



ASHLEY
COMMUNITY SCHOOLS

**Elementary School
Student / Parent Handbook**

***Home of the
Ashley Bears***

***Ashley Community Schools
104 New Street
PO Box 6
Ashley, MI
48806***

***Web site: www.ashleyschools.net
989-847-4000
989-847-4204 Fax***

Adopted by the Board of Education

2023-2024

Becoming Excellent Achievers Ready to Serve

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Mrs. Kristen Ringle	Principal's Office	kringle@ashleyschools.net

PHONE NUMBERS

Superintendent's Office	(989) 847-4000
Principal's Office	(989) 847-4000
Ashley Public Library	(989) 847-4283

FOREWORD

This student handbook was developed to answer commonly asked questions that may come up during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It is a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions, contact your Ashley Elementary School Guidance Counselor or Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION STATEMENT

Ashley Community Schools will provide a quality education with a variety of learning experiences, developing students with strong character and excellent work ethic, who are prepared for college and life after high school to become contributing members of society.

VISION STATEMENT

Ashley Community Schools will deliver a quality education using adequate resources to ensure expanded educational programs and extracurricular activities while providing a dynamic, safe learning environment utilizing a committed staff.

HANDBOOK CHANGES

Changes in school policy regarding the student handbook may be made throughout the school year. Students will be informed of such changes.

ELASTIC CLAUSE

The Administration reserves the right to amend any provision in this handbook that s/he deems to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as s/he considers necessary.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry,

national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Traci Gavenda
Superintendent
(989) 847-4000

The complaint procedure is described on Form 2260 F8 which appears in the Appendix to this handbook. The complaint will be investigated and a response, in writing, will be given to the concerned person within 7 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

SPECIAL EDUCATION

Ashley Community Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required, and more importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal at 989-847-4000.

AMERICANS WITH DISABILITIES ACT - SECTION 504

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

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal at 989-847-4000.

SCHOOL DAY

Classes begin and end during the normal Elementary School day as follows:

7:45 Breakfast served in the cafeteria

7:55 First bell rings
8:00 Classes begin
Lunch and recess
11:05-11:55 K-4 lunch and recess
1:10-1:30 Afternoon recess
3:00 Dismissal

***This schedule is subject to change

PLEASE NOTE: STUDENTS SHOULD NOT ARRIVE TO SCHOOL BEFORE 7:45 A.M.

Classes begin and end during the 3-hour delay Elementary School day as follows:

10:45 Breakfast served in the cafeteria
10:55 First bell rings
11:00 Classes begin
Lunch and recess
11:20-12:10 K-4 lunch and recess
3:00 Dismissal

STUDENT RIGHTS AND RESPONSIBILITIES

Each student has a personal responsibility to:

1. Do his/her best in all areas of school activities.
2. Be courteous to ALL school staff and fellow students.
3. Be responsible for personal belongings and those items issued by the school.
4. Be respectful of school facilities and equipment, and make an effort to keep items in good condition.
5. Be on time for classes and to have the necessary materials and assignments.
6. Exhibit good citizenship at all times.
7. Be knowledgeable of the rules and expectations for all students.

General student conduct:

1. Be courteous and respectful to others.
2. Refrain from fighting, participating in friendly scuffles, verbal abuse, the use of profane language and vulgar behavior or any behavior that constitutes bullying.
3. Obey the instructions of school staff (playground aides, etc.) at all times.
4. Do not leave the school grounds without permission.
5. Refrain from any activity that is harmful or destructive to others or their property including games or horseplay that are likely to lead to injury.
6. Items such as play knives, matches, toy guns, water pistols, and sling shots are potentially dangerous and should be left at home.
7. Buying, selling, using or bringing to school cigarettes, tobacco, drugs of any form, or any abusive substance that may be harmful to anyone is strictly

- prohibited.
8. Walk in the building - no running, pushing, or shoving.
 9. Throwing objects that may be harmful to other people and/or property such as snowballs, sticks, stones, etc. is prohibited.
 10. Take pride in your school by helping to keep it clean and attractive. Be a thoughtful citizen and pick up paper and rubbish when you see it around, instead of walking by.
 11. Elementary students are not allowed to buy from vending machines or lunch al-a-cart.

STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

LOCKERS

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

School lockers are:

- assigned by the school district, no switching of lockers unless authorized by school administration
- to be kept clean
- no use of locks unless authorized by school administration
- no stickers or permanent fixtures allowed on the outside or inside of lockers

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

SECURITY CAMERAS

Security cameras are placed in areas of Ashley Community Schools. The cameras are placed to help maintain a secure building and bus fleet. If we have incidents in the area of a camera, the camera will be used to help with the investigation.

STUDENT USE OF CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct

RESTORATIVE PRACTICES

Michigan Department of Education laws require that schools consider using restorative practices in addition to or in place of suspension or expulsion. The new law defines restorative practices as "practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct." Ashley Schools will comply with relevant state law that pertains to restorative practices. Additionally, in any suspension or expulsion disciplinary issues; per Board Policy the "Checklist for student Suspension or Expulsion" provided by the State of Michigan will be considered.

STUDENT WELL-BEING

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

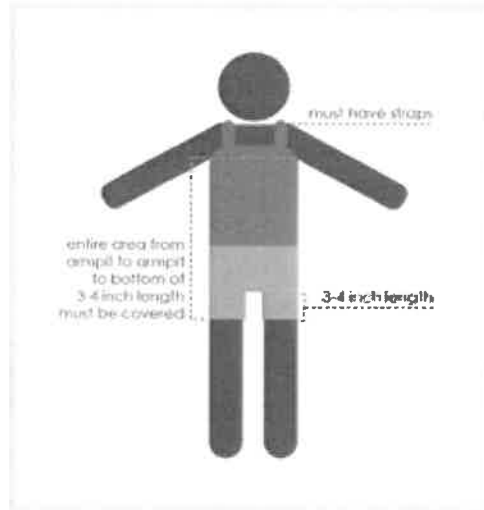
State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

DRESS CODE

Students are expected to wear their clothing and manage their appearance in a manner that does not disrupt teaching and learning. Dress shall not be extreme, exhibitionistic, or immodest in style, and shall be worn in good taste. Student dress styles and appearance should not affect the orderliness of the school environment, endanger the health and safety of other students, promote vulgarity, or advertise products or make statements that are contrary to the commonly recognized and established standards of the school and/or community.

Items depicting drugs, tobacco, alcohol, weapons, profanity, offensive words, innuendo or pictures depicting the same, any style of clothing that is gang related, jerseys without a T-shirt underneath, sagging pants, short shorts, short tops exposing the midriff, clothes exposing undergarments; small strap tank tops (unless worn with T-shirt underneath), heavy or large link wallet chains, bandanas are examples of inappropriate dress and will not be allowed. At all times, students must wear shoes. Hats/Hoods and sunglasses may not be worn during regular school hours. **A good measure for parents is the "fingertip" rule and "hands over head" test.** Shorts and skirts should be mid-thigh and shirts should not expose the midriff during normal wear or when the student raises their arms above their heads. Entire area of the body from armpit to armpit to the bottom of the "fingertip" area must be covered and free of holes (see template below). Individuals wearing yoga pants/leggings should wear a long shirt hitting the mid-thigh. Cleanliness of body and clothing are students' responsibilities, as they prepare for school each morning. Good grooming and appropriate choices of apparel contribute to a more successful school experience. Responsible decisions will ensure better health and proper personal hygiene.



CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. It will be at the teacher's discretion whether coats are allowed in the classroom.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline at the principals discretion.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students missing school are required to provide a written excuse explaining the reason for their absences. If the student sees a doctor for the condition, a doctor's note should be provided to the school.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student fails to comply with the state statutes regarding immunizations, the principal may suspend the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the secretary.

MEDICATIONS:

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication (ie. cough drops, tylenol, cough syrup, etc.) at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District. This form can be found in the school office.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

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

1. The student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee
2. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration.
3. Medication to the office will be properly secured.
4. Medication will be administered by an administrator, teacher or other appropriately designated school employee in the presence of a second adult.
5. The parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time for the taking the prescribed medication.
6. The school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the medication log.

7. A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. If the parent/guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal.

Diabetes

A student who uses medication or medical approved diabetes materials will use it in accordance with their medical health plan.

