



# Centreville Elementary Student Handbook

## 2019-2020 School Year

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[www.cpschools.org](http://www.cpschools.org)

## **Introduction**

Welcome to Centreville Elementary School! All members of the staff are anticipating a pleasurable year of academic success for our students. We look forward to cooperating with parents and students in this venture and assure you that the result will be well worth the effort. Have a great year!

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 reflects the current status of the Board's policies and the School's rules as of June 30, 2019. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019 the language in the most current policy or administrative guideline prevails.

Sincerely,

Mark VanderKlok, Principal  
Centreville Elementary School

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**EQUAL EDUCATION OPPROTUNITY/NON-DISCRIMINATION NOTICE**

It is the policy of this district to provide and equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at a school activity should immediately contact the School District’s Compliance Officer listed below:

Stephanie Lemmer, Superintendent  
Centreville Public Schools  
P.O. Box 158  
190 Hogan Street  
Centreville, MI 49032  
Phone: (269) 467-5200

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to education opportunity. (Adopted by the Board of Education on 7/15/04)

**DISTRICT STRATEGIC PLAN**

Why do we exist?

To educate and inspire ALL students in a positive, safe, and healthy learning environment.

How do we behave?

We value others: RESPECT

We work together to accomplish goals: COLLABORATION

We are trustworthy: INTEGRITY

We help one another: CARING

What do we do?

We build strong relationships with children and families to provide high quality and rigorous education inside and outside of the classroom in all that we say and do.

How will we succeed?

Through a highly motivated team of professionals who implement best practices across the district, as well as focus on continuous improvement.

What are we focused on?

- Optimizing funds to accomplish more for students.
- Providing high quality, safe, and clean facilities, transportation, and business practices.
- Implementing Multi-Tiered Systems of Support, K-12.
- All students educationally focused on being life and career ready.
- Creating a positive and inclusive culture for staff, students, and families.

## **SECTION 1: SCHOOL OPERATION**

### **SCHOOL HOURS**

Breakfast Bell.....	7:35 a.m.
Doors Open.....	7:45 a.m.
Tardy Bell.....	7:52 a.m.
Dismissal.....	2:59 p.m.
Half Day Dismissal Time.....	11:25 a.m.

\* In order to have adequate supervision, please plan to have your child arrive at school AFTER 7:35 A.M.

### **ATTENDANCE POLICY**

Regular attendance at school is vitally important to each student as it directly affects his/her academic progress, as well as the development of attitudes and habits for life! Studies show regular attendance is tied to success. The responsibility for good school attendance rests with the student, parents/guardians, and the school.

***PLEASE CALL THE ELEMENTARY ATTENDANCE NUMBER AT 467-5203 BY 9:00 A.M. WHEN YOUR CHILD IS ABSENT FROM SCHOOL.*** School personnel will attempt to call you if we have not heard from you. If you are not contacted, send a note with your child upon their return to school. *Please remember that it is important to report any communicable diseases such as measles, chickenpox, flu, pink eye, etc.*

Students who arrive between the school hours of 7:52 a.m. and 8:15 a.m. will be considered tardy. Any student arriving after 8:15 a.m. and before their lunch hour will be considered a.m. absent or leaving after their lunch hour will be a p.m. absence. Any student arriving after their lunch hour will be considered absent for the full day.

Persistent tardiness will be considered a minor violation of the attendance policy and behavior code. ***The consequences for persistent tardiness are as follows:***

- 10 Tardies/Absences – Letter to the parent(s).
- 15 Tardies/Absences – Conference with the parent(s).

The school cooperates with St. Joseph County agencies to ensure that students maintain regular attendance patterns. *Persistent tardiness and absence will affect learning and may be a factor in leading to retention.*

### **Please note this excerpt from the Michigan State Truancy Law:**

Any child absent 10% or more of the scheduled instructional days will be considered truant. This means any child missing more than 9 days in a semester or 18 days in a full school year will be considered truant, resulting in parent contact. Truancy will be reported to the elementary office. Parents will be initially contacted by letter, phone, and/or in person to discuss the absences and a solution to improve attendance. If absenteeism does not improve, the school social worker or another school official will make a home visit. After a minimum of 3 attempts have been made to the child's parents without a change in attendance, the district will contact the St. Joseph County ISD and/or the St. Joseph County Prosecutor's Office.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. Classes visit zoos, museums, businesses, etc. Parents will be informed by classroom teachers of upcoming field trips.

Teachers often invite parents to accompany field trips as chaperones, if space allows. Parents help us by supervising children under the direction of the teacher. We are NOT allowed to have children who are not students at Centreville on field trips. Since a field trip is considered an extension of school, SMOKING IS ABSOLUTELY PROHIBITED.

We ask that only those parents participate who have signed up with the teacher in advance to be part of the field trip. Normally all parents are welcome to attend field trips. However occasionally, we are limited as to how many parents we may take on certain field trips. Parents MUST provide their own transportation to and from a field trip.

Written permission is required for all out-of-district field trips. Parents who plan to chaperone, and plan to drive themselves, should not bring pre-school age children with them, since they will not be able to concentrate on their responsibilities as a chaperone. Parents may sign out their children with their child's teacher at the conclusion of a field trip.

### **Incentive Trips**

Students in grades 5 and 6 will be invited to attend an incentive trip every nine weeks. To earn the privilege of attending the incentive trip, students must have all work completed and earn enough credit to attend through the PBIS school wide incentive program. This credit will be determined and shared with the students at the beginning of each nine week cycle by the students' teacher and the principal. All students will start over for the next incentive so that each quarter a student has a chance to work toward the reward. Students can earn their way on an incentive trip by having two or less major office and three or less missing assignments during the nine week cycle. Any student who is on a personal behavior plan can earn the incentive trip as outlined in their specific personal behavior plan, which may or may not include the criteria listed above.

