CENTREVILLE ELEMENTARY HANDBOOK

2014-2015 School Year
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, 2013. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2013 the language in the most current policy or administrative guideline prevails.

Non-discrimination/Equal Educational Opportunity 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 school activity should immediately contact the School District’s Compliance Officer listed below:

Robert Kuhlman, 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 AND BUILDING BELIEF, MISSION AND VISION STATEMENTS

BELIEF STATEMENTS

We believe:
- High achievement is attainable for all students.
- Hard work, high standards, and clear goals are critical to success.
- Physical, emotional, and psychological safety is a fundamental human need and right.
- Learning is a shared responsibility between students, parents, staff and community.
- Quality education is responsive to the changing social, technological, economic, and cultural times.
- Healthy, respectful relationships are essential for a strong community.

MISSION STATEMENT

Our mission at Centreville Public Schools is to educate all students to succeed as productive citizens in a global community.

VISION STATEMENTS

Centreville Public Schools is
- A school with high standards and expectations where all students learn and achieve utilizing critical thinking skills.
- A school where students are physically, emotionally, and psychologically safe.
- A school where learning is a shared responsibility between students, parents, staff and the community.
- A school which prepares students for the changing social, technological, economic and cultural times.
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Appendix Include the following information:
- Breathalyzer Tests
- Cheating
- Discipline Due Process (including Suspensions)
- Harassment
- Notification on Blood Borne Pathogens
- Addendums

Following Documents also included:
- Title One Parent Compact
- Student Computer and Network Use Agreement (K-3)
- Technology Acceptable Use Agreement (including Google Accts.) (4-6)
- Understanding Concussions
- Handbook Acknowledgement Form
Important Telephone Numbers

Rebecca Stauffer, Elementary Principal (467-5201)
Lisa DeLeo, Secretary (467-5200)
Sally Reed, Attendance/Counselor’s Secretary (467-5203)
Diana Kamphues, School Counselor (467-5208)
Robert Kuhlman, Superintendent of Schools (467-5220)
Jane Rumsey, Superintendent’s Secretary (467-5210)

School Hours

Breakfast Bell……………………………….7:37 a.m.
Doors Open…………………………………7:45 a.m.
Tardy Bell……………………………………7:52 a.m.
Dismissal…………………………………….3:00 p.m.

In order to have adequate supervision, please plan to have your child arrive at school
AFTER 7:40 AM.

Half Day Dismissal Time
Dismissal……………………………………..11:30 a.m.

Delayed Start Times
Doors Open……………………………………9:45 p.m.
Tardy Bell……………………………………..9:52 p.m.

Preschool Hours
GRSP students attend Monday-Thursday

GSRP Doors Open…………………………7:45 a.m.
GSRP Tardy Bell……………………………7:52 a.m.
GSRP Dismissal……………………………..3:00 p.m.
<table>
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<td>September 2</td>
<td>First Student Day – ½ Day, Professional Development PM</td>
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<td>September 15</td>
<td>Fair Day – No School – Professional Development</td>
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<td>October 6-10</td>
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<td>October 7</td>
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RIGHT TO A SAFE AND ORDERLY LEARNING ENVIRONMENT

RIGHTS OF STUDENT
Every student has a right to be in a school environment that is safe, conducive to learning, and in which he/she feels respected and protected.

RIGHT OF STAFF
Every staff member has a right to be in a school environment that is safe, conducive to learning, and in which he/she feels respected and protected.

MEAN/AGGRESSIVE BEHAVIOR IN SCHOOLS
Mean or Aggressive Behavior is when anyone inflicts or threatens to inflict physical or emotional injury of discomfort upon another person’s body, feelings, friendships, or possessions.

WE BELIEVE
No one is entitled to be aggressive or mean towards another in any form. No form of aggressive behavior will be tolerated in school, at school activities, or by anyone at school.

SCHOOL RULES

- Keep hands and objects to yourself.
- Walk and use a quiet tone of voice in the school.
- Respect others and use appropriate language.
- Follow directions and reasonable requests by adults.
- Respect school property.
- No gum chewing at school.
- No suckers or candy on sticks.
- **Cell phones, iPods, cameras or other electronic devices may not be in use or visible during school hours.** (see exception for grades 4-6 below)
  - Use of or visibility of any electronic device being used without permission during school hours will result in the device being taken from the student. Parent will need to come to school to retrieve the device.
  - Students in Grades 4-6 may use electronic readers or devices for educational purposes only and only with teacher permission.

PLAYGROUND RULES

Centreville Elementary School is very fortunate and proud of its playground. Many people were involved in contributing materials and building the playground for the enjoyment of the school and community.

The Following are our Playground rules:

- Swing by sitting only, one person at a time on a swing.
- Slide seated forward only. No running up or down the slide.
- Do not climb on playground equipment bracing.
- Stay in the play area. No one is allowed outside the fenced area.
- Throwing or kicking of dirt, stones, sticks or snowballs is not allowed.
- Limit the time on the swings. Give others a chance to use them.
- Food and/or drink are not allowed on the playground.
- All general rules in the school discipline plan apply to the playground.
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<td>Mark Trowbridge</td>
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<td>Vice President</td>
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<td>Rod Detweiler</td>
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<td>Heather Bright</td>
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<td>Barb Eash</td>
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<td>Scott Logan</td>
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<td>Jeff Troyer</td>
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<td>Trustee</td>
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**ELEMENTARY STAFF:**

**Office:**
- Rebecca Stauffer, Principal
- Lisa DeLeo, Office Secretary
- Diana Kamphues, Social Worker
- Sally Reed, Attendance/Social Worker’s Secretary

**Teaching:**
- Nicole Coney, Kindergarten, Room #1
- Lynda Heinitskill, Kindergarten, Room #2
- Jerome Wolff, Kindergarten, Room #3
- Samantha Brueck, First Grade, Room #5
- Lyndsay Swanwick, First Grade, Room #6
- Carmita Hunter, Second Grade, Room #8
- Bart Shrader, Second Grade, Room #9
- Stacy Sheehan, Third Grade, Room #17
- Linsey Wolff, Third Grade, Room #19
- Dick Engle, Fourth Grade, Room #22
- Kelsey Smith, Fourth Grade, Room #23
- Marci Emmendorfer, Fifth Grade, Room #27
- Melissa Gales, Fifth Grade, Room #25
- Diane Balyeat, Special Education, Room #26
- Mallory Palmer, Sixth Grade, Room #24
- Lisa Dentler, Fifth/Sixth Grade, Room #28
- Tracy Leslie, Sixth Grade, Room #29
- Shelle McNamara, GSRP, Room #10
- Cathy Carpenter, Title 1, Room #15
- Angela Saltzman, Special Education, Room #20
- Mrs. Brondyke, Computers, Room #18
- ISD Staff, Speech, OT, PT, Resource Room
- Meredith Bunning, Art/Enrichment, Art Room
- Craig Brueck, Physical Education, Gym

**Support:**
- Joy Hartong, Teaching Assistant / Lunch Aide
- Chris Bell, Kindergarten / Lunch Aide
- Heather Teadt, Teaching Assistant / Lunch Aide
- Kristi Ruckert, Librarian Aide
- Brenda VanScoik, Teaching Assistant / Lunch Aide
- Annette Ruden, Teaching Assistant / Lunch Aide
- Nancy Schwartz, GRSP Aide
- Michelle McNamara, GRSP Aide
ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the prior approval of the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

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 @ 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 7:55 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:

5 Tardies – Letter to the Parent(s).
7 Tardies – Conference with the parent(s) and 1 hour after school detention.
9 Tardies – Conference with the parent(s), additional after school detention and/or Saturday School
11 Tardies – Conference with the parent(s), additional after school detention and/or Saturday School and consideration of report to truancy law enforcement officer.

