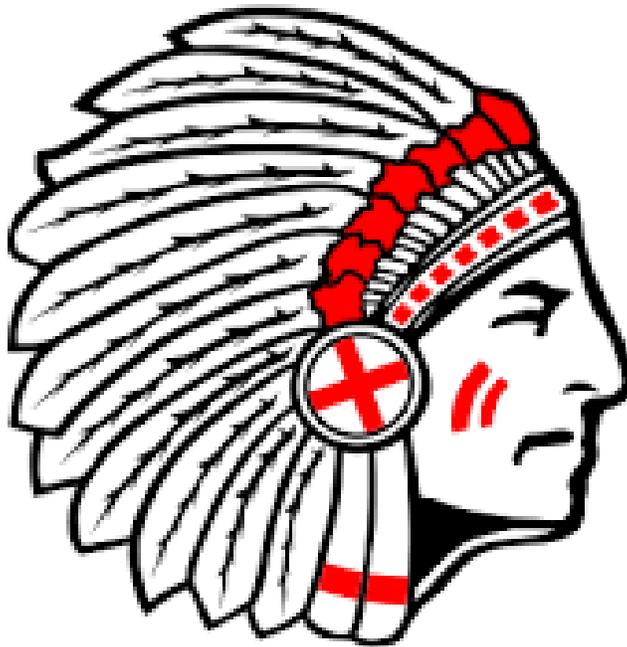


## **Central Elementary School**

305 East Hotchin Avenue  
White Pigeon, Michigan 49099

(269) 483-7107 (Phone)

(269) 483-8432 (Fax)



### **School Hours**

M-Th

First Bell: 7:45 a.m.

Classes Begin: 7:50 a.m.

Fri

First Bell 8:45 a.m.

Classes Begin 8:50 a.m.

Student Dismissal: 3:10 p.m.

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**White Pigeon Community Schools  
Administration**

Mr. Jon Keyer	Associate Superintendent	483-7676
Mrs. Carrie Erlandson	Associate Superintendent Curriculum/Title I Director	483-7107
Mr. Todd Reynolds	HS/MS Principal	483-7676
Mrs. Connie Wright	Business Manager	483-7676
Eric Kistler	Dean of Students/Athletic Director	483-7679
Mrs. Shelly McBride	Central Elementary Principal	483-7107
Mrs. Brooke McClure	Central Assistant Principal	483-7107
Mr. Bill McClure	Director of Maintenance/Facilities	483-7676
Mrs. Kendra Jones	Transportation Supervisor	483-7439
Kathleen Ferrell	Food Service Supervisor	483-2240

## **Covid 19 and Related Activities**

- 1) If you are having any questionable symptoms including fever, loss of taste or smell, shortness of breath, muscle or body aches, headache, sore throat, nausea or vomiting, and/or diarrhea, please do not get on a bus or come to school.
- 2) It is recommended that if you are having multiple symptoms, that you see a doctor and even try to get a COVID 19 test.
- 3) If you test positive for COVID 19, you must self-quarantine for 10 days and communicate with school so homework can be set up for you.
- 4) People who have been around someone with a positive test for COVID 19 for 15 minutes straight and closer than 6 feet within those 15 minutes, must practice self-quarantine as well.
- 5) If you begin to feel ill during the day at school, you should report immediately to the office and they will move you to the quarantine room designated in your school and home will be notified for you to get picked up. Your temperature will also be taken and it will be suggested that you sit/lay on a clean/sanitized cot until your parents/guardians arrive. You will not be allowed to go home on the bus.

## Central Elementary School

305 East Hotchin Avenue  
White Pigeon, MI 49099  
269-483-7107

Superintendent	Jon Keyer
Principal	Shelly McBride
Assistant Principal	Brooke McClure
Associate Superintendent/Curriculum Director	Carrie Erlandson
Counselor	Kate Johnson
Secretary	Erica Bright

### Classroom Teachers

Paula Meadows	Y5	Bethany Graham	2 <sup>nd</sup>
Deziree Krajniak	Kdg	Christina Griffith	3 <sup>rd</sup>
Ashley Lane	Kdg.	Lorenne Witham	3 <sup>rd</sup>
Jennifer Outlaw	1 <sup>st</sup>	Rebecca Klenk	4 <sup>th</sup>
Reagan Miller	1 <sup>st</sup>	Carrie Miracle	4 <sup>th</sup>
Theresa Hazard	1st	Natasha Miller	5 <sup>th</sup>
Amanda Davis	2 <sup>nd</sup>	Heather Schmeling	5 <sup>th</sup>
Jaime Ibbotson	2 <sup>nd</sup>		

Alyssa Henneman	Special Education
Kati Thomas	Special Education
Lori Shoppell	Reading Interventionist
Denise Lewis	Music
Brett Allman	Physical Education

### Paraprofessionals

Kelly Bailey – Librarian	Chelsea Reingardt– Title I
Paula Bedard- Special Education	Page Laferty-Title I
Rebecca Wolf– Special Education	Randi Price- Title I
Amanda Mercer- Special Education	Amara Van Lente- Office Clerk, Librarian

## **History of Central Elementary School**

In the early 1950's there was an increase of population in the area and school became crowded. At this time the old White Pigeon Community School on Lincoln Street was a K-12 building. It was so crowded that the old Boy Scout house was used as a classroom. It became apparent that more classrooms were needed. To solve the crowding, an elementary school building was constructed in 1954. The new building known as Central Elementary School, consisted of a gymnasium with locker rooms, a stage, eight classrooms, administration area, boiler room, library, storage area and public restrooms. During this period the old high school used the new gymnasium.

Leaders of the school district at this time were Superintendent Warren Fudge and Board of Education members Harold Schmidt, Leo Moore, Dr. Harry Pennington, Carl Roberts, and Russel King. Later, in 1955, a band room addition was completed and also used by the high school students. That addition has now become the library. In 1957, two important events occurred, Baldwin Prairie became a part of the White Pigeon School District and Central Elementary expanded again. Four classrooms, a multi-purpose room, administration office and restrooms were constructed.