### **INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used at Centreville Elementary 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 should contact the Principal to set up an appointment prior to coming to the school.

### **REPORTING TO PARENTS**

Parents are issued report cards two times a year at the end of 1st and 2nd semester. Progress reports will be sent to parents at a minimum of every nine weeks, including parent-teacher conferences. Parents of students in grades 3-6 may access their child's current grades and attendance information on-line through PowerSchool. Parents may access PowerSchool by logging on to [www.cpschools.org](http://www.cpschools.org) and clicking on the PowerSchool icon. Parents then use a personal username and password (distributed to parents via mail from Centreville Public Schools) to access individual student information. Once in PowerSchool, parents may view current and historical grades and attendance, as well as email a teacher, or view the school bulletin. Any questions concerning PowerSchool should be directed to the Main Office at 467-5200.

The following is the grading criteria and scales used for this school year.

#### **Final Grade Calculation 1st:**

1. 100% of grades are summative.
2. Grades are reported on a 1-4 scale.
3. 1-4 will be given based on where the student ended up at the end of the marking period on the performance scale. NOT AN AVERAGE.

#### **Final Grade Calculation 5th Math and 6th ELA :**

1. 100% of grades are summative.
2. Grades are reflected as the percentages that correlate to the 1-4 scale.
3. The last percentage on a particular standard for a marking period is reported.
4. All percentages are averaged together at the end of the marking period to give an overall percentage.
5. The overall percentage is converted to a letter grade on the district grading scale.

#### **Grades Young 5's-2nd Grade not participating in the Standard Based Grading (SBG) pilot:**

1. Assignments will continue to be scored and grades reported as previously done.
2. Grades are weighted 90% summative and 10% formative.

- Effort is reported separately from skills.

**Grades 3-8th Grade not participating in the SBG pilot:**

- Grades are weighted 90% summative and 10% formative.
- Effort is reported separately from skills.
- Only grades that are aligned to the ELOs will be entered in the gradebook.
- At a minimum, grades will be reported in the gradebook with percentages.
- Final grades will be an average of all scores at the end of a marking period.
- Teachers will begin using the pilot grading scale and percentages when ready (using the pilot scale on some assignments and not on others).

**Standards Based Grading Scale for Pilot 2019-2020**

Performance Scale K-4	
4	Exceeds: Work at this level exceeds the end of year grade level expectations.
3	Proficient: Work at this level meets end of year grade level expectations.
2	Progressing: Work at this level is progressing toward the end of year grade level expectations.
1	Work at this level is well below the grade level expectation.
N/A	Standard was not assessed during this time period.

Performance Scale Grades 5-12		
Numeric Scale	Meaning	Conversion to %
4.0	Exceeds: Work at this level exceeds the end of year grade level expectations.	100.1
3.5		98%
3.0	Proficient: Work at this level meets end of year grade level expectations.	96%
2.75		92%
2.5		88%
2.25		82%
2.0	Progressing: Work at this level is progressing toward the end of year grade level expectations.	78%
1.75		75%
1.5		72%

1.25		68%
1.0	Work at this level is well below the grade level expectation.	62%
.5		50%
0	Student did not attempt standard.	0
N/A	Standard was not assessed during this time period.	

**LOST & FOUND**

The lost and found area is outside the main office. Students who have lost items should check there to retrieve their items. Unclaimed items will be given to charity at the end of each nine (9) weeks and at the end of the school year.

**MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.45 a day. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Milk may be purchased for 50 cents. When sending money or a check for lunch, it should be put in a sealed envelope with the child's name on the outside. Free breakfast will be served daily in the lunchroom starting at 7:35 a.m. Applications for the School's Free and Reduced Price Meal Program are distributed to all students. Meal costs may be adjusted or waived if the family qualifies. If a student does not receive a form, contact the school office at 467-5200.

**MEAL CHARGE POLICY**

Students are allowed to charge five meals into the negative. After the fifth meal no additional meals will be provided until the negative balance is paid.

**EMERGENCY CLOSINGS AND DELAYS**

Centreville Elementary uses the Honeywell Instant Alert System. Contact information for Honeywell Instant Alert is taken directly from PowerSchool. If you need to add or alter any emergency information, please do so on the Emergency Form sent home at the beginning of the school year. After the beginning of the year, call the elementary office at 467-5200. If school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

**RADIO STATIONS:**

WLKM            95.9 FM / 1510 AM  
WMSH            99.3 FM / 1230 AM  
WKZO                    590 AM  
WSBT            94.3 FM / 101.5AM

**TELEVISION STATIONS:**

WWMT            Channel 3  
WOOD            Channels 8 & 41  
WNDU            Channel 16  
FOX17  
WSBT            Channel 22

WEBSITE: [www.cpschools.org](http://www.cpschools.org)

**EMERGENCY MEDICAL FORMS**

Students are given an emergency form to be completed carefully and thoroughly at the beginning of each school year. The form should be returned to the elementary office during the first week of school. Failure to return the completed form to the school will jeopardize a student's educational program. Students with specific health care needs should provide written notice about such needs, along with proper documentation by a physician, to the school office.

**SAFETY DRILLS: FIRE, TORNADO, AND LOCK DOWN**

The school complies with all fire safety laws and will conduct fire drills in accordance with Michigan State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the buildings. Fire and tornado drills will be conducted during the school year using the procedures provided by the State of Michigan. Lock down drills, in

which the students are restricted to the inside of the school building and the building secured, will occur a minimum of three (3) times each school year.

### **PROCEDURES FOR TORNADO WATCH & WARNING**

Tornado Watch: Students WILL NOT be dismissed from school. They will remain at school until school dismisses at the regular time. Tornado Warning: Students will continue to remain in school in the event of a tornado warning. Students and staff will take cover in designated areas for safety. Please do not call the school. Individual calls tie up the phone lines making them unavailable for emergency use. In the event of a Tornado Watch or Warning, you may not pick up children other than your own WITHOUT WRITTEN PERMISSION from the student's parent/ guardian.