Any child absent (without cause) 20% or more of the scheduled instructional days may be considered truant. Situations such as this will be referred to the school social worker for follow-up. The social worker 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.

ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
BEHAVIOR CODE

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to teaching – learning activities. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of assisting the individual child to adapt to life in society and involves two major emphases:

- To guide the pupil so that he/she enhances the immediate efforts of teachers and other pupils in the learning situation, and therefore, does not disrupt either the classroom or the instructional process that is taking place.

- To assist the pupil in becoming a responsible, productive, and self-disciplined citizen within the school, in preparation for assuming adult responsibilities. At least, by the time he/she reaches the senior school level, it is expected that the pupil will assume personal responsibility for their behavior.

The School system has a responsibility to assist each individual pupil to assume increasing responsibility so that children and youth can be controlled without fear and actual physical restraint. The purpose of the school is to help students develop self-control and self-discipline. For this reason:

- The best discipline is preventive in nature rather than regulatory and restrictive. A student’s behavior in school is directly related to many internal and external factors, including both curricular and extra-curricular activities of the school, motivation to learn, and understanding and support received from parents, teachers, and other adults.

Since boys and girls are normally motivated to learn and to meet standards of acceptable behavior, the role of teachers and others school employees should be one of guiding pupils in understanding, establishing, and maintaining these acceptable behavior standards.

CLUBS AND ACTIVITIES
(Non-School Sponsored)

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

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. Zero tolerance will be given for any type of gang related activity. No non-district sponsored organization may use the name of the school or school mascot. All groups must comply with school rules and must provide equal opportunity to participate.
CORRESPONDENCES

Invitations for birthday parties or any type of meeting outside school related activities should not be handed out at school. This type of correspondence should be mailed to individual students, if necessary. Often parents of classmates request addresses of children to send invitations. If you do not want your child’s name and address released please send written notification to the elementary office.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice. In order to return to school after having lice, office staff must check the child and all nits must have been removed. Return head checks can ONLY be done between 7:35 am and 8:15 am.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the School’s Administrative Guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to 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 infections, AIDS (Acquired Immune Deficiency Syndrome), Hepatitis B, and other diseases that may be specified by the Michigan State Board of Health.

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

A major component of the educational program at Centreville Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

*Expected Behaviors:*
Abide by national, state, and local laws as well as the rules of the school;
Respect the civil rights of others;
Act courteously to adults and fellow students;
Be prompt to school and attentive in class;
Work cooperatively with others when involved in accomplishing a common goal regardless of the other ability, gender, race, or ethnic background;
Complete assigned tasks on time and as directed;
Help maintain a school environment that is safe, friendly and productive;
Act at all times in a manner that reflects pride in self, family, and in the school.

It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

A student may be detained after school, or asked to come to school early by a teacher, after giving the student and his/her parents one day’s notice. The student or his/her parents are responsible for transportation.

In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those that may result in temporary separation, suspension, extended suspension, or expulsion for the Centreville Public Schools. These categories are general in nature and are not deemed to be all-inclusive. Penalties for minor and major violations are spelled out on the following pages. The **Student Code of Conduct** is applicable during the school day as well as at all school sponsored activities.

The staff at Centreville Elementary School believes that children want and need guidelines for behavior. We also believe that children respond to positive rewards for acceptable behavior. The following rules and consequences have been developed to provide a safe and caring environment for you child to learn and grow as an individual.

It is important you urge your child to follow the particular rules or directions of the persons involved with supervision throughout the day as well as at school sponsored activities. These people include: bus drivers, ALL teachers, aides, playground/lunch supervisors, secretaries, custodian, and principals.

The following provides a list of minor and major areas that could result in disciplinary action. Possible consequences follow the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.
**Minor Violations:**

**Mean Behavior:**
- Physical: Pushing, shoving, tripping, and/or wrestling harming another person
- Verbal: Use of vulgar, disrespectful or threatening language to another person

Running or causing a verbal disturbance in classroom, lunchroom, hallway, or library;
Persistent failure to follow rules or directions and/or willful disobedience;
Petty theft which will require restitution or replacement;
Use of laser devices;
Use of bicycles, roller blades, wheelie shoes, or skateboards on school pavement/property, during the school day, all bikes should be placed in the provided bike rack;
Cheating, plagiarism, forgery (*definition of cheating may be found in the appendix*);
Use of electronic devices during school hours (cell phones, I pods, CD players, pagers etc.);
Failure to follow classroom/school rules.

**Consequences of Minor Violations: Kindergarten thru Third Grade**

**First Offense** – Verbal warning to student. (If offense is severe enough, principal and parent may be contacted.)

**Second Offense** – Student will receive a “TIME OUT” i.e. sitting on curb at recess, head on desk in classroom, alternate placement.

**Third Offense** – Third offense will be considered a repeated offense and/or two time outs within a week. Students will have one missed recess and be referred for conference with principal.

**Fourth Offense** – Lunch detention in principal office, parent contacted by phone, and possible missing of alternative activity.

**Fifth Offense** – Conference with teacher, student, parent and principal. Discipline will be discussed at the conference. Student may enter into a discipline contract and behavior specialist from the ISD may be contacted.

**Consequences of Minor Violations: Fourth thru Sixth Grades**

**1st Offense** – verbal warning and check will be given for violation of “Nonacademic Life Skill”

**2nd Offense** – written referral from staff and additional check will be given for violation of “Nonacademic Life Skill”. Referred to principal and warning given.

**3rd Offense** – Written referral sent home for signature by parent or phone call to parent by teacher and/or principal. Student will serve a lunch detention and miss all recesses for day. Second referral in 5th/6th will result in missed opportunity for next incentive trip.

**4th Offense** – Parents will be contacted, referral written and sent home, lunch detention, additional missing of alternative activity for day(s) and possible after school detention and to also include no attendance of upcoming incentive trip in 5th/6th grades.

**5th Offense** – Meeting with parent, student, teacher, school social worker and principal to determine discipline. Student may enter into a discipline contract and behavior specialist from the ISD may be contacted.
Additional Information:
Parents will receive a detention referral form when a student is assigned after school detention along with the referral. This form is to be returned to the office by the date indicated. A copy of the form may be found in the appendix A.

Any form of profanity or physical threat directed to a member of the Centreville Elementary faculty and staff will be deemed a Major Violation and handled accordingly.

A student will start a new tracking sheet for all minor violations at second semester, with the exception of students who have been placed on a behavior plan by the principal.

Major Violations:
A 5th offense for any of the minor violations will be deemed a major violation and referred to Principal for parent meeting.

- Vandalism of school property which will require restitution for repair or replacement.
- Bomb threat or setting a false alarm.
- Maliciously cutting, defacing or otherwise damaging property belonging to the school district; restitution for repair or replacement must be made, police report, and possible court action.
- Theft of money or personal or public property of significant value and / or theft involving breaking and entering; restitution must be made and possible court action.
- Possession or use of laser devices, firework, lighters, matcher, explosives or weapons.
- Arson – deliberately setting a fire in a school building, on school grounds or in a school bus; restitution for damages, police report and possible court action.
- Assault and battery / unwanted physical contact.
- Endangering the safety of others through deliberate actions.
- Fighting
- Possession, sale, use of and / or under the influence of tobacco, alcohol, look alike drugs, prescription / non-prescription medication, or other controlled substances; possession of drug paraphernalia – on school property or at a school function.
- Undue disturbance / disruption. (Procedure for alcohol breath tests found in appendix)
- Open, persistent defiance of authority of a teacher, or gross insubordination / flagrant disregard of a verbal instruction or direction.
- Extortion.
- Leaving school property during the school day without permission.
- Sexual harassment – includes touching, grabbing or pinching in a sexual way; spreading sexual rumors, commenting about anatomy; showing sexual messages or pictures, including sexting; exposing one’s self.
- Harassment - racial or other that creates a hostile environment; includes bullying
- Improper computer use.
- Threatening bodily harm.
- Weapons.
Consequences of Major Violations:

**First Offense** – Parent referral and contact. Minimum actions could result in immediate suspension from school for up to **three (3)** days (including extra-curricular activities).

