

MADISON EARLY CHILDHOOD CENTER STUDENT/PARENT HANDBOOK



Manistee Area
PUBLIC SCHOOLS
Chips Lead!

OFFICIAL PARENT/STUDENT HANDBOOK - 2018-2019

Madison Early Childhood Center

Julia Raddtz, Principal

Kenn Kott, Assistant Principal

Connie Miller, Secretary

1309 Madison Road

Manistee, MI 49660

Main:(231) 723-5212 | Fax:(231) 723-1607

ChipsLead.org

**JAMES MADISON ELEMENTARY SCHOOL
1309 MADISON ROAD
MANISTEE MI 49660
Phone 231-723-5212 ~ Fax 231-723-1607**

The mission of Madison Elementary School is to develop confident, productive citizens through challenging curriculum, parental involvement and community support.

Common School Core Beliefs

James Madison Elementary, Thomas Jefferson Elementary, & John F. Kennedy Elementary

- 1. I believe that every attempt should be made to maintain the dignity of both the adult and the student.**
- 2. I believe that students should be guided and expected to solve the problems they create without making problems for anyone else.**
- 3. I believe that students be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.**

Welcome to James Madison Elementary!

We look forward to working with you and your child to provide the best education possible. Our staff is dedicated to providing a safe and caring learning environment. By working together your child will have a happy and successful school year.

The information in this handbook will help you understand the rules and procedures that are established for all of our students. We are always looking for information that you feel is important to add to this handbook. Your opinion is welcome and appreciated.

If you have any questions and/or concerns with any part of this handbook, please call or visit the school.

Sincerely,

Julia Raddatz, Principal

**James Madison Elementary School Staff
2016 – 2017**

**Julia Raddatz
Connie Miller**

**Principal
Secretary**

**Elizabeth Adams
Scott Mathison
Jane Kedrowski
Allison Veine
Kathy Olsen**

**Kindergarten
Kindergarten
Kindergarten
Junior Kindergarten
Special Ed/Art**

**Mary Chick
Connie Rybicki
Jan Wills**

**ParaPro
Computer ParaPro
Library ParaPro**

**Sandy Ludwig
Amber Hiipakka**

**MAPS Preschool
MAPS Preschool**

**Bill Edmondson
Kathy Olsen
Amanda Feyen**

**Physical Education
Art/Special Ed
Music**

**Ed Hummel
Missy Thomas**

**Head Custodian
Food Service**

**Kylie Bathrick
Manda Howes
Kelly Bousson
Becky Kidd**

**Speech
Speech
Occupational Therapy
Physical Therapy**

SCHOOL HOURS FOR STUDENTS

Our school day is from 8:05 AM to 3:20 PM. Students should not arrive at school before 7:30 AM. Students are allowed to bring possessions into school and then proceed to the playground or gym. Students arriving early will be supervised by an aide.

ATTENDANCE

When a student is too ill to attend school, phone the office at 723-5212 between 7:30-8:30 AM that day. All calls must be made by a parent/guardian (students are not allowed to excuse themselves). Students are granted an excused absence for illness. A student is considered TARDY between 8:05 to 8:45 AM. After 8:45 AM a student is considered absent for the morning. If the office has not received a call by 9:30 AM we will attempt to contact the child's parent to verify the absence or tardy, otherwise that absence will be considered unexcused. After two or more consecutive days of absence, please call the office to arrange school work for your student to do at home.

Parents of students who will be absent for an extended period of time (i.e. family trip) will be required to notify the school at least one week in advance to request the school work which will be missed during that time.

TRUANCY

A student is considered truant if they miss **ten (10)** or more days per semester. **Two tardies** will equal one (1) absence. Madison Elementary will work with parents to avoid a truancy situation by following these warning steps:

6 absences - warning letter

8 absences - request parent conference

At 10 absences the Wexford-Manistee ISD will be notified for truancy. WMISD will be also be notified at an additional 3 and 2 absences respectively. The ISD will pursue truancy issues at each step according to their policies, which include contact with the Michigan State Police and the county prosecutor.

