

ALANSON PUBLIC SCHOOLS

ALANSON, MI 49706

Phone (231) 548-2261
www.alansonvikings.net

“A GREAT PLACE TO LEARN”

HOME OF THE VIKINGS



STUDENT-PARENT HANDBOOK

2018-2019

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MISSION AND VISION STATEMENTS

Mission:

“A GREAT PLACE TO LEARN”

Vision:

Alanson Public Schools provides a compassionate, safe and responsive learning environment. Individual student data is monitored and specific strategies are created to positively impact student achievement and social knowledge. All students will become responsible and productive citizens.

Viking Values:

Safe Respectful Achievers

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 of 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 are 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 SCHOOL 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: Student Records
 - 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.

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

- 7:00 am The STRETCH room is open and ready to receive early arrivals. No fee is charged for this time.
- 7:30 am The cafeteria/gym entrance and office opens
- 7:30 am Breakfast begins. Children in the STRETCH room are dismissed for breakfast.
- 7:35 am Busses arrive and drop off students at the cafeteria/gym entrance. Students remain in the cafeteria area.
- 7:50 am Students are released into the building.
- 8:00 am 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. **Any early pick up plans must be requested by 2:30 pm.**
- 3:00 pm Middle School & High Students dismissed.
- 4:00 pm Office closes-messages may be left on voicemail.

Breakfast and Lunch

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. If the secretary is not present please ring the white doorbell and you will be permitted to come to the office.

All parents and others entering the school must check in at the office. Please do not enter the school without checking in and receiving 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 should be intent on attending Alanson Public School in the future.

Volunteers:

Alanson Public Schools has many opportunities for parents to volunteer. Because our first concern is school safety, all parents who routinely 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 coming late:

Students that arrive late to school must check in at the school office prior to going to his/her classroom.

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.

Students 18 and over:

Eighteen-year-old students are legally recognized adults, except as noted below:

- Policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.
- Educational records may be sent to the person who claims the student for federal income tax returns.
- Students 18 years and older may have the same privilege as their parents / guardians as it relates to access to their student records.
- Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
- Students 18 years and older may sign themselves in and out of school, and may verify their own absences.
- Eligible students who wish to assert these rights should register their intent on the appropriate form in the office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

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. A form can be found on our school's website. 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. Treat these drills as the real thing because they could be and lives could be at stake.

Snow Days/Delays/Early release:

Severe weather may cause school to be cancelled, delayed or dismissed early. The school will contact the normal local radio and television stations. Also, an alert on SchoolWay 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 9:30 a.m. on the day of the absence. If we do not hear from you by 9:30 a.m., we will call you. This phone procedure, if followed, can act as safety insurance for our children. We want to work together to assure that our children and their health are protected.

It is important to fill out 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, we will expect you to come for your child if he or she has a fever, chronic cough, rash, or head lice. Please let us know if your child has a communicable disease.

You may find the following information helpful:

<u>Disease</u>	<u>Incubation</u>	<u>Stay Home</u>	<u>Return to School</u>
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	1-7 days	1 day min.	must be nit free

Head lice: Students and members of the same household with live lice or nits are sent home for treatment. Students cannot return to school until they are treated and all nits are dead. The box top or label from the treatment used must be turned into the office upon students return. The returning student will be inspected for live nits and if found sent home per this Health Department suggested process.

The principal reserves the right to require a written statement from a physician indicating the student is free from all symptoms before the student reenters school.

Immunizations:

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

Insurance:

The school provides parents an opportunity to buy additional student insurance. Students will be given information concerning this insurance. It is supplementary insurance to any health or accident coverage, which you may have, however it is a good backup. If you have no health or accident insurance on your student, this insurance is strongly recommended. The school does not carry health/accident coverage on students.

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 separate 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.
- No other oral medication, such as aspirin, will be administered to students under any circumstances.
- 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 others have a responsibility to encourage regular and punctual attendance. Students are to attend class every day. Basic 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 not be excused.