**Second Offense** – Parent referral and contact. Minimum action could result in immediate suspension from school for up to **five (5)** days.

**Repeated Offenses** – Parent referral and contact. Meeting with student, parents, school social worker, and principal. Minimum action results in a **ten (10)** day out of school suspension. May be referred to the Superintendent for possible expulsion.

Additional Information:

Police reports may be filed for appropriate violations.

Regulations concerning Rights and Responsibility, as well as, due process for suspension and expulsions may be found in the **appendix A**.

**DRESS AND GROOMING**

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 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.
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.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a telephone call or written request signed by, the parent, a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

EMERGENCY CLOSING 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 or after the beginning of the year, call the elementary office at 467-5200.

If the 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:       TELEVISION STATIONS:
WLKM  95.9 FM / 1510 AM    WWMT       CHANNEL 3
WMSH  99.3 FM / 1230 AM    WEBSITE: 
WKZO  590 AM
WKFR  103.3 FM

WWW.CPSCHOOLS.ORG
Parents and students are responsible for knowing about emergency closing and delays.

Parents should instruct their children in the following areas in case parents are unable to be home when student arrive:

What your child should do if he/she enters the house.
What room you child should stay in.
What not to touch, such as gas, electric outlets, and appliances.
What to do if your house is locked.
Where to go if not to your home.

PLEASE have current instructions on file in the school office for emergencies. Students will be directed to go to their usual destination unless there are other instructions should an emergency dismissal plan be put into effect.

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.

EMERGENCY INSTRUCTIONS FOR EARLY DISMISSAL

When school must be closed early due to emergency conditions or weather, you need to have a plan in place for your child. Due to the urgency of the situation and number of students, use of the telephone is not always possible. The school will notify radio & television stations and they will transmit the message.

STUDENT NAME________________________________ TEACHER_____________________

PLEASE COMPLETE THE FOLLOWING SECTION:

When an emergency dismissal occurs my child/children should go:

Number 1\textsuperscript{st} and 2\textsuperscript{nd} option
( ) Walk – Home (address)
( ) Walk – Other (explain)
( ) Bus – Home (address)
( ) Bus – Other (explain)

TRANSPORTED CHILDREN – If bus driver finds no one home, the student will be returned to school.

REMEMBER – These instructions are very important and should be kept current. No student will be allowed to leave school prior to dismissal time without prior written consent.
ENROLLING STUDENTS IN SCHOOL

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following to the Centreville Elementary Office:

- A court certified birth certificate.
- Custody papers from a court (if appropriate).
- Proof of residency (driver’s license, utility bills, rent receipts).
- Proof of immunizations in compliance with state regulations.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

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

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. We are limited as to how many parents we may take on certain field trips. Parents MUST ride the bus both to and from the field trip.

Teachers may not release a child during field trips without prior written permission from the school principal. This means a parent must contact the school IN WRITING two (2) days prior to the field trip.
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. State Law requires at minimum 5 fire drills a year with 3 prior to December 1. Law also requires 2 tornado drills each school year with at least one drill during the month of March. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement over the PA system. Fire drill notifications include the district superintendent office, district security company, and central dispatch.

PROCEDURES FOR TORNADO WATCH & WARNING

Tornado Watch: Students WILL NOT be dismissed from school. They will remain at school until school dismisses at 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.

LOCK DOWN SAFETY DRILLS

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. At least one drill must occur prior to December 1 and at least one drill must occur after January 1. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA system directing teachers where they may receive further information.

A listing of completed drills will be posted to the school website within 30 days of each drill occurring.
GRADES

Parents are issued report cards 4 times a year. Parents of students in grades 3-6 may access their child’s current grades and attendance information on-line through our PowerSchool Program. Parents may access PowerSchool by logging on to www.cpschools.org and clicking on the PowerSchool icon. Parents then use a personal user name 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 e-mail a teacher, or view the school bulletin. Any questions concerning PowerSchool should be directed to the Main Office at 467 – 5200.

Centreville Elementary School uses a developmental grading key for K-2 grade levels. For grades 3-6 the school uses the following grading system:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 to 93</td>
<td>A</td>
</tr>
<tr>
<td>92.9 - 90</td>
<td>A-</td>
</tr>
<tr>
<td>89.9 - 87</td>
<td>B+</td>
</tr>
<tr>
<td>86.9 - 83</td>
<td>B</td>
</tr>
<tr>
<td>82.9 - 80</td>
<td>B-</td>
</tr>
<tr>
<td>79.9 - 77</td>
<td>C+</td>
</tr>
<tr>
<td>76.9 - 73</td>
<td>C</td>
</tr>
<tr>
<td>72.9 - 70</td>
<td>C-</td>
</tr>
<tr>
<td>69.9 - 67</td>
<td>D+</td>
</tr>
<tr>
<td>66.9 - 63</td>
<td>D</td>
</tr>
<tr>
<td>62.9 - 60</td>
<td>D-</td>
</tr>
<tr>
<td>59.9 and less</td>
<td>E</td>
</tr>
</tbody>
</table>

PARENT/TEACHER CONFERENCES

Centreville Elementary School schedules times for Parent / Teacher conferences in the middle of the first and third marking periods. We try to schedule every parent in grades K-3 with an appointment time with his/her child’s teacher. Teachers in grades 4, 5 and 6 are available to parents on a drop-in basis, during an afternoon and evening session. Conferences in the middle of the third marking period will be scheduled for those students with the greatest need, however ALL parents are invited to attend spring conferences by contacting their child’s teacher or attending during our drop-in hours for grades 4-6.

An Honor Roll will be established for all students in grades 3-6 who have received A’s and B’s. High Honors will be given to students receiving all A’s. This information will be published at the end of the marking period.
BULLYING/HARASSMENT

Any Mean Behavior including, harassment and/or bullying 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 its students. The policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Mean Behavior is characterized as normal peer conflict that results in two or more students who have a disagreement, conflict or misunderstanding. The students involved are of fairly equal rank and social status. One or both of the students may be strong willed, impulsive, and lack the anger management skills or problem solving skills to resolve the situation. The disagreement escalates to mean behavior (name-calling, pushing, shoving, spreading a rumor, etc.) The mean behavior may or may not be repeated in the future and may or may not have been intentional that the conflict escalated to verbal, social or physical aggression.

Bullying is a form of aggression that is intentional, repeated, and involves an imbalance of power between students involved. Bullying can take the form of: intimidation of others by acts of:
- Threatened or actual physical unwelcomed contact; threatening or taunting verbally or by written or electronic communication; taking or extorting money or property; damaging or destroying property; blocking or impeding student movement.

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. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors.

Any student that believes s/he has been / or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or counselor may report it directly to the Superintendent at 467-5220. Complaints will be investigated in accordance with Ag 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds that harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from an office position and/or request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Please note: Further definitions of Harassment may be found in the appendix A.
HOMEWORK

Philosophy
Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to:

Encourage students to complete assignments in a timely manner.
Develop responsibility and good study habits.
Encourage growth of the individual student to his/her full potential.
Enhance communication skills.
Logically connect or challenge facts and ideas.
Provide each student an opportunity to develop independent judgment.
Think critically and problem solve.

The assignment of homework serves several proposes. It provides opportunities for students to reinforce and practices newly acquired skills or apply recent learning’s to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete within the allotted time frame.

Equally important and often overlooked is the important fact that homework is an exercise in developing responsibility and good study habits. These are skills that are essential to students being successful in school, as well as in later in life. Accepting the responsibilities related to homework means the student needs to independently take direction, manage time, and complete the work to the best of his/her ability. Homework is about learning to make choices about when to do homework, how to do homework, where to do homework, and when to turn it in.