EMERGENCY SCHOOL CLOSINGS

Local TV and radio stations will announce the closing of school as early as 6:00 AM. Please take advantage of these announcements, as it will prevent many unnecessary calls to the school.

LUNCH & BREAKFAST PROGRAM

Weekly	\$11.25
Daily	\$2.25
Reduced	\$.40
Breakfast	\$1.00 (free at Madison)
Reduced Breakfast	\$.30
Milk	\$.50

Applications for free and reduced lunch are available at the school office and online.

If your student receives free or reduced lunch and they choose to bring a lunch from home, they must pay \$.50 for their milk. Students are not allowed to consume pop during school hours. **ALL BREAKFAST AND LUNCHESES MUST BE PAID FOR IN ADVANCE.** If a check is returned to us for insufficient funds, you will be charged a fee of \$10.00 to offset bank charges and administrative costs. **Students will not be allowed to accumulate more than 3 charges at any time. All questions regarding student balances should be directed to Julie Stec at 723-3521.**

MEDICATION

MAPS has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by parent/guardian in order to participate in any activity on/off school grounds. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

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

1. Parents should, with their physicians counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medicine Dispensing Form must be completed and filed with the principal before a student will be allowed to take medication during school hours.
3. All medication must be registered with the school office.
4. All medication must be delivered by the parent/guardian to the school office with the bottle from the pharmacy which describes the dosage. Medication **MAY NOT** be sent to school in a student's lunch box, pocket or envelope
5. Unused medication unclaimed by the parent/guardian will be destroyed when a prescription is no longer to be administered or at the end of a school year
6. Parents have sole responsibility to instruct their child to take the medication at the scheduled time, the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication
7. A log for each prescribed medication will be maintained which will note the personnel giving the medication, the date and time. This log will be maintained with the physicians written instructions and the parent's written permission release

Parents may authorize the school to administer a non-prescribed medication by signing the Medicine Dispensing Form at the office. A physician does not have to authorize such medication but all conditions described under prescribed medications will apply to non-prescribed medications.

Standards Based Report Cards:

The school has a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. Students at Madison Elementary are assessed with a variety of formative, summative, and teacher designed assessments. Individual performance on these assessments will be given a number of 1 - 4. See key below. This number indicates the level of mastery or understanding of the

Grades K-3 Standards Based Report Cards

Key to Reading the Report Card:

- 1=Mastery of Content Expectation
- 2=Developing Skills at a Rate to Master by Year's End
- 3=Developing Skills at a Slower than Expected Rate
- 4=Beginning Skill Level
- X=Not Assessed at this time

GRADING PERIODS

Students will receive a report card at the end of each trimester indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parent/guardian so actions can be taken to improve poor grades.

1ST Marking Period

2nd Marking Period

3rd Marking Period

4th Marking Period

PARENT TEACHER CONFERENCES

Conferences are scheduled twice during the school year. A progress report may be sent home prior to this if a child is not doing satisfactory work. If you desire a conference other than the scheduled times, please call the school at 723-5212.

PROMOTION, PLACEMENT & RETENTION

Promotion to the next grade is based on the following criteria

- a. current level of achievement
- b. potential for success at the next grade level
- c. emotional, physical and/or social maturity

HOMEWORK ASSIGNMENTS

The assignment of reading to your child is expected. Please read with your child 20 minutes per night. As they learn and grow they will be able to read to you. This homework will only to enhance student learning.

WORK WITH SUSPENSION

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the classroom teacher.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. For more information contact the building principal.

DRESS & GROOMING

The style and manner in which a student dresses while attending school shall be the primary responsibility of the parents. Dress should be safe, practical, non-offensive, and not distract the learning of others. Students should be clean and neat. Students are not permitted to wear half shirts, tank tops, halter tops/dresses and T-shirts with inappropriate pictures or words printed on them. Heelies (shoes w/wheels) are also not permitted. Shoes with heels and flip flops are dangerous, please Inappropriate dress and grooming will be dealt with on an individual basis and

may include removal from school.