### **STUDENT WELL-BEING**

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

### **INJURY AND ILLNESS**

A student who becomes ill during the school day should request permission from the teacher 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. We will release only to a parent or designated person listed on the emergency form. Every attempt will be made to reach an authorized person when the child needs to leave school. In the event we are unable to reach someone, the child will be cared for in the office sick room until an authorized person can be located. PLEASE BE SURE YOUR CHILD'S EMERGENCY FORM IS CURRENT SO YOU MAY BE CONTACTED IF NECESSARY.

If you need to pick up your child for any reason, please check in the office, DO NOT go directly to the classroom. The student will be called down to the office by the secretarial staff. To reduce the spread of illness, children should be fever free for 24 hours before returning to school. Fever free means your child has maintained a normal temperature without medication for 24 hours.

### **MEDICATION**

The administration of medication to students is not normally a function of the school, and state law does not require the school to do this. However, the Centreville Board of Education permits this as a convenience to the students and parents, as long as it is consistent with the school code. The building principal may refuse to honor a request to administer medications when, in the Principal's opinion, the nature of the situation suggests that medication might be better administered out of school or by the child's parents.

#### Administration at School-

1. **Necessity:** No medication shall be administered unless it shall appear that the administration of such medication during school hours is necessary for the health and well being of the student. If medication is necessary, you must fill out a "Medication Control Form", which we will have on file in the school office. Medication should be brought to and from school by the parent/guardian, unless other safe arrangements are necessary and possible. (e.g., distance of child's home to school).
2. **Authorization (Prescription Medication):** Medication may be administered only on the written authorization of a student's parents or guardian. The authorization shall include a written statement from the prescribing doctor stating the student's name, date of prescription, name of medication, dosage and frequency taken (including the date or time when medication shall be terminated), together with special instructions.
3. **Authorization (Non-Prescription Medication):** Medication, such as non-aspirin pain reliever, non-prescription cold/sinus medication, cough drops, etc., may be administered only on the written authorization of the student's parent or guardian. The authorization shall include the student's name, name of medication, dosage, and frequency taken, as well as any special instructions.
4. **Preparation of Medication:** All medication shall be in the original container and shall bear the name of the medication, instructions for the administration of the medication, name of prescribing doctor, and the name and telephone number of the pharmacy. Non-prescription medication must be in a factory-sealed container. The preparation of the medication shall not require any special skills.

5. **Administration:** When the student and the medication have been properly identified, it shall be administered in the presence of another adult, by a school administrator, teacher, or other employee designated by the administrator.
6. **Security:** All medication shall be kept under such security as the superintendent shall determine necessary.
7. **Medication Supply:** It shall be the responsibility of the person authorizing the medication to provide the school with such medication as shall be required from time to time without the prior request of the school. Unless the authorization and the prescription shall otherwise expressly provide, the administration of medication shall cease at the end of thirty (30) calendar days. We prefer that all medication be brought to school by the parent(s). It is necessary for a parent to pick up any unused medication – it cannot be sent home with the student.

#### **COMMUNICABLE DISEASES - NON-CASUAL CONTACT**

In the case of non-casual contact communicable diseases, the school has an 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 insure 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. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARCAIDS Related Complex, 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 bloodborne 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.

#### **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. Any questions about immunizations or waivers should be directed to the principal.

#### **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. Contact the principal at 467-5200 to inquire about evaluation procedures and programs.

#### **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 assessing the educational and extra-curricular program offered by the District. Parents should contact the principal's office at 467- 5200 to inquire about evaluation procedures and programs offered by the District.

#### **SPECIAL EDUCATION**

Centreville Public Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, contact the principal at (269) 467-5200.

#### **STUDENT RECORDS**

The School District maintains many student records, including both directory information and confidential information.

Neither the Board, nor its employees, shall permit the release of the social security number of a student, or other individual, except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- \*name, address, and telephone number;
- \*date of birth;
- \*video and/or still photography;
- \*major field of study;
- \*participation in officially recognized activities and sports;
- \*height and weight, if a member of an athletic team;
- \*dates of attendance;
- \*date of graduation and awards received;
- \*other information the District considers not to be harmful or an invasion of privacy if disclosed.

Directory information can be printed, posted on a website, or given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice, which can be found at the end of the handbook.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances, as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, transcripts, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or his/her parents (if an unemancipated minor), to submit to or participate in any survey,

analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or his/her parents;

2. mental or psychological problems of the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or his/her parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

The Superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
2. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@Ed.Gov

#### **NOTIFICATION TO PARENTS ON BLOODBORNE PATHOGENS**

Dear Parent:

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

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

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will

have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading.

If you have any questions or concerns, please contact the principal at 269-467-5200.

### **RELATIONS WITH PARENTS/GUARDIANS**

The Board, Administration, and Staff need parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- Participating in school functions, organizations, and committees;
- Supporting the teachers and the schools in maintaining discipline, and a safe and orderly learning environment;
- Requiring their child to observe all school rules and regulations;
- Supporting or enforcing consequences for their child's willful misbehavior in school;
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

### **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 Superintendent's Office upon request.

### **PESTICIDE NOTIFICATION**

Dear Parent/Guardian:

As part of the Centreville Public School district's pest management program, pesticides are occasionally applied in and around the school. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, notification request forms are available in the main office.

Stephanie Lemmer  
Centreville Public Schools  
PO Box 158  
Centreville, MI 49032

### **RECESS**

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Anytime the windchill is below 10 degrees, the students will remain indoors for recess. Rainy conditions also mean we will be inside for recess. It is important for your child/children to be adequately dressed for the conditions when he/she comes to school. Toys from home should not be brought to recess. All children are required to participate in recess, as it counts as a part of the instructional day. If your child is too sick to spend twenty minutes outside each day, please keep them home.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of the students and staff, each visitor must report to the office upon entering the school to obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal.