EMERGENCY MEDICAL AUTHORIZATION

As a Board established policy, every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

COMMUNICABLE DISEASE

Communicable disease control is an integral part of school health services. The school follows current public health practices and rules and regulations governing the control and prevention of communicable diseases your child contracts during the school year. Several examples include: chicken pox, measles, strep infections, pink eye, etc. Students missing school are required to provide a written excuse explaining the reason for their absences. If your child becomes ill during school hours, we will notify you. Please leave emergency phone numbers in the office.

HEAD LICE

Head lice can be an ongoing problem that can be kept under control by consistent monitoring. At any other time, if live lice or nits are found within one quarter inch of the

scalp, an attempt will be made to contact someone on the "Head Lice Contact" list provided by the parent. The contacted person will be advised to pick up the child from school if able. The student will be checked upon re-entry to school or they can bring a note from the health department or family doctor. Upon examination, if the designated school personnel does not find any live lice on the child, he/she may re-enter the school. If there is a significant increase in head lice cases detected, an educational letter will be sent home with all students.

SCHOOL CLOSINGS AND DELAYS

If school is closed or delayed, Power Announcement will notify you. Please make sure that you have your current contact information (telephone numbers, email address) up to date in PowerSchool. You may also check the following media sources for school closing or delay information:

- | | |
|---------------------------------------|---|
| 1. <u>Television</u> | 2. <u>Facebook</u> |
| a. WEYI- Channel 25/66 (Mid-Michigan) | a. Ashley Community Schools Facebook page |
| b. WNEM - Channel 5 (Saginaw) | b. www.ashleyschools.net |
| c. WJRT - Channel 12 (Flint) | |

Please do not call the school for closing information since the school lines are needed for instructions and emergencies. Parents and students are responsible for knowing about emergency closings and delays and have emergency closing child care arranged in advance.

ATTENDANCE

The Ashley Community Schools professional learning community believes that there is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future career activities depends on positive attendance habits. Regular and consistent school attendance supports the development of responsibility and self-discipline.

Being at school and being on time are two very important life skills. As staff and parents, we are responsible to nurture these skills. A consistent pattern of school attendance is expected and essential to a successful academic experience. The law for parents is very clear in this matter. Michigan Law (MSA 15.4156) requires the regular school attendance of a child of school age. Absences will be excused only for necessary and important reasons (For example: illness, hospitalization, death in the immediate family, etc.) In the event of a school absence or late arrival, the parents/guardian must phone the school on the day of the absence/late arrival or send a note within 48 hours to provide an explanation. In the absence of a call or note, any absence or late arrival will be considered unexcused. If the absences of a student appear to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

In the event of a necessary absence known in advance, the parent is expected to telephone the school office or write a note of explanation for the absence. Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. Frequent or prolonged absences or repeated tardiness will be grounds for disciplinary action. Regular school attendance has a direct correlation with a student's successful educational experience. Referrals will be made to the Truancy Officer as prescribed by State law.

Any student that arrives after the 8:00 a.m. bell will need to enter through the main entrance of the building and will be considered tardy. Parents are expected to sign students into the office in the event that their child is tardy.

Students who arrive an hour late to a normal school day will be marked as tardy. Any time after 9:00am will be considered a morning absence. If a student leaves the normal school day before 2:00pm, they will receive an afternoon absence.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or an emergency contact person who is on file without a permission note signed by the custodial parent(s). The school office must be notified of an early dismissal no later than 1p.m. Be aware that the school reserves the right to ask for photo identification of any person picking up a student.

PARENT TRANSPORT ARRIVAL/DISMISSAL PROCEDURES

If a student is being brought to school by a parent/guardian, students are to be released from their vehicle at the designated area behind the school building. Doors do not open until 7:45am and students are to remain in the vehicle until that time for safety reasons.

If a student is being picked-up at the end of the school day, students will be released to parent/guardian by meeting them in the vehicle pick-up line.

BUS TRANSPORTATION TO SCHOOL

The bus schedule and route is available by contacting Mr. Mike Burlingame, the Director of Transportation, at (989) 847-4000, ext 1048.

