

2025-2026 OES Handbook for Wildcat Students and Families



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This handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal. The family handbook can be found on our website at www.onsted.k12.mi.us along with the Board's comprehensive set of policies.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2025. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2025, the language in the most current policy or administrative guideline prevails.

Inspire. Challenge. Prepare. Every Person. Every Day.

Dear Wildcat Students and Families,

Welcome to the 2025-2026 school year. The Onsted Elementary Staff truly believes that our school, our programs, and our outcomes will be improved by combining the talents of students, parents, staff and community. We look forward to working together this year to accomplish many goals. Please look for our district, building, and classroom newsletters which will provide opportunities to get involved. We value every child's diverse family background. We would love to have volunteers share their unique experiences and traditions by reading to classes, attending curriculum/literacy nights, volunteering to chaperone field trips which are focused on building background knowledge, and more.

Some reminders from the handbook to help us be successful this year:

- Students should not bring toys, fidgets, trading cards, recess materials, electronic devices, or phones from home. We provide all of the items they will need at school. Students may not use their mobile phones during the school day.
- Clothing should not be a distraction. Students should not wear revealing tops or short shorts to school. Office staff will provide an oversized t-shirt to cover up distracting clothing for the day if needed.
- Please avoid picking your child up prior to 2:50 if at all possible. We realize emergencies occur but please try to schedule appointments outside of school hours. If you must change plans for the end of the day please email your child's teacher prior to noon.
- Daily attendance and arriving at school on time are crucial to student success! Please contact Mr. Stark for ideas and support to help arrive daily before 8:00 a.m. as needed.
- Student birthdays are important to us and we celebrate them in many different ways that do not include food treats.. Please do not bring/send in food which includes cupcakes or other sweet treats. The only time we invite sweet treats into classrooms is for our four class parties (Halloween, Christmas, Valentine's Day & the end of the year celebration).
- Students need water to help them do their best during class. Students should not bring pop, coffee, shakes, etc. to school. Water bottles that won't spill only please.
- Please do not send invitations to parties into school. Each classroom has their directory information which can be provided by classroom teachers as needed. Invitations to classmates should be mailed from home. Please communicate with your child's classroom teacher if you do not want email and phone numbers shared with classmates and/or PTO for the purpose of planning school events, birthday parties, or other class communications.
- **Morning latchkey is free and open at 6:45 a.m. Students who arrive before 7:45 should go to latchkey to be supervised.**
- After school latchkey is available for a fee as needed following the district calendar on full days of school. Students enrolled at Onsted in preschool through 5th grade may attend. [25-26 Latchkey Contract](#)
- Teachers are working with students between 7:45-3:00 and do not always check their email, mobile phones, or classroom phones often during the day. They have daily plan times when you can meet, call, or email. Please communicate any after school pick up plans to them in the morning.

Mrs. Davis, Proud Principal of OES

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Section I — General Information

SCHOOL DAY

- Buses unload on the blacktop at 7:42 a.m.
- Students being dropped off (other than buses) at 7:42 a.m. enter at the front door of the elementary school.
- Morning latchkey is available from 6:45-7:40 as needed. Please utilize this **free** service to avoid the busy drop off line. If students are dropped off early they will be asked to go to latchkey so they are safely supervised.
- Breakfast is offered daily, **free** to all elementary students. This will take place in the classrooms between 7:45-8:05.
- To sign in or out, we ask families to use the main entry door at the front of the elementary building. There is a buzzer system. All other doors are locked.
- Please avoid picking your child up prior to 2:50 if at all possible. We realize emergencies occur but please try to schedule appointments outside of school hours. If you must change plans at the end of the day please email your child's teacher prior to noon.
- After school latchkey is available from 3:00-6:00 p.m. [Latchkey Registration Form](#)

FAMILY INVOLVEMENT

- Student-Parent-Teacher Compact and Parent & Family Engagement Plan
- Volunteer Application—must be completed AND approved before volunteering in classrooms, attending parties, or chaperoning field trips.
- Our web page is located at: www.onsted.k12.mi.us.
- Onsted Elementary Facebook Page
- We invite and encourage you to attend our PTO meetings to support student events inside and outside of school. Please follow the PTO Facebook page for updates. Email: oespto@onstedschools.us.
- Please review Board Policy 2112 for more details.

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Onsted Elementary Student-Parent-Teacher Compact

We know that learning can take place only when there is a combined effort between the home and school. This agreement is a commitment to work together so we can improve teaching and learning. All students will experience success through systems of support that will focus on the whole child, with the support of the whole school and the whole community in a respectful, responsible, safe learning environment.

As a student, I will:

- ★ Be respectful, give my best effort, work as hard as I can every day
- ★ Attend school every day unless I am sick or have a verified appointment
- ★ Ask my teacher questions when I do not understand something
- ★ Stay calm when I'm frustrated
- ★ Treat others as I want to be treated, don't be mean, take responsibility for my actions

As a parent or caregiver, I will:

- ★ Talk with my child about school and his/her education
- ★ Send my child to school daily unless my child is sick or has a verified appointment
- ★ Check on the progress of my child by talking to the teacher and attending conferences
- ★ Stay calm when I'm frustrated
- ★ Encourage learning at home and reinforce the school rules

As a teacher, I will:

- ★ Provide all students with high quality teaching at school
- ★ Provide a safe and challenging learning environment
- ★ Encourage and accept the involvement of parents and caregivers, communicating often
- ★ Stay calm when I'm frustrated
- ★ Work with students who learn at different rates and in different ways

- ☒ We have reviewed the handbook and our questions have been answered as requested.
- ☒ We have read and discussed the Student Education Technology Acceptable Use and Safety Agreement. We agree to follow them when using iPads, computers, web access and technology resources.
- ☒ Most importantly, we promise to help each other carry out this agreement.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program based on teacher recommendations. Any questions or concerns about the assignment should be discussed with the Principal.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without 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 OR a phone call requesting the change. Office staff will verify by requesting the pick up person to present their driver's license or other legal picture id.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrolling policy during the open enrollment dates.

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:

- A. a birth certificate or similar document;
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. proof of residency;
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official record/file transferred. The guidance office will request the CA60 student file from the previous school once the student has been registered.

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

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact 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 has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until 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.

