

KENNEDY ELEMENTARY STUDENT/PARENT HANDBOOK



OFFICIAL PARENT/STUDENT HANDBOOK 2022-2023

John F. Kennedy Elementary School

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Office hours are from 7:30 am until 4:00 pm Mon-Thurs, 7:30am until 3:30 pm Friday.

Please access our website for updated event information at ChipsLead.org

Welcome to Kennedy Elementary School!

We, the staff at Kennedy Elementary School, warmly welcome you to our school. We look forward to working with you to provide your child with an exceptional learning experience.

The MAPS Chippewa Leader's Promise

We provide every student with the knowledge and values necessary to become productive and successful citizens of our world. With innovation, dedication, and integrity, we create a learning environment that inspires every student and educator to reach their highest potential.

- T | **TRUSTWORTHY** — Chips are reliable, honest, and dependable
- R | **RESPECTFUL** — Chips are considerate of the beliefs and opinions of others
- A | **ACCEPTING** — Chips welcome diversity without judgment
- C | **COOPERATIVE** — Chips work together towards common goals
- K | **KIND** — Chips are thoughtful, helpful, and appreciative

“TRACK” is the Manistee Area Public Schools global, district-wide, leaders platform that all educators, staff, and students follow throughout their Chippewa Journey. This initiative is connected to course curriculum, extracurricular programs, disciplinary procedures, and internal culture.

We look forward to another good year at Kennedy Elementary!

Please do not hesitate to contact us with questions or clarifications about any part of this handbook

Mission

Chips lead by providing an inclusive, high-quality, diverse educational environment that inspires and fulfills the goals of all learners at every stage of their journey.

Vision

Leading a connected Manistee learning community, which supports the educational journey of each individual student, delivering the Chippewa edge.

Guiding Principles

- #1 We believe all students can learn.
- #2 Working together enables us to attain our desired outcomes.
- #3 We are committed to an atmosphere of mutual respect and trust.
- #4 We focus on goals that drive achievement.
- #5 All decisions we make are based upon impact to effect learning.
- #6 We believe that all students belong to all of us.

Board Members

President	Mr. Jim A. Thompson	Trustee	Mr. Paul Wehrmeister
Vice President	Ms. Theresa Anderson	Trustee	Dr. Paul Antal
Secretary	Ms. Shelley Johnson	Trustee	Ms. Ashley Sensbaugh
Treasurer	Ms. Justine Slawinski		

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023, the language in the most current policy or administrative guideline prevails.

- Adopted by MAPS Board of Education on August 2022

SCHOOL BOARD POLICIES

All Manistee Area Public School Board policies can be found on the Manistee Area Public School Website <https://chipslead.org/board/>

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SCHOOL CALENDAR 2022-23

August	24, 25 - PD 30 First day for students
September	2,5 - No School: Labor Day Weekend
October	14 - ½ day students: PTC 28 - End of marking period 1
November	23 - ½ day students and staff 24, 25 - No school: Thanksgiving break
December	22 - No School: Winter break begins
January	4 - Students return 13 - ½ day students and staff End of semester 1 16 - No school: PD
March	24 - End of marking period 3 27 - No school: Spring break begins
April	4 - Students return;
May	29 - No School: Memorial Day
June	1 - ½ day students and staff Last day of school

SCHOOL HOURS FOR STUDENTS

The building will close at 3:30 p.m. and no supervision for students will be provided.

Tuesday-Friday <i>Breakfast in Classrooms</i>			Late Start Monday Schedule <i>Breakfast in Classrooms</i>			Half-Day Schedule <i>Breakfast in Classrooms</i>		
Arrival & Entry	Start Time	End Time	Arrival & Entry	Start Time	End Time	Arrival & Entry	Start Time	End Time
7:40	7:50	2:50	8:40	8:50	2:50	7:40	7:50	11:15

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 that relate to these federal laws are to be directed to either:

Andy Huber, Principal, MMHS
525 12th St
(231) 723-5471

Julia Raddatz, Principal - Jefferson Elementary
515 Bryant Ave.
(231) 723-9285

PARENT INVOLVEMENT POLICY

Kennedy Elementary recognizes the extensive educational research that supports parent involvement in students' learning. We consider parents/guardians as necessary partners in the development of each child. We celebrate the following student benefits of such involvement:

- better attendance
- less disciplinary actions
- more positive attitudes towards school
- improved grades and test scores
- higher rates of homework completion
- higher graduation rates and increased post-secondary enrollment.

