:30am will be considered absent for a half day.
- Students will be allowed 10 total absences (unexcused or excused) per semester/trimester.
- A student who exceeds this limit in any class will fail to earn credit in that class.

The following steps will be taken to ensure regular communication:

- Students and parents will be notified of current absences in each class at progress report and report card intervals. These intervals are approximately 4-5 weeks depending on the marking period. Absences and tardiness will be identified next to the class on the report card.
- A parent meeting may be required during this interval to assure work is being made up in a timely manner. A plan of action might also be implemented.
- When a student reaches 7 absences in a class, a letter will be sent to parents notifying them of the student's status.
- When a student exceeds 10 absences in a class a letter will be sent to parents notifying them of the district's intent to contact Northern Community Mediation (NCM) to resolve the absenteeism issue through voluntary mediation. If the excessive absenteeism does not get resolved, the district will contact the ISD's Attendance Officer for truancy.

### **Excused Absences**

The verification of excused or unexcused absences will be significant in the case of lost credit and truancy. For absences other than those prearranged, students must have an absence excused within two school days or the absence will be recorded as unexcused.

1. **Illness or Death in the Family:** Students must have their absence verified by phone or note by parent or guardian within two school days. If a student is 18 years of age or older, he/she may excuse the absence. A form is available in the office for this purpose.
2. **Prearranged Absences:** Student absences due to medical or dental appointments, family trips, family business or religious observances must be prearranged through the attendance office and make-up privileges will be granted for such planned absences. Please be sure to make arrangements at least **one full day** in advance. Class assignments must be completed by the time the student returns to school.
  - a) Vacations during school are discouraged because they could severely compromise a student's academic progress. In the event that a vacation must be taken during school time, the following procedure should be followed:
    - A note from a parent should be brought to the office indicating the dates that the student will be gone
    - The student will receive a pre-arranged absence form that must be signed by parent/guardian, the principal and then taken to each one of their teachers for their signatures. The teacher will sign the form and include any make-up work that the student will be required to do.
    - After all teachers have signed the pre-arranged absence form, the form must then be returned to the office and all of the absences will be considered verified.
    - Vacation related absences will count toward a student's total absences when considering an attendance contract.
    - Absences during exam and state testing dates are strongly discouraged and may not be approved.

- b) Medical Appointments: A doctor's appointment confirmation card indicating the time of the appointment is necessary for the absence to be excused.
- c) Religious Observance: According to state statute, students may be released from school for religious instruction. A request for release form must be filled out and signed by the parent/guardian and on file in the attendance office before the student may be released.

### **Unexcused Absences**

An unexcused absence is defined as follows:

1. Skipping classes (truant from school).
2. Leaving school during the school day without signing out at the office (all classes missed are considered unexcused). This may also be a violation of the Closed Campus rules.
3. Shopping trips, beauty shop appointments, work on cars, and staying home without prearranging the absence (Note: This list is not all-inclusive. There may be other reasons why an absence is ruled unexcused. In these cases, the ruling will be fully explained to the student and parents.)

### **Absences that do not count towards credit loss**

- Suspension
- School related activities. (Athletic events, field trips)
- Extenuating circumstances as determined by the principal.

### **Tardiness**

- Our school reinforces being on time; being prepared for class with materials; and other organizational skills necessary for success in life.
- A student is considered tardy when he/she is not inside the room when the door has been closed and the bell has rung.
- The teacher will notify the student verbally that he/she is tardy at the time of the tardy and log the tardy into the computer.
- Discipline for being tardy will be implemented as follows:
  - 1<sup>st</sup> tardy = warning
  - 2<sup>nd</sup> tardy = warning and teacher communicates with parent and informs them of the tardy policy.
  - 3<sup>rd</sup> tardy = equals unexcused absence
  - Every 3<sup>rd</sup> tardy equals one unexcused absence (refer to the APS Attendance Policy)
- Tardy count resets to zero at the beginning of the new semester/trimester.

Being tardy in the morning – Students are to report to the office and sign in. The office logs the tardy into the system replacing the recorded absence if the teacher had typed it into the system. The office will then write a pass for the student to enter the classroom (this verifies that the student has signed into the building). This tardy is not logged in by the teacher.

### **Makeup Work**

It is the responsibility of the student to make up any required work he/she may have missed during his/her absence from a regularly scheduled class. It is the student's responsibility to ask the teacher for make-up work the same day the student returns to school. Class work is to be made up at a time mutually convenient to the student and staff member involved with at least one day of make-up time allowed for each day of an absence. (Example: Absent on Tuesday present at school on Wednesday. Make up work would be due on Thursday)

If the student was on suspension, then the make-up work for the suspended student is due per the following:

- Less than 3 days – work due 1 day after return
- More than 3 days – work due 2 days after return

If the student was expelled by a Board of Education action, there is no opportunity to do make-up work or receive credit or participate in any school functions.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Volunteering**

All volunteers meeting the safety requirements stated in the previous section labeled “School Safety” may volunteer for a variety of activities. Some are listed here:

- Classroom – listen to students read, accompanying class on field trips, helping with projects, sharing interests or skills
- Playground support or lunch room support
- School Improvement committees for parental input
- Title VI Native American programs and committees
- Athletic Booster Organization – work together to provide athletic support
- Parent Teacher Organization (PTO)

### **Student Volunteering:**

The Administration, Faculty and School Board at Alanson Public Schools support and encourage the concept of community involvement. Community involvement has been promoted in the curriculum recommended by the State of Michigan for many years and Alanson Public Schools intends to promote this concept in a fair and meaningful way.

A record of such service will be invaluable to students as they leave school and seek employment. Students should bring documentation of community involvement to school and have a teacher, or administrator sign their Community Involvement Log.

#### **Documentation should include the following:**

1. Name of the organization or person to whom the time was given
2. Date of activity
3. Description of service
4. Amount of time given
5. Signature of supervisor of service

In order that the volunteer concept is properly advanced as a community endeavor, it will be primarily accomplished outside of regular school activities and hours. The attached listing of examples, although not complete, would be acceptable. A more complete list will develop as ideas come to the school from the students and public. The judgment of acceptability will generally be made by the school administration that will be open to considering all of the public’s ideas. The administration should be contacted prior to performing the service to insure credit will be given for any questionable idea.