TRANSFER OUT OF THE DISTRICT

Parents must notify the Guidance Office about plans to transfer their child to another school. If a student plans to transfer from Onsted Elementary School, the parent must notify the Guidance Office. 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 guidance office for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Onsted Community Schools to provide equal educational opportunities for all students. No student shall be denied admission to school or participation in curricular, extracurricular, student services, recreational, or other programs or activities based on any characteristic protected under applicable federal or state civil rights laws. This includes, but is not limited to, protections against discrimination based on personal characteristics or circumstances as defined by law, as well as place of residence within District boundaries or social or economic background.

Any person who believes they have been subjected to discrimination while at school or a school-related activity should promptly contact the School District's designated Compliance Officer listed below:

Karen Springer, Finance and Human Resources Director, springer.k@onstedschools.us, phone: 517-467-2173
Tim Comden, High School Principal, comden.t@onstedschools.us, phone: 517-467-2171

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 educational opportunity.

STUDENT RECORDS

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

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

Directory information includes: a student's name, address, and phone number.

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

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

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's 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 their parents;
- B. mental or psychological problems of the student or their 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 their parents; or
- 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 request is received by the building principal.

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:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. 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 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies which are listed on the [school supply list](#). Teachers have recommended supplies needed for these purposes. The School requests no additional items be sent to school as they become distractions.

Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

USE OF SCHOOL TELEPHONES

Telephones are available in the school for students to use for emergency situations. Teachers and/or office staff will assist students who need to call home. Mobile phones are not to be used at school. Students are not to use telephones to call parents to receive permission to leave school. School personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES

District's Personal Communication Device Policy Use of PCDs is prohibited and they must be powered completely off, not just placed into vibrate or silent mode, and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

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

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

LOST AND FOUND

The lost and found area is located in the gym. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester.

STUDENT WELL-BEING

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of

the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the nurse in the office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the nurse's office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

NON PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication, non prescribed medication, or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT 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 their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with 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 building. The alarm signal for fire drills consists of a fire alarm and blinking lights.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an administrator making a PA announcement.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of The BOOT security system and procedures. The alarm is a light and sound system throughout the district.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by sending a mass message to all families and staff through the Infinite Campus system. Please keep your contact information up to date by communicating changes with the office team.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Policy 5830 details the general rules will apply to all fundraisers.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Onsted Elementary School offers activities such as: musical presentations, Creative Cats building Club, Reading Club, and PTO events. All school rules will still apply regarding behavior and equal opportunity to participate.

SECTION II — MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the building principal, Marsha Davis and 517-467-7046 or davis.m@onstedschools.us.

Student birthdays are important to us and we celebrate them in many different ways that do not include food treats.. Please do not bring/send in food which includes cupcakes or other sweet treats. The only time we invite sweet treats into classrooms is for our four class parties (Halloween, Christmas, Valentine's Day & the end of the year celebration).

Students need water to help them do their best during class. Students should not bring pop, coffee, shakes, etc. to school. Water bottles that won't spill only please.

The school participates in the National School Lunch Program and makes lunches available to students for free. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. We ask that each family complete this important form. Please contact our Food Service Director, Amber Starnes, at 517-467-2173.

SECTION III - ACADEMICS

COURSE OFFERINGS

Students at Onsted Elementary School receive instruction in reading, writing, math, science, social studies, grammar, handwriting. Social and emotional instruction is also provided. Each student attends a daily "specials" class, which includes: physical education, music, art, and STEAM.

GRADES

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

The school uses the following grading system:

- 1 = Mastering Grade Level Expectations (90-100%)
- 2 = Progressing, has not mastered skill fully (75%-90%)
- 3 = Needs More Practice (below 75%)
- X = Not reported this term

GRADING PERIODS

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

ON-LINE LEARNING PROGRAM

Onsted Elementary utilizes the Calvert Learning platform for online learning as needed. If this option is preferred, a meeting between the student's family and Onsted personnel will be held. Parents must be available at home to support the student's learning. Each child will have a mentor teacher at Onsted who grades assignments and provides support throughout the program. Policy 2370.01

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school guidance counselor regarding procedures for such instruction. Applications must be approved by the school guidance counselor. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

HOMEWORK

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. Students will be expected to read at home and we will provide online programs to practice skills as needed. Login information will be provided by classroom teachers early in September.

STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The District shall develop a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education; M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. It also includes the M-STEP summative in science and social studies.
- B. a valid and reliable screening, formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education.
- C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- D. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades K-5.

Third grade students who do not meet the District's and State's established assessment criteria may be offered the opportunity to attend summer school as well as repeating third grade with a different teacher.

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
 - 1. political affiliations;
 - 2. mental and psychological problems potentially embarrassing to the student or his/her family;
 - 3. sexual behavior and attitude;
 - 4. illegal, anti-social, self-incriminating, and demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. income without the prior consent of the adult student or without the prior written consent of the parent;
- B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- D. the results of each school-wide, program-wide, and District-wide test be made part of the public record.

PROMOTION, PLACEMENT, AND RETENTION

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

- 1. current level of achievement
- 2. potential for success at the next level
- 3. emotional, physical, and/or social maturity

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed through the registration process through Infinite Campus.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

USE OF THE LIBRARY (MEDIA CENTER)

The library (media center) is available to students during their assigned class visit time. Books on the shelves may be checked out for a period of two weeks.

In order to avoid late fees, all materials checked out of the library must be returned prior to May 23rd.

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 or facility they are permitted to use. In order to use any room or other area of the district, a form is available in each office. Staff will help you reserve space as allowed by district guidelines.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Students who have severe or chronic misbehavior may not be allowed to participate in field trips. The Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Sharon Upp at 517-467-7046 to inquire about evaluation procedures and programs.

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by the District. Parents should contact the Office Team at 517-467-7046 to inquire about evaluation procedures and programs offered by the District.

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 teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's 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 student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals. Staff email addresses can be found on the school website.

Students must 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 dean of students, school guidance counselor, and/or principal.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must sign in at the main office for a visitor pass. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

SECTION IV - STUDENT CONDUCT

Attendance

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

Absences

All absences must be communicated to the school office by the parent or guardian on the day of. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. Doctors excuse note listing days out
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence.

All counted absences will be handled in the following manner per semester:

Step 1: After five unexcused absences: administration reviews student attendance report specifically looking at grades, reasons for absences, discipline. Also noting if attendance interferes with learning. A letter will be mailed home to notify the parent. Unexcused absences 7 - 9 will result in a phone call being made to the parent. This would be a second contact because homeroom teachers will contact caregivers after two days of absence. A communication log should be kept up to date.