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 School is committed to work 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 absence levels 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.
- Parents may meet with a mediator, law enforcement and school official prior to truancy charges being filed.
- 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 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 attendance 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. All family trips must be prearranged through the office using a trip form that must be signed by all of the student's teachers and returned to the office before leaving on a trip. It is necessary to have parent contact informing the school of the trip, requesting permission for a prearranged absence, and listing the dates of the proposed absence. It is recommended that all homework be completed prior to going on the trip.
 - 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 against accumulation for credit loss)

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

Tardiness

- Tardiness is a classroom management issue. Our school reinforces being on time; being prepared for class with materials; and, other organizational skills that are necessary for success in life. In the world of work, tardiness is cause for firing a worker or reducing their pay.
- 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:
 - 1st tardy = warning
 - 2nd tardy = warning and teacher communicates with parent and informs them of the tardy policy.
 - 3rd tardy = equals unexcused absence
 - Every 3rd 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. Teachers should be asked 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:

Parents and other adults 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 School 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 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. Student portfolios are meant to provide a record of student's accomplishments during their middle school and high school years. Students

will include a record of community involvement in their portfolios and will be able to update it at any time. It will not be required of students to complete this record; however, it will be encouraged. 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.

7th grade:	5 hours
8th grade:	10 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 in the areas of scholarship, leadership, service, and character judges National Honor Society candidates.
 - Scholarship–Candidates must have completed at least three semesters and have at least a cumulative grade point average of 3.2.

- Leadership–Candidates demonstrate leadership by giving guidance, and/or setting an example. The student who exercises leadership is resourceful in proposing new problems, applying principles, making suggestions, demonstrates initiative in promoting school activities, exercises influence on peers in upholding school ideas, contributes ideas that improve the civic life of the school, is able to delegate responsibilities, exemplifies positive attitudes, inspires positive behavior in others, successfully holds school offices or positions of responsibility, and is thoroughly dependable in any responsibility accepted.
- Service–Candidates demonstrate service by volunteering for helpful activities for no pay. A successful volunteer is dependable and well organized, and is gladly willing to take on difficult or inconspicuous responsibilities without complaint.
- Character–Candidates demonstrates good character by taking constructive criticism willingly, consistently exemplifies desirable qualities of behavior, upholds principles of morality and ethics, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others, observes instructions and rules, and shows unwillingness to profit by the mistakes of others.

The Faculty Council accepts or rejects candidates according to the above criteria. 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
 - Football (Boys)-Junior Varsity
 - Middle School Basketball (Co-Ed)
 - Winter Sports and Teams
 - Basketball (Boys and Girls) - Varsity, Junior Varsity
 - Middle School Volleyball (Girls)
 - Elementary Basketball (Co-Ed grades 3rd-6th)
 - 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 benchmarks. Specific goals are developed in the School Improvement Plan, after reviewing the various forms of data available and analyzing the 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 for the first two reporting periods. End of the year report cards are mailed home to parents. Please see the school calendar for dates. However, parents can request a conference at any time. Please call your child’s teacher or the school office to arrange a time.

Assessments:

State Assessment: Each spring, students in grades 3-8 & 11 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 tested monthly to monitor progress and plan for supports.

Home/School Communication:

The elementary has developed a variety of routine communications. Parents can look for the following:

- Friday folders sent home every week in grades K-5.
- Elementary Newsletters
- Website
- Emails
- PowerSchool in 2nd - 5th grades

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. Inside the folder, you will find the elementary newsletter. The newsletter includes dates of interest, detailed information about upcoming events, helpful information for families, and notes from teachers and the principal. The folders and newsletter are quick and easy ways to keep in touch with what is happening at school.

Homework:

Board Policy states that all teachers shall supply make-up work assignments when requested by the students or parents. However, administration reserves the right to determine whether credit will be granted for make-up work resulting from unexcused absences or absences due to expulsion/suspension.

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 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 expected that the majority of students will be well adjusted in school and with competent instruction will move through the elementary building in 6 years.

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.

Sometimes students are placed in the next grade level. This happens when a student has not successfully mastered the academic objectives of a grade but would not benefit from retention.

MIDDLE SCHOOL CURRICULUM

Subject Areas:

Alanson Public Schools aligns subject area content to the State's required benchmarks. 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 intervention period in areas identified by the data. Therefore, students can improve in their specific area of need.