8th grade:	15 hours
Freshman (9th):	15 hours
Sophomores (10th):	20 hours
Juniors (11th):	25 hours
Seniors (12th):	<u>25 hours</u>
	100 hours

Students accomplishing 100 hours will have a Community Involvement endorsement on their diploma and students completing 150 hours will be granted a Community Service Honor Cord to wear during graduation ceremonies.

### **Categories of Service**

1. Care of Public Areas: Hillside Garden, parks, roadsides, conservancy properties, church properties
2. Care of Private Areas: Property belonging to senior citizens or disabled individuals, Habitat for Humanity
3. Educational Programs: Fire prevention, emergency care, childcare, parenting
4. Political Campaigns: Individuals or issues
5. Organizations: Community service, local government

6. Charities: Organized and individual

**Student Opportunities:**

- K-12 VIKING OF THE MONTH – each month students from each classroom are recognized for their academic and behavioral accomplishments.
- HIGH SCHOOL CLASS OFFICERS – members are elected and must remain eligible (same as sports) with no more than one behavioral referral. If a student becomes ineligible or receives two or more referrals a replacement will be appointed by the principal for the remainder of the year.
- HIGH SCHOOL STUDENT COUNCIL - The council is an effective working group that aids students, teachers, and administrators in problem-solving situations. It is also an advocate of students' rights and responsibilities. Two representatives from each class will be elected in the fall. Learn how the council works and use it as your advocate. Request that your representatives report to your class on Student Council activities. Students must remain eligible (same as sports) with no more than one behavioral referral. If a student becomes ineligible or receives two or more referrals a replacement will be appointed by the principal for the remainder of the year.
- NATIONAL HONOR SOCIETY – The Alanson Chapter of the National Honor Society uses the procedures and policies as set forth in the articles of the National Honor Society Constitution. A Faculty Council of five professional staff members along with the NHS advisor (non-voting member) administers these policies and procedures. The Faculty Council evaluates the areas of scholarship, leadership, service, and character in National Honor Society candidates.  
If a candidate is rejected, he/she will be counseled as to why and what remedy can be taken to insure successful application in the future. Current members who fall below standards may be dismissed from the National Honor Society. Prior to any vote of dismissal, the member has a right to a hearing with the Faculty Council. An appeal of dismissal can be made to the school Principal. The induction ceremony is held in the spring of each academic year.
- FUNDRAISERS AND RAFFLES - Alanson School Board has authorized a limited number of in-school and out-of-school fundraisers. Student participation is also limited by age, purpose, and organization. The School Board policy does not permit students to sell raffle tickets in the community or in the school. Fundraisers will be limited to two (2) major and four (4) minor per class or group per year.
- ATHLETICS - **Alanson Public Schools Athletic Program (see Athletic Handbook for details)**
  - Fall Sports and Teams
    - Volleyball (Girls) -Varsity, Junior Varsity
    - Cross Country (Boys and Girls)–Varsity
    - Middle School Basketball (Boys & Girls)
  - Winter Sports and Teams
    - Basketball (Boys and Girls) - Varsity, Junior Varsity
    - Middle School Volleyball (Girls)
    - Elementary Basketball (Co-Ed grades 3<sup>rd</sup>-6<sup>th</sup>)
  - Spring Sports and Teams
    - Baseball (Boys) – Varsity
    - Softball (Girls) – Varsity
    - Track (Boys/Girls) –Varsity (Co-op with Pellston)
    - Golf Varsity (Boys/Girls)– (Co-op with Pellston)

**ELEMENTARY CURRICULUM**

**Subject Areas**

Alanson Public Schools aligns subject area content to the State's required standards. Specific goals are developed in the School Improvement Plan, after reviewing the various forms of data available and analyzing any gaps. A copy of the School Improvement Plan is posted on our school's website.

### **Report Cards/Conferences**

Report cards are issued three times each school year.

Conferences are held twice a year (October & March). However, parents can request a conference at any time by contacting the teacher via ParentSquare.

### **Assessments**

State Assessment: Each spring, students in grades 3rd-4th are administered the M-STEP assessment.

District Assessment: All students are tested up to 3 times yearly in reading, math, writing, and science using the NWEA computer assessment. Students who are identified as struggling in reading and/or math are assessed monthly to monitor progress and evaluate appropriate interventions.

### **School to Home Communication**

The elementary has developed a variety of routine communications for parents:

- Friday folders sent home every week
- Teacher Newsletters
- Website
- Emails
- PowerSchool
- ParentSquare

Each Friday your child will bring home a folder with special information and work samples inside. Students are to return their folder to school on Monday. The newsletter from the teacher includes dates of interest, detailed information about upcoming events, helpful information for families, and notes from the teachers. The folders and newsletter are quick and easy ways to keep in touch with what is happening at school. Please make sure to ask your child or check their backpack for their Friday Folder!

### **Media Materials**

- All media are to be previewed and evaluated by the teacher and be determined to meet learning objectives.
- Parents will receive one week advanced written notice when teachers plan to use commercial video recordings that are rated PG.
- All media programming obtained from commercial resources outside the school's purchasing procedure (rentals or purchase outside of school/Char-Em media catalog) must be approved for classroom use by the principal.

### **Technology**

All students & parents must sign the District Computer and Network Use Agreement prior to accessing district computers or network. Signed agreements are kept in the official student records.

### **Promotion/Retention/Placement**

It is recognized that occasionally children who experience health problems, have irregular attendance, or are not developmentally ready, may require additional time in a grade and would benefit from retention. Should the teacher determine retention to be an appropriate option, the parents will be completely informed and will be part of the decision making process. However, Board policy states clearly the principal may make the final decision about student placement and retentions.

## **MIDDLE SCHOOL CURRICULUM**

### **Subject Areas**

Alanson Public Schools aligns subject area content to the State's required standards. Specific goals are developed in the School Improvement Plan, after reviewing the various forms of data available and analyzing the gaps. In addition, the Middle School provides an academy period where students can improve on their reading and math while also having a STEAM elective.

### **Report Cards/Conferences**

Report cards are issued 4 times (per quarter) each school year.

Conferences are held twice a year (October & March). However, parents can request a conference at any time by contacting the teacher via ParentSquare.

### **Assessments**

State Assessment: Each spring, students in grades 5th-8th are administered the M-STEP assessment. 8<sup>th</sup> graders will take the PSAT in place of the M-Step ELA and Math tests.

District Assessment: All students are tested 3 times yearly in reading, math, writing, and science using the NWEA computer assessment.