In addition, there are many benefits to a school culture where parent involvement is present. These include:

- positive changes in student achievement
- improve all staff morale (principal, teacher, and para-professionals)
- better ratings of teachers by parents
- improved community perceptions

With this in mind, Kennedy Elementary School implements the parent involvement activities outlined in Manistee Area Public School Board Policy #2261.01, #2261.02, and #2112 as the main focus of our school's policy. School leadership and parent committee groups will develop and implement a parent involvement plan, which may include both school and home activities.

To provide parents with opportunities for participation in our Title I program and services, the school and administration will:

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program (Ex: Annual Title 1 Parent Meeting)
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate (Ex: surveys) Provide information about the Title I program and describe curricula, student assessments, and proficiency levels in a language that parents can understand (Ex: Annual Title 1 Parent Meeting)
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices (Ex: Annual Title 1 Parent Meeting)
- Offer a flexible schedule of meetings (Ex: Action Team for Partnerships, School Improvement Team, etc.)
- Provide support or training to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home (Ex: weekly newsletters, Action Team for Partnerships ATP), etc.)
- Provide support or training to build the staff's capacity to effectively involve parents.
- Create collaborative school-parent-student agreements (compacts) which outline the responsibilities of the school, the parent, and the student for a true partnership for improved student academic achievement (Ex: School-Parent-Student Compact)
- When necessary, accommodate parents with disabilities, parents who are limited English proficient and parents of migratory children so that they can become more involved.

PARENTS' RIGHT TO KNOW

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
- B. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
- C. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- D. the qualifications of any paraprofessionals providing services to their child(ren)
In addition, the parents **shall** be provided:
- E. information on the level of achievement of their child(ren) on the required State academic assessments;
- F. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

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:

Juia Raddatz, Principal- Jefferson Elementary
515 Bryant Street
Manistee, MI 49660
231-723-3521

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown, tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any 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 deliver written notice about such needs along with proper documentation by a physician, to the school.

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 to go to the office. An appropriate adult in 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.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent or designee. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregivers. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in education.

SECTION 1 GENERAL INFORMATION

ENROLLMENT

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

- ▶ a birth certificate
- ▶ court papers allocating parental rights and responsibilities or custody (if applicable)
- ▶ proof of immunizations
- ▶ 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.

SCHEDULING AND ASSIGNMENT

MAPS principals and educators work together in building diverse classroom rosters that will benefit every student. Any questions or concerns about the assignment should be discussed with the principal.

SIGN IN/SIGN OUT

Students must be signed in or out in the School Office. Only the parent, guardian, authorized school official, or designated persons will be allowed to sign out a student.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Kennedy Elementary, the parent must notify the principal. A transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

*School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

CHANGE OF ADDRESS

Please contact the office if you have a change of address and/or phone number

VOLUNTEERS

First and foremost, Manistee Area Public Schools appreciates your willingness to serve as a volunteer in our district. Volunteers are a substantial and vital part of our school program. In an effort to maintain a safe school environment, MAPS is now requiring that all school volunteers (mentors, classroom helpers, chaperones, etc.) go through an annual background check. We will be utilizing the state "ICHAT" (Internet Criminal History Access Tool) system. All volunteers will need to submit their **full names and birth date** to the office. There is no greater responsibility the school has than to ensure the safety of the children under our care, and the ICHAT background check will help us to improve safety. All records are kept confidential and will not be received or disseminated to anyone not directly involved in the screening process. If you have any questions about this, please contact the school office. Thank you for your cooperation.

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

EMERGENCY MEDICAL AUTHORIZATION

MAPS has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by a parent/guardian in order to participate in any activity 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 physician's 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 person giving the medication, the date, and the time. This log will be maintained with the physician's written instructions and the parent's written permission to 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.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered-dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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 as specified in the school's administrative guidelines.

HEAD LICE

The School follows the recommendations of the District #10 Health Department. Lice checks will begin at the first sign of potential issues or reported potential contact with lice/nits. If a child is found to have head lice and/or nits, parents will be notified immediately and may need to go home to start lice/nit removal. Students 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 the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to 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.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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.