Report Cards/Conferences:

Report cards are issued 4 times (per quarter) each school year. Conferences are held twice a year for the first two reporting periods. End of the year report cards are mailed home to parents. Please see the school calendar for dates. However, parents can request a conference at any time. Please call your child's teacher or the school office to arrange a time.

Assessments:

State Assessment: Each spring, students in grades 3-8 & 11 are administered the M-STEP assessment. 8th 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 tested monthly to monitor progress and plan for supports.

Home/School Communication:

The Middle School has several avenues for communication, but please be aware that the school's expectation for students to become more responsible for this communication exists. A definite shift occurs and parents are encouraged to prompt their child to participate, advocate, and learn to communicate.

- Student planners – students can request one in the main office
- Classroom newsletters – occasional as well as Handouts and Flyers sent home with students
- Website and PowerSchool
- Emails
- Friday Folders
- REMIND 101

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. If your child is continually bringing unfinished schoolwork home, you may wish to request a meeting with the teacher to resolve the problem. If your middle school student is not bringing work home, contact the teacher. 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 6-8 graded as: A, B, C, D, E or I - Incomplete, W - Withdraw, NC - No Credit

Students will be provided with a syllabus containing the grading structure for that class within the following guidelines.

Progress Reports:

Progress Reports are posted online and only if requested sent home approximately half way through report card markings. A parent may request a progress report at any time by calling the office. Teachers are also encouraged to send progress reports out for all students as a way to keep parents informed and congratulate student achievement.

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. A final conclusion may not be reached at that time, but parents should be

aware of factors being considered. In late spring 6th, 7th and 8th grade teachers and the principal meet to discuss these students' progress. A final decision is reached and parents are notified of the decision. As professionals it is our duty to provide the best possible program for each child. Parental input is important. Together parents and teachers all want what is best for the student and consider benefits throughout the student's school years. Parents also have the right to disagree to retain a student, thus the following procedure will be used in our system:

Parents disagreeing with retaining or repeating a grade for their student should meet with the principal to share concerns. In rare cases, a parent may sign a refusal to retain form, which allows the child a trial period in the next grade. The principal may then assign the child to the next level.

HIGH SCHOOL CURRICULUM

Graduation and Diploma Requirements:

The State of Michigan has established the Michigan Merit Curriculum, 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.

**Please note that the Michigan Merit Curriculum and the Board of Education require a passing grade on the exams of each class in order to earn the Michigan Merit Curriculum credit. If a student passed the course work but failed the exam due to the occasional bad day or test anxiety, a student may retake the exam once, within two weeks of the original exam date. If on this attempt the student passes the exam MME credit toward graduation will be awarded, otherwise the student needs to retake the course.*

Subject	Total Credits Needed Per Subject	Courses
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 Physics
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
TOTAL	22	Credits needed for graduation

*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 be fully enrolled in high school for a minimum of eight (8) semesters or have this requirement waived through Board Action. Classes are .5 high school credits per semester except in the following circumstances:

DUAL ENROLLMENT

Students, who are in the 12th 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 MME.

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.

PROGRESS REPORTS

Progress Reports are posted online and only if requested sent home approximately half way through report card markings. A parent may request a progress report at any time by calling the office. Teachers are also encouraged to send progress reports out for all students as a way to keep parents informed and congratulate student achievement.

REPORT CARDS

Report Cards are marked every quarter in the High School. They are given to parents during Parent-Teacher Conferences and they are posted online and only if requested sent home. We will send a final report card the last school day in June. Report cards will not be given out if there are any debts owed to the school. You may pay your debt at the office to receive your report card.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are formally held twice a year. Parents and students will be notified. However any parent may request a conference with the teacher.

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 School 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 School.

Assessments:

State Assessment:

- 8th, 9th, 10th PSAT in the Spring
- 11th SAT/ACT WorkKeys/M-STEP Science & Social Studies/ASVAB in the Spring

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 tested monthly to monitor progress and plan for supports.

Home/School Communication:

The High School has a few methods of communication, but the school’s expectations for students to become responsible for communication exists. Students need to advocate and actively participate in the communication process.

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

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. If your child is continually bringing unfinished schoolwork home, you may wish to request a meeting with the teacher to resolve the problem. 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

Students will be provided with a syllabus containing the grading structure for that class within the following guidelines.