Students who are identified as struggling in reading and/or math are assessed monthly to monitor progress and evaluate appropriate interventions.

### **School to Home Communication**

The Middle School has several avenues for communication, but please be aware that the school's expectation for students is to become more responsible in the area of participating, advocating, and learning to communicate.

- Website
- PowerSchool
- Emails
- Friday Folders
- ParentSquare

### **Grading and Homework**

At the beginning of each school year, students will be informed of behavior and performance expectations and grading requirements for that particular class or grade. Teachers will evaluate grades on the basis of daily work, oral answers, tests, quizzes, special projects or other class requirements including attendance, and preparedness for class. Completing class assignments is the student's responsibility. Students who do not finish their work in class may be required to do it at home. Grades reflected in PowerSchool should be updated by the Thursday of each week. Contact the teacher or office if you have questions or concerns.

Grades 5th-8th graded as: A, B, C, D, E or I - Incomplete, W - Withdraw, NC - No Credit, C-Credit

### **Retention**

Our teachers will keep parents informed regarding the progress of their children. Cooperation between the parent/teacher allows your child to perform to the best of his/her ability. However, there are circumstances where it is to the child's best interest to repeat a grade. During the spring parent-teacher conference, a preliminary discussion of the possibility of retaining a student will be held with the parent.

## HIGH SCHOOL CURRICULUM

### **Graduation and Diploma Requirements**

The State of Michigan has established the Michigan Merit Curriculum (MMC), which are the minimum required credits for a student to earn a High School Diploma. These Michigan Merit Curriculum requirements are imbedded in our local graduation requirements below.

<b>Subject</b>	<b>Total Credits Needed Per Subject</b>	<b>Courses</b>
English	4	To include English 9, English 10, English 11, and English in their senior year
Math	4	To include Algebra I, Geometry, Algebra II, and Math in their senior year
Social Studies	3	To include Government/Economics, US History/Geography, and World History/Geography
Science	3	To include Biology, Chemistry and/or Physics, 3 <sup>rd</sup> year science
Fine Arts	1	Visual, Performing, and Applied Arts
Physical Ed/Health	1	1 semester each of physical education and health
World Language	2	1 full year of a foreign language, plus 1 year of an approved CTE class, or 2 full years of the foreign language class.
Electives	4	Additional credits of an elective
<b>TOTAL</b>	<b>22</b>	<b>Credits needed for graduation</b>

\*Students enrolled for a full semester in a two credit vocational course at a Vocational Center will require .5 credits less for each semester of attendance at a Vocational Center in order to graduate (example Petoskey Public School Vocational Center). Reduction of credits is due to transportation time requirements. An example would be 2 semesters of enrollment in a Vocational Education Center would require 21 credits to graduate.

To be eligible for graduation, students must maintain full enrollment and attendance for eight (8) consecutive semesters.

### **DUAL ENROLLMENT**

Students, who are in the 12<sup>th</sup> grade and meet certain requirements and conditions, are eligible for dual enrollment in college courses. The requirements are:

1. A student in grade 11 or 12 has met all the requirements for an endorsed diploma in one or more subject areas of the MMC.
2. A student would be eligible in the subject area in which the student has completed the requirement for an endorsed Diploma, computer science, or foreign language courses not offered by the school and fine arts programs as permitted by the district.
3. An 11th grade student may petition the Board of Education and/or personal curriculum to enroll in a college course.

Courses eligible are subject to the following:

1. Courses not offered by the public school in which the student is enrolled.
2. Courses offered by the public school but the board of education of the public school determines the course is not available because of scheduling conflict.
3. The course could not be in the subject area of hobby craft, recreation, physical education, theology, divinity, or religious education.
4. Tuition and fees are provided according to the lesser of:
  - a. The tuition, mandatory course fees, materials fees and registration fees required by the post-secondary institution and any late fees that result from the school's failure to make a required payment.
  - b. The state portion of the foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.

At Alanson we offer senior students the opportunity to enroll in classes at NCMC as part of their schedule. This is subject to the student being accepted by NCMC as an enrolled student.

### **REPORT CARDS**

Report Cards are marked every quarter in the High School. They are posted online. Final report cards will be mailed home June.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are formally held twice a year (October & March). Parents and students will be notified. However, any parent may request a conference with the teacher via ParentSquare.

### **TESTING OUT**

A student who desires to receive credit for completion of a high school course without enrolling in the course may do so by attaining a grade of not less than an A (95%) for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment in the course.

Successfully attained credit for completion under this policy will earn a grade of "pass" and shall not be used in computations of grade point average. Additional information and procedures will be available upon request from the principal. Requests for testing out of a program or class should be made in writing to the principal.

### **TRANSFER OF CREDIT**

Transfer credits are approved according to the Alanson Public Schools Board Policy. Such credits are accepted only from approved institutions. Please see the policy for the list of approved institutions from which credit may be transferred to Alanson Public Schools.

### **Assessments**

State Required Assessments:

- 9<sup>th</sup> & 10<sup>th</sup> PSAT in the Spring
- 11<sup>th</sup> SAT/ACT WorkKeys/M-STEP Science & Social Studies

District Assessment: All students are tested 3 times yearly in reading, math, writing, and science using the NWEA computer assessment.

Students who are identified as struggling in reading and/or math are assessed monthly to monitor progress and evaluate appropriate interventions.

### **School to Home Communication:**

The High School has several avenues for communication, but please be aware that the school's expectation for students is to become more responsible in the area of participating, advocating, and learning to communicate.

- Website
- PowerSchool
- Handouts and Flyers sent home with students
- Emails
- ParentSquare

### **GRADING AND HOMEWORK**

At the beginning of each school year, students will be informed of behavior and performance expectations and grading requirements for that particular class or grade. Teachers will evaluate grades on the basis of daily work, oral answers, tests, quizzes, special projects or other class requirements including attendance, and preparedness for class. Completing class assignments is the student's responsibility. Students who do not finish their work in class may be required to do it at home. Grades reflected in PowerSchool should be updated by the Thursday of each week. Contact the teacher or office if you have questions or concerns.