Step 2: After nine unexcused absences, the school administrator will determine if an Attendance Improvement Meeting with the students and parents is appropriate. The reasons for the absences will be taken into account when determining the need for a meeting. The goal of the meeting will be to address the root cause of the absences, offer academic support, alternative education if appropriate, and attendance expectations to include an attendance agreement. Interventions will include, but are not limited to mental health screening, problem solving, tutoring, outside agency referral, and mentoring. The results of the Attendance Improvement Plan will be sent to the LISD truancy officers and the Lenawee County Prosecutor for review and follow up.

Step 3: The LISD truancy officers will follow up with the family and ensure that they are following the attendance agreement. If the agreement is not being met, a formal referral will be sent to the Lenawee County Prosecutor's office.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Notification of Absence

If a student is going to be absent, the parents should contact the school at 517-467-7046 and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. These should be turned into the main office. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Tardiness

A student who is not in their assigned location by 8:05 shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone 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.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT and SUPPORT SYSTEMS

A major component of the educational program at Onsted 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.

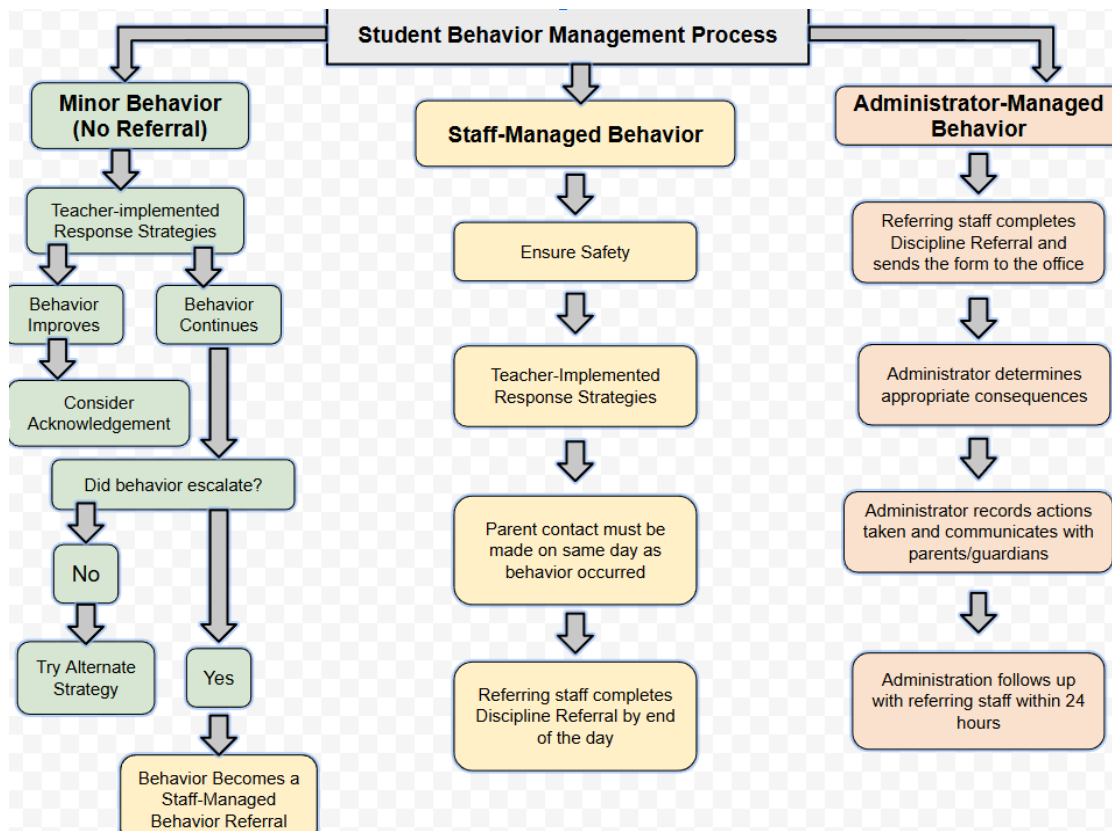
Positive Behavioral Interventions and Supports (PBIS)

At Onsted Elementary School, we use **Positive Behavioral Interventions and Supports (PBIS)** to help all students succeed socially, emotionally, and academically. PBIS is a **proactive and school-wide approach** to promoting positive behavior and creating a safe, respectful, and supportive learning environment. We focus on:

- **Teaching clear expectations** for behavior in all areas of the school (classrooms, hallways, cafeteria, etc.)
- **Recognizing and reinforcing** positive behavior
- **Providing support** for students who need extra help to meet expectations

Our school values—Be Safe, Respectful, and Responsible—are at the heart of our PBIS system. Students learn what these values look like in action and are encouraged to make positive choices every day.

We believe that when students know what is expected and are supported in meeting those expectations, they are more likely to thrive. PBIS helps us build a community where every student feels valued and set up for success.



Violations of The Student Code of Conduct that may result in an Office Referral

Staff Managed Behaviors

Offense	Definitions	Seriousness of Offense
Defiance / insubordination / non-compliance	Brief or low-intensity failure to follow directions	Staff Managed
Disrespect	Low-intensity, rude or dismissive messages to adults or students	Staff Managed
Disruption	Low-intensity interruption of class or school activities	Staff Managed
Dress Code Violation	Clothing that is near, but not within, the school district dress code guidelines	Staff Managed
Inappropriate Language	Low-intensity harmful language obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language; harassment; personal attacks	Staff Managed
Lying	Not telling the truth	Staff Managed
Material and Property Misuse	Low-intensity incorrect use of materials or property	Staff Managed
Minor Physical Contact / Aggression	Non-serious, physical contact that violates school guidelines	Staff Managed
Technology Violation	Non-serious use of an electronic device that violates school guidelines	Staff Managed

Possible Actions Taken by Staff may include but not limited to:

Alternative placement, caregiver / guardian contact, classroom time-out, individualized instruction, conference with student, loss of privilege, request for additional support, restitution, restorative practice