Parent support of homework is an extremely important factor towards building positive attitudes and successful study habits. Parent interest in schoolwork reflects their belief that what their child is doing is important and that school is a family priority.

The following parameters are established as general guidelines (rather than as limits or requirements) in terms of time spent by students. Specific times may vary according to student’s needs.
In grades K-1, homework should not normally exceed an average of 10-20 min. per day.
In grades 2-3, homework should not normally exceed an average of 20-30 min. per day.
In grades 4-6, homework should not normally exceed an average of 30-40 min. per day.

PURPOSES OF HOMEWORK

Homework:
- develops responsibility.
- builds good self-discipline and stimulates pride in work.
- prepares students for classroom participation and activities.
- develops independent study habits.
- reinforces and extends school learning experiences, and provides practice, review and application of basic skills.
- provides a structure for reaching closure on the skills and knowledge taught in the classroom.
- lays the foundation for students taking responsibility for their own learning.
- develops organizational and time management skills.
- stimulates creativity and imagination while fostering student initiative.
- stimulates critical thinking and problem solving.
HOME AND SCHOOL WORKING TOGETHER

Responsibilities of the Student:

- Know all homework assignments and due dates before leaving class. Students in 4-6 grades are to write assignments and due dates in their assignment books daily. In grades 5 and 6 assignment books will be given to students who are recommended for organizational tools by teacher, parent and/or counselor.
- Make sure you fully understand the assignment and the concepts to be practiced or applied.
- Ask your teacher to explain again if you’re not sure.
- Organize your materials.
- Be sure to take home your homework assignment and all necessary materials. (textbooks, special supplies, etc.)
- Demonstrate good study habits by budgeting the necessary time to complete the assignment.
- Demonstrate pride in your homework by doing your best work and working independently.
- Demonstrate responsibility by finishing your homework neatly.
- Place your homework and supplies in a spot where you will see it before you leave for school and not forget it. All textbooks and classroom materials need to be brought to school daily.
- Be sure you turn your homework in on time.

Responsibilities of the Parents:

- Make sure you always express a positive attitude about your child’s homework and support the classroom teachers. Please remember that your child’s attitude will reflect your own. If you have concerns, please show discretion with your child and bring your concerns to the classroom teacher.
- Demonstrate that homework is a priority in your family by establishing a regular time to develop a daily “homework habit”. If there are no homework assignments to complete, then encourage your child to utilize the “quiet time” daily for pleasure reading.
- Parents should provide the support and supervision necessary to see that their child organizes and completes homework for return on the due date.
- Avoid family arguments or power struggles over homework. If a conflict occurs due to lack of understanding of the assignment, please send a note to the teacher with uncompleted homework explaining the problem. If continuing problems occur regarding homework assignments (takes too long, too difficult, tremendous frustration), please contact your child’s teacher.
- Arrange a quiet environment for homework that is in a private, personal area, rather than a “public” area like the family room or kitchen. Provide a table or desk, chair, proper lighting, and an area free from distractions such as radio, television, phone or conversations.
- Parents should be available to assist a child with homework, but their proper role is that of consultant. Parents should not complete the assignment for the child. Parents who participate in the “actual doing” of their child’s homework dilute whatever academic learning was intended.
- Teach independence by encouraging your child to persevere and complete the assignment without assistance. If your child has given his/her all and is stuck, then step in as a consultant. Parents should be available to help only if the student asks of his/her own initiative, resisting the urge to interrupt or ask, “need any help?” There will be
specific homework assignments that require parent participation and then family involvement is appropriate.

- Encourage your child to report progress to you on long-term assignments. Help them divide the project into manageable segments and have them report their progress along the way.
- Encourage reading for pleasure. Either read to your child or provide a time (every day) for pleasure reading.

Parent Support is Essential

Homework is an integral part of your child’s educational process. Homework brings the school and home closer together. As the school and home share most of the responsibility for education in the years ahead, cooperation between home and school is even more imperative to develop a sound and sensible educational program for the student.

Parent support and supervision of homework is an extremely important factor in building positive attitudes and study habits regarding homework.

Student Consequences

Some students have difficulty taking responsibility for completing their homework and turning it in on time. In an effort to help establish and reinforce good study habits, the school staff has identified a sequence of consequences for students who fail to complete or turn in homework assignments.

For students in grades kindergarten through fourth grade, parents will be contacted and the homework will be sent home to be signed and returned to school the next day. If the homework is not turned in after the date set, students will miss recess and/or activity to make up homework. Students in grades fifth and sixth will receive a check of not upholding the responsibilities outlined in the “Nonacademic Life Skills” for assignments not turned in on time. Missing assignments will result in students not being able to attend upcoming incentives trip.

Parents can help by establishing rewards at home as an incentive for their child to complete their homework assignments. When a child is having difficulty getting their homework completed and turned in, parents can help motivate them be setting a weekly goal and rewarding them when they reach that goal.

Parents usually find out “after the fact” that an assignment was not completed. When a Homework Alert comes home, parents can assign a consequence. A missed TV program or reduced playtime goes a long way toward getting future assignments finished and turned in on time. Reasonable short-term consequences enforced consistently at home will help your child develop good study habits and responsibility for his/her own work.
IMMUNIZATIONS
Students must be current with all immunizations required by law or have an authorized waiver from State of Michigan 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 question about immunizations or waivers should be directed to the principal.

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

**Diphtheria**  Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth (4th) birthday, a booster is required prior to school entry.

**Tetanus**  Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth (4th) birthday, a booster is required prior to school entry.

**Pertussis**  Four (4) doses of any appropriate Pertussis vaccine. If a dose was not received on or after the fourth (4th) birthday, a booster is required prior to school entry.

**Polio**  Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth (4th) birthday, a booster is required prior to school entry.

**Measles**  Two (2) doses if live measles virus vaccine after first (1st) birthday at least thirty-days (30) apart with one (1) of the doses given after fifteen (15) months of age. A physician’s certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Rubella**  Two (2) doses of live rubella virus vaccine after first (1st) birthday at least thirty-days (30) apart with one (1) of the doses given after fifteen (15) months of age. A physician’s certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Hepatitis B**  A series of three (3) doses will complete this immunization.

**Effective May 2010:**
All kindergarteners, all 6th grade and any child changing school districts are required to have:
- 2 doses of Varicella (chicken pox) or history of the disease

All children 11-18 years of age who are changing schools or are enrolled in 6th grade are required to have:
- 1 dose of meningitis vaccine
- 1 dose of Tetanus/diphtheria/pertussis (Tdap – if it has been more than 5 years since their last dose)

**INCENTIVES**

Students in grades 5 and 6 will be invited to attend an incentive trip every 9 weeks. To earn the privilege of attending the incentive trip, students must have all work completed and not have accumulated excessive checks for non-compliance with "Life Skills". All students will start over for the next incentive so that each quarter a student has a chance to work toward the reward.
INDIVIDUALS 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.

The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act [provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also 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 Mrs. Rebecca Stauffer 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 accessing the educational and extra-curricular program offered by the District. Parents should contact the principal’s office at 269-467-5200 to inquire about evaluation procedures and programs offered by the District.

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.

WE MUST HAVE A WORKING EMERGENCY NUMBER TO CALL!!!

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 spread of illness, children should be fever free for 24 hrs. Fever free means your child has maintained a normal temperature without medication for 24 hrs.

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.
INSURANCE

The school does not purchase student health insurance. We will, however, offer you the opportunity to purchase student insurance. The office will provide you with a brochure describing the insurance and costs. If you wish to purchase the insurance, please complete the form on the brochure and return the form, including payment, to Centreville Elementary School office.