INDIVIDUALS WITH DISABILITIES

The Americans 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 either:

Julia Raddatz, Principal - Jefferson Elementary
515 Bryant Ave.
(231) 723-9285

STUDENT RECORDS

Ms. Joanie Wiersma, Principal at Kennedy Elementary School, is the custodian of records and is responsible for the supervision of student records. All student records will be kept in a confidential file located in the school office. The information in a student's file will be available for review only by the parents/legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal Law and District Regulations.

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

Each year the District will provide a 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.

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 that 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 that 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's 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 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).

STUDENTS FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

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 fundraising 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 fundraising activity
3. students may not participate in a fundraising activity conducted by a parent group, booster club or community organization on school property without the approval of the principal

BIRTHDAYS

Birthdays are special days for children. Parents are welcome to have lunch with their child on his/her birthday. If your child has a summer or weekend birthday, you may want to choose any day as a "Birthday Lunch Day."

Flowers or balloons sent to a child in school are given to them just before dismissal time. **Please communicate with your child's teacher 2 days BEFORE arranging classroom treats; there are students with severe food allergies and/or dietary restrictions that limit outside foods. Also, refrain from sending flowers or balloons to school as these items often get damaged when being handled in common school settings (bus line, lockers, etc.)**

STUDENT VALUABLES

Students are encouraged not to bring items of value to the school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTION 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. A parent or adult student has the right to:

- ▶ Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form that 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.
- ▶ Request amendments if the parents or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form that may be used to identify which information in the record they believe is inaccurate or misleading and to specify why it is inaccurate or misleading.
- ▶ Consent of disclosures, or 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.
- ▶ 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 notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- ▶ File a complaint with the U.S. Department of Education, 600 Independence Ave, Washington, D.C. 20202.
- ▶ Obtain a copy of the District's policy and administrative guidelines on student records.

The District has established the following information about each student as "directory information". Each year the District will provide a public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates student "directory information" as a student's

name, address, telephone number, photograph, major field of study, participation in officially recognized activities and sports, height and weight, 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 he/she will not permit distribution of any or all such information.

PARENT-TEACHER CONFERENCES

Conferences are scheduled one to two times 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 723-3271.

LUNCH & BREAKFAST PROGRAM

Breakfast in the Classroom Free to all students at Manistee elementary buildings

Lunch Paid Student Price **\$2.40**

Lunch Reduced Student Price \$.40

Milk \$.50

Weekly Lunch \$ 12.00 (5 days)

Adult Paid Lunch \$3.50

Applications for free and reduced lunch are available in the school office or online at www.chipslead.org. Please note that if your student qualifies for free or reduced lunch they also qualify for free or reduced breakfast. If a Free, Reduced or Full Paid student brings a sack lunch from home, they must pay \$.50 for milk. ~~ALL BREAKFAST AND LUNCHES MUST BE PAID FOR IN ADVANCE.~~ We recommend students pay for breakfast and lunches in advance. Students will not be allowed to accumulate more than 3 charges at any time. ~~or the student will be given the Alternate Food Meal – American Cheese Sandwich and White Milk.~~ Non-sufficient fund checks will be subject to a \$20.00 NSF Fee to cover bank charges and administrative costs. Any questions regarding this policy or student balances should be directed to Keri Carlson, 398-3695.

Students are not allowed to consume pop during school hours.

SAFETY - FIRE & TORNADO DRILLS

As required by law, we conduct the mandated number of emergency drills each school year to teach students what to do in the event of a real disaster.

EMERGENCY SCHOOL CLOSINGS

There are times when the weather or unforeseen circumstances prohibit the opening of school at the regular time or require that school be closed early. In the event of a closing or delayed opening, households will be contacted through an automated phone/email system. Please make sure all your contact information is current; if you wish to not be part of this automated system please contact the office. The information will be carried on: **Radio 101.5 FM & 1340 AM and Television channels 7/4 and 9/10, and www.chipslead.org.**

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

PESTICIDE APPLICATIONS

Please be advised that the Manistee Area Public Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or reducing an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, Kennedy Elementary will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel

formulation, that is made to their school or daycare buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school or daycare will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance of the school. Please see below for posting locations. The second method will be by posting information on the district website (<https://chipslead.org>) under "District Announcements".