## **VOLUNTEER INFORMATION**

We welcome and encourage volunteer help at Centreville Elementary School. Classroom teachers can always use an extra hand, and students love to have the adult attention in their room.

Volunteers at Centreville Elementary are required to complete a Volunteer Release Form. These volunteers will need to complete a background check with the elementary office prior to volunteering. A form can be sent home with your student, picked up in the elementary office, or obtained through the school website. One copy is retained in the building office and the other is on file in the Superintendent's Office. Although the content of this form may appear harsh, it is intended to protect our children.

## **REGISTERED SEX OFFENDERS**

Parents/guardians/and others who are listed on the Sex Offender Registry may only drop off and pick up their own children or, as otherwise specified in court documents, without violation of the Attorney General's ruling. Specific individual cases may further limit access to school property. Those individuals who have been identified on the registry will not be allowed to attend any events on any school property, unless specific arrangements are made with the building administration, such as, in the case of parent/teacher conferences. Please be aware that any individual identified on the Sex Offender Registry will not be allowed to attend classroom parties, musical events, field trips, open houses, or any activity in which students are present, and as defined in the written decision. In accordance with our student safety precautions and this law, any and all parents, guardians and daycare providers who pick up students must sign in at the office, and students will be called down from their classrooms for the dismissal.

## **USE OF PHOTOGRAPHS**

Throughout the school year, Centreville Elementary staff take pictures of events and activities that include the children in the building. The purpose of the use of photography is to share the educational experiences of our students and/or celebrate the success of the students and school community. The photographs may be shared with the public in local newspapers, in newsletters (classroom, school, and district newsletters), on the website, in class stories on Dojo, and other forms of communication. A parent has the right to request that their child's photo not be shared with the public. On the handbook release form, we have included an area that allows parents/guardians to opt their children out of having their pictures shared with the public. If a parent/guardian DOES NOT sign the request to opt their child out of use of their photograph, the child's picture may be utilized for educational reasons and/or share the success of the children.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION**

Each year, Centreville Public Schools is required to give notice of the various rights accorded to parents and eligible students pursuant to the Family Educational Rights and Privacy Act (FERPA). [An "eligible student" means a student who has attained 18 years of age.] Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.
2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information concerning which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

3. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record that you believe to be inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

4. RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue. S.W., Washington, D.C. 20202, concerning this institution's failure to comply with FERPA.

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Office of the Superintendent at the address given below:

Centreville Public Schools  
PO Box 158  
190 Hogan Street  
Centreville, MI 49032

### **COMPUTER TECHNOLOGY AND NETWORKS**

All students are subject to the School District's Student Network and Internet Acceptable Use and Safety Policy agreement 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 or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy, and the requisite student and parent agreement, will be distributed at the beginning of each school year.

## **SECTION 2: STUDENT BEHAVIORS AND RESPONSE**

### **CODE INFRACTIONS**

The Student-Parent/Guardian Code of Conduct covers the most obvious and serious types of misconduct along with various school related procedures and policies. In some cases more specific policies are included in the Athletic Code of Conduct, the Course Bulletin, and/or outlined in NEOLA board policy. As stated in the above acknowledgment, ALL Centreville Elementary students are subject to district/school guidelines, rules, and procedures.

Neither the infractions, nor the consequences for code infractions which follow, are to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal with violations of the rules and regulations of Centreville Elementary, or other types of conduct which interfere with the proper functioning of the educational process and/or the health and safety of students, staff, and the community.

The section that follows details the infractions as well as the possible range of consequences to the violations of the Student-Parent/Guardian Code of Conduct. If a specific consequence is not stated for a violation of a particular rule, then reasonable disciplinary actions may be taken at the discretion of the administration. Actions may range from a verbal warning to a recommendation for expulsion depending on the nature and severity of the offense, the prior behavior records for the student, the recommendation of school personnel, and other relevant circumstances.

### **DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **RESTORATIVE PRACTICES-POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)**

School staff/administration will first seek the use of Restorative Practices when considering any/all disciplinary action. Centreville Elementary practices PBIS. Restorative practices are applied to behavioral situations where resolving conflict and preventing harm are necessary. Through the use of Restorative Practices, those who have been harmed are able to convey the impact of the harm to those responsible, and those responsible are able to acknowledge the impact and take steps to make it right.

**CODE OF CONDUCT**

A major component of the educational program at Centreville Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with our schoolwide Positive Behavior Intervention Supports plan (PBIS). Each student shall be expected to conduct themselves in a way that reflects the three B’s of being a Bulldog. Be Safe, Be Responsible, Be Respectful.

**Behavior Matrix**  
**“Be A Bulldog”**

	<b>Arrival and Departure</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Assembly</b>	<b>Office</b>
<b>Voice Level</b>	2	0-1	0-1	2	0-4	0	1-2
<b>Be Respectful</b>	Arrive on time.  Use kind words and actions.  Electronics off and put away inside building.	Use school appropriate language.  Hands and feet to yourself (personal space).	Give others privacy.  Keep walls and floors clean.	Wait turn in line.  Keep hands and feet to self.	Take turns sharing equipment.  Use kind words and actions.  Leaving rocks, sticks, snow, and nature materials down.	Eyes on the speaker.  Listen to and follow directions.  Raise your hand when appropriate.	Wait for turn.  Say Please and Thank You.
<b>Be Responsible</b>	Go directly where you are supposed to go.  Stay on sidewalks	Remain in line.  Go directly to destination.  Hold onto your materials.	Wait your turn.  Go, flush, wash and leave.	Eat all food.  Throw all trash away.	Come in as soon as you’re called.  Hands and feet to self.	Sitting on your bottom.	Use appropriate level voice.
<b>Be Safe</b>	Walking feet.  Face forward and pay attention.	Use walking feet (no jumping).  Face forward and pay attention.	Wash hands with soap and water.  Walk.	Use appropriate voice level.  Stay in seat.	Use equipment as intended.  Make adults aware of any accidents.	Hands and feet to yourself (personal space).	Sit in provided chairs.