LOST AND 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 $2.00 a day or $10.00 for five days. Students may also bring their own lunch to school to be eaten in the school’s cafeteria. Milk may be purchased for 40 cents.

When sending money for lunch it should be put in a sealed envelope with the child’s name on the outside or you may send a check.

Breakfast will be served daily in the lunchroom starting at 7:37 am at the cost of $1.50. 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 and believes that they are eligible, contact the school office at 467-5200. The cafeteria supervisor should be advised of any changes of income during the year. The supervisor can be reached at 467-5213.

MEDICATION CONTROL

Administration at School

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).

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.

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.
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.

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.

Security: All medication shall be kept under such security as the superintendent shall determine necessary.

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.

Administration of Medication

Administration by student or others: Medication may be administered to or by a student while under the jurisdiction of the school in accordance with the following guidelines:

Self-Administration. A student shall not administer any prescription drug to himself, except on the written authorization of the student’s parents or guardian and the written authorization of the Superintendent.

Administration to other students. A student shall not administer any prescription drug to any other student except on the written authorization of the parents or legal guardian of both students and the written authorization of the Superintendent.

Records: The records of any medication administered by the school shall be placed in the student’s school record together with a copy of the prescribing doctor’s instructions.

Definitions: The term “Medication” as used herein shall refer to a substance recognized as a drug as defined in Section 105 of the Public Health Code, as amended and for the purpose of this policy shall be defined further to include acetylsalicylic acid, commonly know as aspirin.

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

It is also VERY IMPORTANT that you warn your child/children against accepting any medication, pills or liquids, from other children. We have had cases in the past where children have had access to medicine at home and have given it to other children at school. As you know, this can be very dangerous. Thank you for your cooperation. By working together we can ensure a safe and healthy school environment for all or our children. If you have questions or concerns about medication for students, please do not hesitate to call the office at 467-5200.
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARD

Centreville Public Schools 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.

PROMOTION, PLACEMENT AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

Current level of achievement
Potential for success at the next level.
Emotional, physical, social maturity.

The classroom teacher, school counselor, and principal will make a recommendation for retention. A conference will be held with the teacher and parent regarding what is best for this child. It is the belief of Centreville Elementary School that a child is not always ready for the next grade, and placing a child in a classroom where the abilities match his/her peers may enhance his/her self-confidence.

SCHEDULING AND ASSIGNMENT

The Classroom Teachers will assign each student to the appropriate classroom and the program in which the student will be participating. School Counselor and Principal review placements prior to class lists prior to publishing. Any questions or concerns about the assignment should be discussed with the Principal.

RECESS

We encourage all children to participate in recess unless they have a note from their parent or doctor. If a child is too sick to go outside for recess, then we feel he/she should be kept home. Please DO NOT send a note requesting your child remain inside during recesses. We DO NOT have supervision for these children.

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Rainy conditions also mean we will be inside for recesses. It is important for your child/children to be adequately dressed for the conditions when he/she comes to school.

We discourage toys (remote controlled cars, precious dolls, valuable possessions, etc.) from home being brought to school.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time when 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 cubby areas, 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 prevent searches.

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 education 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.

The District with or without the student’s knowledge or permission may do review of such information. 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.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, 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.

**STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student in grades 3, 4, 5, and 6 will be expected to take the appropriate state required Michigan assessments each school year. You will be notified of the testing dates.

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

**STUDENT FUND – RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other staff members and member of the community in accordance with school guidelines. We discourage the sale of merchandise between students at school as the potential for lost or stolen money is too great. The following general rules will apply to all fund-raisers:

- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
Student who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for…", will be monitored by a staff member in order to prevent a student from over-exerting himself/herself to the point of potential harm.

STUDENT RECORDS

Centreville Public Schools maintains many student records including both directory information and confidential information.

DIRECTORY INFORMATION includes;

- Name, address, and telephone number; date and place of birth; photograph; height and weight; dates of attendance; and any other information the District considers would not 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 restricts 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 in the Appendix.

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 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 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 on 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, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
C. Sex behavior or attitudes;
D. Illegal, anti-social, self-incriminating or demeaning behavior;
E. Critical appraisals of other individuals with whom respondents have close family relationships
F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
G. Religious practices, affiliations or beliefs of the student or his/her parents;
H. 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:

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

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;
PPRA@Ed.Gov

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all
school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand-delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school on time, prepared to learn and participate in the educational program. If for some reason this is not possible, the student should seek help from the Social Worker/Counselor.

**STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to it appropriately. Student may distribute or display, at appropriate time, non-sponsored, non-commercial written material and petitions; button, badges or other insignias; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it:

- Is obscene to minors, libelous, indecent or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

**STUDENT VALUABLES**

Students are responsible for the care of their own personal property. The school will not be responsible for personal valuables. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student’s parents. Electronic equipment such as radios, boom boxes, headphones, portable TV’s, cell telephones, beepers, ipods, electronic video game devices, laser devices and the like are **not** permitted without the permission of the Principal.

**STUDENT WELL-BEING**

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

Student with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

**TRANSFER OUT OF THE DISTRICT**

**Parents must notify the Principal about plans to transfer their child to another school.** If a student plans to transfer from Centreville Elementary School, the parents or guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal at 467-5200 for specific details.

**TRANSPORTATION**

**BUS RULES**

The bus driver is in charge of the bus, the same as a teacher in the classroom. It is his/her duty to maintain discipline at all times. Video cameras may be used occasionally to observe children.

Be on time at bus stops. The bus cannot wait. Children may have to walk at least ½ mile to bus stops. Stops will be made on regular runs only. **THIS IS A STATE LAW.**

Children are to stay off of the roadway while waiting for the bus.

Children must be 10 feet in front of the bus so the driver can see them.

The bus must come to a **FULL** stop before students try to enter/exit a bus.

Students must remain seated at all times. **THEY ARE NOT TO CHANGE SEATS DURING THE RIDE.** If the driver has assigned a specific seat to a child, the child should be in that seat.

The bus aisles are to be kept clear at **ALL** times.

Head and arms are to be kept inside the bus at **ALL** times.

Noise shall be kept down so it will not interfere with the proper & safe operation of the bus. Students shall not yell at people along the way

No swearing or foul language will be allowed.

No eating or gum chewing. Help keep the bus clean by putting trash in proper container.
Students who get on a bus in the morning are to go both to and from school by bus unless the SCHOOL AND DRIVER RECEIVE A NOTE SIGNED BY THE PARENT. Drivers will NOT allow a student to get off a bus at any other place Other than the usual stop unless there is a note signed by his/her parents or school personnel (by parent’s direction). If a student plans to ride an unassigned bus to a friend’s house, BOTH THE STUDENT AND THE FRIEND MUST BRING A WRITTEN REQUEST SIGNED BY THE PARENTS, TO THE OFFICE. The office staff will then sign the note.

Absolute quiet must be maintained at railroad crossings and other danger areas.

Report injuries to the driver immediately.

No objects are to be thrown from the bus. THIS IS STATE LAW, and would be considered a major violation in the school’s discipline policy.

Bus drivers may issue DISCIPLINE REFERRALS in accordance with discipline policy.

**REMEMBER**

_School bus transportation is a privilege that may be withdrawn for inappropriate behavior._

TRANSPORTATION CODE OF CONDUCT

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 that listed tin 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 responsibility of maintaining a safe atmosphere and environment for those students stat 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 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:

First Offense Warranting Documentation

The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what the expected behavior is and issues a warning. 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.
The bus driver sends a 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**

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

**Third Offense Warranting Documentation**

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

**Fourth Offense Warranting Documentation**

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

**Fifth Offense Warranting Documentation**

The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what the expected behavior is.
The bus driver completes a disciplinary referral form and hand delivers it to the student’s building principal.
The principal will hold a conference with the student.
The student’s bus riding privilege will be suspended up to thirty (30) days.
Parents will be notified.
A parent conference must be held before the student’s bus riding privileges are reinstated.