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.

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, lunch ladies, 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)

If a student is suspended:

- 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.
- Verbal notification shall be followed by written notification to the parent or guardian stating the charges and the time and conditions of suspension. A copy of the letter will be placed in the student's accumulative file.
- 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.**
- Parents shall be notified in writing of appeal procedures, which shall include:
 1. In the case of suspensions, parents may request a conference with the principal. Such requests shall be made within the period of the separation or suspension. The principal shall review the decision. (In cases of temporary separation, the decision shall be final.)
 2. Within ten calendar days from the date of notice of suspension for long term (more than 10 days) the student will be afforded an opportunity for a formal hearing before the superintendent.
 3. The superintendent's decision may be appealed to the Board of Education within ten calendar days of such decision.
 4. The Board of Education shall schedule a hearing within 20 calendar days of receipt of an appeal by parents and notify the parents that said hearing shall be conducted under the following rules and procedures:
 - a. Written notices shall be given of the time, date and place of hearing.
 - b. An attorney or other advisor may represent the student or parent.
 - c. Witnesses may be presented at the time of the hearing and the student or his/her representative may question witnesses testifying against the student.
 - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - e. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
 - f. The Board of Education shall render a written opinion of its determination within five calendar days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

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.

Alanson Public Schools Behavior Consequence Rubric

Behavior	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
<ul style="list-style-type: none"> 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. 				
<p>Level One: Horseplay (Peer to Peer) "Goofing around" or "Playing that may include but is not limited to: grabbing, pushing, shoving, tripping, hitting, play fighting, or "just kidding" rude comments.</p>	<ul style="list-style-type: none"> Office referral Teacher conference Parent notification 	<ul style="list-style-type: none"> Office referral 1 Silent supervised lunch or loss of recess (K-5) Parent notification 	<ul style="list-style-type: none"> Office referral 2 Silent supervised lunches Parent notification 	<ul style="list-style-type: none"> Office referral 3 Silent supervised lunches Parent notification
<p>Level Two: Teasing (Peer to Peer) 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 profanity or rude gestures</p>	<ul style="list-style-type: none"> Office referral 1 Silent supervised lunch or loss of recess (K-5) Parent notification 	<ul style="list-style-type: none"> Office referral 2 Silent supervised lunches Parent notification 	<ul style="list-style-type: none"> Office referral 3 Silent supervised lunches Parent notification 	<ul style="list-style-type: none"> Office referral 2 one-hour after school detention Parent notification Parent conference
<p>Level Three: Misuse of Technology</p> <ul style="list-style-type: none"> Use of cell phone during class time. Inappropriate use of chromebook includes, but are not limited to: playing games, searching inappropriate topics/sites, destruction of chromebook, use at inappropriate times, or fraudulent logins. 	<ul style="list-style-type: none"> Office referral Loss of device for remainder of the day (teacher holds device) Parent notification 	<ul style="list-style-type: none"> Office referral Loss of device for remainder of the day (office holds device) Parent notification 	<ul style="list-style-type: none"> Office referral Loss of device for remainder of the day (office holds device; parent picks up) Parent notification Parent conference 	<ul style="list-style-type: none"> Office referral Device is no longer allowed Parent notification Parent conference

Behavior	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
<p>Level Four: Disrespectful Behavior</p> <ul style="list-style-type: none"> Defiant or uncooperative behavior toward faculty, staff, or adults including, but not limited to, eye-rolling, arguing, backtalk, shouting, refusing to follow directions, ignoring, or walking away from an adult Plagiarism/cheating 	<ul style="list-style-type: none"> Office referral 2 Silent supervised lunches Parent notification 	<ul style="list-style-type: none"> Office referral 3 Silent supervised lunches Parent notification 	<ul style="list-style-type: none"> Office referral 2 one-hour after school detention Parent notification Parent conference 	<ul style="list-style-type: none"> Office referral 4 one-hour after school detentions Parent notification Parent conference
<p>Level Five</p> <ul style="list-style-type: none"> <i>Physical Contact:</i> Pushing, shoving, grabbing, spitting, tripping, etc. in an attempt to hurt others. <i>Stealing/Property Damage:</i> Stealing, damaging property, graffiti, or other vandalism (Police may be notified) <i>Threats:</i> Emotional or physical <i>Social Intimidation:</i> Shunning, planned exclusion, “silent treatment”, social alienation, or emotional blackmail. 	<ul style="list-style-type: none"> Office referral 1 day of In School Suspension (ISS) Parent notification Restitution (if applicable) 	<ul style="list-style-type: none"> Office referral 2 days of ISS Parent notification Parent conference Restitution (if applicable) 	<ul style="list-style-type: none"> Office referral 3-5 days of ISS Parent notification Parent conference Restitution (if applicable) 	<ul style="list-style-type: none"> Office referral 5-10 days of ISS Parent notification Parent conference Restitution (if applicable)