Grades 9-12 graded as: A, B, C, D, E or I - Incomplete, W - Withdraw, NC - No Credit, C-Credit

Alanson Public Schools Grading Scale							
A twelve- point grade system is used. Students who pass a semester class will receive 0.5 credit toward graduation.				The standard 4-point grade scale that is used is listed below.			
A	95-100%	D+	66-69%	A	4	D+	1.33
A-	90-94%	D	63-65%	A-	3.67	D	1
B+	86-89%	D-	60-62%	B+	3.33	D-	0.67
B	83-85%	F	0-59%	B	3	F	0
B-	80-82%	I	0%	B-	2.67	I	0
C+	76-79%	NC	0%	C+	2.33	NC	0
C	73-75%	CR	100%	C	2	CR	0
C-	70-72%			C-	1.67		

**High School Semester grades will consist of the following:**

- Two marking period grades of 40 % each (80% total)
- One exam, paper, or final project to reflect the material covered for the semester and represent a sample of course mastery. 20%

An Incomplete grade is used when students need additional time to complete class requirements. Incompletes must be made up within 2 weeks after a marking periods end. After two weeks, an incomplete will change to a failure unless the principal accepts a substantial reason.

A Withdrawal signifies that the student did not complete the class (i.e. moved out of the district). A No Credit grade is used in special cases of unsatisfactory attendance and performance.

**Retention does not apply in High School as Class placement is dependent on Credits earn:**

Students must accumulate the following credits to be considered part of the following classes:

Freshman	0-5.5	credits
Sophomores	5.5-11	credits
Juniors	11-16.5	credits
Seniors	16.5-22	credits
Graduate	22	credits and meet all additional listed requirements.

When all debts, sufficient or required credits, and all attendance and discipline deficiencies have been cleared, the seniors will be eligible to receive a signed diploma.

**SCHEDULE CHANGES**

All class selections will be considered final. Any changes that are made will be made only after consent forms and teachers, principal, and parents complete conferences. No changes will be made after the second week of school unless the principal initiates them.

**GRADUATION**

**PARTICIPATION IN THE GRADUATION CEREMONY**

- Students must have 19 credits at the end of the first semester of their senior year in order to participate in graduation ceremonies.
- Students must pay all debts at least one week prior to graduation ceremonies to participate.
- Participation in graduation ceremonies is a privilege not a right. Participation in graduation ceremonies is subject to removal for disciplinary reasons as with any extracurricular event. Even though a student may have completed school they are subject to suspension up to the completion of graduation ceremonies.
- Students completing graduation requirements in their 5<sup>th</sup> consecutive year may walk in graduation.

### **CALCULATIONS FOR GRADUATION**

All high school enrolled credits count towards grade point averages for the purpose of Honor Graduate determination (valedictorian, salutatorian, top five graduates). This would include all college courses taken through dual enrollment, whether included on the final transcript or not.

All courses will be counted in this calculation with the exception of credit/no credit courses. The number of credit hours will be divided into the honor points assigned on the following scale:

A	= 4.00	C	= 2.00
A-	= 3.67	C-	= 1.67
B+	= 3.33	D+	= 1.33
B	= 3.00	D	= 1.00
B-	= 2.67	D-	= .67
C+	= 2.33	E	= .0

EXAMPLE:     10 credits of A =  $4 \times 10 = 40$  honor points  
                  10 credits of B =  $3 \times 10 = 30$  honor points  
                  8 credits of C =  $2 \times 8 = 16$  honor points  
                  86 honor points/28 credits = 3.075 grade point average

Grade point averages will be calculated to the thousandths place.

### **HONOR POSITIONS AT GRADUATION**

The top five positions at graduation will be comprised of the Honor Graduates. The first position and second position will be the Valedictorian and Salutatorian who will speak at graduation exercises. All the Honor Graduates will be introduced. All students with grade point averages of 3.0 or higher will be noted on the program. Honor graduates must have completed 50% of their credits at Alanson Public Schools.

### **PLANNING OF THE GRADUATION CEREMONY**

Graduation ceremonies will be planned by the administration in consultation with the students. Students may suggest specific activities and decorations. Gowns will be blue, gold, or white as approved by the administration.

### **DRESS CODE FOR GRADUATION**

Clothes worn under the gown must be of appropriate color to not show through the gown. Young men must wear slacks with matching socks. Shorts are not appropriate. Socks must be worn. Shoes must be in good condition and coordinate with the socks and slacks. Shirts must have a collar and be white or light colored. Young ladies may wear either slacks or skirt (dress) and have appropriate shoes and nylons or socks, which coordinate with the outfit. Casual wear will not be permitted; dress should be semi-professional.

### **BEHAVIORAL EXPECTATIONS**

#### **PARENT-SCHOOL-STUDENT COMPACT:**

The purpose of the PARENT-SCHOOL-STUDENT COMPACT, found in Section 1118 of Public Law 103-382, is to build and foster the development of a parent-school-student partnership to help all children achieve the State's high academic standards. Parents, the child, and teachers will share responsibility of improved student achievement. To promote this shared responsibility Alanson school parents, staff and administration, have developed the following Parent-School-Student Compact:

#### **Staff-Teacher**

- Support and encourage my student to be a Safe, Respectful, Achiever

#### **Parent:**

- Support and encourage my child to be a Safe, Respectful, Achiever

#### **Student:**

- Be a Safe, Respectful, Achiever

**Message from the Administration:**

- The School Board & Administration acknowledge and support the commitment agreed upon by this compact.

**THE DISCIPLINE PROCESS (Due Process)**

Infractions are brought to the attention of the principal through a written referral form. This is a form used by all K-12 personnel (bus drivers, paraprofessionals, secretaries, teachers, custodians, etc.). The principal reviews the staff's documented issue with the student, investigates as needed with parents, staff, and/or other students, implements consequences and/or behavior intervention, documents actions, and finally notifies initiating personnel and parents. A copy of the written referral is mailed to the parents, returned to initiating personnel and placed in student file (documented in computer as well). Administrative action can include behavior plans, detentions, out of school suspension and expulsion. When appropriate, the incident may be referred to the school liaison officer, the school counselor, or the behavior specialist. The District also has a behavior support team to help design and implement positive behavior plans for those students struggling with behaviors.

We believe that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and the value of group dynamics, individuals will come to know and appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Therefore, we commit ourselves in a cooperative effort with parents and the community to provide an atmosphere that will allow students to be Safe, Respectful, Achievers.

Public schools serve many age groups whose rights differ according to their levels of maturity. We believe that a public school must have an orderly environment in which learning is not jeopardized by disruptions. Students must be given opportunities to bear important student responsibilities, which are to obey all school rules and policies. As necessary, school staff members will use their authority with respect for the integrity and human dignity of their students.