- Jefferson Elementary School 515 Bryant Ave. (Main entrance off the parking lot, South-East corner of the building)
- Kennedy Elementary School 1309 Madison Rd. (Main entrance off Sixth St., next to the flagpole)

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first-class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first-class mail, please contact Nancy Day at the Central Office by calling 231-398-3722 or email nday@manistee.org.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Jeff Bowerman at 231-655-3037 or by email at jbowerman@manistee.org

VISITORS

Parents, visitors, and volunteers are always welcome at Kennedy Elementary School. Visitors must enter through the main doors of the school, as all other doors are locked for student safety. Please remember to check-in at the office.. Visitor badges are available in the office.

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 or enter the building during locked-door hours.

ALL VISITORS MUST REGISTER AT THE SCHOOL OFFICE WITH THE APPROVAL OF THE PRINCIPAL. For safety purposes, visitors will be asked to wear a visitor I.D. All visitor entries must be approved by the Principal or his/her designee.

School-age visitors: Students may not bring school-aged visitors on campus without a conference with the Principal at least 24 hours in advance.

Classroom Visitation: Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period or before/after school can be made by emailing the teacher or calling the school.

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. Whenever possible, the teacher will be given 24 hours' advance notice of such visitation. Scheduled visitors shall be required to sign in with the principal and wear visitor I.D.

To help ensure a continuous school day for all students:

- Visits shall not exceed one (1) class period in secondary grades or one (1) clock hour in elementary grades.
- Longer visits may be approved when necessary.
- Visits will be limited to regular class instruction time and not be conducted during tests, examinations, or evaluations.
- No more than two visitors will be in any given classroom on any given day, except for open houses or regularly scheduled parent conference days.
- Recording of classroom activity (video, audio, photographs) will not be allowed unless approved by the Principal and teacher.
- Exceptions to the above must be approved by the principal and teacher and shall only be approved for a good cause.

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

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.

ELECTRONIC EQUIPMENT

Cell phones are permitted for after-school use only. Cell phones should be turned off and kept in the student's locker during school hours. iPods, electronic games, smartwatches, and other electronic equipment are not permitted during school hours. The school will not be responsible should these items be broken, lost, or stolen.

HARMFUL & PROHIBITED ITEMS

The following items are not allowed in academic areas: Personal Electronic Devices: cell phones, electronic game devices, iPods, Personal Electronic game devices, Heely Shoes, toys, radios, or materials 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, broken, or stolen.

Items that could be potentially harmful to students: knives, guns, lighters, and anything else that can be used to cause bodily harm such as vapes, cigarettes, or controlled substances should NOT be brought to school. State law may mandate a suspension if such an item is brought to school by a student.

SECTION II - ACADEMICS

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. Risk of being unsafe to self or others
2. Lack of permission from one or more persons with custodial rights

GRADING

Elementary Educational Programming

Core Subjects: Reading, Writing, Math, Science, Social Studies

Specials: Coding, Music, Physical Education, & Art

The school has a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the classwork. If a student is not sure how his/her grade will be determined he/she should ask their teacher.

Grades 3-5 have Standards-Based report cards.

KEY TO READING THE REPORT CARD

4=Mastery of Content Expectation

3=Progressing Towards Mastery

2=Developing Skills at a Slower than Expected Rate (Approaching)

1=Beginning Skill level (Area of Concern)

NA=Not Assessed at this time.

GRADING PERIODS

Students will receive a progress report three times a year 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.

PROMOTION, PLACEMENT & RETENTION

Promotion to the next grade is based on the following criteria:

- review of students' academic, social, and behavioral records
- retention candidacy is evaluated by a score from a retention inventory
- the building administrator has the final responsibility for determining the promotion, placement, or retention of each student

HOMWORK ASSIGNMENTS

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework will not generally be used for disciplinary reasons but only to enhance student learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of Manistee Area Public School's computer network and the internet, he/she and their parents must sign a “**Student Internet Access Agreement**” form which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the “Student Code of Conduct”. PowerLearning (a one-to-one iPad program) has an additional handbook and guidelines that apply to students within the program.

ASSESSMENT INFORMATION:

Diagnostic and summative assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Board Office at 231-723-3521 to inquire about evaluation procedures and programs offered by the District

SECTION III- STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum. The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are directly related to accomplishing the educational outcomes for students. For purposes of this policy, curricular-related activities are defined as those activities in which the subject matter is actually taught or will be taught in a regularly offered course; or the subject matter concerns the District's composite courses of study; or participation is required for a particular course, or participation results in academic credit.