Administrator Managed Behaviors

Offense	Definition	Seriousness of Offense
Abusive Language / Inappropriate Language / Profanity	Harmful verbal messages	Administrator Managed
Bomb Threat/ False Alarm Reporting	A message of impending harm	Administrator Managed
Bullying	Repeated, unwanted interactions in which there is a power imbalance	Administrator Managed
Defiance/Insubordination/Non-compliance	Refusal to follow directions or talking back	Administrator Managed
Disrespect	Rude or dismissive messages to adults or students	Administrator Managed
Disruption	An interruption in a class or school activity	Administrator Managed
Dress Code Violation	Clothing that does not fit within the district dress code	Administrator

	guidelines	Managed
Fighting	Mutual participation in physical violence	Administrator Managed
Harassment	Disrespectful message characteristic in any format based on a protected classes such as gender, ethnicity, sexual, race, religion, disability, physical, or other protected class	Administrator Managed
Physical Aggression	Physical contact where injury may occur	Administrator Managed
Property Damage/Vandalism	Destruction or disfigurement of property	Administrator Managed
Technology Violation	Inappropriate use of an electronic device	Administrator Managed
Theft	In possession of, has passed on, or is responsible for removing property that is not their own without permission	Administrator Managed
Threatening Behavior	Causing fear of injury or harm to people or property	Administrator Managed
Use/Possession of Weapons	Possession or use of knives, guns, or other objects readily capable of causing bodily harm	Administrator Managed
Inappropriate Location Out of Bounds Area	In an area outside of the school or activity boundaries	Administrator Managed

Possible action taken by Administrator may include but not limited to:

Caregiver contact, community service, restitution, conference with student, in-school suspension, out-of-school suspension, loss of privilege/activity, restorative practice, detention, expulsion, restraint or seclusion, bus suspension

Expected Behaviors—Each student shall be expected to:

- 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's ability, gender, race, religion, height, weight, disability, 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.

Dress and Grooming—While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

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. Onsted Elementary School will provide a large t-shirt to cover the clothing of concern for the day.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. 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.

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 the student's 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.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Onsted Community School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. Please refer to the full Board Policy 2266 on the Onsted Community Schools website.

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Karen Springer, Human Resources
517-467-2173
10109 Slee Rd.
Onsted, MI 49265
springer.k@onstedschools.us

Tim Comden, High School Principal
517-467-2171
10109 Slee Rd.
Onsted, MI 49265
comden.t@onstedschools.us

The Title IX Coordinators shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. 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. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

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

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and

communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Personal Communication Devices (PCDs)

A student may not possess a personal communication device (iPod, MP3 or similar electronic storage device) while on school property, in school facilities, or at school sponsored activities or events.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action such as suspension, loss of privileges, and may be recommended for expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will face disciplinary action such as suspension, loss of privileges, and may be recommended for expulsion.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. Harassment

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

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

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, Dean, or may report it directly to OK2Say <https://ok2say.state.mi.us/>. 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 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 any officer position and/or a 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.

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

Harassment

- A. 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;
- B. submission to, or rejection of, the unwelcomed 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;
- C. the unwelcomed 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:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

29b. Bullying and Other Aggressive Behavior

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated and posted in conspicuous locations in all buildings and departments within the District and discussed with students, as well as incorporated into the professional staff member, student and parent handbooks. State and federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy and may develop further guidelines not inconsistent with this policy.

This policy is not intended, and should not be interpreted, to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive, or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has 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 any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training/Restorative Practices

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District may provide and all parents or legal guardians may be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying, and other aggressive behavior.

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money; blocking or impeding student movement; unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national

origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival schools, different states, rural areas, cities, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; substantially damage or interfere with a person's property; or intentionally interfere with or block a person's movement without good reason.

"Staff" includes all District employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

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. Ultimately, it is the Dean of Students' and the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may include: writing assignments; change of seating or location; silent sustained lunch in the office, after-school detention; in-school restrictions, etc..

Detentions

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

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

MANDATORY FACTORS

Before suspending or expelling a student, the following must be considered by the school:

1. Student's Age
2. Disciplinary History
3. Disability
4. Seriousness of Behavior
5. Whether Behavior Posed a Safety Risk
6. Restorative Practices
7. Whether Lesser Interventions Would Address Behavior

School officials must consider these factors BEFORE suspending or expelling for these offenses:

1. Physical Assault on Student
2. Gross Misdemeanor or Persistent Disobedience
3. Weapons, CSC, Arson
4. Assault on Staff, Bomb Threat

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is suspended, they may make-up work that they missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal or Superintendent.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

SEARCH AND SEIZURE

Search of a student and the student's possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasive or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. 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 twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government. A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

PLEASE REVIEW THE [TRANSPORTATION HANDBOOK](#).

BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the Transportation Department at 517-467-5600.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Transportation Department.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

Onsted Learning Center Before and After School Childcare and Preschool

Onsted Learning Center License #DC460348495

Students are expected to follow all school rules during latchkey, preschool, and all extra curricular activities. The full Onsted Elementary Handbook and Board of Education policy guidelines apply at all times.

Before and After School Child Care

[2025-2026 Latchkey Handbook & Contract](#)

Before school opens at 6:45 a.m. and is free to all families. Please enter through the door by the cafeteria on the front side of the building.

After school care begins at 2:50 and is open until 5:30 p.m.

We offer STEAM activities and homework support as well as outdoor play. Students receive a snack and water in a safe environment with highly qualified staff where they have a voice in which activities to participate in.

Typical Schedule for after school:

- Free Play- Children and schoolagers can make individual choices, change activities, repeat activities, etc. child-led not teacher-led time.
- Group Play- Children and schoolagers can engage in small or large groups with their peers, a balance of child-led and teacher-led time.
- Care Routines-Time for snack, restroom breaks, handwashing, rest time, etc.
- Gross Motor Play-Children and schoolagers engage in large movements such as running, jumping, riding, climbing, etc. either indoors or outdoors.

Preschool Information

Family and Community Partnerships

Our mission is: *Inspire. Prepare. Challenge. Every Person. Every Day.*

Statement of Philosophy: The Onsted Preschool will implement evidence-based strategies based in strong child development and early childhood education. We believe that children develop emotionally, intellectually, physically and socially. We also believe that all areas of development are interrelated and are of equal importance. Children develop in these areas because of interactions with other people and their environment. Development occurs in a predictable order with all children, yet the rate at which they progress through the various stages differs with each child. Children develop at their own pace. The early childhood years represent a critical period in children's lives during which they are most receptive to developing either positive or negative perceptions of themselves. These early years are a time when children are naturally curious and exploratory; they continually strive toward competence.

Program Values: We offer a child-centered and developmentally appropriate program for preschool age children. Our curriculum includes the GELN Essential Literacy Practices and Creative Curriculum. Classroom observations and assessments become important tools for the teachers to communicate with parents. Children's current interests or behaviors are used to adjust and/or accommodate the program environment.