BIRTHDAYS

Birthdays are special days for children. Parents are invited to have lunch with their child on his/her birthday. If your child has a summer or weekend birthday, choose any day as birthday lunch day. Just call the school between 8:00 and 8:30 a.m. on the day you are coming so we can order your hot lunch, which will cost you \$3.15. Flowers or balloons sent to a child in school are given to the birthday boy/girl just before dismissal time.

LOST & FOUND

All personal belongings should be marked with the student's first and last names. Items that are found without a name are placed in the "Lost and Found" near the office.

SCHOOL & BUS CONDUCT

We expect our students to conduct themselves in an orderly manner at school and on the bus. The following school wide rules are our plan to maintain a safe and orderly environment.

1. Attend classes daily.
2. Be on time.
3. Be respectful and courteous at all times.
4. Physical contact, profanity, and name calling is prohibited.

Our Madison School STARS Pledge ~

All Madison Students are:

Safe

Truthful

Always Respectful

Responsible

Successful Students

- 1st Step - Teacher contacts parent and the student will inform the parent of the area of concern. (Two-Minute Phone Call)
- 2nd Step – Teacher, Parent and Child conference to resolve areas of concern.
- 3rd Step – Teacher, Parent, Child, and Principal conference to resolve areas of concern. This may also include a behavior or academic plan to assist the child to be successful in school.

TRANSPORTATION

1. Students are not released to anyone other than the parent/caregiver without a request by phone or in writing. All regular bus riders must ride the bus. If there are changes in the busing transportation of your child, please send notes to the bus driver and teacher/office.
2. You may choose up to two different drop-off addresses.
3. Parents who drive their children to school should drop them off by the sidewalk on the oval in front of the school on the north side of the building. **Please do not park in bus loading zones (oval driveway).**
4. Parents picking up children after school should park in our regular parking lot on the west end of the building. **Please do not park in bus loading zones (oval driveway).**

Riding a bus is a privilege, not a right. The driver is responsible for student safety and may assign seating, or direct you in any reasonable manner to maintain that safety. Students riding to and from school, or on any school sponsored activities are required to follow basic safety and consideration rules:

- ~Be on time at the designated zone five minutes prior to the scheduled time for pick up.
- ~Let younger children enter the bus first. Assist them if you can.
- ~Wait until the bus is completely stopped before moving forward to enter.
- ~Refrain from crossing a highway until the bus driver signals it is safe.
- ~Go immediately to a seat and be seated.
- ~Remain seated while the bus is in motion.
- ~Keep your head, arms and legs inside the bus at all times.
- ~Do not leave litter on the bus, or throw anything out the bus window.
- ~Keep books, coats, and all other articles out of the aisle.
- ~Be courteous to the driver and all other passengers.
- ~Do not eat or drink on the bus.
- ~Do not tamper with the bus or any of its equipment.
- ~Remain seated until the bus has stopped.

Students who violate bus regulations will have transportation privileges suspended temporarily or permanently depending on the severity of the offense.

Bus conduct – First Offense – Warning

Second Offense – 2 days suspended from bus

Third Offense – 5 days suspended from bus

Fourth Offense (or more) – 10 days suspended from bus

All other reports: Double the amount of days previously suspended.

**The Principal reserves the right to suspend for longer or shorter times depending on the severity of the offense.

20-20 READING PROGRAM

Madison Elementary is offering an “at home” supplemental reading program called “**20-20**”. We ask each student to read at home for **20** minutes a day, **20** different days each month throughout the school year. Everyday, your son/daughter will read to a parent, sister/brother, grandma/grandpa, etc. for **20** minutes, or if you would prefer, someone may read to your child for **20** minutes. How you want to do it is up to you, as long as your child is exposed to **20** minutes of literature a night, for **20** days a month throughout the school year. What you read is up to your child and you. You may choose from children’s books, poetry, magazines, newspapers, etc. The topics of reading do not matter, just as long as he/she is reading or being read to aloud for **20** minutes a day.

At the beginning of each month, your child will receive a blank calendar to record each day your child reads for **20** minutes aloud. In each date you read for 20 minutes, you are asked to write the following:

1. Book Title
2. Parent/guardian signature/initials

“Why we are doing this?” Well, the answer is simple, “For your child.” Here are several additional reasons:

- ◆ Reading skills are the most important skill that affects success in school.