In 1964, John Frye became the first Principal and was succeeded by Jerry Eckert. Roger Mitchell became Principal of Central Elementary in 1968 and served 20 years.

In 1965, with the addition of the Cook School children, six more classrooms were added. The last major construction was in 1970 with the addition of two more classrooms, a music room, and kitchen area. This addition gave Central Elementary a total area of 53,400 square feet. Central Elementary was then a K-6 building. In 1974, Mottville consolidated with the White Pigeon School District. Eventually, four modular classrooms were added behind the library to solve overcrowding. The modulares then housed band, music, and I.S.D. staff. In 1987 Mottville School was converted to Little Chief's Village which housed kindergarten, young five's, and preschool classes. Central Elementary then housed first through sixth grades.

William Magill and Marvin Schneider served as principals for the 1988-1989 school year. Marvin Schneider continued as principal until the end of the 1994-1995 school year. Ann Bird became principal with the start of the 1995-1996 school year, continuing as principal until leaving in December of 1998. David Buresh became interim principal for the remainder of the 1998-1999 school year. Verne Sawyer was named principal starting the 1999-2000 school year. He remained principal through the 2004-2005 school year.

During the 2002-2003 school year the White Pigeon School Board voted to pause the operation of both Baldwin Prairie Elementary and Little Chiefs Village. All students from these two buildings are now housed at Central Elementary making it a kindergarten through sixth grade building. Nicole Airgood was named principal for the 2005-2006 school year following the retirement of Verne Sawyer.

During the summer of 2008, renovations started at Central. The community voted in a “Sinking Fund” to repair the roof and replace the windows and the boiler. Unfortunately, the building had a fire on August 15, 2008. This resulted in more renovations to the west end of the building. In January or 2009, the building was completed so that students could attend class in the west end. Although the fire was a tragedy, Central came out ahead thanks to the many community members and companies who assisted during this trying time. Nicole Airgood left as principal in the summer of 2009. Shelly McBride was named principal in 2009. Brooke McClure named assistant principal 2021.

The voters have recently passed both a sinking fund and bond allowing for extensive renovations at Central Elementary and new classroom, library, and cafeteria furniture! Through these passing votes we have also been allowed to add a second computer lab, purchase mobile devices, and update our security. We are excited for all of these changes and are so appreciative to the community for their continued support.

## **Welcome to Central Elementary School**

Dear Families,

Welcome to the Central Elementary School family! As parents and educators we share a common goal – preparing our children for a successful future. This goal can best be achieved through the commitment of all involved. By combining the efforts of students, parents, staff, and community members, we can provide an enriching educational experience for every child.

We recognize and appreciate that each student comes to school with a unique set of experiences, characteristics, and abilities. Every child is valuable and capable of learning. As staff members, we pledge ourselves to helping every child grow and learn. As parents, you are an important part of your child’s education. Please be involved. We welcome parents to visit school, volunteer in classrooms, attend monthly parent meetings, and to call school with questions, concerns, and suggestions. You are part of the total educational team!

This handbook is meant to be a handy reference guide regarding Central Elementary School policies and procedures. The cooperative suggestion of teachers, administrators, parents, and the state school code served as a guide in preparing this handbook. It is provided for your information and convenience.

Thank you for being a part of your child’s educational experience at Central Elementary School. Let’s work together to make this the best school year ever!

Sincerely,

Shelly McBride  
Principal

## Central Elementary School Positive Behavior Support

The primary goal of the Central Elementary Staff is to prevent the likelihood of problem behavior through teaching behavior expectations and acknowledging students engaging in these expectations. We realize that there are times we must respond to inappropriate behavior as it is occurring by correcting or giving consequences.

**The following matrix explains expected behaviors:**

**BE YOUR BEST: Behavior Expectation Matrix**

	HALLWAYS	CAFETERIA	PLAYGROUND	RESTROOMS	INSTRUCTIONAL AREAS	SPECIAL EVENTS	BUS
BE SAFE	<ul style="list-style-type: none"> <li>-Hands and feet to self</li> <li>-Walking feet</li> <li>-Face forward</li> </ul>	<ul style="list-style-type: none"> <li>- Hands and feet to self</li> <li>-Walking feet</li> <li>-Hold tray with both hands</li> <li>-Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>-Hands and feet to self</li> <li>-Stay in boundaries</li> <li>-Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>-Hands and feet to self</li> <li>-Walking feet</li> <li>-Keep floor dry</li> </ul>	<ul style="list-style-type: none"> <li>-Hands and feet to self</li> <li>-Walking feet</li> <li>-Six legs on the floor</li> </ul>	<ul style="list-style-type: none"> <li>-Hands and feet to self</li> <li>-Walk appropriately</li> <li>-Stay properly seated</li> </ul>	<ul style="list-style-type: none"> <li>-Hands and feet to self</li> <li>-Walking feet</li> <li>Stay properly seated</li> <li>-See driver at all times</li> <li>-Silent at railroad crossings</li> </ul>
BE RESPECTFUL	<ul style="list-style-type: none"> <li>-Listen to adult(s)</li> <li>-School appropriate language</li> <li>-6" voice</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to adult(s)</li> <li>-Raise hand for help</li> <li>-School appropriate language</li> <li>-Voice level 1</li> <li>-Use manners</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to adult(s)</li> <li>-School appropriate language</li> <li>-Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 1</li> <li>-Knock</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to adult(s)</li> <li>-School appropriate language</li> <li>-Appropriate voice</li> <li>-Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to adult(s)</li> <li>-Appropriate voice</li> <li>-Focus on speaker</li> <li>-Appropriate acknowledgements</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to adult(s)</li> <li>-School appropriate language</li> <li>-6" voice</li> </ul>
BE RESPONSIBLE	<ul style="list-style-type: none"> <li>-Take care of belongings</li> <li>-Stay together</li> <li>-Stop and wait</li> <li>-Keep right</li> </ul>	<ul style="list-style-type: none"> <li>-Sit at classroom table</li> <li>-Keep area clean</li> <li>-Line up silently</li> </ul>	<ul style="list-style-type: none"> <li>-Keep area clean</li> <li>-Equipment in appropriate area</li> <li>-Dress appropriately</li> <li>-At whistle, line up quickly and silently</li> </ul>	<ul style="list-style-type: none"> <li>-Keep area clean</li> <li>-Flush appropriately</li> <li>-In &amp; Out</li> </ul>	<ul style="list-style-type: none"> <li>-Do your best work</li> <li>- Stay on task</li> <li>-Keep area clean</li> <li>-Be prepared</li> <li>-Take care of belongings/materials</li> </ul>	<ul style="list-style-type: none"> <li>-if you have to leave during event, walk around speaker</li> </ul>	<ul style="list-style-type: none"> <li>-Be at bus on time</li> <li>-Keep belongings to self</li> <li>-Keep bus clean</li> </ul>