Family Involvement: We look forward to partnering with you in many ways this year. Our teachers maintain child development records and notes. Written communication regarding your child's development will be shared with you monthly through notes and newsletters. Conferences will be scheduled through newsletters and written documents sent home in the weekly folder at least two times this year. Our class is busy learning all day but you can leave a message through voicemail or email at any time. Just call 517-467-7046 or email germain.a@onstedschools.us.

We are excited to partner with you during home visits, conferences, literacy nights, field trips, and opportunities to volunteer in our classrooms. We will inform you of these events through emails and newsletters. We encourage you to email lead teachers, our program director, and/or our Principal with any suggestions, questions, or concerns. Email and phone contacts can be found on the Onsted Community Schools web page.

Diverse Backgrounds are important to each child's development. We believe that the family plays a primary role in children's education. You, parents and guardians, are your children's very first teachers. The function of our school is to support families in the endeavor of providing the best first experiences and learning for your children. The following list of goals directly relates to this basic belief:

1. We will incorporate and represent diverse backgrounds of children, families, community, and the world through toys, figurines, games, songs, instruments, language support, and stories.
2. We believe that home and school together form a positive support system for the growing child. Parents are kept informed of their child's developmental progress in several ways: staff complete child development records and notes; staff conference a minimum of two times per school year with caregivers to share their notes/observations using the GOLD report; staff provide weekly updates on developmental steps/progress/delays through email.

Parent Teacher Communications

The Onsted Preschool is very interested in providing you with information about your child's development and progress through the program. We will make a very special effort to have contact with parents in the following ways:

- Class Newsletters---Group information is provided via newsletters and overviews. Parents will also be notified of upcoming events by a monthly calendar. In this way, parents can be notified about upcoming field trips, cooking projects, special visitors and themes that we will be working on.
- Conferences---At different times during the school year, the teacher will hold individual conferences with parents. This is generally once in the fall and again in the spring. In addition, the teacher will try to make personal and telephone contacts at various times throughout the year. The teacher is available to talk to you at any point when you feel this would be important! We want to emphasize that calls are welcome at any time. Your questions, concerns, and suggestions are both welcomed and needed.
- Parent-Teacher Learning Opportunities---Twice a year we will hold a parent-teacher forum to provide a more structured means by which families can provide input into the program. These meetings offer an excellent opportunity to ask questions about the happenings in your child's class, to offer ideas about themes, activities, visitors, or field trips. Your observations or questions related to child development issues are also invited.
- Staff have conversations with all children frequently throughout the day during routines and free play. Verbal communication is positive, encouraging, and personalized. We encourage children to play and speak in their home language while pairing with English as well. When errors are noted, the staff member restates correctly and asks the student to repeat it correctly. During these interactions, staff members use nonverbal communication as well. For example, hand gestures, facial expressions, raised eyebrows, etc. will help express thoughts, needs, dislikes, and approvals. The program encourages children and school agers to use their home language in play and learning experiences. One of our preschool associate teachers also serves as our school ELL support person. She supports families through interpreting during conferences, team meetings, phone calls, and documents.

Inclusive Practices

Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas. Our curriculum offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the preschool community. Based on these values of development, the Onsted Preschool will:

1. Create a classroom in which children will feel safe and secure.
2. Children will have opportunities to use play to translate experiences into understanding.
3. Children will have opportunities to learn things that are important to them at the moment.
4. Activities will be designed to teach children information and skills through hands-on manipulation of objects.
5. Activities will be designed so that information, skills and concepts are represented repeatedly and in various ways.
6. Children will experience individualized instruction, rather than being required to move as a group from one learning objective to the next.
7. Their progress is systematically assessed and used as a basis for future instruction.

To help implement these beliefs of development, we follow the Essential Literacy Practices and Creative Curriculum developmental pacing. Specifically, we use many materials and base our learning activities on the [Early Childhood Standards of Quality](#), the [GELN Literacy Essentials](#), and Teaching Strategies Gold.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our preschool curriculum and most importantly give children a successful start in school. Our staff use GOLD and Brigance to monitor the developmental progress of each child. These results are used to plan small group activities, large group activities, and individual interventions at least two times per year. This ensures that instruction and content meet the developmental needs of our students.



If a referral is needed for additional support, the family will be involved in contacting their local school district and creating a plan and setting specific goals for the child. Families will be informed at any point that the child is receiving one-on-one support services, and classroom teachers will partner with support staff to create an inclusive and supportive environment. We also have speech services, occupational services, and behavior supports which are provided by our LISD staff as determined by student need. We welcome all students and will support their unique and special needs through inclusive practices, such as:

- a. Antecedent-Based Interventions
- b. Augmentative and Alternative Communication (AAC)
- c. Cognitive Behavioral/Instructional Strategies
- d. Direct Instruction (DI)
- e. Exercise and Movement
- f. Functional Behavioral Assessment (FBA)
- g. Functional Communication
- h. Modeling
- i. Music
- j. Parent Implemented Intervention
- k. Peer-Based Instruction and Intervention
- l. Prompting

- m. Reinforcement
 - n. Response Interruption/Redirection
 - o. Self-Management
 - p. Sensory Integration
 - q. Social Narratives
 - r. Social Skills Training
 - s. Visual Supports
3. We value and integrate feedback from children, families, and staff to guide and improve our program. Teachers use information specific to each child in their lesson planning and daily schedule. We encourage families to participate in the family advisory committee for Lenawee County. Feedback is gathered anecdotally at pick up and drop off. It is also collected at conferences and through a parent and a student survey in the spring.
 4. Nutrition
 - a. Onsted Learning Center participates in the Child and Adult Care Food Program (CACFP).
 - b. Breakfast and lunch menus will be provided monthly through the Infinite Campus program email and a print copy will go home in each child's folder at the beginning of each month.
 - c. It is necessary to serve the children a variety of foods from the different food groups: fruits, vegetables, meat and alternates (eggs, peanut butter), breads and cereals (whole grains), and milk and milk products. Also, a variety of texture, color and shapes of food are necessary for young children to experience.
 - Fresh Fruits and vegetables should be served at least once a week.
 - Bread Products (crackers, buttered toast, bread sticks, muffins, pizza, and pretzels) should be served often.
 - A beverage (juice, milk, and water) is to be served daily with a snack.
 - It is good to encourage your children to prepare their own food. For example, they will pour their own drinks (from child sized pitchers), butter their own toast and select the correct numbers of crackers they may have for that day. Let your children practice all of the serving skills as much as possible.
 5. When families register their child, the registration links include a question to gather information about the home language, family culture, and home life. Teachers request photos to be sent in for each child and those photos are displayed around the room for students to notice and refer to during the day. We welcome volunteers and guests by contacting our lead teachers to make arrangements.