**VOICE LEVEL:**

0 = silent

1 = whisper

2 = conversational/speaking voice

3 = presenter/teacher voice

4 = outside voice

**STUDENT DISCIPLINE**

Centreville Elementary has created a response continuum for students who show problem behaviors. Below is a menu we use in response to problem behaviors depending on which problem behavior category they fall under.

**Centreville Schools  
Problem Behavior Definitions**

	<b>Minor Staff Manages Behaviors</b>	<b>Major Staff Managed Behaviors</b>	<b>Major Office Managed Behaviors</b>
<b>Disruption</b>	Student engages in low-intensity, but inappropriate disruption (tapping, noises, blurting out, etc.)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; and/or sustained out-of-seat behavior.	Student continues to engage in high intensity non-compliance, disrespect, or inappropriate language that results in significant disruption of instruction.
<b>Physical Contact Physical Aggression</b>	Student engages in non-serious, but inappropriate physical contact.	Student engages in low-intensity actions involving serious physical contact where injury does not occur.	Student engages in actions involving high-intensity serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
<b>Property Misuse/ Damage/Vandalism</b>	Student engages in low-intensity misuse of property.	Student engages in repeated low-intensity misuse/damage.	Student participates in a high-intensity activity that results in destruction or disfigurement of property.
<b>Technology Violation</b>	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, tablet, music/video players, camera, and/or computer, and other electronic devices.	Student engages in repeated use of technology/personal communication device at inappropriate time and/or location.	Student use of technology/personal communication device violates the district's acceptable use policy
<b>Other Behavior</b>	Student engages in any other minor problem behaviors that do not fall within the above categories.	Student engages in problem behavior not listed.	Student engages in problem behavior not listed.
<b>Defiance/ Non-Compliance</b>	Student engages in brief or low-intensity failure to follow directions (ignoring, talking back, etc.).	Student engages in moderate or high intensity and/or refusal to follow directions that continues after multiple corrections.	
<b>Disrespect</b>	Student delivers low-intensity, socially rude or dismissive messages (verbal and/or body language) to adults or students.	Student continues to deliver socially rude or dismissive messages to adults or students after repeated corrections	

	Minor Staff Manages Behaviors	Major Staff Managed Behaviors	Major Office Managed Behaviors
<b>Arson</b>			Student plans and/or participates in malicious burning of property.
<b>Bomb Threat/ False Alarm</b>			Student delivers a message of possible explosive materials or other violent threats being on-campus, near campus, and/or pending explosion. This includes setting off false alarms such as pulling fire alarm or office lockdown.
<b>Bullying</b>			A form of aggression that is intentional, repeated and involves an imbalance of power between students involved.
<b>Harassment</b>			The intentional delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
<b>Use/Possession of Alcohol; Combustibles; Drugs; Tobacco, Weapons</b>			Student is/was in possession of or is using alcohol; substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid); illegal drugs/substances or imitations; tobacco; possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm
<b>Dress Code Violation</b>			Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
<b>Fighting</b>			Student is involved in mutual participation in an incident involving physical violence.

	Minor Staff Manages Behaviors	Major Staff Managed Behaviors	Major Office Managed Behaviors
<b>Abusive/Inappropriate Language/Profanity</b>	Student engages in one low-intensity instance of inappropriate language (words such as shut up, crap, slang for swear words, etc.)	Student delivers verbal messages that include swearing, teasing, taunting, name calling, or use of words in an inappropriate way.	
<b>Tardy</b>	Student arrives at class after the bell (or signal that class has started).		Student is late beyond the acceptable threshold identified by district/state
<b>Lying</b> <b>Cheating</b>		Student delivers message that is untrue and/or deliberately violates rules.  Student uses another students' work or unpermitted resources as their work.	
<b>Forgery</b> <b>Theft</b> <b>Plagiarism</b>		Signing a person's name without permission (on school work, reading logs, etc.)  Student is involved by being in possession of, having passed on, or being responsible for removing someone else's low-value property  Student claims someone else's work as their own.	Signing a person's name without permission (conference form, permission slip, referral form, etc.)  Student is involved by being in possession of, having passed on, or being responsible for removing someone else's high-value property, or repeated theft offenses  Student claims someone else's work as their own.
<b>Skip Class</b>		Student leaves class without permission or intentionally misses class.	Student is intentionally not in designated class/area when the safety of the student and/or others is in jeopardy.
<b>Inappropriate Display of Affection</b>		Student engages in inappropriate verbal and/or physical gestures of a sexual nature to another.	Student engages in inappropriate contact of a sexual nature with or towards another. Or student engages in repeated inappropriate verbal and/or physical gestures of a sexual nature to another.

## **DRUG FREE SCHOOLS POLICY & MESSAGE TO STUDENTS AND PARENTS**

The school has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Behavior Code of Centreville Public Schools lists as a major violation, the "possession, sale, and use of and/or under the influence of alcohol or other controlled substances on school property or at a school activity regardless of location." This also includes drug paraphernalia. The behavior code also states that a minimum disciplinary action would be "immediate suspension from school for three (3) to ten (10) days, including extra-curricular activities or possible expulsion." Referral for prosecution may also result from the violation. Compliance with the behavior code is mandatory.

Information regarding drug and alcohol counseling, rehabilitation and re-entry programs is available from building principals and the counselor or school social worker.

It is the policy of Centreville Elementary School to take positive action, through education, counseling, parental involvement, medical referral and, as a last resort, referral to the police in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include, but not be limited to, marijuana, LSD, glue, inhalants, steroids, alcohol, and barbiturates.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. School properties include all property owned by the school. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety, and may be regarded as reasonable purposes for inspection by school personnel.