## **Recognition for Students Who Follow the Behavior Expectations**

We understand the importance of recognizing students who demonstrate appropriate behavior. Our goal is to recognize students who follow the school expectations as often as possible. One way we will do this is by having special activities for these students. Students in Grades K through 5<sup>th</sup> grade students will have the chance to earn a special activity. Daily recognition will be verbal praise, notes sent home, and other classroom activities offered by staff.

### **Staff Managed (Minor) Problem Behaviors**

Staff managed behaviors are “minor” problems that can be redirected quickly without significantly disrupting the flow of instruction or school activity, do not require the direct contact with the office, and if performed infrequently would not be considered a problem.

#### **Some examples of staff-managed problem behaviors:**

Inappropriate language	Minor theft/cheating
Littering	Play fighting/rough play/physical contact
Technology misuse	Name calling/teasing
Disruptive transitions	Inappropriate dress/disruptive dress
Defiance/disrespect/non-compliance	Inappropriate displays of affection
Property misuse	

### **General Procedure for Minor Problem Behavior**

Instances of minor problem behavior will usually involve stating the behavior expectations and redirecting the student to the appropriate task/activity. Staff will work hard with a student to get the inappropriate behavior corrected before a detention or an office-managed referral is assigned.

Consequences will be based on the severity of the problem and history of specific behavior. These consequences can include but are not limited to loss of privilege, time out, loss of recess, re-direct, re-state rule, buddy room, restitution, conference with student, parent contact, paying for damaged/stolen property, loss of after school activities sponsored by CPO or the school, and loss of field trip privileges.

## Office-Managed (Major) Problem Behaviors

Problem behaviors that are “major” and require being sent to the office include any behavior that places self or others at physical risk, prevents the on-going delivery of instruction and/or violates a school rule/expectation.

### Some examples of office-managed problem behaviors:

Physical aggression/fighting	Vandalism/property damage
Harassment/bullying	Abusive language/inappropriate language
Forgery/theft	Directed abusive language/verbal abuse
Disruption	Lying/cheating
Technology violation	Skipping class/truancy
Dress code violation	Inappropriate display of affection
Bomb threat/false alarm	Off school location/out of bounds area
Arson	
Defiance/disrespectful/insubordination/non-compliance	
Use of and/or possession of illegal drugs or look alike drugs	
Use of and/or possession of weapons or look alike weapons	

## Procedures for Office Referrals

Consequences will be based on the severity of the problem and history of specific behavior. These consequences can include but are not limited to loss of privilege, time out, loss of recess, re-direct, re-state rule, buddy room, restitution, conference with student, parent contact, paying for damaged/stolen property, loss of after school activities sponsored by CPO or the school, loss of field trip privileges, and authorities called when appropriate. Students in 3<sup>rd</sup> – 5<sup>th</sup> grade will lose privileges of marking period reward and K-2<sup>nd</sup> grade students are subject to teacher/principal discretion for participation.

Students who commit major offenses will receive an office referral. Following is the Office Referral process:

**Office Referral #1** – Office referral will be completed by the student and “person in charge” at the time of the offense. The student will contact parents to tell them personally what inappropriate behavior was done. All office referrals will be reviewed by the classroom teacher and principal. The office referral will be sent home to be signed by the parents. Parents will keep the yellow copy and send the white copy back to school.

**Office Referral #2** – Office referral will be completed by the student and the “person in charge”. The student will contact parents to tell them personally what inappropriate behavior was done. The office referral will be sent home to be signed by the parents. Parents will keep the yellow copy and send the white copy back to school. Parents, student, teacher, administrator and any other staff involved may have a meeting to discuss the ongoing problem(s), possible solutions and consequences, and potential BSAT referral.

**Office Referral #3** – Office referral will be completed by the student and the “person in charge”. The student will contact parents to tell them personally what inappropriate behavior was done. The office referral will be sent home to be signed by the parents. Parents will keep the yellow copy and send the white copy back to school. Parents, student, teacher, administrator and any other staff involved may have a meeting to discuss the ongoing problem(s). Potential BSAT referral. 4<sup>th</sup> and 5<sup>th</sup> grade students may not be able to attend the next non academic school function that occurs outside of the school day.

**Office Referral #4 +** – Office referral will be completed by the student and the “person in charge”. The student will contact parents to tell them personally what inappropriate behavior was done. The office referral will be sent home to be signed by the parents. Parents will keep the yellow copy and send the white copy back to school. Parents, student, teacher, administrator and any other staff involved will have a meeting to discuss the ongoing problem(s) and referral to BSAT. 4<sup>th</sup> and 5<sup>th</sup> grade students may not be able to attend any, for the remainder of the school year, non academic school function that occurs outside of the school day. 5<sup>th</sup> grade students day camp only track/field day participation will be considered and reviewed.

### **CONTINUING MISBEHAVIOR MAY RESULT IN AN EXTENDED SUSPENSION FROM SCHOOL.**

**An administrator has the right to deviate from any and all steps if the offense warrants such action.**

#### **Automatic Suspension Offenses**

Distributing or receiving explosives or controlled substances

1. Parents are called by the principal or classroom teacher and must report immediately to pick-up the child.
2. Student will be suspended or sanctioned in a manner deemed appropriate by the principal.
3. A police report will be submitted.