Such activities, as well as extra-curricular activities not directly related to courses of study, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board, and directed by a staff advisor.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

SECTION IV- STUDENT CONDUCT

CODE OF CONDUCT

A major component of the educational program at Kennedy Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Each student should be expected to:

- *Have respect for law and for those persons in authority.*
- *Conform to school rules as well as general provisions of law regarding minors;*
- *Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community;*
- *Respect for real and personal property;*
- *Pride in one's work;*
- *Achievement within the range of one's ability;*
- *Exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.*
- *Act at all times in a manner that reflects pride in self, family, and in the school.*

ATTENDANCE

ABSENCES: When a student is too ill to attend school, phone the office at 723-3271 between 7:30-9:00 AM that day. All calls must be made by a parent/guardian (students are not allowed to excuse themselves). (Jefferson 723-9285 and/or Kennedy 723-3271)

Any student arriving late to school is to report to the office before proceeding to class.

Absences due to the following reasons are not considered against the yearly total towards truancy.

- a. Family (F) emergency as identified by the administration
- b. Church (C) related
- c. School (A) related
- d. Three or more days under a doctor's care for the same medical (M) ailment
- e. Office (O) approved for school business

Each case will be reviewed on an individual basis for accuracy and as part of the Attendance Tiers of Support. (CareConnect, Attendance Compliance Officer, etc.)

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.

Tardy: Any student arriving late to school is to report to the office before proceeding to class. A student is considered TARDY between 7:55 to 8:05 AM.

Leaving School Early: Students are expected to arrive at school on time and remain in school for the entire day. Appointments should be scheduled outside of the school day whenever possible. If a student must be excused from school early for any reason, the parent/guardian must notify the office in advance and sign the student out from the office. Students who leave early on a regular basis may be referred to the attendance compliance officer.

Students who are absent from school, or have been suspended, shall be given the opportunity to make up work that has been missed. Students and teachers can work together for the type of work needed, and when it may be due.

TRUANCY:

Student attendance is taken very seriously. A student is considered truant if they miss 10 or more days per school year. MAPS staff will work with parents to avoid a truancy situation with the following supports. Student attendance will be screened bi-weekly for the following supports:

If more than 10% Absence: (ex: missing 3 days of 20 days of school)

- personal student contact with Attendance Compliance Officer to review attendance policy and develop a tailored action plan
- home communication/possible home visit to review the attendance policy
- review supports available, including MAPS Care Connect

If more than 20% Absence: (ex: missing 21 of 100 days of school)

- Intensive case management
- referral to MAPS Care Connect
- legal response as needed (referral to MISD for truancy)
- possible home visit, MAPS Care Connect referral

VACATIONS DURING THE SCHOOL YEAR

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. It may be possible for the student to receive certain assignments that are to be completed during the trip.

RECESS

All students go outdoors for recess. Parents should plan for outdoor recess every day school is in session. If the weather is too cold or raining, students stay inside instead of going out for recess. Students should wear appropriate clothing to school with this in mind. If a child is too ill to go outdoors, he/she is likely to 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 will be requested. The school has the authority to develop rules appropriate to differing play situations. We encourage all students to enjoy themselves, participate in appropriate play activities, and engage in healthy outdoor recreation

SCHOOL DRESS & GROOMING

We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Because some individuals or groups (such as band members, cheerleaders, or athletes) are representing the school, the school reserves the right to establish more definite policies for these individuals.

Personal expression is permitted within these general guidelines. Within this framework, the following specific rules for student dress have been developed:

- Footwear is required.
- Clothing should be worn as designed.
- The following clothing articles are not appropriate for school and should not be worn: articles with profanity or vulgar suggestions, articles advertising illegal substances or prohibited to minors, shirts, pants, or blouses that expose bare midriffs and/or undergarments.
- Chains are not allowed.
- Dangerous accessories that could be interpreted as weapons are not allowed.
- Dress that mimics/references gang or related activity including colors, clothing articles, or style is not allowed.
- Dress code is in effect on campus or when representing the school in a school activity.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting. Any student in violation of these guidelines may not be permitted to attend class until the dress violation has been corrected. Continued violations will result in disciplinary action.