Family Resources

At times, students and their families may need resources found in our community. A list of resources and contact information is available in our office. Teachers will provide this list of community-based programs, community mental health, food banks, Child Find, and/or medical/dental resources. Additional ideas can be discussed as needed. Please contact your child's teacher to schedule a team meeting which could include: the Principal, School Counselor, and other staff that will be able to match the correct resources with family needs.

Social and Emotional

Our staff follows the Conscious Discipline and Al's Pals programs to teach students about social and emotional health. Staff greet students and families daily. They observe students during play and activities throughout the school day. Notes are provided to families through the daily notebook/parent note.

Discipline Policy

Young children are just learning how to get along in a group. The role of the teacher is to help children learn acceptable ways to achieve the goals they seek. Teachers give children cues about which behaviors may be more successful. The overall discipline policy is aimed at helping children learn to develop internal behavior controls. We use Conscious Discipline strategies in our program at Onsted. Teachers use the following positive guidance techniques to help children move toward self-control:

1. Helping children become aware of their own behavior.

- a. Teachers offer specific praise and encouragement for positive behaviors. (Ex. "Wow, you cleaned this up all by yourself! Doesn't that make you feel proud of yourself?")
- b. Teachers tell children what to do, instead of what not to do. (Ex. "Walk" vs. "Don't run.")
- c. Teachers redirect children's behavior. They consistently suggest alternatives to unacceptable behavior. (Ex. A child is throwing blocks, the teacher redirects to throwing bean bags at a safe target.)
- d. Teacher gives suggestions or directions in a positive manner. (Ex. "Ride on the cement." Vs. "Don't ride on the grass.")
- e. Teachers focus on the children's behavior rather than on the attitudes or personality characteristics. Teachers explain the behavior to the child that is either unacceptable or inappropriate. (Ex. "It upsets me when children hit each other." vs. "It upsets me when children are so mean to each other.")
2. Teachers develop rules that are implemented to protect the safety of children, to protect the property of children, and to protect the rights and feelings of others. Teachers avoid excessive rules or inappropriate rules. (Ex. "Girls can't play with trucks." This would be an inappropriate rule.)
3. Rules in the classroom must meet three criteria:
 - a. Reasonable—children must know how to follow the rules.
 - b. Definable—the child must know exactly what the teacher expects.
 - c. Enforceable—adults must know when the rule is being broken.
4. Teachers develop consequences that are immediate, consistent, and logical.
 - a. Immediate—can be enforced as soon as the rule is broken.
 - b. Consistent—consequences can be enforced almost every time the rule is broken.
 - c. Logical—consequences help children learn how to follow the classroom rules and how they are expected to act. They also learn how personal actions affect others.
 - d. Teachers do not threaten the children.
 - e. Teachers give the children warnings of what consequences will result if they continue to break a rule. (Ex. "Either keep the sand in the sand table or you will have to find a different place to play.")
 - f. Teachers will always follow through on the stated consequences if children continue to break the rule.
5. Teachers will use a rational, calm approach in problem situations. They will interact with speed in a crisis and use their voice as a tool. The voice will sound firm but not harsh and panicky.
6. Teachers will use positive restraints. They may put their hand on a running child as a way to remind children to walk in the classroom, or they may put a hand on a child's shoulder as a way to help the child focus on a teacher's message.
7. Children can experience very intense feelings such as anger, sorrow, or excitement. Sometimes these feelings are so strong that children can no longer control their behavior. A teacher may remove a child from the classroom who is crying uncontrollably, screaming, kicking or hitting until he is ready to rejoin the group. Teachers use painless removal from the situation as a last resort. The teacher may bodily remove a child from the scene of a fight until the child is calm enough to discuss the situation.
8. The purpose of removing a child from the group or classroom is to help children gain control, not to punish, shame, or blame children in any way. Teachers do not spank, hit, or ridicule children or deprive them of snack, rest, or bathroom breaks in an effort to maintain control in the classroom.
9. If chronic or aggressive behaviors are observed, a child's teacher will notify the school Principal and Guidance Counselor through email. As a team, they will determine the best course of action which will avoid suspension and expulsion. Observation notes about behavior and interactions will be kept by each teacher for their students. These will be summarized and shared with parents at conferences unless needed more frequently. A team meeting may be scheduled to put a more specific plan of support in place as needed.

Attendance Policy

Preschool Attendance Matters: Showing up on time, every day is important to your child's success and learning from preschool through high school and beyond. Your child will learn more and be better prepared for Kindergarten if he/she has good attendance in preschool. Every moment of the preschool day is full of learning opportunities that we don't want your child to miss. Even simple activities such as arrival routines and snack time are designed to help your child learn and practice important skills. High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout elementary, middle and high school.

You can make the most of preschool by encouraging your child to attend every day! By deciding to send your child to preschool, you are supporting their growth today and their success in the future! Did you know that children who attend preschool (with strong attendance) are: - more likely to develop early reading skills - more likely to be ready for kindergarten and first grade - more likely to develop good attendance patterns for school and future employment - more likely to finish elementary school without being held back to repeat a grade level. Missing 10% of preschool (one or two days every few weeks) can make it harder to accomplish all of the goals listed above.

Challenge 5, Strive for Less than Five Days Absent: We know that there are times when your child is not able to attend preschool. Young children get sick, especially when they first start school. Other absences occur because families face real barriers, whether it's a serious health problem, a sudden move to a new home or a problem with transportation. We understand that "life happens". Please let us know if you are experiencing anything that is preventing your child from attending preschool. As partners in your child's learning, we want to support you and your family in addressing challenging situations and help to create strong attendance habits for your child's success! We ask families to "Strive for Less than Five!", meaning that you try to help your children not miss more than five days of preschool in one school year. This goal helps to maintain high levels of learning and development for your child and still leaves room for circumstances that cannot be avoided.