Students will ride only assigned buses. The driver will not pick up or discharge students at places other than their regular stop or at school unless s/he has proper authorization from

the principal and or designee. A change in a student's regular assigned bus stop may be granted, if a note from a parent is submitted prior to the requested date(s) to the Transportation Director stating the reason for the request and the duration of the change. The Transportation Director must approve the change prior to the change taking place.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Riding the bus is a privilege which may be withheld from students creating unnecessary disturbances on the bus, and/or endangering the safety and welfare of anyone on the bus. For K-4 students, an adult must be present and visible at the residence before students will be released from the bus.

BUS CONDUCT

Riding the school bus is a privilege not a right. Students must follow the school's code of conduct while on the bus. Disciplinary problems will be handled in accordance with the policies concerning improper behavior while on a school bus for any reason (regular routes, field trips, athletic trips, as well as loading and unloading.) Any student whose behavior becomes disruptive on the school bus, in any way or form, may be denied the privilege of transportation to and from school. Students are not to perform any act that will distract the bus drivers, thereby endangering the lives of others. Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The following behaviors are expected of all students:

Previous to loading (on the road and at school) each student shall:

1. Be on time at the designated loading zone (10 minutes prior to the scheduled stop).
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Refrain from crossing a roadway until the bus driver signals it is safe, at least ten (10) feet in front of the bus.
6. Go immediately to a seat and be seated.

The bus will not wait! It is the parents' responsibility to inform the driver when their child will not be boarding. After 3 consecutive days of not riding, the bus will no longer stop; parents must contact the driver for pick up.

During the trip the following rules must be followed at all times:

1. Students are expected to conform promptly to requests of the bus driver.
2. Stay in your seats. Sit upright with feet on the floor, facing forward.
3. No fighting, wrestling, horseplay or bothering others.
4. Be quiet and orderly; no loud noises or profanity.
5. Keep arms and head inside the bus at all times. Do not throw anything on/ out of the bus.
6. Keep the aisle clear.
7. Do not eat or drink on the bus (without driver permission), no glass containers.
8. No smoking or chewing of tobacco, no spitting, no lighting of matches and/or lighters.
9. No other conduct which may impair a bus driver's ability to operate a bus safely.

Leaving the bus each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver.

Good conduct is a necessity on the school bus. It is expected that good behavior will carry over from the classroom to the bus. Routine student discipline problems on buses are to be handled by the driver. This includes advising students concerning rules and regulations, assigning seats, encouraging and praising good behavior, and other generally accepted means of maintaining and developing constructive student school relationships. If this is not effective, and a higher form of student discipline is warranted, then a "Ticket" system as described below will be used. Every bus driver has been supplied with Bus Conduct Forms (Tickets), and students will be cited for failure to comply with the above rules. Students will not be allowed back on the bus until ticket(s) are signed and returned.

The following disciplinary actions will be taken for bus conduct violations:

First Ticket: A warning to the student with a ticket sent home for parent's signature. (Copy sent to Transportation Director)

Second Ticket: One (1) day's suspension of bus privileges with ticket signed by parent. Transportation Director will speak to the student and parent then arrange a suspension time.

Third Ticket: Three (3) day's suspension of bus privileges with

the ticket signed by parent. The Transportation Director will speak to student and parent then arrange a suspension time.

Fourth Ticket: Five (5) day's suspension of bus privileges with ticket signed by parent. The Transportation Director will speak to the student and parent then arrange a suspension time.

Fifth Ticket: Ten (10) day's suspension of bus privileges with ticket signed by parent. The Transportation Director will speak to the student and the parent then arrange a suspension time.

Sixth Ticket: Indefinite suspension of bus privileges. The bus driver will contact the parents and the principal. A hearing will then be set up before the Superintendent.

Severe Clause: Used when the rule broken is severe. The order of consequence may be skipped and suspension immediate according to severity of offense as determined by administration.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be on a random basis. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

REPORT CARDS

Students in kindergarten through fourth grade receive 4 report cards, one each marking period. Teachers will send home progress reports throughout each marking period. This will help us all work closely together to provide the best education for your student.

PARENTS AS TEACHERS

Parent involvement is essential to the educational growth of a child. Parents will make a difference in their child's educational experience if they: encourage study time at home; provide books for leisure reading; monitor screen usage; limit after school activities; discuss school events; plan time to assist their child with homework and keep an open line

of communication with their child and their teacher(s).