DISCIPLINE AND UNSAFE BEHAVIORS

~~Kennedy Elementary uses a student-centered discipline model and restorative practices designed to encourage long-term positive behaviors. If a student needs some guidance toward healthy behaviors, s/he may choose to go to SRC (Student Recovery Center) to calm, focus, and plan to get on TRACK. Should a student's behaviors impact~~

others, a behavior report will be communicated home. Some unsafe behaviors may result in removal from class, recess, or suspension from school.

- ▶ Physical violence is not tolerated.
- ▶ Bullying behavior is not tolerated.
- ▶ "Keep you to you"
- ▶ Follow playground, building, & recess expectations

LOCKERS

All students are assigned a hallway locker. Please remember the following:

1. Students are not allowed in another student's locker at any time for any reason
2. Report anyone who is tampering with the locker immediately
3. Students are held responsible for the contents of their locker
4. Personal locks are not permitted on your locker
5. Defacing or destruction of lockers will subject the individual to disciplinary action including restitution for damages.
6. Book bags, backpacks, purses, and gym bags shall remain in the locker; they will not be permitted in the classroom.

SEARCH & SEIZURE

A 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 lockers in which to store materials. It should be clearly understood that this equipment is the property of the school and maybe 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 that 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, and databases used within the district's network. Students should have no expectation that any information contained on the system is confidential or private.

HARASSMENT

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. 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, comments, 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. Reference Board Policy 2266

ANTI-HARASSMENT COMPLIANCE OFFICERS

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

Andy Huber, Principal - MMHS
525 12th St
(231) 723-2547

Julia Raddatz, Principal - Jefferson Elementary
515 Bryant Ave.
(231) 723-9285

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.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such

impermissible behavior.

Bullying or other aggressive behavior toward a student is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

At the beginning of the school year, all teachers utilize the "Bully Prevention in Positive Behavior Support" by Scott Ross, Rob Horner, & Bruce Stiller. All students are taught a three-step response to problem behavior, including "Stop, Walk, and Talk." In addition, students are taught bully prevention actions through the Michigan Model Program throughout the school year.

Notification

- Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements.
- To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Procedure

- Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.
- Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.
- The Principal shall promptly investigate and document all complaints about bullying, aggression or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.
- If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. Individuals may also be referred to law enforcement or other appropriate officials.
- Manistee Area Public School follows a progressive discipline policy. Consequences for bullying behavior may involve a verbal warning, conference with Principal, detention, suspension, and the bullying or aggressive behavior being investigated is prohibited and will not be tolerated. Such retaliation should be reported in the same manner as bullying/aggressive behavior.
- Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

- **"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- **"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications

service provider that occurs off school premises if either owned by or under the control of the District.

- **"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant or wireless hand held device) ~~gesture or written, verbal, graphic, or physical act (including electronically transmitted acts — i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device)~~ that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - D. causing substantial disruption in, or substantial interference with, the orderly operation as the circumstances permit.

STUDENT DISCIPLINE CODE

Kennedy Elementary uses a student-centered discipline model and restorative practices designed to encourage long-term positive behaviors. As with any incident of student behavior, the school administration must exercise informed judgment as to whether a student's actions constitute a violation of Manistee Area Public Schools School policy 5500 and/or the Code of Student Conduct. Levels of interventions and consequences guide administrators and teachers to use progressive interventions to change student behaviors. Repeated chronic or cumulative offenses may require higher levels of interventions/consequences. Should a student's behaviors impact others, a behavior report will be communicated home. Some unsafe behaviors may result in removal from class, recess, or suspension from school.

RESTORATIVE PRACTICES

When appropriate and with agreement from the victim, Kennedy will use a Restorative Practices approach to resolve conflict, prevent harm and prevent future occurrences. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

LEVELS OF INTERVENTIONS AND CONSEQUENCES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT

To this end, types of interventions/consequences are divided into four levels according to the degree of misbehavior. Level 1 are classroom interventions/consequences. Teachers use interventions to help the student change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary. Repeated chronic or cumulative offenses may require high levels of interventions/consequences.

Level 1 Classroom Level interventions/consequences

Teachers may use the following interventions to help the student change behavior in the classroom.