Important Definitions:

- Absence: any time your child is not present for a scheduled day of preschool (does not include school cancellations due to snow days, power outages, etc.)
- Chronic Absenteeism: when your child misses 10% (one or two days every few weeks) or more of scheduled preschool days

What to Expect: Should attendance become a concern for your child, preschool staff will contact you in order to identify the best ways in which to partner with you and support your child's success in preschool.

Your child's attendance is important to us. We look forward to seeing your child at school every day! **Please drop off your preschooler in the circle loop between the elementary and middle school at 7:45. Your child's teachers will meet you to sign your child in/out. Please pull up to the cones in the driveway.** 3 and 4 year old full day preschool 7:45 am to 2:30 pm Monday through Friday following the Onsted district calendar. **If your child is going to be absent from school, please contact the office at 517-467-7046.** There is a voice mail at the number listed which you can leave a message if no one is available in the office. When children attend sporadically or on a day-to-day basis they:

- Learn poor school/work habits
- Disrupt the normal routine of the classroom
- Deny other children who would more fully participate with that experience

The purpose of our preschool is to help prepare your child for kindergarten. Regular attendance helps your child to become comfortable with a consistent schedule and provides your child with a high quality preschool experience. Our preschool provides social interaction, hands-on and group activities and promotes independence. These activities are hard to "make-up" at home. Please make your child's attendance a priority so that he/she can benefit the most from the program.

Curriculum, Instruction and Learning Environment

Onsted Elementary School is the only elementary school in the Onsted Community School District. Our initial welcome with preschoolers and their families is our open house in the spring each year. We support families as they complete our application and registration link online. Our office team can be reached at 517-467-7046 with any registration questions. Our preschool team uses the Creative Curriculum and Gold to present lessons that match each student's developmental needs. The Brigance screener is completed twice each year to monitor progress of each student's skills. These results will be shared through conversation at conferences twice a year and at the end of the year progress report. Onsted's preschool teachers give information to families about their child's individual developmental progress through a written report and verbally.

Preschool students prepare to transition to our kindergarten program by visiting kindergarten classrooms, attending kindergarten round up, and playing on our playground. They also eat lunch in our cafeteria during May.

Admission Criteria

1. Children must meet age criteria for the preschool program.
2. All children should be toilet trained. We realize accidents may happen.
3. All children will need the following documentation before the first day of school:
 - a. A legal birth certificate
 - b. A certificate of immunization
 - c. Proof of a comprehensive health appraisal conducted within 120 days of enrollment, developed by the Department of Public Health and approved by the Department of Education.

Licensing Notebook Policy

Parents are given notification of the Licensing Notebook. Parents have the ability to view and review our licensing notebook whenever they would like. This notebook will be placed in the preschool hallway with easy access to use.

Volunteer Policy

Each volunteer will understand and sign the CPS Reporting Policy and complete the state Central Registry Form. Volunteers are not allowed to help a child use the bathroom or clean up bathroom accidents unless it is their own child. Volunteers are not allowed to discipline the child.

A volunteer may not have unsupervised contact with children without documentation from the department of human services that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect. **All visitors to our classrooms are required to complete the volunteer application. All visitors are required to sign in at the main office.**

Health and Safety Policies

1. Children are only released to his/her parent or legal guardian, unless written notice is given to the teacher.
2. Each child should have a complete change of clothing stored at school, including underwear and socks. Each garment should be marked with the child's first and last name. Large bags are provided for each child's clothing.
3. A physical exam is required for all children enrolled in preschool. The appropriate health forms are provided by the school at the time of each child's acceptance into the program. This form is to be completed by a physician and remains valid for two years from the date of the exam. Each child's records must be complete; failure to update health records within one month after notification by Onsted Schools constitutes a basis for withdrawal from the program.
4. Daily oral health is important to our team! We support students in brushing their teeth during the morning routine. We will celebrate dental month and provide the Smiles on Wheels Program multiple times throughout the school year that all families may utilize at our school
5. Consultant Information: Lenawee County Health Department 263-2131.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receive the vaccine. The child's physician must sign a State of Michigan Medical Contraindication Form.
- B. A parent or guardian holds a religious or philosophical ("other") belief which precludes receipt of vaccination(s). **These are nonmedical exemptions and require certification at the local health department.**
- C. The child has received at least (1) dose of each immunizing agent and the next dose(s) are not due yet.

- D. If a parent elects to obtain a non-medical waiver for their child, the child may be subject to exclusion from the school, if the local and/or state health authority advises exclusion as a disease control measure. Please contact the health department or school nurse regarding questions.

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian will notify the school nurse if their child is suspected of having head lice.
2. If an active case of head lice is found on a student, the parent/guardian will be contacted and encouraged to pick their child up. Written instructions on the appropriate treatment will be given to the parent/guardian. The student may return to the classroom, but restricted from activities including close head-to-head contact or sharing personal items with other children in the event a parent can't pick their child up.
3. Prior to the student's return to the classroom the following day, the parent/guardian must accompany their child to the school office with confirmation of treatment. The parent should contact the school nurse to schedule a time for examination of the student's hair.
 - a. The student will be readmitted to school if no live lice are found.
 - b. If live lice are found and not removed, the student may not be readmitted to class.
 - c. The parent/guardian should continue to check for lice/nits for the next two to three weeks and re-treat as necessary according to the product label.
4. Periodic checks of the student's hair will be done by the school nurse over the next few weeks to assure successful treatment.

Health and Safety

If your child is not well enough to be in school, we will call you to pick them up. We want the child to be able to enjoy the activities during the day without being fatigued or ill.

Children can only do their best in school when they are healthy and well rested. Our policy at Onsted Elementary School is to send sick children home to minimize exposure of possible contagious illness to others. Therefore, children with any of the following symptoms will be sent home from school:

- Temperature of 100.0 degrees or higher
- Severe vomiting or diarrhea
- Rash with a fever
- Or any other condition thought to be contagious

When it is suspected that your child has a condition that can be transmitted to others, we ask that you notify the school office and keep the child home until the contagious period is over. Consult your family physician if you have any doubts. In the event that a child presents with symptoms of a suspected contagious illness, the parent will be contacted.

- After your child has been ill we request the following before they return to school: Absence of fever for at least 24 hours (without the use of fever-reducing meds)
- Antibiotic therapy for at least 24 hours (if prescribed)

Handwashing Policy

Staff, volunteers and children will be encouraged to wash their hands multiple times during the school day. Hands will be washed before breakfast, lunch, and snack. After returning from the bathroom, children and staff will wash their hands. We want to reinforce healthy living habits to our students during the school day. When soap and water are not available, hand sanitizers or single use wipes will be used.