**Sixth Offense Warranting Documentation**

The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what the expected behavior is.
The bus driver completes a disciplinary referral form and hand delivers it to the student’s building principal.
The principal will hold a conference with the student.
The student’s bus riding privilege will be suspended for the remainder of the school year. Parents will be notified. A parent conference must be held before the student’s bus riding privileges are reinstated.

**Major Violations**

Students involved in an incident where 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 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 a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student’s record, they can be viewed only in accordance with Federal law.

**Stipulations**

Our School Bus Code authorizes transportation for all children over 1-1.5 miles from school. Kindergarten students may have a town pick-up as determined by the bus supervisor. Town children in grades 1 and 2 ONLY may be transported on established routes IF ROOM ALLOWS.
USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment of facility they are allowed to use.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

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, a copy of which is listed in the appendix. 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 or picked up in the elementary office. 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.
APPENDIX
BREATH TESTS FOR ALCOHOL

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

The student(s) will be taken to a private administrative or instructional area on school property and have at least one other member of the teaching or administrative staff present as a witness to the test. If the student refuses to take the test, he/she will be informed that refusal to participate leaves the observed evidence of the alcohol use unrefuted thus leading to potential disciplinary action. The student will be given a second opportunity to be tested, and if he/she will be asked to sign a refusal statement. Regardless of whether or not he/she signs, a written report of the incident will be prepared.

If the result indicates a violation of school rules as described in the Discipline Code, the disciplinary procedure described in the code will follow.

CHEATING

**DEFINITION:** Copying the work (print or electronic) of another student, with or without his/her permission, and presenting it as one’s own work; knowingly permitting another student to use one’s work as his/her own; and/or using “cheat sheets” or other unauthorized notes during tests or other assessment activities. Cheating includes the offense of plagiarism, or the presentation of published material by another author, regardless of its source (print or electronic), as one’s own.

**ACTION:** The student may receive a grade of “0” on the work at the discretion of the teacher and be referred to the Principal for further disciplinary action.

Discipline Regulations Concerning Rights and Responsibility

Every effort should be made by staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. These exclusions may fall into the following categories:

**Temporary Separation:** is defined as exclusion of a student from school and extra-curricular activities for up to three days from one or more class periods or for the full day.

**Suspension:** is defined as exclusion of a student from school and extra-curricular activities for a specific period of time, terminating at the end of the specified period and/or upon the fulfillment of a specific set of conditions, which period shall not exceed ten (10) days.

**Extended Suspension:** is defined as suspension of more than ten (10) days, but not longer than the end of the school year.

**Expulsion:** is defined as the permanent exclusion of a student from school.

Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the principal’s office. The principal shall be responsible for documenting evidence to support any action of
suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing.

Please note: A total of 20 days out of school suspension during the school year will result in a recommendation for expulsion.

A police report may also be filed for any major violation.
If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by law enforcement. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted pursuant to the school code of 1976, as amended.

Please refer to the Appendix for Due Process Rights regarding discipline, suspension and/or expulsions

DUE PROCESS RIGHTS

Procedure for Suspension from School

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

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.

The parents/guardian 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's cumulative file.

Verbal notification shall be followed by written communication to the parents/guardians 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.

The hearing and appeal procedure shall follow that set forth in the Hearing and appeal Procedure.

Procedure for Expulsion

The Superintendent shall make recommendation for the expulsion of the student form 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 the parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:


The student shall be under suspension pending the recommendation of the superintendent to the Board of Education and pending the Board’s decision.

The superintendent’s recommendation to the Board shall be in writing. It shall include the essential elements, which form the basis of the charge. A copy of the recommendation shall be transmitted to parent/guardian of the student being considered for expulsion.

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

The hearing and appeal procedure shall follow that set forth in the Hearing and Appeals Procedure.

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.

**Permanent 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.

The Board shall convene an expulsion hearing for any student who commits criminal sexual conduct, arson or possess 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.

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

The Board need not expel if the student can establish to the satisfaction 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;
The weapon was not knowingly possessed;

The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
The weapon was possessed at the suggestion, request, or direction of, or with the express permission of, a District administrator or the police.

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.

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.

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

If the student is in grade 5 or below at the time of the expulsion and as 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.

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.

If the student is in grade 6 or above, the parents, and 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.

The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District form 5601.01 F1.

The Superintendent shall, within ten (10) school days after receiving the form submit the request, together with any other information, and submit it on district form 5601.01 F1.

The committee shall, within ten (10) days after being appointed, review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee’s consideration of:

The extent to which reinstatement would create a risk or harm to students or school personnel;

The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;

The age and maturity of the student;

The student’s school record before the expulsion incident;
The student’s attitude concerning the expulsion incident;

The student’s behavior since the expulsion and the prospects for remediation;

If a parent filed the request, 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 parent who filed the reinstatement request to:

Abide by a behavior contract, which may involve the student, his/her parents, and an outside agency.

Participate in an anger management program or other counseling activities;

Cooperate in processing and discussing periodic progress reviews;

Meet other conditions deemed appropriate by the committee;

Accept the consequences for not fulfilling the agreed upon conditions.

The committee may also allow the parent, 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.

In the event a student who has been permanently expelled from another school district and requests admission to this district must appear before the Board and a decision shall be final and not subject to appeal.

Follow the same procedure it has established in paragraph A-F above for the reinstatement of a District student.

Rely upon the recommendation of the Superintendent.

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 Procedure**

The Hearing and Appeal Procedure for suspension and expulsion is as follows:

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 two school days from the date of the conference. The principal’s decision in cases of temporary separation shall be final.

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) days of the request. The Superintendent shall affirm or modify the
decision of the principal within two (2) school days from hearing the appeal.

The Superintendent’s decision may be appealed in writing to the Board of Education within five
(5) days prior to the hearing date.

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:

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

An attorney may represent the student or parent or other advisor of the student or parent’s
choosing.

Witnesses may be presented at the hearing and the student or his/her representatives may
question witnesses testifying against the student.

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

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.

The Board of Education shall enter 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.

**HARASSMENT DEFINITIONS**

*Harassment*
Submission to such unwelcome conduct or communication is made either an explicit or implicit
condition of utilizing or benefiting from the services, activities, or programs of the School District:
Submission to, or rejection of, the unwelcome conduct or communication is used as the basis
for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or
privileges of the School District.
The unwelcome conduct or communication interferes with the student’s education, creates an
intimidating, hostile, or offensive environment, or otherwise adversely affects the student’s
educational opportunities. This may include racial slurs, mocking behavior, or other demeaning
comments.

*Sexual Harassment*, may include, but is not limited to:
Verbal harassment or abuse;
Pressure for sexual activity;
Repeated remarks with sexual or demeaning implication;
Unwelcome touching;
Sexual jokes, posters, cartoons, etc;
Suggesting or demanding sexual involvement, accompanied by implied or explicit threats
concerning one’s grades, safety, job, or performance of public duties.

NOTE: Any administrator, teacher, coach, or other authority that engages in sexual or other
inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined
Bullying is a form of aggression that is intentional, repeated, and involves an imbalance of power between students involved. Bullying can take the form of: intimidation of others by acts of:
Threatened or actual physical unwelcomed contact; threatening or taunting verbally or by written or electronic communication; taking or extorting money or property; damaging or destroying property; blocking or impeding student movement

*Hazing* – Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
- Illegal activity, such as drinking or drugs;
- Physical punishment or infliction of pain;
- Intentional humiliation or embarrassment;
- Dangerous activity;
- Activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- Undressing or otherwise exposing initiates.
NOTE: If the school, club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

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

**NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

Dear Parents,

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

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

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we 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 Mr.Robert Kuhlman at 269-467-5220.
ADDENDUM TO
CENTREVILLE STUDENT HANDBOOKS
EFFECTIVE AUGUST 1999
PUBLIC ACT 102

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 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 a 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:

Gross or persistent disrespect, disobedience or belligerence in association with school personnel.