- warnings
- letter of apology
- loss of privileges
- seat change/relocation
- parent contact
- teacher conference with student
- in-class time out
- time-out in another classroom setting
- reinforcement of appropriate behaviors
- alternative recess
- behavior contract
- suspension of earned privileges

Level 2 Appropriate when Level 1 interventions/consequences has been ineffective

- Disciplinary Referral Form (DRF) Major violation
- parent/caregiver notification required
- in-school suspension

- teacher and/or administrator conference with student and/or parent
- restricted activities
- behavior contract
- behavior plan with Tier 2 support team
- out of school suspension (1-5 days)

Level 3 Appropriate when Level 2 interventions/consequences has been ineffective

- Disciplinary Referral Form (DRF) Major violation
- parent/caregiver notification required
- parent/caregiver and administration conference required
- suspension (6-10 days)
- referral to the Student Assistance Team (SAT)
- other consequences as deemed appropriate by administration/Board of education

Level 4 Appropriate when Level 3 interventions/consequences has been ineffective

- Disciplinary Referral Form (DRF) Major violation
- parent/caregiver notification required
- parent/caregiver and administration conference required
- Ten day suspension with a parent conference required and a possible recommendation to the Board of Education for expulsion.
- referral to the Student Assistance Team
- disciplinary meeting
- other consequences as deemed appropriate by administration/Board of Education

DISCIPLINE

School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in expulsion.

It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student may be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal’s responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

General Violations

These types of violations will be handled by the administrator and may result in suspension from school. Some examples are:

1. Disrespect of school property or the property of others
2. Verbal harassment of another student or students
3. Profanity, obscenities, or possession of obscene material
4. Inappropriate displays of affection
5. Leaving a classroom without permission
6. Rude behavior towards a staff member, including lying
7. Throwing objects (including rubber bands and snowballs)
8. Leaving campus without permission or following procedure
9. Computer misuse
10. Items not allowed in school
11. Physical Aggression
12. Other violations not listed

Serious Violations

These types of violations will be handled by the administrator and will generally result in suspension from school. Examples of behavior associated with this level of misbehavior are:

1. Use or possession of tobacco products including tobacco or nicotine look-alike products and vaping products
2. Assault against another student

3. Bullying/cyberbullying
4. Vandalism of a moderate nature
5. Insubordination (includes threats against a school employee)
6. Theft within the school setting
7. Possession of a knife with a blade less than 3" long
8. Possession or use of minor explosives (firecrackers, smoke bombs, etc)
9. Persistent misbehavior
10. Extortion or coercion
11. Fighting
12. Indecent exposure or gross obscenities
13. Other violations not listed

Severe Violations

This type of violation is more serious and will be handled by the administrator and will result in suspension.

Examples of behavior associated with this level of misbehavior are:

1. Use, possession, or being under the influence of any controlled substance, non-controlled substance, alcoholic beverage, marijuana, or narcotic look-alike, while in school, at a school sponsored activity, or on school property, any time during the school year.
2. Vandalism of a severe nature
3. Persistent misbehavior
4. Possession of a weapon or an explosive device
5. Intentionally setting off a fire alarm
6. Verbal assaults or threats against school employees
7. Sexual harassment (see definitions)
8. Ethnic/religious/disability/harassment (see definitions)
9. Other violations not listed

Expulsion Offenses

Expulsion, along with a police report and a referral to the Department of Social Services will be considered in the following cases:

1. Sale or delivery of any controlled substance, including marijuana and alcoholic beverages, while in school or on school property any time during the school year.
2. Possession of any controlled or non-controlled substance, alcoholic beverage or marijuana in an amount which could be construed as intended for sale or delivery.
3. Major vandalism.
4. Assault involving a weapon.
5. Making a bomb threat.
6. Chronic persistent misbehavior.
7. Physical assault against a school employee.
8. Possession of a dangerous weapon (defined as a firearm, dagger, dirk, stiletto, knife with a blade over 3" in length, pocket knife opened by mechanical blade, iron bar, or brass knuckles).
9. Possession or use of an explosive device
10. Rape
11. Arson
12. Other violations not listed

Please Note: Restitution will also be sought when school property is damaged.