Behavior	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
<p>Level Six</p> <ul style="list-style-type: none"> ● <i>Severe Physical Contact:</i> Punching, hitting, kicking, fighting, slapping, and similar behaviors intended to injure others. ● <i>Hate Language, Harassment and Intimidation:</i> Offensive racial, ethnic, gender, sexual orientation, and religious language; intimidation; harassment; over coercion. ● <i>Cyberbullying:</i> Repeated teasing, intimidation, or harassment with an electronic device. 	<ul style="list-style-type: none"> ● Office referral ● 1-5 days ISS ● Parent conference ● Restitution (if applicable) ● Possible Police notification 	<ul style="list-style-type: none"> ● Office referral ● 3-5 days of ISS ● Parent conference ● Restitution (if applicable) ● Possible Police notification 	<ul style="list-style-type: none"> ● Office referral ● 5-10 days of ISS ● Parent conference ● Restitution (if applicable) ● Police notification ● Possible expulsion referral to the Board of Education 	<ul style="list-style-type: none"> ● Office referral ● 5-10 days out of school suspension (OSS) ● Parent conference ● Restitution (if applicable) ● Police notification ● Recommendation for expulsion to the Board of Education
<p>Level Seven:</p> <p>Dangerous Acts or Possession of Dangerous Items: Possession of weapons, fireworks, explosives, alcohol, tobacco, or drugs. Actions such as gang involvement, bomb threats, or arson.</p>	<ul style="list-style-type: none"> ● Office referral ● 10 days OSS ● Parent Conference ● Police notification ● Recommendation for expulsion to the Board of Education 			

ALANSON PUBLIC SCHOOLS

Office Referral Form

cc: Principal, Parent, Referring Teacher

Student: Grade: Date: Time: Referring Staff:		
Levels	Level 1: Horseplay (Peer to Peer) Level 2: Teasing (Peer to Peer) Level 3: Misuse of Technology Level 4: Disrespectful Behavior Level 5: Physical Contact, Stealing/Property Damage, Threats, Social Intimidation Level 6: Severe Physical Contact, Hate Language/Harassment/Intimidation, Cyberbullying Level 7: Dangerous Acts or Possession of Dangerous Items	
Occurrences	1st Occurrence 2nd Occurrence 3rd Occurrence 4th Occurrence	
Location/ Setting of Incident	Direct instruction Independent seat work Cooperative learning group Unstructured time Transition	Classroom Subject: Bus Hallways Cafeteria Playground Restrooms Gym
Brief Description of Behavior		
Possible Motivation	Obtain Peer Attention Obtain Adult Attention Obtain Items or Activities	Avoid Adult (s) Avoid Peer (s) Avoid Task or Activity
Others Involved	None Peers Teacher Staff	Substitute Other Unknown
Consequence	Teacher conference Parent notification Silent supervised lunch(es) Loss of recess Loss of device Device no longer allowed 1 hour after school detention(s)	Parent conference In School Suspension (ISS) Out of School Suspension (OSS) Restitution Police notification Recommendation for expulsion to Board of Education
Administration Signature		

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 and alcohol use is banned from all public school buildings at all times.
- Use and/or possession of any tobacco product 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.