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, the 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 administrator. Upon review of the situation, the administration may increase the consequence if it is determined that additional suspension (or possible 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 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:

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.

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.

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 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 10 days for gross or persistent misbehavior or for bodily conditions that are detrimental to the school, the following procedure will be followed:

The student involved will be under suspension pending the final decision on the case.

The building principal will make recommendations to the Superintendent in writing.

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.

The Superintendent will set the date, time, place of the hearing and shall transmit written notice of the hearing to the parent or guardian at least five school days before the date of the hearing. The hearing shall be held not longer that 10 school days after the suspension.

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**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:

**RIGHT TO INSPECT** – You have the right to review and inspect substantially all of you education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES** – You have the right to prevent disclosure of education records to third parties with certain limited exceptions. If it is the intent of the institution to limit the disclosure to information contained in your education records to those instances when prior written consent has been given to the disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**RIGHT TO REQUEST AMENDMENT** – You have a right to seek to have corrected any parts of an education record which 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.

**RIGHT TO COMPLAIN TO FERPA OFFICE** – You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with the Family Educational Rights and Privacy Act office, Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202, concerning this institution’s failure to comply with FERPA.

**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
P. O. Box 158
190 Hogan Street
Centreville, Michigan 49032
NOTICE TO PARENTS

Dear Parent/Guardian:

As part of the Centreville Public Schools 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, please complete the information below and submit to:

Robert Kuhlman, Superintendent
Centreville Public Schools
P. O. Box 158
Centreville, Michigan  49032
269/467-5220

PESTICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name: ___________________________________
Student Name: __________________________________________
City: _____________________________     Zip: ________________
Telephone Numbers:  Day___________     Night: ______________

Please Check One:

I wish to be notified prior to a scheduled pesticide treatment inside of the building.

I wish to be notified prior to a scheduled pesticide treatment on the outside grounds of the Centreville School District.

Both of the above.

Signature: _____________________________     Date:________________
At Centreville Elementary School, we envision a school where the school community and home partner to provide the highest level of success for every individual student. We make the commitment to challenge, motivate, and support each other to help each child succeed individually.

To accomplish this, Title 1 staff, parents, teachers, and students must work together. We ask that you promise to do this by completing and signing your part of the agreement.

**Teacher/Title 1 Checklist Includes:**
I will do my personal best to:
- Provide a caring learning environment where your child can develop.
- Provide an enriched and challenging curriculum.
- Title 1 will provide a curriculum which supports the general education curriculum and maintains growth towards state standards for your child.
- Keep you informed of your child’s progress on a regular basis.
- Help with how you can assist your child at home.

Classroom Teacher: ____________________________
Title 1 Teacher: ____________________________

**Student Checklist Includes:**
I will do my best to:
- Attend school ready to learn.
- Take responsibility for my learning.
- Treat others with consideration and respect:

Student Signature: ____________________________

**Parent/Significant Adult Checklist Includes:**
I will do my personal best to:
- See that my child is “on time” and in regular attendance at school.
- Read weekly with my child, as well as, practice math facts.
- Supervise the completion of classroom homework each evening.
- Provide a quiet place for my child to work and work with my child to complete all homework.
- Attend at least one (1) parent/teacher conference for my child.
- Other: ____________________________

Parent Signature: ____________________________

THANK YOU FOR YOUR COMMITMENT TO OUR PARTNERSHIP
We are pleased to offer students of Centreville Public Schools access to the district computers and computer networks. To gain access to computers and/or the computer networks, all students must have a signed contract on file. Students must obtain parental/guardian permission and return the attached form to their school office.

The internet, referred to as an electronic information highway, connects thousands of computers all over the world and millions of individual subscribers in home, education, business, the government, the military, and countless organizations. Students and teachers will have access to thousands of school and university library catalogs, as well as the Library of Congress. Information and up-to-date news will be available from many sources. In schools and libraries, the Internet is an information source similar to books, videos, and CD-ROMs. Access to the district computers and the district computer networks will enable students to explore databases. It is impossible to say with certainty what information students might locate. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Centreville Public Schools supports and respects each family’s right to decide whether or not to apply for student access.

Students are responsible for proper behavior on the computers and/or district computer networks. School rules, as stated in the student handbook regarding behavior and communication, are applicable. Users of the district computers and computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards; the district is not ultimately responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

All computer and network storage areas will be treated as school property. District staff may review files and communications to insure that students are using the system responsibly.

Within reason, freedom of speech and access to information will be honored. During school, teachers and library media specialists will guide students toward appropriate materials.

For the purpose of this document, the district computer network includes all district computers, software, and peripherals.
A responsible user **MAY**:

Access the district computers and/or computer networks as long as he/she is a student with a current signed contract.
Use the district computers and/or computer networks to research assigned classroom projects.
Use the networks and appropriate language to send and receive e-mail *with the permission of an instructional staff member.*
Use the networks to explore other computer systems.

A responsible user **WILL**:

Realize that e-mail is not private.
Notify his/her teacher, library media specialist, or administrator if he/she becomes aware of any misuse of the computers and/or the computer networks.
Obtain permission to use removable media (CD-ROM, disks, etc.) not provided by the school district. The school district is not responsible for non-district owned removable media.

A responsible user **WILL NOT**:

Send, receive, or display offensive, pornographic, and/or sexually oriented messages or pictures.
Use offensive or obscene language.
Harass, insult, abuse, or attack others.
Trespass in another’s folders, work, or files.
Use another’s password nor share his/her password with anyone.
Damage, modify, or abuse computers, computer systems, networks, peripherals (mouse, printer, etc.) or software.
Send or receive copyrighted material without permission.
Intentionally waste limited resources such as paper, toner, and diskettes that are provided by Centreville Public Schools.
Reveal his/her or another’s personal information such as address, telephone number, etc.
Communicate any credit card number, bank account number, or any other financial information.
Use the network for exploitation of illegal, commercial, or political purposes.
Use the work of any other student(s).
Attempt to create, install, and/or run a computer virus.
Enter into any financial obligation via the district computer network.
Use chat lines without the permission of the computer teacher.

**PENALTIES FOR IMPROPER USE**

Violation of the above mentioned rules and responsibilities may result in a loss of computer privileges. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved and full financial restitution may be required.
PROCEDURE FOR USE OF DISTRICT COMPUTERS
AND/OR COMPUTER NETWORKS

Students and parents/guardians must have read, agreed to, and signed the acceptable use agreement. This must be on file in the school office.
Students must have permission to use the Internet.
Students must be supervised by a staff member to use the district computers and district computer networks.
Student users must sign-in legibly on the appropriate log or register in the classroom each time they use a computer.
All users have the same right to use the equipment for academic purposes. If other users are waiting, current user’s time will be limited.

CENTREVILLE PUBLIC SCHOOLS COMPUTERS
AND COMPUTER NETWORKS

USER AGREEMENT AND PARENT PERMISSION FORM

After reading the Centreville Public Schools Computer Network Contract, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and parent/guardian are mandatory before access may be granted. This document, which incorporates the Centreville Public Schools Computer Network Contract, reflects the entire agreement and understanding of all parties.

REQUIRED SIGNATURES:

USER: As a user of the Centreville Public Schools computer network, I have read and hereby agree to comply with the stated rules. I agree to communicate over the network in an ethical and responsible manner while honoring all relevant laws and restrictions.

Student Signature: ___________________________ Date: _____________
Student Name (Please Print):_________________________ Grade: ______
Student’s School_________________________ Date of Birth: _____________

Parent or Guardian: Students must also have the signature of a parent or guardian who has read this contract.