In order to assure fair and equal treatment in cases of misconduct, all students shall have the right to **due process**. This shall include being notified of rules and regulations, being notified of any misconduct charges, having the opportunity for a hearing, and having the right to appeal any suspension or expulsion. Due process safeguards shall be implemented as follows:

**SUSPENSION (In-School or Out of School)**

Per Policy, 5206E A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

If a student is suspended out of school:

- The student shall be informed of the charges against him/her and the reasons for the time and conditions of the suspension.

- The parents or guardian of the student shall be notified that day or as soon as possible by telephone or personal contact.
- The superintendent or designee shall be notified of any separation or suspension.
- **A suspended student may not attend any school function including home or away co-curricular activities.**

### **EXPULSION**

Expulsion shall be defined as a permanent expulsion of a student from school by the Board of Education for a specified period of time.

1. The superintendent shall make recommendations 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. Except in the cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:
  - a. The student may be under suspension pending the recommendation of the superintendent to the Board of Education and pending the Board's decision.
  - b. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements, which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
  - c. The Board of Education shall set the date, time and place of the hearing no later than 10 calendar days from the date of notice and shall transmit written notice of it to the parent or guardian.
  - d. The hearing procedure shall follow that set forth above.

### **Behavior Consequence Matrix**

- This list is not comprehensive. Behaviors similar to those listed will result in similar consequences.
- Exhibited behaviors may come in any form of verbal, written, or electronic communication.
- After any occurrence, a student may be referred to the School Counselor.
- It is the student's responsibility to attend assigned detentions and ISS on the date(s) and time(s) scheduled. Failure to show up will result in double the initial consequence.
- Staff will adapt consequences to child's developmental level as needed.

<b>Behavior</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>4<sup>th</sup> Occurrence</b>
<b>Level One: Horseplay (Peer to Peer)</b> "Goofing around" or Playing that may include but is not limited to: grabbing, pushing, shoving, tripping, hitting, play fighting, or "just kidding" rude comments.	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Teacher conference</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 1 lunch detention</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 2 lunch detentions</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 3 lunch detentions</li> <li>• Parent notification</li> </ul>
<b>Level Two: Teasing (Peer to Peer)</b> Behaviors that would hurt the feelings of others that may include, but are not limited to: name calling, insulting remarks, spreading rumors, sending mean messages, playing mean tricks, directed swearing or rude gestures	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 1 lunch detention</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 2 lunch detentions</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 3 lunch detentions</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Half day ISS or Restorative Circle</li> <li>• Parent notification</li> <li>• Parent conference</li> </ul>
<b>Level Three: Misuse of Technology</b> <ul style="list-style-type: none"> <li>• Use of cell phone/any smart device during class time.</li> <li>• Inappropriate use of Chromebook includes, but is not limited to: playing games, searching inappropriate topics/sites, destruction of Chromebook, use at inappropriate times, or fraudulent logins.</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Loss of device for remainder of the day (teacher holds device)</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Loss of device for remainder of the day (office holds device)</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Loss of device for remainder of the day (office holds device; parent picks up)</li> <li>• Parent notification</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Device is no longer allowed</li> <li>• Parent notification</li> <li>• Parent conference</li> </ul>
<b>Level Four: Disruptive Behavior (Classroom Environment)</b> <ul style="list-style-type: none"> <li>• Uncooperative behavior in the classroom environment including, but not limited to, swearing, vulgar language, sleeping in class, eye-rolling, interrupting learning, behavior that requires constant redirection for example pencil tapping, inappropriate noises, and throwing paper.</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 2 lunch detentions</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 3 lunch detentions</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Half day ISS or Restorative Circle</li> <li>• Parent notification</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 1 day ISS or Restorative Circle</li> <li>• Parent notification</li> <li>• Parent conference</li> </ul>
<b>Level Five: Defiance/Insubordination</b> <ul style="list-style-type: none"> <li>• Out of Bounds (not where student is supposed to be or off campus)</li> <li>• Plagiarism/cheating</li> <li>• Arguing, backtalk, shouting, refusing to follow directions, ignoring, or walking away from an adult.</li> <li>• Dress Code violation-refusal to comply</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 2 lunch detentions</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 3 lunch detentions</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Half day ISS or Restorative Circle</li> <li>• Parent notification</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 1 day ISS or Restorative Circle</li> <li>• Parent notification</li> <li>• Parent conference</li> </ul>
<b>Level Six:</b> <ul style="list-style-type: none"> <li>• <i>Physical Contact:</i> Pushing, shoving, grabbing, punching, hitting, kicking, fighting, slapping, spitting, tripping, etc. in an attempt to harm others.</li> <li>• <i>Stealing/Property Damage:</i> Stealing, damaging property, graffiti, or other</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 1 day of ISS</li> <li>• Parent conference</li> <li>• Restitution (if applicable)</li> <li>• Possible Police notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 2 days of ISS</li> <li>• Parent conference</li> <li>• Restitution (if applicable)</li> <li>• Possible Police</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 2 days of OSS</li> <li>• Parent conference</li> <li>• Restitution (if applicable)</li> <li>• Possible Police notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• 3 days of OSS</li> <li>• Parent conference</li> <li>• Restitution (if applicable)</li> <li>• Possible Police notification</li> </ul>

Behavior	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4 <sup>th</sup> Occurrence
<p>vandalism (Police may be notified)</p> <ul style="list-style-type: none"><li>• <i>Hate Language, Harassment and Intimidation</i>: Offensive racial, ethnic, gender, sexual orientation, and religious language; intimidation; harassment; over coercion.</li><li>• <i>Threats</i>: Emotional or physical</li><li>• <i>Social Intimidation</i>: Shunning, planned exclusion, “silent treatment”, social alienation, or emotional blackmail.</li><li>• <i>Cyberbullying</i>: Repeated teasing, intimidation, or harassment with an electronic device.</li></ul>		notification	<ul style="list-style-type: none"><li>• Possible recommendation for expulsion to the Board of Education</li></ul>	<ul style="list-style-type: none"><li>• Possible recommendation for expulsion to the Board of Education</li></ul>
<p><b>Level Seven: Dangerous Acts or Possession of Dangerous Items:</b></p> <p><b>A:</b> Possession of tobacco or vapes.</p>	<ul style="list-style-type: none"><li>• Office referral</li><li>• Parent conference</li><li>• 2 days of OSS + 3 days of ISS (5 days total)</li></ul>	<ul style="list-style-type: none"><li>• Office referral</li><li>• Parent conference</li><li>• 2 days of OSS + 8 days of ISS (10 days total)</li><li>• Police notification</li><li>• Supervision Plan put into place</li></ul>		
<p><b>Level Seven: Dangerous Acts or Possession of Dangerous Items:</b></p> <p><b>B:</b> Possession of weapons, fireworks, explosives, alcohol, or drugs. Actions such as gang involvement, bomb threats, or arson.</p>	<ul style="list-style-type: none"><li>• Office referral</li><li>• 10 days OSS</li><li>• Parent Conference</li><li>• Police notification</li><li>• Recommendation for expulsion to the Board of Education</li></ul>			