## **DISCIPLINE DUE PROCESS RIGHTS**

### **A. SUSPENSION**

On the basis of the present status of present school law, the principals of Centreville Public Schools are delegated the authority to temporarily separate or suspend a student from school. Suspensions of more than ten (10) days are to be discouraged. In taking disciplinary action the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him/her, including the rationale for the action and the conditions of time and termination. If the charges are denied, opportunity shall be given to the student to present his/her version prior to taking action.
2. The parents/guardians shall be immediately notified by phone or personal contact if the student is to be temporarily separated or suspended from school. Written notification of such contact shall be made in the student discipline file.
3. Verbal notification shall be followed by written communication to the parents or guardian stating the charges, reasons, and conditions of the separation or suspension. A copy of the letter shall be placed in the student's cumulative file.
4. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeal Procedure section.

### **B. LONG TERM SUSPENSION**

The superintendent shall make a recommendation for the expulsion of a student from school to the Board of Education. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal, and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The procedures listed below shall be followed:

1. The student shall be under suspension pending the recommendation of the superintendent to the Board pending the Board's decision.

2. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.

3. The Board of Education shall set the date, time, and place of the hearing, and shall transmit written notice of the same to the parent or guardian at least five (5) school days before the date of the hearing.

4. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeals Procedure section. Efforts shall be made by the school, but not guaranteed, to provide alternative means by which a student under an extended suspension or expulsion may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

### **C. EXPULSION**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

1. The Board shall convene an expulsion hearing for any student who commits criminal sexual conduct, arson, or possesses a weapon at a school sponsored activity or within any school or other educational facility, or on the grounds thereof, including school buses and other school transportation. A "weapon" for the purpose of this section, includes, but is not limited to, any knife or other cutting, stabbing or slashing instrument, blackjack, metallic knuckles, bludgeon, club, chain, gas-ejecting devices, explosives, fireworks, whether legal or otherwise, martial arts weapon, or any firearm, including any pistol, revolver, rifle, shotgun, slingshot, air gun, zip gun, flare gun, pellet gun, BB gun, or the like. The term "firearm" is also defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm. "Weapon" shall also include a belt, comb, file, compass, or other object if adapted as a weapon and/or if used in a threatening or assaulting manner.

2. In compliance with State law, the Board shall permanently expel any student who commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. State law defines a dangerous weapon as a "firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles".

The Board need not expel if the student can establish to the satisfaction of the Board that:

A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;

B. The weapon was not knowingly possessed;

C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;

D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of, a District administrator or the police.

3. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to these students.

4. The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and that the student has been referred to the County Department of Social Services or Mental Health Department within three (3) school days after the expulsion and the parents informed of the referral. In compliance with Board policy 5772, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon.

5. A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the

- emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above, the parents, legal guardian, the adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, legal guardian, the adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District form 5601.01 F1.
- E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, or non-reinstatement, based on the committee's consideration of:
1. The extent to which reinstatement would create a risk of harm to students or school personnel;
  2. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  3. The age and maturity of the student;
  4. The student's school record before the expulsion incident;
  5. The student's attitude concerning the expulsion incident;
  6. The student's behavior since the expulsion and the prospects for remediation;
  7. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to, the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
    - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
    - b. participate in an anger management program or other counseling activities;
    - c. cooperate in processing and discussing periodic progress reviews;
    - d. meet other conditions deemed appropriate by the committee;
    - e. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, guardian, adult student or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

6. In the event that a student who has been permanently expelled from another school district requests admission to this District, he/she must appear before the Board at an admission hearing.
- A. Follow the same procedure it has established in paragraphs A-F above for the reinstatement of a District student.
  - B. Rely upon the recommendation of the Superintendent.

7. The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

### **HEARING AND APPEAL PROCEDURES**

Parents shall be notified in writing of appeal procedures that shall include:

1. Parents may request in writing a conference with the principal. Such requests shall be made within the period of separation or suspension. The conference will be scheduled within three (3) days of the request.

The principal shall affirm or modify the terms of his action within two (2) school days from the date of the conference. The principal's decision in cases of temporary separation shall be final.

2. Within three (3) school days from the principal's decision, the parent may appeal in writing such decision to the superintendent of schools or his/her designee. A conference with the parent will be scheduled within three (3) school days of the request. The superintendent shall affirm or modify the decision of the principal within two (2) school days of such decision.

3. The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of such decision.

4. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that the hearing shall be conducted under the following rules and procedures, namely:

A. Written notice shall be given of the time, date, and place of the hearing at least five (5) school days prior to the hearing date.

B. The student or parent may be represented by an attorney or other advisor of the student's or parent's choosing.

C. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.

D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.

E. There may be present at the hearing the principal, the Board of Education's attorney and such other persons as the President of the Board of Education deems essential to the proper adjudication of the case.

F. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

#### **PUBLIC ACT 102 (EFFECTIVE AUGUST 1999)**

The Centreville Public School Board of Education approved the following revisions of the Centreville Student/Parent Handbooks in response to Public Act 102, Section 1309, 1310, 1310a and 1311a:

#### **Class Removal**

Teachers may send students out of a classroom or activity to the school office when their conduct is such that they are considered to be detrimental to the class or activity. If removed from a class, the student must report to the school office immediately. Upon review by a building administrator, the student may be assigned additional detention time or face suspension from school, depending on the circumstances that led to the removal. The student may not be permitted to attend or participate in after school activities.

Before a student is removed from a class by the teacher, he/she normally would have been warned, unless the seriousness of the offense warrants removal the first time.

#### **Teacher Initiated Suspension**

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for the following violations of the Student Code of Conduct:

- 1) Gross or persistent disrespect, disobedience, or belligerence in association with school personnel.
- 2) Dangerous, intimidating, threatening, or harassing behavior toward other persons or property.