#### **Automatic expulsion from school for Rape, Arson, or Possession of a Dangerous Weapon**

School Code (MCL 380.1311) requires the expulsion of students who possess a dangerous weapon in a weapon free school zone or who commit arson or rape in a school building, on school grounds, or at any school related activity. A student may also be expelled for disciplinary reasons by action of the school board, upon recommendation of the principal.

**FOR CONTINUOUS BEHAVIOR PROBLEMS – THE PRINCIPAL WILL PRESENT A RECOMMENDATION TO THE BOARD OF EDUCATION REGARDING POSSIBLE EXPULSION FROM WHITE PIGEON COMMUNITY SCHOOLS.**

## SNAP SUSPENSION

**In accordance with Public Act 103 (teachers suspension of students), Public Act 104 (verbal or physical assault on an adult), and Public Act 102 (verbal or physical assault on a student or students), Central Elementary School will strictly and consistently enforce these laws.**

For copies of our Board Policies of these Public Acts, please see the building principal.

### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA 2004) and the Americans with Disabilities Act (A.D.A.).

### **Restorative Practices**

Under MCL 380.1310d outlines that school districts must consider the following seven factors before suspending or expelling a student beginning with the 2017-2018 school year:

1. Student age
2. Disciplinary history
3. Disability
4. Seriousness of the behavior
5. Whether the behavior posed a safety risk
6. Reportative Practices
7. Whether a lesser intervention would address the behavior

### **School Bus Discipline Procedures**

Bus drivers, at their discretion, may give a warning before using this ticket procedure. When a ticket is issued, principals will receive a copy and the following consequences will be implemented.

\*Severe infractions – the student may be removed from the bus immediately. No previous warning is required. This will include a **minimum** three (3) day bus suspension.

\*1<sup>st</sup> ticket: Parents must discuss the problems with their child and the child **MUST** return the slip to the driver, signed by the parents, before riding the bus again.

\*2<sup>nd</sup> ticket: Student is suspended from riding the bus for three (3) days.

\*3<sup>rd</sup> ticket: Student is suspended from riding the bus for five (5) to ten (10) days.

All severe violations and bus suspensions of three (3) days or longer will require the parents to schedule and hold a conference with the driver and the transportation supervisor. The white copy of the violation notice must be signed by the parent and returned to the driver before the student can ride the bus again.

Extreme violations of school bus rules may result in the loss of bus privileges for the remainder of the school year. You can reinforce this, on the first School Bus Discipline Notification issued

by your child's bus driver. A bus suspension does not mean mandatory school suspension. A suspension includes **ALL** bus transportation.

The bus is an extension of the classroom and all codes of conduct will be required of students by the transportation department. Enforcement of violations will follow bus discipline procedures and be consistent with appropriate legal standards.

### **General Information**

Daily Schedule – Subject to change according to schedule needs

**M-Fri First Bell at 7:45 a.m.**

**Classes Begin at 7:50 a.m.**

-School doors do not open for students until 7:45 a.m. unless:

1. the weather is especially cold or rainy and approved by office
2. or other specific reasons approved by office

### **Published Pictures of Our Students**

We would like to publish pictures of our students. If you prefer your child is not photographed and named in local newspapers and newsletters, please fill out the form available in the office.

### **Absence/Illness**

Parents should contact the school when their child is absent. If the child is out **more than three (3) consecutive days**, a note from the doctor is recommended.

### **Administration of Medication**

Prescription medication will not be administered unless accompanied by the permission form available in the office. This form needs to be filled out by the child's physician. **All medications (prescription and non-prescription) need to be in the original containers with full instructions printed on the container. We cannot accept medication in baggies, envelopes or plastic containers.**

### **Accidents**

Students involved in minor accidents and/or receiving SMALL CUTS, SCRATCHES, OR BRUISES will be cared for by the school personnel. If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parents to come and get the child. If the parents cannot be reached, the person designated on the emergency card will be notified. If neither parent nor the second person designated can be reached, the principal will determine if the child needs a doctor. If the emergency card has been signed, the child will be taken for treatment.

In all cases, EVERY EFFORT WILL BE MADE TO REACH AND NOTIFY THE CHILD'S PARENT(S).

### **Adult School Visitations**

Parents and other citizens are encouraged to visit the school. However, for the safety of students and school personnel, all **visitors** will be **required to sign-in and sign-out at the office**. After signing-in a visitor will receive a **“visitor’s badge”**, which must be worn in a visible manner at all times while in the building. Parent-teacher contacts are encouraged, along with the active participation of parents in the educational process. For the safety of students and staff, parents and visitors will not be allowed access to the classrooms to volunteer without first receiving permission from the teacher of the classroom to be visited.

If you wish to visit, volunteer, or observe in the classroom, please contact your child’s teacher ahead of time and arrangements can be made. We welcome your involvement, but we must look out for the safety of your child(ren), other students, and the staff at all times.

## Attendance

Daily attendance, of all students enrolled in Michigan Public Schools, is required in accordance with State law and School Board Policy.

Section 380.1561 of the General School Laws of Michigan states:

“Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday.”

**A. It is the intent of the Central Elementary School to monitor and promote regular school attendance. A record of the attendance of each student shall be maintained in accordance with the following classifications:**

1. **“Tardy”** shall mean a child arrived after the beginning of class but before 8:15 a.m. M-Fri
2. **“Absence”** shall mean a child missed more than 30 minutes of class time.

Frequent absences and/or tardies may affect a student’s participation in non-curricular field trips and events, promotion to the next grade, and/or may result in disciplinary consequences and referral to legal agencies.

**B. Procedures**

1. Absences must be excused by a parent or legal guardian by calling the school or sending a written note when the child returns.
2. Prearranged absences for family trips require a written note at least three (3) days prior to the absence, so that arrangements for make-up work can be made prior to leaving.
3. If an absence is directly related to any officially recognized school activity, whereby the student has an active role, the student will be considered present.
4. **MAKE-UP WORK:** Students to make-up work and tests missed.