- ◆ Gains in reading skills also increase writing skills.
- ◆ You spend additional quality time with your child.
- ◆ Reading increases vocabulary.
- ◆ Reading increases student's interest in reading.
- ◆ The number one reason children learn to read is because they see their parents reading.

This program will be a lot of work for parents and students, but the academic rewards are priceless. If you need additional reading materials, please take advantage of our fabulous Madison Elementary Library or the Manistee County Library.

FIELD TRIPS

All students must have parental permission to go on a field trip. Forms will be provided by the school and must be returned when due in order for the student to go on the trip. Chaperones are permitted on field trips, but must be pre-approved to accompany the students and school personnel. Chaperones are not permitted to take siblings along on field trips. All students must ride the bus to and from the field trip. It is a privilege and not a right for students to go on a field trip. The school has the right to deny any student the opportunity to go on a trip due to any or all of the following reasons:

1. Persistent noncompliance at school
2. Refusal to cooperate/participate appropriately

FUNDRAISING

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff and members of the community in accordance with the following guidelines.

1. students may not participate in fund raising activities off school property without proper supervision by approved staff, family or other adults
2. students may not engage in house to house canvassing for any fund raising activity
3. students may not participate in a fund raising activity conducted by a parent group, booster club or community organization on school property without the approval of the principal

RECESS

All students go outdoors for recess. They should wear appropriate clothing to school with this in mind. If a child is too ill to go outdoors, he/she may be too ill to be in school. If a medical condition exists which prevents your child from participating in outdoor recess a doctor's slip may be requested. We encourage all students to enjoy themselves, participate in appropriate play activities, and not causing others harm or discomfort.

VISITORS

General visitors: For the protection of students, school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

ALL VISITORS MUST REGISTER AT THE SCHOOL OFFICE. For safety purposes, visitors will be asked to wear a visitor I.D.

School-age visitors: Students may only bring guests with the approval of the teacher and principal.

Classroom Visitation: Parents are always welcome to visit.

If a parent wishes to visit a class in session, approval of the principal and classroom teacher must be obtained prior to visiting in order to limit classroom disruption. Scheduled visitors shall be required to sign in at the office and wear visitor I.D.

Visitors shall be instructed that any information gained by their visit regarding the behavior or performance of other students is strictly confidential and not to be discussed outside of the classroom. Any visitor who disrupts or behaves in a manner that could be detrimental to the students or staff will be asked to leave.

STUDENTS LEAVING BUILDING DURING SCHOOL HOURS

All students who need to be excused from school early for any reason must be signed out at the office by a parent/guardian.

PROBLEM PROCEDURE

If your child is experiencing a problem in school, parents should first contact the child's teacher by note or phone. In the event that the problem is not resolved to your satisfaction, please contact the principal, Ms. Julia Raddatz at 723-5212

ENROLLMENT

New students under the age of eighteen (18) must be enrolled by their parent/guardian. When enrolling parent/guardian must provide the school office copies of

1. a birth certificate, social security number & proof of hearing & vision screening
2. court papers allocating parental rights and responsibilities or custody
3. proof of immunizations
4. completed emergency medical authorization form

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.

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

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

HEARING AND VISION SCREENING

The local health department is required by law to provide hearing and vision screening to pre-school and school-age children. Technicians are in the schools providing this service at certain grade levels throughout your child's school experience. If you do not wish to have your children screened for vision and hearing, please notify the school.

INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

NON-RELATED ITEMS

The following items are not allowed at school: cell phones, IPODS, radios, sports balls, electronic games, toys or materials, (ie. trading cards, pokemon cards, etc.) that may cause a classroom or playground disturbance. If these items are at school, they may be removed from the student's possession and returned to parents. The school will not be responsible should these items become lost or stolen.

INTERNET

The intent of internet, network and email access for the student is to

1. assist in the collaboration and exchange of information
2. facilitate personal growth in the use of technology
3. enhance information gathering and communication skills
4. provide resources which enhance the student's entire educational experience

The use of the internet/network/email is a privilege which may be revoked at any time by MAPS for any reason.