The teacher shall immediately send the student to the appropriate administrator and specify the reason for the suspension in writing. As soon as possible but no later than the end of the day, the teacher will contact the student's parent/guardian to schedule a parent/teacher conference regarding the suspension. If feasible, the administrator, counselor, school psychologist, or social worker shall attend the conference. The student shall

not be returned to the class, subject, or activity that school day without the consent of both the teacher and the administrator. Upon review of the situation, the administration may increase the consequence if it is determined that additional suspension (or possibly expulsion) time is appropriate.

A letter to the parents will follow the verbal communication, and a copy of the letter will be placed in the student's file.

The administrator may require that the parents and the student meet with him/her to plan the satisfactory return of the student to the school setting.

In accordance with State law, the following behaviors shall result in expulsion up to 180 school days:

- 1) Student commits physical assault against another student at school, on school premises, on a school bus/vehicle, or at a school-sponsored activity or event. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
- 2) Commits verbal assault against a District employee, volunteer, or contractor. "Verbal assault" means stating or writing intentions or plans to cause or attempt to cause physical harm to another through force or violence.
- 3) Makes a bomb threat or similar threat directed at a school building, property or a school-related activity. If the severity of the circumstances calls for the administration to recommend an expulsion of longer than ten (10) days, the procedure described in the following section shall be followed.

### **School Suspensions, Exclusions, and Expulsions (11 days or longer)**

In cases involving school suspension or exclusion of more than ten (10) days for gross or persistent misbehavior or for bodily conditions that are detrimental to the school, the following procedure will be followed:

1. The student involved will be under suspension pending the final decision on the case.
2. The building principal will make recommendations to the superintendent in writing.
3. The superintendent will make recommendations to the Personnel & Policy Committee of the Board of Education and will inform the parents, in writing, of his recommendations.
4. The Superintendent will set the date, time, and place of the hearing, and shall transmit written notice of the hearing to the parent or guardian at least five (5) school days before the date of the hearing. The hearing shall be held no longer than ten (10) school days after the suspension.

### **DRESS CODE**

In general, it is the responsibility of parents and/or the individual student to set guidelines for appropriate dress within reasonable standards of social acceptance. Students are in school to learn. Any fashion (dress, body art, accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

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, subject to administrative discretion.

The following styles or manners of dress are not allowed:

- Clothing that suggests or promotes anti-social behavior, violence, obscenity, vulgarity or profanity, sexual inferences, or logos referring to (drugs, tobacco, alcohol, or the occult).
- Halter tops, tank tops with narrow straps (less than 2 in.) and/or those that are low-cut, midriff tops, short shorts, spaghetti strap tops and/or dresses, torn or mutilated clothing.
- Lycra/biker shorts, unless covered by loose shorts.
- All shorts must be appropriate in length using fingertip length as a guideline.
- Tops with large arm openings.
- Torn jeans are approved if the un-patched tears are below the allowable shorts length.
- Coats or other outerwear worn during the school day.
- Wallet chains, dog chains, or collars.
- Hats/bandanas/sweatshirt hoods worn as head coverings.
- Undergarments must not be visible.

## **ANTI-BULLYING POLICY**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students, and to equally prohibit bullying without regard to its subject matter or motivating animus.

### **A. Prohibited Conduct**

**1. Bullying:** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended, or that a reasonable person would know is likely to harm one or more students, either directly or indirectly by doing any of the following:

- a. Substantially interfering with relationships, educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in, or benefit from, the 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;
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school;
- e. Taking or vandalizing another student's property.

**2. Retaliation/False Accusation:** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, is strictly prohibited.

**B. Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

**C. Complaints Against Certain School Officials.** Complaints of bullying by the building principal or designee may be reported to the superintendent at 269.467.5220. Complaints of bullying by the superintendent may be reported to the president of the Board of Education.

**D. Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

**E. Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim and the parent/guardian of the perpetrator.

**F. Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

**G. Responsible School Official.** The superintendent and/or designee ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

**H. Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) annually discussed with students, and (c) incorporated into the teacher, student, and parent/guardian handbooks.

**I. Training and Educational Programs.** The Responsible School Official shall provide the opportunity for annual training for administrators, school employees, and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange, or otherwise provide educational programs, for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

### **HARASSMENT POLICY**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Any person who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person associated with the District, should take immediately the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent at 269.467.5220.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of harassing incident(s). Complaints will be investigated in accordance with AG5517.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes, or creates a risk of causing, mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the School threaten or retaliate against anyone who raises or files harassment complaints.

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students, as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities, whether on or off school property.

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. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students; and can be nonverbal, verbal, written, or physical in nature. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer, or wireless hand-held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle, if it is considered to have a negative impact on the school environment.

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

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

### **SEARCH AND 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 safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment 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. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials of the same sex, if deemed necessary.

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, students' 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, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic/computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and e-mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **CRIMINAL ACTS**

Any student engaging in criminal acts at, or related to the school, will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school, as well as in the community.

## **BUS TRANSPORTATION**

Since riding a school bus or any other school provided transportation is an extension of the school day, the basic behavior guidelines and expectations as specified in the "Student Code of Conduct" are in effect. The definition of the terms "Minor" and "Major" violations when used in this code are the same as those listed in the "Student Code of Conduct". Riding the bus is a privilege. To safely convey the students to and from school, proper behavior must be observed at all times. The safety of the riders cannot be jeopardized by the misbehavior of any individual.

### **Minor Violations**

The bus driver is charged with the responsibility of maintaining a safe atmosphere and environment for those students that are being transported. It is understood that the primary individual responsible for and in the best position to maintain discipline on the bus is the driver. The bus driver will impose corrective action whenever a student's conduct is inappropriate and/or jeopardizes the safety of the riders. If the student has not responded to the previous corrective action, the driver has the option of referring the student for further intervention. When a student is involved in a minor violation that warrants documentation, the general procedure that will be followed is as follows:

#### **First Offense Warranting Documentation**

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains expected behavior and issues a warning.
2. The bus driver calls the parents of the student and explains the student's violation and the expected behavior. Assistance of the parents in having the student comply with the code of conduct is requested.
3. The bus driver sends written notification to the student's building principal that identifies the student's violation and the basic contents of the parent discussion. Earlier infractions and previous acts of intervention are to be noted.