**ALANSON PUBLIC SCHOOLS**  
**Office Referral Form**  
cc: Principal, Parent, Referring Teacher

Student:  
Grade:  
Date:  
Time:  
Referring Staff:

<b>Levels</b>	Level 1: Horseplay (Peer to Peer) Level 2: Teasing (Peer to Peer) Level 3: Misuse of Technology Level 4: Disruptive Behavior (Classroom Environment) Level 5: Defiance/Insubordination Level 6: Physical Contact, Stealing/Property Damage, Threats, Social Intimidation Hate Language/Harassment/Intimidation, Cyberbullying Level 7: Dangerous Acts or Possession of Dangerous Items		
<b>Occurrences</b>	Documentation Only 1st Occurrence 2nd Occurrence 3rd Occurrence 4th Occurrence		
<b>Setting of Incident &amp; Location</b>	Direct instruction Independent seat work Cooperative learning group Unstructured time Transition Field Trip/Extra Curricular Event	Classroom Bus Hallways Cafeteria Playground Restrooms Gym	RTR Off site Library
<b>Brief Description of Behavior</b>			
<b>Possible Motivation</b>	Obtain Peer Attention Obtain Adult Attention Obtain Items or Activities	Avoid Adult (s) Avoid Peer (s) Avoid Task or Activity	
<b>Others Involved</b>	None Peers Teacher Staff	Substitute Other	
<b>Consequence</b>	Teacher conference Parent Conference Parent Notification: Loss of recess/time out Loss of device Restorative Circle	Lunch Detention(s) In School Suspension (ISS) Out of School Suspension (OSS) Restitution Police notification Recommendation for expulsion to Board of Education	
<b>Administration Signature</b>			

**MISCELLANEOUS**  
**GENERAL INFORMATION AND ACTIVITIES**

**TOBACCO, DRUGS, AND ALCOHOL**

As required by law Alanson Public School is alcohol and tobacco free. This extends to all school grounds and facilities.

- Tobacco, vapes, vaping, and alcohol use is banned from all public school buildings at all times.
- Use and/or possession of any tobacco product and/or vape are prohibited in any attendance center, at school-sponsored events or on the school grounds.
- All school property including vehicles and bus stops are covered by this policy.
- Local law enforcement agencies are responsible for enforcement.
- There is a fine for violating this law.

According to the Drug-Free Schools and Communities Act, Public Law 101-226, the Alanson Public School District states that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol by students or faculty on school premises or as any part of any of its activities is prohibited. Discipline action will be imposed on students or faculty who violate the standards of conduct up to and including expulsion and referral for prosecution.

**DRUG AND ALCOHOL EDUCATION CONSULTATION**

Medical and/or psychological assistance for drug users can be found in many personal, confidential relationships built between students and teachers, administrators, and counselors. All teachers have the legal right of confidentiality in dealing with those conversations. No disciplinary consequences shall occur due to a self-referral unless self-referral is viewed to be done to avoid disciplinary consequences.

However, remember that teachers also have limitations and a responsibility. When teacher efforts fail to bring voluntary parent involvement, their decision must be personal and individual, based on their concern for your safety and good health.

**SCHOOL LIAISON OFFICER**

Currently we have an officer who assists us to maintain the safety of our school and protect students. The officer will be involved as an advisor to the staff and students to help them make good decisions or to aid in emergency situations. They may conduct an investigation of alleged criminal conduct on school grounds or school-sponsored activity. When situations arise where the question of law enforcement are apparent the officer will be advised and involved. Parents will be notified and contacted when their son or daughter are involved in an incident the officer will be investigating. The officer is here to support the prevention of injury to persons or property.

Administrators have the responsibility to determine when the presence and assistance of law enforcement officers is necessary and to act in a manner that protects the rights of students and parents.

**PERSONAL COMMUNICATION DEVICES--CELL PHONES, SMART DEVICES, ETC.**

For purposes of this policy, "personal communication device" (PCD) includes personal computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones and watches (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)).

- PCDs are not permitted in classrooms. Students may use PCDs before and after school as well as during lunch. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
- Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.
- Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach.
- Distracting behavior that creates an unsafe environment will not be tolerated.

- Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement. The use of PCDs in classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms is prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

### **BUSSING**

Every student has the privilege of riding the bus to and from an established stop on the main bus route. Courteous and safe conduct on the bus is very important to retaining the privilege of using school transportation. Students should be at the bus stop before their pick up time. Drivers need to meet their next scheduled stop so please do not have students sit in the house, wait and walk out after the bus is there.

Kindergarten students are not permitted to be dropped off at the end of the day unless the driver makes visual contact with the parent or approved adult receiving the student.

Students riding a bus to an extracurricular event must ride the bus back to school. A parent may pick his own son or daughter up at the event if the parent notifies the school in advance of the bus leaving the school. Students who ride buses will not be released to anyone else but their parent.

### **BUS SAFETY RULES**

- Be on time
- Stay on sidewalks
- When bus stops, walk in front of bus
- Follow adult directions promptly
- Inside voice
- Keep area clean
- School appropriate language
- Follow 3 school rules:
  - Respect the rights of self and others at all times.
  - Keep hands, feet, and objects to yourself.
  - If you cannot say something nice or positive, do not say or do anything at all.

NOTE: If students are fighting, display gross disrespect or insubordination, possess a weapon or are suspected of

substance abuse or its possession, sexually harass another person, play with matches or cigarette lighter, the driver will contact the bus supervisor or principal immediately and remove the student from the bus. Parents will be notified and arrangements made to have their child picked up.