Injury/Accident Policy

In the event of a child having an accident at school (injury or sickness) the parents will be notified by the lead teacher. If a child has an injury that injures their head or face, the parents will be contacted immediately by phone

call. Given the suggestion of the school nurse/teacher, along with the parent, a decision will be made whether the child needs to be picked up from school. A parent will receive a note home that day in their child’s backpack and an email in the event of the child getting hurt at school such as falling and skinning his or her knee.

Parents will be notified by phone call, text message or email if there is: a change in the child’s health, a child has an accident or injury, or when a child is too ill to remain at school. This contact will be made by the lead teacher. In the event of incidents such as: child-to-child sexual touching, physical discipline by a caregiver, sexual contact by a caregiver or volunteer, and a lost or unsupervised child---the parent will be contacted immediately by phone by the principal, director, or lead teacher.

Schedule of Operation

1. The Onsted Preschool will be in operation Monday through Friday during the months of September through June, following the Onsted Community School Calendar. This will include all holidays, half-days and in-services that the school has scheduled. **There will be several days during the school calendar year when preschool staff will attend training so preschool classes will not be in session on those dates which will be shared with families at the beginning of the school year.**
2. Students must be signed in and out.
3. **If your child is not picked up within ten minutes after the end of the day, your child will be escorted to our Latchkey program. Daily fees are \$9.00 and child(ren) must be picked up by 5:30 P.M.**
4. Rainy Days: Teachers will plan indoor activities on rainy days. If the rain stops, we will still go outside. When it is damp or misty, children may go outside for a short time. Please send boots and coats appropriate for rainy days.
5. Snowy Days: Children will remain indoors in extreme temperatures (low or high). However, on most snowy days the children will go outside. Families are asked to dress their child appropriately for cold weather. (Mittens or gloves, hats, boots, heavy coats, and snow pants).
6. The Onsted Preschool will be open, unless Onsted School District officially closes for the day. Closings and delays will be announced on the local radio and TV stations.

Our Typical Daily Schedule

7:45	Arrival
8:10-8:35	Sign in/Brush Teeth/Jobs/Handwashing/Breakfast
8:35-9:00	Group Meeting/Read Aloud
9:00-10:00	Plan Time/Choice Time
10:00-10:15	Clean up/Recall
10:15-10:45	Outdoor Choice Time
10:45-11:15	Table Setting/Handwashing/Lunch/ Clean up
11:15-11:45	Gym/Motor Room
11:45-12:30	Choice Time
12:30-1:00	Read Aloud/ Yoga
1:00-2:00	Rest/Nap Time
2:00-2:30	Snack/Afternoon Meeting/Get ready to go home
2:30	Dismissal

Rest/Quiet Time

- Centers that operate five or more hours must have a written rest or quiet time policy. The policy must comply with rest requirements of the LARA, Child Care Licensing Division.
- A time period no longer than one hour, while accommodating for the individual needs of children.
- Adults will allow alternate activities for children who do not sleep.
- Parents and staff will support the developmentally-appropriate rest/nap needs of each child.
- Transition into rest time---Children assist with getting their own blanket(s) and transition item(s); and turning off lights and turning on soft music. Adults can assist in transition by moving among children in an unhurried fashion, having quiet conversation and providing soothing touches such as backrubs.

- Transition out of rest time---Staff turn on soft music, open blinds, turn on lights, and gently awaken children with a touch and conversation. Children can assist in transition by putting away cots, blankets and transition items.

Confidentiality Statement

All information given on forms and in discussions will be treated as confidential. Information in children's files, including, health, family needs, behavior, etc. will only be made available to staff and the child's parents. If you have any questions or problems regarding our policies or program, your child's development or any other issues, please feel free to contact our staff.

- Children ***must be*** toilet trained to attend.
- Please communicate with our billing staff if any special arrangements need to be made. We understand emergency situations occur and we want to work with each of you to ensure that children can continue learning and interacting in our program.
- A minimum of two weeks written notice (ten full school days) will be given if parents/guardians intend to withdraw their child/children from the program. If a two week notice is not given, a full tuition payment for the final two weeks will be paid (if enrolled in the tuition program).
- This program will follow the Onsted Community Schools Policies and Guidelines posted on the website. I also understand that my child is being accepted on a two week trial basis. During this time, the staff will make observations and evaluations pertaining to the child's ability to adapt to the program surroundings.
- Unless otherwise notified, the child/children will be accepted and permanently enrolled. I further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the program.

Payment Policy for our Tuition Preschool is listed on our contract. [CLICK HERE FOR CONTRACT](#)

Withdrawal Policy

When children are enrolled in the program, it is expected that they will complete the school year. If unforeseen circumstances occur and you must withdraw your child, please let the teacher know as soon as possible. Formal withdrawal involves written notification to the program director. It is also important to remember that a preschool environment is not the best place for all children. When a situation arises where a child is having chronic adjustments or misbehavior problems, a meeting between the teacher and the parents will be arranged to discuss the possible solutions.

Transitions for our students to prepare as they move into another classroom:

- 3 year old students who are transitioning to a 4 year old preschool class walk through and visit the students and teacher in those classrooms.
- Visit the cafeteria and practice eating at the tables that kindergarten students eat at.
- Visit the kindergarten classrooms and meet each kindergarten teacher.
- Kindergarten Transition Form is shared with kindergarten teachers.

Several of our preschool classrooms for 4 year olds are funded through the Great Start Readiness Program. Please see the attached [LISD GSRP Handbook](#) for additional information.

Please visit our website for a complete listing of all board policies and procedures

- <https://go.boarddocs.com/mi/onst/Board.nsf/vpublic?open>
- *Board of Education dropdown menu*
- *Policies and Guidelines*



"Honoring Tradition, Preparing for the Future"

The mission of Onsted Community Schools is to ensure individual growth and an excellent learning experience to foster active and creative minds, with compassion for others and courage to be leaders in a diverse global community.

Administrative Team

Jonathon Royce, Superintendent

Mrs. Davis, Principal

Mrs. Tina Iott, Elementary Office

Mr. Stark, Dean of Students

Mrs. Upp, School Counselor

Miss Madalyn Poling, Guidance Office

Board of Education

Jason Terakedis, School Board President

Ray Tessier

Alex Gast

Calby Garrison

Dave Van Brunt

Ryan Reynolds

Craig Mc Michael