Unacceptable use of the internet/network/email

1. an infringement on copyright
2. viewed as inappropriate materials or activities
 - a. pornographic, indecent or offensive in nature
 - b. abusive or threatening, written or verbal, graphic or physical
 - c. racial, gender or ethnically offensive
 - d. prohibited by law

Defining any action or material inappropriate will be the sole discretion of MAPS

3. political lobbying
4. for profit effort
5. activity that may be viewed as detrimental to the stability and security of the MAPS network
 - a. introduction of a virus to the MAPS network, either intentionally or through irresponsible handling of data and network resources
 - b. malicious destruction of hardware, software or data on the MAPS network
 - c. attempting to learn or use another's account or password

MAPS network resources are intended for exclusive use by their registered users. The student is responsible for the use of his/her access privilege. Any problems that arise from the use of the student's access is the responsibility of the student. Use of access by someone other than the registered student is forbidden and may be grounds for loss of access privileges and/or other disciplinary action by MAPS.

MAPS does not warrant that the functions of the system will meet any specific requirements the user may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information, time or offensive material) sustained or incurred in connection with the use, operation or inability to use the system. MAPS reserves the right to and may on a regular basis monitor information gathering and activity by the student.

Any activity which may be considered contrary to the school code, MAPS policies or student

handbook may also be cause for revocation of access privileges at the discretion of MAPS. Students can only keep files that are school related on a district server or computer. MAPS reserves the right to eliminate any and all information that a student saves to the network or a MAPS computer.

As a student user you are solely responsible for any and all activity associated with internet/network access.

Students must have written permission from the district technology director to connect any personal device (including laptops) to the MAPS network.

Students must have written permission from the district technology director to download or install any executable files.

Students must comply with all rules and regulations as defined by Manistee ISD Acceptable Use Email policy.

Students are responsible for any and all damage or security compromise that may occur when using a floppy disk, CD, DVD or any other storage device on school hardware whether the damage is intentional or unintentional. Harmful material that may be on these devices include but is not limited to – viruses, spyware and password crackers.

In consideration for the privileges of using MAPS network resources, and in consideration for having access to the information contained on the internet, I hereby release MAPS and their operators and administration from any and all claims of any nature rising from my use or inability to use the MAPS network resources.

If any of the above terms and conditions are violated intentionally or unintentionally, MAPS withholds the right to remove the student's computer privileges, charge the student for damages incurred by MAPS because of the student's actions and/or take additional disciplinary action. Loss of internet/network/email use will follow the first infraction. Loss of all computer use and possible loss of credit for technology related classes is up to the sole discretion of MAPS if a student violates the terms of this agreement.

Parent/guardian signature (on back of emergency medical form) is required of all students requesting use of MAPS internet/network/email resources. By signing you are in agreement to abide by all regulations of system usage.

DRUG FREE SCHOOLS

In accordance with federal law, the board of education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, cigarettes or tobacco substances, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, and school policy up to and including expulsion from school. The district will also notify law enforcement officials.

SMOKE FREE SCHOOLS

Staff and students have the right to work in or to attend school in an environment free of second hand smoke. The district has the responsibility to enforce compliance with the law by prohibiting the use of any tobacco product on school property. The Manistee Area Public School District will be in compliance with the legal requirements and acknowledge their health responsibility to provide a healthier environment in which students can learn and staff can work and also limit the possibility of students seeing adult role models smoke.

HARASSMENT

It is a violation of law and of school rules for any student to harass or intimidate another student, or staff member. If a student is the victim of any unwanted sexual actions, or comments or derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the principal. All reports shall be kept confidential and shall be investigated.

BULLYING

Definition-The act of harassing and /or intimidating a less powerful individual(s) through physical, verbal or electronic taunting and ridicule.

At Manistee Area Public Schools, all staff members share the philosophy that learning cannot successfully occur without first establishing and maintaining a safe and secured learning environment. With this spirit in mind, teachers encourage tolerance through classroom instruction and specific lesson development. Staff is continuously educated in the area of school safety and is encouraged to use this knowledge to improve upon our school culture.