### **Elementary Playground Rules and Expectations**

- Swings
  - Swing straight
  - Walk in front of swings (not behind)
  - No under-dogs
  - Sit with bottom in swing
  - No shimmying up poles
- One person per swing
  - No jumping off swings
- Slide
  - Slide sitting down on bottom
  - Hands to self while waiting your turn
  - Move away from the slide once reaching the bottom
  - Use stairs to get to the top of the slide (do not climb up the slide)
- Balls
  - Use balls for intended purpose
  - Balls are not to be thrown or bounced in a crowd of students
  - Equipment is to be returned to the designated area by the student using it
- Sports Games
  - No touch football
  - Appropriate voice/words
  - Hands and feet to self
  - No dodge ball

### **CLOSED CAMPUS**

The safety of our students is very important to us. Alanson Public Schools requires that all students remain on campus from the time they arrive until dismissal at 3:00 P.M. The following are the general operating rules.

1. Students may not leave the immediate campus during the school day (7:30 A.M. to 3:00 P.M.) or from the time the bus arrives until it leaves. The immediate campus will be defined as the fence line and its continuation to the valley and Chicago Street on the western border, the upper edge of the valley as its line continues to North Street and Chicago Street.
2. Students leaving school during the school day (7: 30 A.M. to 3:00 P.M.):
  - A. In the case of an appointment, must have a note from their parents turned in to the office and have signed out in the office.
  - B. Students must be leaving as part of their College, Work Study assignment or Vocational Education.
  - C. Students may not go to cars during the school day or at lunch time without permission of the principal.

### **DRESS CODE**

APS believes that dress and grooming is a matter of pride for the school, as well as for the students. The school expects students to dress for academic success, just as an employer would expect its employees to dress for workplace success.

Students are expected to wear clothing in a neat, clean and well-fitting manner while on school property and/or in attendance at school-sponsored events. Student attire and grooming must not endanger the health/safety of students or be distracting/disruptive to others in the building or to the learning environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, drugs or drug paraphernalia, violent behavior, weapons or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, offensive or hurtful language or symbols including gang-related symbols.

The following are considered inappropriate for the learning environment:

- Mini-skirts, cutoffs, short shorts. (For reference, skirts and shorts should be fingertip length when arms are at the side.)
- Halter tops, spaghetti-strap tank tops, muscle shirts, see-through garments
- Clothing with writing across the buttocks or the front private area and clothes that sag or droop to reveal undergarments
- Clothing that reveals too much of the midriff or back
- Sunglasses, slippers, blankets
- Hats and hoods for K-8 students

Dress code violators may be required to change and/or adjust clothing to address the concern, sent to the office to call home for replacement clothes, and/or removed from the class while the concern is addressed, with the intent to return to the class as soon as possible.

Failure to comply with a request by a staff member regarding the dress code will result in an office referral. The judgement of the administration is final in regards to the appropriateness of dress to maintain the learning environment. The school dress code is a fluid document. As such, changes may be made at any time during the school year.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

The school recognizes genuine feelings of affection may exist between students; however, public displays of such affection on campus are not acceptable. Students should refrain from inappropriate behavior such as intimate and prolonged embraces, kissing, and similar actions offensive to the general public on campus and at school events.

### **BICYCLES, SKATEBOARDS and ROLLER BLADES**

All students may ride their bicycles to school. A bike rack is provided for their orderly parking and it is recommended to use a lock. Bicycles should be parked as soon as the student arrives, and left in the rack until the student is ready to go home for the day. The playground is not a safe area for bicycles. Please discuss safe riding procedures with your child. The school will not assume the responsibility for loss or damage to a bicycle, but please inform us if some damage has occurred, since we will make a concerted effort to find the guilty party.

Due to safety precautions, skateboards, roller skates, etc. are not allowed on school property. The school will not assume responsibility for lost, stolen or damaged skates, boards, or for the safety of students who violate this rule.

### **AUTOMOBILES, MOTORCYCLES, SNOWMOBILES**

Since bus transportation is available, driving to school is a privilege. In order to keep the privilege, one must understand and follow the student transportation policy. Motorized vehicles brought onto the school property by students are subject to search by building Principals or designated representatives for any reason at any time, without notice, without student consent and without a search warrant when school officials reasonably suspect that the contents of the motorized vehicles may present any threat or potential threat to the health, safety or welfare of other students or the school in general. In the case of locked motorized vehicles, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including long-term suspension or expulsion. Below are the requirements for vehicles on campus:

- Students must possess a valid driver's license. Students not having this license may not drive a motorized vehicle to school.
- The student and the parent must complete an application form and file it with the high school office. Students will park in the areas designated for student parking only.
- The student will not enter his or her automobile or any vehicle during school hours nor allow any other student to enter his or her automobile during school hours including lunch time. Exception: College and Vocational Ed students may leave as scheduled. The principal must approve other exceptions.
- When arriving at the school area the student will drive within the speed limit posted on school street areas.
- Special permission must be obtained by the principal's office for any variance.

Driving privileges may be temporarily or permanently suspended for violating the student driver transportation policy. Referrals may be made to law enforcement agencies. The extent of the suspension will depend on the nature of the violation, danger created by the violation, repetitiveness of the violation. Students who have had driving privileges

removed may not drive to school, school events, or park on school property

### **SEARCHES OF MOTORIZED VEHICLES, LOCKERS AND STUDENTS**

Searches of motorized vehicles, lockers and students shall be conducted in accordance with the rules developed by the Superintendent. No law enforcement officer may search any locker without a search warrant unless he/she has the consent of the building Principal and is accompanied by the Principal or designated representative.

School lockers are the property of the District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers shall be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Motorized vehicles brought onto the school property by students are subject to search by building Principals or designated representatives for any reason at any time, without notice, without student consent and without a search warrant when school officials reasonably suspect that the contents of the motorized vehicles may present any threat or potential threat to the health, safety or welfare of other students or the school in general. In the case of locked motorized vehicles, every effort will be made to have the vehicle unlocked by the student before proceeding with the search.

Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including long term suspension or expulsion.

Upon reasonable suspicion and in order to protect the health, safety or welfare of students under school jurisdiction, building Principals or designated representatives are authorized to search students. School authorities shall conduct no strip searches. All searches shall be carried out in the presence of an adult witness.