## **BULLYING**

School Code Act 451 of 1976, 380.1310b, is legislation that requires the District to adopt policy to provide a safe and nurturing educational environment for all of its students. This Act shall also be known as “the Matt Epling Safe School Law”.

Central Elementary School will maintain a zero tolerance policy towards bullying. For this policy, bullying will be defined as any mean look, gesture, work, or action that is repeated over time, and that hurts a person’s body, feelings, friendships, or property.

Bullying also includes cyberbullying – any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils, either directly or indirectly. The following list (not inclusive) of behaviors will be considered bullying and the consequences may vary depending upon the intent and severity

### **BULLYING BEHAVIORS:**

Pushing/Shoving	Embarrassing	
Mocking	Graffiti	
Name Calling	Dirty Looks	
Taunting	Malicious Rumors	Kicking/Hitting
	Spreading Rumors	
Playing a Dirty Trick	Social Rejection	
Excluding From a Group	Maliciously Excluding	
Teasing About Appearance	Teasing About Clothing or Possessions	

In addition:

- Setting up to take the blame, or to look foolish
- Publicly challenging another to do something
- Locking in a closed or confined space
- Forcing someone to do something against their will
- Threatening with total isolation by peer group
- Physical acts that are demeaning and humiliating, but not bodily harm (e.g., pulling down pants, hand gestures, etc.)
- Publicly humiliating (e.g., revealing personal information, etc.)
- Manipulating social order to achieve rejection

**The following behaviors will automatically receive an action plan:**

- Ethnic slurs
- Physical violence
- Spitting
- Threatening with a weapon
- Verbal threats of aggression against property or possessions
- Verbal threats of violence or of inflicting bodily harm
- Cyberbullying – any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils, either directly or indirectly.

## **Communicable Disease**

In order for us to minimize communicable diseases and help keep your child healthy and happy, please keep your child home from school when they are ill or have symptoms.

Signs to look for:

- flushed face and warm/hot dry skin
- rash or itching skin or scalp
- unusual paleness and cold
- stiff neck or back
- runny nose, sneezing, bad cough
- unexpected profuse sweating
- pain in ear, chest, stomach, or joints
- nausea, vomiting, or diarrhea
- watery, runny, or glassy appearance of eyes
- chills and fever
- sore throat, hoarse or husky voice, swollen glands
- drowsiness – especially at a time he is usually wide awake

## **Dress Code**

Students do have a right to their own taste and style in their dress and hair, we do insist on the following rules:

1. Appearance must not cause an interference with schoolwork, create classroom disorder, and/or affect the safety of the student or other students and staff.
2. Students wearing inappropriate clothing will be required to change. They will be given alternative clothing to wear or we will call home and see if anyone can bring a change of clothes to the school.
3. Hats and hoods will not be worn inside the building unless it is an approved dress up day and/or prior approval from teacher or administration.

## **Drug Free School Policy for Students**

Being under the influence of, in possession of, or using any controlled substance is prohibited on or near school grounds or as a part of any school activity. A controlled substance includes, but is not limited to, tobacco, alcohol, illegal drugs, look-alike drugs, and any controlled substance.

Any student possessing, using, selling, or transferring a controlled substance can be given 30 days or the remainder of the semester, whichever is greater, of out-of-school suspension with the strong recommendation to seek testing, evaluation, and treatment of the problem before re-entry to school.

A second violation will require disciplinary action by the Board of Education. The student and parent/guardian must appear before the Board of Education before re-entry.

All violations will require notification of local law enforcement authorities.

**TOBACCO FREE SCHOOLS POLICY**  
**(Effective the opening day of the 1995-96 school year)**

It is the desire of the Board of Education to provide a healthy environment for all students attending White Pigeon Community Schools. In order for this goal to be attained the Board henceforth prohibits all individuals from using tobacco (in any form) in any school building, on school grounds, or in any school vehicle.

LEGAL REF: MCL 750.473

First Reading: August 15, 1994

Second Reading: September 19, 1994

Approved: September 19, 1994

**Central Elementary Expulsion Policy**

School Code (MCL 380.1311) requires the expulsion of students who possess a dangerous weapon in a weapon free school zone or who commit arson or rape in a school building, on school grounds, or at any school related activity. A student may also be expelled for disciplinary reason by action of the school board, upon recommendation of the principal.

**Field Trip Permission Slips**

Permission slips for field trips (page 31) are kept in the student's permanent records and are good for any field trip while at Central Elementary. If you have not filled one out, please stop by the office or call 483-7107 and we will send one home. Teachers will send home additional information regarding field trips.

**Fundraiser Procedures**

No student at Central Elementary is required to participate in any form of fundraising that may take place. However, if the fundraiser is to pay for a special field trip that is not covered out of the school district's general fund, there may be an additional cost to a student that does not participate. Students and parents will be notified in writing as to what the cost will be before determining whether or not they wish to participate in the fundraiser.

When a student becomes involved in a fundraiser, that student and his/her family will be responsible for all materials and/or monies that may be due. If there are outstanding materials and/or monies, the student responsible may not be allowed to participate in the field trip.