Parent/Guardian Signature: ___________________________
Parent/Guardian Name (Please Print):_____________________
Date: ________________
Street Address: _______________________________________
City: ________________________________________________
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, cpschools.org. We will have extra copies in the office for families who cannot access the handbook on the internet. It is your responsibility and your child’s 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.

I, and my child, have read the preceding information provided in the attached 2011-2012 Centreville Elementary School Handbook.

Student Name: ______________________________________

Student Signature: ___________________________________

Parent/Guardian Name: _______________________________

Parent/Guardian Signature: ____________________________

Date: ___________________
Parents/guardians,

At Centreville Elementary, we are continuing our journey of incorporating the vast and quickly changing world of technology within our instruction. In the past few years with your help in the passing of our millage, through grants and our PAC, we have improved our infrastructure, added technological teaching devices into classrooms, and increased personal devices to our students, all with the purpose of extending and enriching the learning experience of our students. Along with the availability of tools and internet capabilities, our students now have the ability to communicate, collaborate, and further their education through the use of technology. Like all schools in our county, we are a Google community using Gmail, Google apps, and Google drive tools. Students throughout the county, state, and world are being given Google accounts to use in the classroom setting for educational purposes. We are asking your permission to further out students’ skills with a Google account.

Attached is a Google account agreement that we are sending to all parents of students in grades 4-6. Please read this carefully, as it will explain clearly how we intend your child to access Gmail and how it will be used. Gmail will only be used to collaborate with others for educational purposes and access educational applications.

Parents and students must sign and return the user agreement before any child will be given access and allowed to participate. At the elementary level, we are being cautious and limiting exposure and use to upper elementary students. As students move through the junior high and high school, they will be allowed to use the digital tools more extensively.

Please contact me with any questions.

Becky Stauffer
Elementary Principal
bstaufer@cpschools.org
269-467-5200
The purpose of this Acceptable Use Agreement is to give access to and define acceptable use of the technology resources made available to users through Centreville Public Schools (herein referred to as the “District”) and the St. Joseph County Schools Information Services (SJCSIS) Network (herein referred to as the “Network”).

The District and the Network do not guarantee that technology resources will be error free or that access will be uninterrupted. By signing this agreement you release the District and the Network of all claims and liabilities for use of the technology resources.

Any person using District and Network technology resources who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the District’s and Network’s Information Services, properties or facilities, as well as those owned by third-parties shall be subject to disciplinary action. Such action may include, but is not limited to: Warning, Revoked Privileges, Financial Restitution, Suspension/Termination, and/or Legal Action.

**District and Network Safety Policies**

- Never give out your last name, address, phone number, the school you attend, or personal identifying characteristics.
- Never agree to meet in person with anyone you have met online.
- Never assume that you are speaking to a person your own age.
- Never assume the personal information that you may receive from the Internet is correct.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
- Your parents should notify the district if there is additional material that they think would be inappropriate for you to access.

**District and Network Acceptable Uses**

- The computer Network at the District has been setup to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project related ideas, opinions and questions through email, network drives, message boards, and District-owned web page access.
- Students will have access to the Internet in the classroom, media center, in the computer labs and areas where public Wi-Fi is available.
- Student’s use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement.
- Material created and/or stored on the system is not guaranteed to be private. District and Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails,
material used on personal web pages, and other work that is created on the network may be viewed by a third party.

- District and Network users are expected to adhere to the Safety Guidelines found in this document and in the District’s Code of Conduct and/or Student Handbook

**District and Network Unacceptable Uses**

- The Network may not be used to download, install, distribute, copy or store any application without prior permission from District and/or Network administrators. The Network may not be used for commercial purposes or to access illegal or malicious applications. Users may not buy or sell products or services through the system without prior permission from District and/or Network administrators.

- The Network may not be used for any activity or to transmit any materials that violate federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

- Network users may not use vulgar, derogatory or obscene language. Users may not communicate through District-owned or personal devices to engage in bullying, perform personal attacks, harass another person, or post private information about another person. Such actions may be grounds for discipline under this Acceptable Use Agreement and the District’s Code of Conduct and/or Student Handbook.

- Network users may not access web sites, newsgroups, chat areas, or any other content containing material that is obscene or that promotes illegal activity. If a user does accidentally access this type of information, he or she should immediately notify a teacher or parent.

- Use of a computer or mobile device for anything other than a teacher directed or an approved use is prohibited.

- User accounts shall only be used by the person authorized to use that account and users assume all responsibility for actions delivered through their account.

- Users may not make alterations to hardware/software systems or settings.

- Users may use their own laptop computer or mobile device at school, but may not connect to the Secure District Network in any way without express written permission from the District and/or Network administrators.

- The District is not responsible for loss or theft of such equipment.

**Web Page Policy and Permission**

**Identification of Students and Employees on the District Website** Student pictures and projects may be displayed on District web pages for educational and informational purposes unless otherwise specified. Web pages will not contain a student’s address, phone number or full name, except in instances when such a listing might also appear in public documents such as newspaper articles.
**District-Provided Web Pages** User created content on District-provided web pages must be consistent with the educational mission, goals and objectives of the District and with the letter and spirit of the District’s School Board policies. Material placed on web pages is expected to meet academic standards for proper spelling, grammar and accuracy of information. Students may create content on Google Sites or other web applications under their instructor’s supervision, but will not include pages containing personal details such as address or phone number. Linking to a student’s or staff member’s personal web page on an external site is not permitted.

**Policy and Permission--Google Apps for Education, Email, and other online accounts**
The District and Network follow the policies outlined in the Children’s Online Privacy Protection Act (COPPA) in providing technology resources, Google Apps for Education accounts, email accounts, and access to any other online accounts used for educational purposes. Students grades K-12 will be supplied with their own Google Apps for Education accounts hosted by Google but managed by District and Network administrators. Students will be also be assigned District email accounts, intended for educational use. By signing this agreement parents give their permission to the District and the Network to create online accounts for their students. All policies outlined by Google and the following email policies apply to students as well.

**Student email is not considered private.**
**Bulk mailing:** Bulk mailing (mailing to a large list of people) should be done for educational purposes only. For example, a memo to the whole school etc. Please do not forward jokes around.
**Unsolicited email:** Unsolicited bulk email, which is defined as sending advertisements, chain letters or other such junk mail to users or a large list of users is NOT ALLOWED!
**Commercial Email:** Using either email system for personal profit, such as running a home business is also not allowed. If you have a need to use email for a home business please use another service provider.
**Personal mail:** School assigned email accounts are intended for educational use only. School created gmail accounts are not intended for personal email.
**Illegal activities:** Simply put this is not allowed and the proper authorities will be notified.
**Account sharing:** If you share your account with someone it WILL BE SUSPENDED!

**Personal Technology Guidelines**
Student owned personal technology and electronic devices may be used only in accordance with District and School Policy.
**Acceptable Uses during school hours**
- Electronic devices and accessories must be stored appropriately when not in use.
● Student devices may only connect to the District and Network’s Public Wi-Fi access points (where available). Devices with their own data plans may use their cell signal for Internet access.

**Unacceptable Uses at any time on school grounds**
- Users are prohibited to create or maintain a wireless hotspot.
- Unauthorized video and audio recording on school grounds is prohibited
- Student owned devices may not use a network cable for Internet or Network access.

I have read and understand all of the information in this document and understand that this form will be kept on file at school. I have reviewed and discussed this policy with my child. I give my child permission to access the Network as outlined above and use of school email account. I also understand that my child’s work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server unless I have specified otherwise.

**Student Name**
Printed: _____________________________________________________________
Student Signature: _____________________________________________________
Date: __________________________________________________________________

**Parent Name**
Printed: _______________________________________________________________
Parent Signature: _______________________________________________________
Date: __________________________________________________________________

Version 2013.8
WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY PARENTS/GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete’s brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.