Parents wishing to confer with teachers should arrange these meetings at a time that would not interrupt a classroom activity. Parents are encouraged to make frequent contacts with teachers so questions can be answered before they become a problem.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

HOMEWORK

An important part of a child's school program is their homework and/or make-up work. It is through homework that study habits of self-reliance and self-responsibility should begin. Homework will be sent home when the teacher feels it's necessary. When a student is absent a parent may request homework by calling the office before 11:00 a.m. Please be aware that teachers are busy teaching in the classroom and ~~that~~ same day homework, or homework requested for a trip, may not be available until the following school day or upon the students return to school.

PARENT/TEACHER CONFERENCES

Individual conferences between parents and teachers are conducted each year in the fall and again in the spring. Please try to make every effort to attend these conferences as it is important to discuss how your child is doing. Teachers will communicate with parents on their procedure to schedule a conference time.

FIELD TRIPS

Field trips may be taken from time to time throughout the year. All trips will be based on education. Bus requests for field trips are based on student/teacher count. If there is room on the bus for chaperones, chaperones will be able to ride on the bus with the students. If room on the bus does not allow for extra passengers, chaperones will have to provide their own transportation. Adults chaperoning trips should be able to concentrate and ensure proper behavior and safety of an assigned group. We request that you make this a special time for you and your child if you choose to chaperone and make other arrangements for younger siblings if possible. All chaperones must successfully complete a background check and follow all school rules. (The background check paperwork is available in the office.) The number of chaperones needed for a given trip will vary, and it will be at

the instructor's discretion to determine the number of chaperones necessary for each trip.

RECESS

Outdoor recess is an important part of our elementary program. Students are expected to go outside, so please be sure your child dresses appropriately according to weather conditions. Warm clothing such as mittens/gloves, hats, boots, a warm coat that zips or buttons, and snow pants are suggested for all students during the winter months. Students will be sent outside for recess unless it is raining hard, the wind chill is at or below zero degrees Fahrenheit, or the temperature is at or below 10 degrees Fahrenheit. Exceptions will be considered only if a written notice is received from parents explaining extenuating circumstances as to why their child is in school, but should not go outside for recess. Few exceptions will be made allowing children to stay inside.

PARTIES

Classroom parties are held at various times throughout the school year. The classroom teacher is responsible for the organization of these events and may utilize parents and other helpers with the planning and preparation. Volunteers must have a background check to assist in any capacity. In order to maintain the educational environment and limit distractions, parties will be approximately an hour long.

VISITORS

Parents are always welcome at the school. In order to properly monitor the safety of students and staff, **each visitor must report to the main office upon entering the school to obtain a pass.** If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school.

Visitors are welcome to the school. However, to limit disruption to the learning process, visitors will not be allowed to visit during the school day unless prior arrangements have been made with the classroom teacher.

PETS

Ashley Schools has a no pets on campus policy. This policy includes bringing pets to sporting events, school activities and the classrooms for show and tell unless prearranged with a teacher or administrator. Service animals are permitted and would need to adhere to board policy 3108.

RURAL BIBLE

Rural Bible is a mission organization working with elementary students. It is a nonsectarian organization and Michigan School Law provides that pupils may be released during school hours (with parental permission) to attend. Rural Bible meets at the Methodist Church once a month for an hour. Permission slips are sent home with students at the beginning of each school year.

AVOID STRESS

The office is extremely busy between 2:15-3:00 p.m. Therefore, **all changes in dismissal will need to be reported to the office before 1:00pm.** This will allow the office sufficient time to contact the classroom and/or child to relay the information. Communication made after 1:00pm may not be honored.

LOST AND FOUND

Parents are urged to mark their children's clothing-hats, mittens, jackets, gym shoes and backpacks. The lost and found area is in the entryway of the building or in the office area. We suggest that you urge your child not to bring expensive items to school.

HOT LUNCH PROGRAM

The school lunch is a vital part of the school program. Ashley Community Schools will be participating in a program called the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Program. This means that **ALL** students enrolled at our school are eligible to receive a healthy breakfast and lunch at school for **NO CHARGE**. Each family will be asked to sign and fill out the Household Information Survey that will be sent home the first week of school. This survey is completely confidential, but does allow our school to benefit from various State and Federal Programs such as, Title I A, At Risk (31a), Title II A, etc.