Consequences specific to bullying/intolerant behavior

Manistee Area Public Schools uses a progressive discipline policy and addresses issues of sexual/ethnic/religious and disability harassment of verbal/non-verbal and physical natures. Consequences range from suspension to expulsion and require parental involvement through contact and conferencing.

Anti-Harassment Compliance Officers

The MAPS School Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District.

Jason Traviss

Julia Raddatz

Asst. Principal, Manistee High School

Principal, Madison Elementary School

525 Twelfth Street

1309 Madison Road

Manistee, MI 49660

Manistee, MI 49660

231-723-5212

231-723-2547

mkieffer@manistee.org

raddatzj@manistee.org

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

SAFETY - FIRE & TORNADO DRILLS

As required by law, we conduct five fire drills, five tornado drills and an emergency security drill each school year to teach students what to do in the event of a real disaster.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people it is necessary to take specific measures when the health of safety of the group is at risk. The school staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps measles, rubella and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period.

The school follows a no-nit standard for head lice as recommended by the District Health Department. School wide checks will begin at the start of school and continue as need demands. If your child is found to have head lice nits, he/she will be sent home from school. Your child may return to school when they are nit-free. Children need to be brought back to school with a parent for re-examination.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

HARMFUL ITEMS

Items which could be potentially harmful to students: knives, guns, lighters, and anything else that can be used to cause bodily harm should NOT be brought to school. State law mandates a suspension will be incurred if such an item be brought to school by a student.

SEARCH & SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided desks and cubbies in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the district are the district's property and are to be used by students appropriately and solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases used within the district's network. Students should have no expectation that any information contained on the system is confidential or private.

BLOOD BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency 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 necessary precautions to protect both students and staff from its spread in the school environment.

NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of Manistee Area Public Schools that no person shall, on the basis of religion, race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complaints which relate to these federal laws are to be directed to the superintendent of Manistee Area Public Schools, 550 Maple Street, Manistee, MI 49660. Phone number (616) 723-3521.

PESTICIDE APPLICATIONS

Parents and guardians of children attending Madison Elementary School who wish to be informed prior to any application of a pesticide should contact the school office. You will be notified as to the person applying the pesticides, the location and date of application. A pesticide is defined as a: "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant".

NOTIFICATION OF PARENT/STUDENT RIGHTS

If any person believes that the Manistee Area Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to a grievance, to the local Civil Rights Coordinator at the following address:

550 Maple Street

Manistee, MI 49660
231-723-3521

DUE PROCESS

The Manistee Board of Education has set standards for students for the best interest of all as well as an appeal process to assure "Due Process". When there are repeated violations of these rules, appropriate action will be taken by teachers and building administrators. The building administrators may find it necessary to use suspension, parent conferences, or other means of assuring appropriate student behavior. Students may expect that "Due Process" will be followed by administering of disciplinary action. Essential parts of "Due Process" include the following conditions:

- A. Prior notification and explanation of rules and regulations.
- B. Fair treatment of persons under the rules and regulations.
- C. The rights of the person affected to be heard.
- D. The rights of a person accused if he/she chooses, to be accompanied or represented in an appeal process by a parent /guardian.
- E. In preparation for an appeal process the decision for which the appeal is being requested should be presented in writing to the next authority in the appeal process.
- F. Minor discipline - 10-day suspension or less, ISS, etc - the appeal process ends with the superintendent.

APPEAL PROCEDURE

Students and parents have the right to appeal teacher and administrative decisions which they have reason to believe are unjust and not in the best interest of public education. The proper sequence of authorities to be followed in appealing a decision within the Manistee School system is: Teacher 1st, Principal 2nd and Superintendent 3rd, with the Board of Education having the final appeal for discipline involving long term suspension or expulsion. Every effort will be made to insure that students and parents are guaranteed the right of due process.

STUDENT RECORDS

Ms. Julia Raddatz, Principal at Madison Elementary, is the Custodian of Records and is responsible for the supervision of student records at the school.

Each student's records will be kept in a confidential file located at the school office. The information in a student's record 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 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 law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District non-compliance 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":

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; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; awards received; honor rolls; and scholarships.

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 twenty (20) days from the date of this notification that s/he will not permit distribution of any or all such information.