- Parents will be notified in all cases of suspension and/or when expulsion is being considered.
- The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the discipline measures or any other discipline measure (such as Saturday school, in-school suspension, etc.) without first imposing a less severe type of discipline and, in addition, may refer a particular incident of misconduct to the appropriate law enforcement agency.
- DISCIPLINARY ACTIONS AND STUDENT MISBEHAVIOR ARE HANDLED ON A CUMULATIVE BASIS FOR THE FULL SCHOOL YEAR FOR ALL LEVELS.

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. The school has a "Drug-Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. Drugs include any alcoholic beverage, cigarettes or tobacco substances, an 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 AND VAPE FREE SCHOOLS

Staff and students have the right to work in or to attend school in an environment free of secondhand smoke/smoke products. 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.

WIRELESS COMMUNICATION DEVICES

~~Cellphones~~ Wireless communication devices (WCD) are permitted for after-school use only. Cellphone should be turned off and kept in the student's locker during school hours. The school will not be responsible should these items be broken, lost, or stolen. Inappropriate use and/or continued disruption to the educational process will be grounds for discipline as follows: First offense = item detained for remainder of day; Second offense = item detained until parent conference; Third offense = suspension or confiscation for the remainder of the year as agreed upon by parents.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during an investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

STUDENT ASSISTANCE TEAM (SAT)

Kennedy Elementary School has a Student Assistance Team for solving major issues regarding student behavior, academic performance, special education referrals, student retention and other major student issues. The SAT consists of Kennedy special education staff, general education teachers, ISD consultants, district content coaches and the principal. We feel this process is beneficial to students and families since a team of professionals will be able to collectively work to solve student problems.

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 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.

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.** Every effort will be made to ensure that students and parents are guaranteed the right of due process.

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- A. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- B. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
- C. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- D. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parent's receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- E. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases

of an alleged violation of due process (Policy **5611**) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

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, then contact principal, Ms. Joanie Wiersma at 723-3271.

SECTION V TRANSPORTATION

DROP-OFF/ARRIVAL PROCEDURES

1. In order to create the safest environment for our students and staff, we have adopted a Locked All-Day Policy. This policy will require exterior building doors to be locked at all times. Only students will be permitted inside and will be escorted inside by Kennedy staff members. Any other person wishing to enter the building will need to make use of our door buzzer system in order to gain access.
2. The morning drop-off procedure is as follows:
 - Bus schedules will be coordinated to ensure that all drop-offs occur at **7:40** (not before) to 7:50 am on an expanded bus lane located on Street. Dial-A-Ride drop-off will occur on **6th street**.
 - Parent drop-off will be designated on the west side of Kennedy Elementary. **Parents shall enter off Madison Street follow traffic arrows and exit on Madison.** In order to avoid any traffic congestion related to bus drop-off, we are asking parents to arrive between 7:40 (not before) and 7:50 am.
 - Parent drop-off will no longer be allowed in the parking lot in order to ensure the safety of our students. The only students that will be permitted for drop-off in the parking lot are those with special physical requirements.

DISMISSAL PROCEDURES

For the safe loading of buses, we have a dismissal procedure including notification of change deadlines and an early pick-up deadline. **Any notification of change of pick-up/drop-off must be made by 1:00 PM on regular days, 10:30 AM on half days. Requests after this time will not be accepted. For early pick-up, parents must wait in the designated wait area and sign students out.**

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 by 1:00 pm.

1. Parents picking up children after school should use the parent pick up and drop-off line to the west of the school. **Please do not park in bus loading zones (6th Street).** Students will be escorted out to pick up parents shall remain in vehicles.
2. **Parents picking up students during the day must report in the designated wait area for the student to arrive.**

BUSSING

The goal of the Manistee Area Public Schools transportation department is to provide student transport between home and school in a safe and efficient manner. In keeping with this fundamental purpose we offer the following information:

- Bus stops are established in consideration of school law, and the location of students, traffic safety, and time efficiency.
- It is recommended that students arrive at their designated bus stop 5 minutes before the scheduled pick-up time. In order for students to arrive at school on time, buses cannot wait. The school cannot be responsible for providing supervision at bus stops; students creating problems at bus stops may be denied riding privileges.
- MAPS follow progressive discipline policies for student misbehavior up to and including suspension from the bus.
- The school will be responsible for transporting students to **two** locations. Transportation to other locations is the responsibility of the parent.

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.

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

During the trip each student shall:

- iPads placed in backpacks during the trip
- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc;
- not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

- remain seated until the bus has stopped;
- 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;
- be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

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