A breakfast and lunch menu will be sent home with your child at the beginning of each month.

CLOSED CAMPUS

In helping to insure the safety of each student, children are forbidden from going off school grounds (during the regular school day) unless permission has been granted by the principal. We urge parents to cooperate in this area by not requesting that their children leave school grounds.

WEAPON FREE SCHOOL ZONE

The Ashley Board of Education has passed a Weapon Free School Zone Policy. Weapons of any type, including, but not limited to, firearms; daggers; dirks; stilettos; knives; pocket knives with mechanical openers; iron bars; brass knuckles; and any look-alikes are expressly prohibited in school. Students in possession are subject to immediate disciplinary action and/ or expulsion from school. The Ashley Board of Education will reserve to itself the authority to expel students. Students are also subject to state and federal laws regarding weapons.

WEAPON FREE POLICY

In order to protect the health, safety and welfare of students, employees, and visitors, and in keeping with the state and federal law, the Ashley Board of Education has declared the property buildings, facilities, vehicles, grounds, and other school property to be a weapon-free school zone. Therefore, ***Ashley Community Schools will follow the Michigan state law considering restorative practices for conduct violations.***

Weapons: Weapons of any type, including, but not limited to, firearms; daggers; dirks; stilettos; knives; pocket knives with mechanical openers; iron bars; brass knuckles; and any look-alikes are expressly prohibited in school. Students in possession are subject to immediate disciplinary action and/ or expulsion from school. The Ashley Board of Education will reserve to itself the authority to expel students. Students are also subject to state and federal laws regarding weapons.

Appendix

TITLE VI, IX, 504 GRIEVANCE FORM #2260 F2

Building _____ Date _____ Time _____

Step 1 - Statement of Grievance _____

Signed - Grievant

Reported to: _____ Principal or Supervisor

Disposition _____

Signed _____ Date _____

Grievance Satisfactorily Settled: Yes _____ No _____

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed _____ Date _____

Form 2260 F2
Continued

Step 2 - Disposition _____

Grievance Satisfactorily Settled: Yes _____ No _____
If not, referred to the Board of Education

Signed _____ Date _____

Step 3 - Disposition _____

Grievance Satisfactorily Settled: Yes _____ No _____

Step 4 - Appealed to: _____

Signed

Date

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR
TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA
Form # 2260 F8

Nondiscrimination

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

If any person believes that the Ashley School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the District Coordinator's office.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS
Form #8830 F9

~~Ms. Deana Hardman~~ Mrs. Barbara Schedstag is the Custodian of Records and is responsible for the supervision of student records at the school. Her office is located near the center of the school, just inside the circle drive by the flag pole door or she can be reached by calling 989-847-2514 Extension 1003.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. obtain a copy of the District's policy and administrative guidelines on student records (#8330).

The District has established the following information about each student as "directory information":

(REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; [] honor rolls; [] scholarships; [] telephone numbers only for inclusion in school or PTO directories.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days (**refer to policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Form # 8453.01 F5

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Traci Gavenda at 989-847-4000 Extension 1002.

REQUEST FORM TO KEEP YOUR CONTACT INFORMATION PRIVATE

The law requires that schools give parents and students the opportunity to request that information, including name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, not be disclosed to anyone outside of the school.

If you don't want your information released to military recruiters and/or request that your information be kept private in other places, as well (such as a yearbook or other school publication), please fill out the form below.

Once a parent or student makes this request, directory information cannot be disclosed without the affirmative consent of the parent (or the student, if the student is over 18 years of age). If you do not opt out, a school may provide only the student's name, address and listed phone number to military recruiters, upon request. Unlisted phone numbers may not be disclosed.

These requests are separated in the form below so that it is clear what information you wish to be released and to whom it may be released. Once you have signed and returned the form, the information may not be released without a parent or guardian's prior written consent.

It is **not** required by law, but it is recommended that a parent or guardian and the student both sign this form. It is also recommended that you keep a copy for your records.