### **DANCE REGULATIONS**

1. Dances may be scheduled for students in 6th-8th grade or 9th-12th. Some dances are restricted to upper grades only. The junior-senior prom is for 11th and 12th grade with 9th and 10th grade welcome as the dates of juniors or seniors. Middle School Dances (grades 6-8) are for Alanson Public Schools students only. No guests will be allowed. In addition, the High School Dance Host, and its advisor, may close the dance to guests as well.
2. A minimum of four (4) chaperones must be present at each dance. One of these must be a teacher.
3. A dance must be approved by the principal at least one week in advance of the dance.
4. Once a student leaves the dance he/she will not be readmitted.
5. If a student has been drinking or using illegal drugs before he/she enters the dance or disrupts the dance with his or her conduct, the head sponsor will refer the student to the parents, police and principal for disciplinary action.
6. Drinking of alcoholic beverages, smoking, or use of drugs will be subject to disciplinary action and loss of social privileges for the year. Parents and police will be notified in cases involving drugs and alcohol.
7. Dances will end at 11:00 p.m. unless the principal has granted special permission.
8. Students may not enter a dance after 9:30 p.m. without prior approval from the sponsor or from the principal.
9. A student may bring a guest to a dance only if she/he has obtained a guest permit from the principal or head sponsor prior to the dance. Guests not on the approved list will not be permitted to enter the dance. Students are responsible for the conduct of their guests.
10. Dress at dances should follow the general school guidelines of the Dress Code.
11. No one 21 or older allowed.

### **CAFETERIA AND LUNCH**

Breakfast and hot lunch is provided every day. If parents are unable to purchase lunch or breakfast for a student, they may qualify for free or reduced charges. Eligibility standards have been set by the U.S. Department of Agriculture. Applications are sent home the first day of school in September or are available in the office.

Breakfast and lunch must be paid in advance. Students may pay for the day, week or longer. We advise paying monthly to avoid forgetting. Meals may not be charged over the amount of the cost of one meal. 'A la carte items may not be charged. Charges must be paid in full before items may be purchased.

Eating lunch without going through the checking system may result in discipline. Any student who steals a lunch, or any portion of a lunch, milk or an item from the 'a la carte line will be subject to the discipline code and will be reported to law enforcement officials.

It is important that you notify the office if you have an allergy to specific foods. This should be done yearly for as long as the condition exists.

Each student is responsible for keeping his/her eating area neat and for respecting the rights of other students. Inappropriate behavior could result in loss of cafeteria privileges.

### **COMPLAINT PROCESS**

From time to time parents and community members have an issue with the school, which needs to be resolved. Our school is committed to resolving these issues. Therefore, to address an issue please contact the appropriate personnel and in a calm and mature manner state the issue of concern.

A suggested process for pursuing complaints would be:

1. If the complaint is of a personal nature, contact the person with whom you have a concern. If the concern is about a policy or process, call the school office (548-2261). If, after this initial contact, you still do not feel you understand or cannot accept the solution, you should contact that person's supervisor.
2. When addressing the supervisor, the complainant should state the problem clearly, include time, date and identify the initial contact. Indicate where the resolution was left, what resolution you believe is proper and how you would like it handled.
3. If this contact does not provide an acceptable resolution, a written complaint should be sent to the supervisor and Superintendent. This should include:
  - A statement of incident in detail,
  - Date and time of incident,
  - Description of steps taken and people contacted,
  - Suggested resolution,
  - Your telephone number (daytime) and address.
4. Expect a written response to your written complaint.
5. If you feel the issue(s) is still unresolved call the Superintendent and ask to be placed on the agenda for the next Board of Education meeting to discuss your concern with the school board members. Depending on the complaint, you may be scheduled for an open session or for an executive session.

### **HALLWAYS AND PASSES**

When leaving any room during class time, students must obtain and carry with them a hall pass issued by a teacher or staff member. Students who are in the hallway or another classroom without a pass may be subject to a referral. Students need to conduct business at the office before or after school or at lunchtime.

### **LOCKERS AND LOCKS**

Per Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students are not allowed to change locker assignments or to use lockers other than those assigned to them. The school is not responsible for any lost or stolen items. Each student has the opportunity to use a lock provided by the school, which must be returned at the end of the year. Missing or damaged locks will result in the student being charged for the lock.

Students assigned to individual lockers will be held responsible for all materials kept in lockers, and any penalties pertaining to such items. Items which might endanger the health, safety, or welfare of students or school personnel are prohibited. Tobacco products, vapes, alcoholic beverages, drugs, weapons, or anything that might constitute a violation of law may not be placed in lockers. Students are expected to practice good housekeeping in maintaining lockers. Periodic "clean outs" should be made.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

### **LOST AND FOUND AND THEFT**

All lost items should be reported to the office. These items may be listed in the daily announcements in an attempt to find them. Articles found throughout the building that have not been reported will be stored for a short period of time.

If it's not yours, keep your hands off! Report any thefts to the principal's office.

### **TRANSFERS**

If your family should move to another school district, you (the parent/guardian) will need to visit the school office and sign a statement releasing the student's records to the new school. Students electing to attend a school outside of the district in which they reside, must complete a Schools of Choice form. The records will then be legally mailed to the new district.

### **FIELD TRIPS**

Field trips and excursions are encouraged when a reasonable educational objective can be accomplished. All overnight trips are to be approved in advance by the Board. The principal gives final approval of field trips. Parents will be provided with the appropriate paper work with specific information. Parents will need to sign the form in advance of the field trip (verbal permission is not adequate). Parents may request to opt their child out of the field trip. The principal reserves the right to make the final decision regarding children who may participate in a field trip.

### **SCHOOL TELEPHONES**

The school telephones are for emergency use only. Parents should not call the school to contact students or leave messages except in an emergency. Students are not to use school telephones without permission. Students may use their own Personal Communication Device in the office only after receiving permission from appropriate office personnel. Students may be denied the use of the office phone upon determination of school personnel that the student's reason for calling has no merit.

### **TEXTBOOKS & MATERIALS**

Schoolbooks are paid for by taxpayers and loaned to you for careful use. Take good care of them because you must pay for any lost, stolen, or damaged books.

### **WORK PERMITS**

Students fourteen years and older may get work permits in the high school office. Bring the offer of employment form and your birth certificate or driver's license in order to have a work permit issued. Persons who are 17 years old and have graduated from high school are exempt from the Child Labor Law and need only present the employer with a diploma and/or birth certificate.

### **PERSONAL BELONGINGS**

Please put child's name on all personal items so they can be returned if they are lost. Please discourage students from bringing toys, games, radios, etc. to school. Lost and found is located near the office.