## Grade Change

### **A Grade May Be Changed Under School Code: 380.1249, Section 1249: Review of official transcript; grade changing procedures.**

A grade may be changed by a Board Member, Superintendent, Principal, Counselor, or another Teacher when the Teacher giving the grade:

- Is informed of one (1) or more reasons for the change and concurs with the grade change

When the Teacher giving the grade **does not concur** with the Grade Change;

- A proponent for the grade change submits in writing a request for grade change to the principal stating reasons for a grade change within 30 days after the pupil received the grade(s)
- A teacher in a school or a counselor may become the proponent for a grade change and cause a panel to convene and is not subject to the 30 days limitation following a pupil receiving the grade(s).
- The principal may decide to file a notice with the Board that a panel may convene within 20 days of this filing.
- The panel must meet within 20 days after written request is received
- The panel must prove that there was no rational basis for the challenged grade under the teacher's established grading procedure.
- The panel's decision may be appealed to the Board within 30 days of the panel's decision.
- The panel will consist of:
  - 3 teachers selected by their bargaining unit
  - 1 Board member
  - Superintendent or Designee
  - **Cannot** be the person causing the panel to convene

## Head Lice

(Our policy is aligned with the Michigan Department of Education and the Michigan Department of Community Health Head Lice Manual)

Head lice is usually a problem in the early fall. Please check your child's head before the start of the school year. Treatment is required if you find live lice and/or nits  $\frac{1}{4}$  inch or closer to the scalp. It is our feeling that if we all work together and follow precautions, we prevent the spread of head lice to other children. We urge you as parents to:

1. Tell your children not to share combs, brushes, hats, scarves, coats, or clothing with other children.
2. If your child has long hair, we suggest you braid it or have them wear it in a "pony tail".
3. Watch to see if your child scratches his/her head and listen for any complaints about itching of the scalp.
4. If your child has been found to have head lice, check every member of the family. (Pets will not be infected) Look for tiny white eggs (nits) on the hair shafts, near the nape of the neck and behind the ears. Head lice are small grayish-tan insects without wings. All family members with lice or nits must be treated.
5. Use an effective head lice treatment, mayonnaise or cooking oil. A second treatment is recommended 7-10 days after the first one. Whatever treatment you choose, follow the instructions carefully.
6. Wash clothes, bed linens, and towels. Use hot water, and then dry on the hot cycle for at least 20 minutes. Items such as stuffed animals, headphones, hats, and helmets that are not machine washable must be dry-cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks.

All children found with live lice and/or nits  $\frac{1}{4}$  inch or closer to the scalp will have their parents called to inform them, and be sent home with a letter explaining our procedures. Parents will have the option of coming to get their child that day from school, but students will be allowed to stay for the remainder of that school day. Central Elementary requires all children with live lice and/or nits  $\frac{1}{4}$  inch or closer to the head must be treated and rechecked before they may return to school. The recheck time will begin at 7:30 a.m. in the office. A parent whose child misses more than three days with head lice is considered negligent. Letters will be sent to the parent, following standard truancy procedures.

## **Immunization**

Michigan law requires that “all children enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall submit a statement signed by a physician that they have been immunized or protected against Diphtheria, Tetanus, Pertussis, Measles, Rubella, Ployomyelitis, and Hepatitis-B.” **CHILDREN WILL NOT BE ALLOWED TO COME TO SCHOOL UNTIL ALL IMMUNIZATIONS ARE COMPLETE.**

### **Your Child is REQUIRED to have the Following Immunizations:**

**4 DPT - DIPHTHERIA, TETANUS, PERTUSSIS**

**4 - POLIO**

**2 MMR - MEASLES, RUBELLA, MUMPS**

**3 HEP-B - HEPATITIS-B**

**2 VARICELLA - CHICKENPOX (OR DATE CHILD HAD CHICKENPOX)**

**1 MENINGOCOCCAL - FOR CHILDREN 11-18 YEARS OF AGE**

## **Student Information**

We need current information for your child in case of emergency. We must know if you have:

1. a new address
2. a new telephone number
3. a new place of employment
4. a new work phone number
5. a change of baby-sitter
6. a change of emergency name or phone number

**Please contact the school at 483-7107 ext: 52000 about these changes or send a note with your child to the office.**

## **Keggar Policy**

In accordance with recent laws, a school administrator or teacher must immediately notify the appropriate law enforcement agency when knowledge of a party containing illegal substances is known in advance, is presently taking place, or has taken place.

## Leaving School

No Central Elementary student is to leave the school or playground without a written note from his/her parents.

The health, welfare, safety, and security of all of our students are of utmost importance. At times of emergency, when other than a parent or guardian comes to school to request permission for dismissal of a student during the school day, the individual's proper photo identification will be examined by the building principal, or office secretary (or attendance secretary where applicable). The student is to remain in the classroom while the parent/guardian is being contacted. The parent/guardian must give permission directly to the principal, or office secretary (or attendance secretary where applicable). Only after permission is given by the parent or guardian, will the student be called to the office and properly execute checking out procedures in accordance with the student handbook. Only then, will a student be given permission to leave with a non-parent or non-guardian.

## Lost and Found

The children at Central Elementary may lose many items (hats, mittens, etc.) during a typical school year and will have an opportunity to claim them. If your child has lost something and cannot find it, please feel free to come to the Principal's Office and request permission to look through the "lost and found" box.

**PLEASE MARK YOUR CHILD'S PERSONAL ITEMS, i.e., COATS, HATS, BOOTS, ETC., WITH FIRST AND LAST NAME**

## Medical Expenses and Liability

Medical expenses resulting from emergency care and subsequent treatment and rehabilitation for injuries sustained on school property are the responsibility of the parent or guardian.

## Party Invitations

We **DO NOT** allow students to pass out **individual** party invitations in the school building. All such invitations should be sent to the home to prevent hurt feelings among classmates. A total class invitation is permissible.

## Pesticides

Any time pesticides are used on school property, a notice will appear on the entrance door.

## Recess Policy

Our policy concerning recess time is that **all pupils participate in recess unless they have a note from their doctor requesting otherwise.**

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Rainy conditions mean that we will be inside for recess. Listen to the weather report so you know how to dress your child for the day. **Children are not good judges of what weather conditions will be.**

When children wear boots to school, please make sure they bring shoes to wear in the classroom. All children need gym shoes for recess and physical education. This is for the safety of the children playing in the gymnasium.

## Search and Seizure

To maintain order and discipline in the schools and protect the safety and welfare of students and school personnel, school authorities may search a student and/or student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without students consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and /or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## Selling Items at School

Selling items at school by students is not permitted unless the student is selling for an organization that has been approved by school authorities. An example would be "Girl Scout Cookies", The Book Fair, etc. Check with the office before allowing your child to sell anything.