Date: _____

Dear administrator of **Ashley Community Schools**:

I hereby request that the name, address, and telephone listing of the following student:

(Print name of student)

(Check all that apply)

_____ not be released to military recruiters without prior written parental consent.

_____ not be released to anyone in any school publication without prior consent.

(Print name of parent or legal guardian)

(Signature of parent or guardian)

(Signature of Student)

POLICY STATEMENTS REGARDING ACCEPTABLE USE OF COMPUTER AND ON-LINE SERVICES

Preamble

The District provides access to technology resources including access to the Internet. These resources allow interaction internally within the district and externally to systems located all over the world. These resources are limited to educational purposes. This purpose is to provide access to electronic resources to promote and enhance student, staff, and board member learning consistent with district educational goals and objectives. This acceptable use policy ensures that the use of the network by students, staff, and board members is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical, and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action, and/or legal action.

District Resources

Educational technology resources consist of any two-way interactive communication devices and voice/ video, data, such as, but not limited to, telephones, computer hardware, computer software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, scanners, digital cameras, LCD projectors, and other technology devices.

Internet Safety Measures

The Superintendent shall be responsible for directing appropriate District technology staff, or technology consultant staff, to bring all computers used by children and adults into full compliance with all federal requirements regarding Internet filtering software to assure that District discounts for Internet access and internal connections under the federal E-rate program are not jeopardized.

Student Internet activities will be monitored by the District as much as possible to ensure that students are not accessing inappropriate sites. Each District computer with Internet access shall have a filtering device or software that is designed to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

Acceptable Uses/Net Etiquette *(This list is not intended to be all-inclusive):*

Classroom activities as assigned and sanctioned by the school/teacher.

Research activities for classroom assignments.

Peer review of assigned work.

The exchange of school project-related ideas, opinions, and questions via email, message boards, and other means.

1. Accessing information via the Internet for limited educational purposes such as: local, state, national and worldwide information and news; correspondence with scientists and scholars; collaboration with peers on projects and problem-solving strategies.
2. Accessing, via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resource and Information Center (ERIC), Smithsonian Museums, university library catalogs, and other like sources in the pursuit of legitimate curricular goals.
3. Proper e-mail and Internet etiquette is acceptable and expected, and should include:

r security problems to the system administrator.

Unacceptable Uses *(This list is not intended to be all-inclusive):*

1. Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to, material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene, or protected by trade secrets or representing the work of others as your own.
2. Accessing non-educational multi-user (chat rooms) talk sessions or a “recreational” game.
3. Engaging in any unauthorized commercial activity, product advertisement, or political lobbying.
4. Use of the school’s equipment by for-profit business or non-school sponsored community activities is generally not acceptable. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
5. Use of technology to distort the truth, to lie, or to misrepresent someone else.
6. Use of any technology intentionally to harm or harass anyone.
7. Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This

includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.

Waiver of Warranty/Disclaimer

The school district makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen network problems or a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

Safety Warning

Staff: As a school, we want to celebrate our students and their work. Therefore, there is a possibility that you may want to publish a student's picture on an individual classroom or sports-related website. The names of students may appear in articles on said websites; however, **DO NOT** use names in captions of pictures.

Parents: If you would prefer that your child(s) name **and** picture **ARE NOT** used on an individual classroom or sports-related website, please contact your child's Principal's Office **in writing** with your request.

Students & Staff: As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, email, and two-way communications, the following guidelines should be strictly adhered to:

- Never give your login id and password to anyone for any reason.
- Never leave a computer that you have been using unattended without logging off.
- Never use, or accept, abusive language, threats, or harassment.
- Never get involved with discussions on violence, hate issues, race, or ethnic issues.
- Never violate ethical issues.
- Never send or receive copyrighted software or software that you have not created.

Students:

- Never ask for or give information about (you, friends, teachers, locations).
- Students shall not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
- Students shall not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
- Tell your parents, teacher, or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening, or uncomfortable.
- Never agree to get together or meet with anyone you meet online without permission of an adult.
- Never send photographs or anything else without permission of an adult.

Consequences for Violation of Policy/Rules

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (Possible Consequences may be, but are not limited to, the following):

1. Restitution
2. Restriction or loss of use of technology resources
3. Legal action
4. Law enforcement notification and fees