#### **Second Offense Warranting Documentation**

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains expected behavior.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student will be warned that further violation may mean a loss of bus riding privileges.
5. Parents will be notified.

#### **Third Offense Warranting Documentation**

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains expected behavior.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student's bus riding privileges may be suspended for up to three (3) days.
5. Parents will be notified.

#### **Fourth Offense Warranting Documentation**

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains expected behavior.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student's bus riding privileges may be suspended for up to ten (10) days.
5. Parents will be notified.
6. A conference must be held before the student's bus riding privileges are reinstated.

#### **Fifth Offense Warranting Documentation**

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains expected behavior.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.

3. The principal will hold a conference with the student.
4. The student's bus riding privileges may be suspended for up to thirty (30) days.
5. Parents will be notified.
6. A conference must be held before the student's bus riding privileges are reinstated.

#### Sixth Offense Warranting Documentation

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains expected behavior.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student's bus riding privileges may be suspended for the remainder of the school year.
5. Parents will be notified.
6. A conference must be held before the student's bus riding privileges are reinstated.

#### **Major Violations**

A student involved in an incident where a major violation occurs will immediately progress to the Fourth Offense Level Violation.

#### **General Comments**

Based on the type, severity, frequency, and/or extent of the violation, the principal may increase the length of the suspension, or may place the violation on any step of the code. The principal has the authority to repeat a discipline step at his/her discretion.

Parents of students who have lost their bus riding privilege for the school year must attend a conference involving the principal, transportation supervisor, and the bus driver before that student will be permitted to ride the school bus in future years.

#### **Videotapes on School Buses**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

#### **Bus Rules**

- Expect to conform promptly to suggestions of the bus driver. Help him/her to assure safety at all times. Remember, the bus driver has the same jurisdiction over children on the bus as teachers have in the classroom.
- Be on time at bus stops. The bus cannot wait.
- Expect to walk at least a 1/2 mile to bus stops if necessary. Stops will be made on a regular schedule only. This is the State ruling and not a local ruling. Bus stops are to be determined by the bus supervisor and to be made in a clear vision area. The bus supervisor has the final decision.
- Stay off the roadway at all times while waiting for the bus.
- Cross in front of the bus when crossing the highway, not in back of the bus, and at least 20 feet in front to assure adequate vision.
- Wait until the bus has come to a full stop before attempting to enter or leave the bus. Stay seated until the bus stops.
- Do not leave the bus without the driver's consent except at home or at school.
- Occupy the seat assigned by the driver. Keep feet out of aisles.
- Take books and instruments to your seat and keep them out of the aisle at all times.
- Keep head and hands inside the bus at all times.
- Avoid all unnecessary disturbing noises. Do not shout at passing persons or vehicles.
- Do not use profane or vulgar language.
- Help keep the bus clean, orderly, and sanitary.
- Be considerate of small children.

- Inform the driver when absence is expected from school.
- Report all injuries occurring due to bumps immediately to the driver so proper action can be taken.
- The Safety Law states that the driver must stop where s/he has 500 feet of clear vision before and behind. Stops will not be made on curves.
- Students must ride their assigned bus both to and from school. A written request signed by parents to ride another bus must be given to the driver after it has been approved and signed by the principal and/or his/her designee. Follow this procedure if riding home with a friend.
- Absolute quiet must be maintained at railroad crossings and other danger areas.

Violation of bus rules will not be permitted. Any student guilty of improper behavior on the bus may be denied bus transportation by the superintendent. Violations will be handled as per our disciplinary policy.

Our school bus code authorizes transportation of all children over 1-1/2 miles from their school. We will continue to transport children within this distance on established routes as room allows. Please take note that we are NOT allowed to transport adults to or from town or anywhere other than for a temporary emergency, such as a car breakdown.

Kindergarten students may have in-town pickup, to be determined by the bus supervisor. Safety will be considered.

The rules apply to the student. In turn the parents and student may expect the following:

- safe, dependable transportation.
- buses that are on time for all stops.
- courteous and fair treatment
- understanding and intelligent handling of all situations that may arise.

**CENTREVILLE SCHOOL BOARD POLICIES DISCLAIMER**

All Centreville Public School Board Policies supercede policies listed in this handbook. This handbook is intended to address specific needs in the elementary building. For more information on the school board policies of Centreville Public Schools please visit the following website, <https://go.boarddocs.com/mi/centers/Board.nsf/Public> .

## HANDBOOK ACKNOWLEDGEMENT

Dear Parent/Guardian,

For cost efficiency, we are making the Centreville Elementary handbook available to parents/guardians on-line at the Centreville Public Schools website, [www.cpschools.org](http://www.cpschools.org). We will have extra copies in the office for families who cannot access the handbook on the internet. It is you and your child's responsibility to understand and abide by the contents of the handbook. Please sign and return this acknowledgement form to ensure that each child and parent has read and understands Centreville Elementary rules and policies.

**Please sign this page and return to your child's teacher.**

My child and I have read the preceding information provided in the attached 2019-2020 Centreville Elementary School Handbook, and agree to abide by its contents.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PHOTO RELEASE OPT-OUT

Centreville Elementary staff take pictures of events and activities that include the children in the building. The photographs may be shared with the public, such as, in local newspapers, in newsletters (classroom, school, and district newsletters), on the district website, in class stories on Dojo, and other forms of communication. A parent has the right to request that their child's photo not be shared with the public. In order to opt your child out of photographs being published, you must check and sign below.

I am requesting that my child's photo not be shared with the public through written publication or on the internet.

\_\_\_\_\_ (parent signature)