## Sexual Harassment Policy

Every student/individual has the right to be treated with respect. Sexual harassment is a violation of the Civil Rights Act of 1964 and the Michigan Civil Rights Act. Sexual harassment is a form of discrimination. As sexual harassment is unacceptable at Central Elementary School, it is against the policy of this school for any student, administrator, teacher, employee, volunteer, or any visitor to sexually harass another person.

Sexual harassment is defined as: unwelcome sexual advances, or requests for sexual favors, or other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature.

Verbal includes: sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, remarks about a person's clothing or body, remarks about sexual activity or speculation about a person's previous sexual experience.

Non-verbal includes: sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures.

Physical includes: unwanted physical contact of a sexual nature, including touching, pinching, unnecessary touching, patting, hugging or brushing against a person's body, coerced sexual intercourse, assault.

1. Any student or his/her parent who believes he/she has been subjected to sexual harassment may (should) bring forward a verbal complaint to a building administrator. He/she will be asked to file a statement and asked for details.
2. Any allegation brought to our attention shall be reported to the counselor/social worker or principal who shall conduct an investigation of the incident. The investigation shall include notifications to the complainants' parent or guardian, notification to the accused of a complaint and his/her parent and a taking of a statement from the accused. Further investigation shall follow at the discretion of the counselor/social worker using the utmost care and discretion so as not to further harm either student's confidentiality.
3. Upon the conclusion of the investigation, the following range of penalties are possible at the discretion of school personnel:
  - Verbal harassment:
    - a. Warning
    - b. Warning, meeting with parent(s)
    - c. Warning, meeting with parent(s), police
    - d. 3 days out-of-school suspension
    - e. 5 days out-of-school suspension
    - f. Meeting with Superintendent and Principal
    - g. Permanent expulsion
  - Physical harassment:
    - a. Warning
    - b. Warning, meeting with parent(s), police
    - c. 3 days out-of-school suspension
    - d. 5 days out-of-school suspension
    - e. Meeting with Superintendent and Principal

f. Permanent expulsion

- Counseling sessions with the counselor/social worker may be required at each step as the infractions become more serious. In no event do the above penalties preclude the harassed student from filing a criminal complaint with the police.
- Any student found guilty of filing a false harassment charge shall be subject to the same range of penalties as above.
- If any student or parent is not satisfied with the results he/she may appeal through the regular appeals process to the superintendent and the Board of Education if he/she so desires.
- Central Elementary School will NOT tolerate any form of retaliation toward students (male or female) who have filed a sexual harassment claim. The range of penalties for such retaliation shall be the same as if that person had been the original harasser.

## Sexual Harassment Report Form

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

Name of Person Filing Statement: \_\_\_\_\_

Name of Alleged Harasser: \_\_\_\_\_

What happened:

When happened:

Witnesses:

What I said/did:

How I felt:

How the alleged harasser responded (verbatim quotations):

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Signature of School Personnel

Signature of Student

\*Signature only attests to agreement as to accuracy of recording of the above information

## Student Placement

The following guidelines will be used to help in determining the placement of students. Placement decisions are based on teacher recommendations, special needs, academic balance and parental request. **A request is not a guarantee that the student will be placed in the requested classroom.** To make a request contact your child's teacher at the **beginning of April** with your child's current teacher to discuss the appropriate placement.

The evaluation of every request will be based on the following rubric. The rubric is based on School Board Policy and sound educational factors:

1. Board Policy HJ
  - a. Academic Achievement
  - b. Chronological Age
  - c. Size and Physical Development
  - d. Emotional Maturity
  - e. Social Maturity
2. Board Policy HK
  - a. Professional Staff Recommendation
  - b. Mental Ability
3. Board Policy HL
  - a. Self-Esteem (confidence)
4. Other Educational Factors
  - a. Learning Style
  - b. Test Scores
  - c. Personality Needs
  - d. Teacher Recommendation (double points)

## Technology Policy and Procedures

The following section clarifies the Technology Policy and Technology Procedures documents adopted by the White Pigeon Community School Board of Education. Access to the internet via White Pigeon Community Schools indicates agreement to accept and follow its established policies. The "Internet Use Application Form" (see page 36) needs to be filled out, signed and returned to allow your child use of the internet at school.

If system users violate any of the district ethical and legal guidelines, their access via the school system may be terminated, and future access may be denied.

### **Responsible internet users will:**

- Refrain from accessing any areas that may be offensive due to pornographic, discriminatory, violent, or otherwise illicit/illegal content
- Accept responsibility for monitoring information which they access or receive via the internet
- Accept responsibility for obeying copyright laws, i.e., they will not download games, music, graphics, videos, or text materials that are copyrighted
- Behave courteously and use appropriate language

- Report a known instance of inappropriate, harassing, and/or abusive language used over the system to an administrator, teacher, or counselor
- Refrain from revealing personal information such as an address and phone number over the internet
- Refrain from lending a password or account to others
- Refrain from wastefully using finite resources
- Refrain from degrading or disrupting equipment or system performance
- Respect the data of other users

White Pigeon Community Schools fully supports the internet as a tool to access information around the world. Its benefits and opportunities far outweigh any disadvantages of access. However, non-educational materials are also available through the internet. Ultimately, it is up to parents and guardians to set and convey standards for their children to follow, and it is the student's responsibility to uphold those standards. Accordingly, the district respects each family's right to decide whether or not to permit their child to access the internet.

The district assumes no responsibility for:

- Content received by an account holder from a source outside the district
- Costs, liability, or damages caused by the way access is utilized
- Consequences of service interruptions or changes
- Privacy of electronic mail

Misuse of internet consequences:

- 1<sup>st</sup> Offense: Detention and warning
- 2<sup>nd</sup> Offense: Banned from school computer usage for 9 weeks
- 3<sup>rd</sup> Offense: Banned from school computer usage for remainder of the school year
- 4<sup>th</sup> Offense: Banned from school computer usage for entire school career

(School related assignments that require computer use must be approved by the teacher and principal)

### **Telephone/Cell Phone/Technology Use**

The school telephone is installed for school use. **Students are not to use the telephone to arrange play time, forgotten bus notes or a sleepover.** Students must have permission from an adult before using the telephone.