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

To benefit the community and students, 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

If students are dressed appropriately, then all students will feel comfortable to work and proud to be a student at Alanson Public School. Parent, student, and teacher surveys indicate that most people feel that the following items are inappropriate for school: micro mini-skirts, cutoffs, clothes that sag or droop to reveal undergarments, halter tops, no writing across the buttocks, no PJ bottoms, short shorts, spaghetti strap tank tops, low cut tops, bare midriffs, bare backs, see-through garments, pins, pictures, garments or carried items that have provocative or lewd sayings. Blankets are not allowed during school hours unless approved by administration. Dress associated with gang membership or activity will not be tolerated. Dress, which promotes alcohol, tobacco or drugs, will not be allowed. Sleeveless tops will be permitted only if they fit tightly around the underarm and cover the shoulder completely. Students dressed inappropriately will be asked to change clothes. The simple rule is that attire and grooming may not endanger health or be distracting or disruptive to others at school. For reference skirts and shorts should be at least mid-thigh, regardless if layered over tights, etc. Undergarments must not show if pants are worn low on the hips. Leave sunglasses, hats and jackets in your lockers until you leave school. When wearing a hooded sweatshirt, the hood must be down. Jackets may be worn in class only with permission of the teacher. Backpacks will be left in the student's locker.

BACKPACKS AND PURSES

Backpacks and purses are to be left in lockers and only materials needed for that class brought to class.

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.

- 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 of 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 primarily 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 High School Dance Host, the class and its advisor, may close the dance to guests as well – to be done on the initial request form.
2. A minimum of four (4) chaperones must be present at each dance. One of these must be a teacher.
3. A dance permit must be filed with 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.

ASSEMBLIES

Several times during the year special assemblies are held. Alanson has always maintained excellent standards of behavior during assemblies, and we are proud of that. All students will attend unless excused by the principal.

CAFETERIA AND LUNCH

Breakfast and hot lunch is provided every day. If parents are unable to purchase lunch or breakfast for a student, you 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. Ala 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 ala' 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.

FOOD IN OTHER LOCATIONS

Food is allowed in designated areas only. No food or drink that is open is allowed in the hallways or classrooms without specific permission from administration. **There is to be no food or drink in computer rooms.**

Remember to keep all food or soft drinks out of the halls, lobbies, or gym area. The cafeteria is the place for eating and drinking.

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

Students who leave class must have a pass from the teacher. Business at the office should be conducted before or after school or at lunchtime. All passes must have the student's name written on top.

LOCKERS AND LOCKS

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 may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. They should be kept locked. Valuables and money should not be stored in lockers since the school cannot be responsible for lost or stolen items. Only school locks will be allowed for use. Each student will be issued a school lock. Students who do not return the lock they were issued at the end of the year will be charged for the lock. Locks can be exchanged at any time for a different lock. No pictures or materials, which are lewd, profane, and sexually suggestive or promote alcohol or drugs, are allowed on or inside locker doors or walls. Lockers must be closeable in a reasonable manner. Those students who do not maintain appropriate lockers may lose privileges for a time period based on the number of occurrences.

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, which might occur to the principal's office. Always make sure your locker is locked.

SCHOOL PICTURES

In the fall parents will be notified of a date for school pictures for students. The prices will be reasonable. You will be given the date in advance so you can look your best. Each individual student must have his/her money on that date. Seniors will take class composite pictures in the fall also. Those pictures may be ordered in packets for student senior pictures. Seniors should look their best; we intend to hang their pictures in the hallways for a number of years.

STUDENT RECORDS

All students must have a yearly enrollment card on file in the office to be considered a student in the Alanson District. In addition a copy of the birth certificate and an updated health record is required to be in the office files according to State Law. Each student's records will be reviewed annually for this information.

Alanson Public Schools 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.

If parents, guardians, or adult students do not wish any of this information given out, they should contact the office by September 30th of each school year.

TRANSFERS

If you should move to another school district, you 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.

FEES, FINES, CHARGES

Fees and Charges

Building Principals or designated representatives shall be authorized to collect fees authorized by the Board.

Fines

No fines shall be imposed upon any student provided; however, that school property lost, damaged or destroyed by a student shall be paid for by such student in accordance with rules and regulations prescribed by the Superintendent.

TELEPHONE

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 the student phone 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.

GYM CLOTHES

High school students taking a gym class are required to have gym shoes with laces (preferably shoes not worn on the street in order to save the gym floors), shorts and t-shirts. These must be changed after class. The gym teacher will provide a list of any other requirements during the first week of school.

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.