Students who bring cell phones and other technology devices to school must keep them turned off in their backpacks during school hours, including bus rides. Special circumstances will be communicated to students when devices are allowed to be used prior to the event.

## **Tornado Watch Policy**

At the Special School Board Meeting, held on April 15, 1996, the White Pigeon School Board voted unanimously that **“during a tornado watch, students would not automatically be dismissed to return home.”** There is much to take into consideration before a decision of early dismissal is made. As always, early dismissal and school closing will be communicated through local radio and television stations.

## **Fire, Tornado and Lockdown Drills**

Fire drills are held throughout the year. The fire drill signal is a loud continuous buzzer sound. Classes leave the building and go to their designated area. Students will enter the building when the “all clear” signal is given.

Tornado drills are also held throughout the year. The tornado drill signal is announced over the PA system. The class will move to a pre-arranged location in the building and remain until the “all clear” is sounded. Students are to remain quiet and orderly.

Lockdown drills are held throughout the school year. These drills are announced over the PA system. Staff follows the procedures that are outlined in their “Go” box manuals.

All drill schedules are located on the district website.

## **Weather Information**

Keeping parents informed and involved helps to assure student safety and improve student success. To help keep the lines of communication open, the school has implemented the Instant Alert for School. Within minutes of an emergency, school officials can use the system to deliver a single, clear message to the students’ families by telephone, cell phone, e-mail, pager or PDA in any combination. An informational sheet is available in the office if you need one and also on the website.

Information will also be posted on our Facebook page for White Pigeon Community Schools.

## **Children Walking to School**

For the safety of your children, we recommend students cross U.S. 12 at the intersection of U.S. 12 and Kalamazoo Street or at the corner of U.S. 12 and Lincoln Street. If your children cross at the intersection of U.S. 12 and Kalamazoo Street, using the stoplight, please make sure they are instructed how to cross properly and safely. Students crossing at the stoplight are not the responsibility of the school district. At the corners of Lincoln Street and U.S. 12 crossing guards will be posted between the hours of 7:15 –8:00 a.m. M-Th and 8:15-9:00 a.m. F and 3:00-3:30 p.m. Parents are asked to stress to children the importance of obeying the rules of the crossing guards and listening to instructions carefully.

## **Bicycle Procedures**

Students riding bicycles to school should take the bicycle directly to the bicycle rack in back of the school. **All** bicycles should be carefully placed in the rack. It is recommended that all students riding bicycles use a bicycle lock.

Students are not to ride bicycles on the playground. All bicycle riders are requested to walk their bicycles across the street at all intersections and in areas of heavy congestion, i.e., the sidewalk in back of the school at the beginning and end of the school day.

### **White Pigeon Community Schools Procedure for Resolving Concerns**

Communications of personnel concern made to building administrators or program supervisors will be directed as follows:

- If an individual expresses a concern to a building administrator or program supervisor, the individual will be asked to complete "A Statement of Concern."
- The administrator or program supervisor will inform the individual with a concern to first discuss the concern with the appropriate school personnel. The administrator or program supervisor will explain how to make this contact.
- The administrator or program supervisor will notify school personnel of the complaint.
- The individual with the concern and school personnel will meet together to resolve the concern.
- If the problem cannot be resolved, then the administrator or program supervisor will meet with the individual expressing the concern and the school personnel.

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Communications of personnel concerns/complaints made to the superintendent's level will be directed as described below:

- The parent or community member with a personnel concern will be asked by the superintendent if he/she has shared the concern with the staff member involved.

**IF NOT:**

- The parent or community member will be requested by the superintendent to share concern(s) with the staff member the concern involves. The superintendent will ask the parent or community member to keep the superintendent informed as to how the concern has been handled.
- The superintendent will communicate to the staff member's immediate supervisor. The superintendent will ask the immediate supervisor to keep the superintendent informed as to how the concern has been resolved.

**IF THE PARENT OR COMMUNITY MEMBER HAS SHARED THE CONCERN WITH THE STAFF MEMBER:**

- The parent or community member will be asked by the superintendent to share the concern with the staff member's immediate supervisor. The superintendent will

ask the parent or community member to keep the superintendent informed as to how the concern has been resolved.

- The superintendent will communicate the concern to the immediate supervisor. The superintendent will ask the immediate supervisor to keep the superintendent informed as to how the concern has been resolved.

**IF THE PARENT OR COMMUNITY MEMBER HAS EXPRESSED CONCERNS TO THE IMMEDIATE SUPERVISOR:**

- The superintendent will request that the immediate supervisor, staff member, and parent or community member conference with the superintendent.\*

**IF THE CONCERN IS NOT RESOLVED AT THE SUPERINTENDENT'S LEVEL:**

- The parent or community member will be provided with the opportunity to conference with the Board of Education's Personnel Committee, staff member, immediate supervisor, and superintendent present.\*
- The Personnel Committee will in turn inform the entire Board of Education.

**IF THE CONCERN IS NOT RESOLVED AT THE BOARD OF EDUCATION'S PERSONNEL COMMITTEE:**

- The parent or community member will be provided with the opportunity to conference with the entire Board of Education in closed session with the staff member, immediate supervisor, and superintendent present.\*
  1. So that educator's legal rights of due process will prevail, educators will be extended the right to meet individually with parents or community members whenever there are concerns. (Mr. Harlow Clagget, Attorney with Michigan School Boards Association, on March 1, 1996)
  2. The tape recording of the aforementioned meeting (other than what is specified in the Open Meetings Act) is prohibited by law. The only exception is when all parties mutually agree to tape record the meeting. (Mr. Don Bonato, Attorney with Thrun, Maatsch, and Nordberg, on March 1, 1996)

\*All conferences will be scheduled at times that are available for all individuals to participate.