Kalkaska Public Schools
2026-2027
Elementary Handbook

Home of the Blue Blazers

Student/Parent Handbook

Birch Street Elementary	**Kalkaska Upper Elementary**	**Rapid City Elementary**
309 N. Birch Street Kalkaska, MI 49646	309 N. Birch Street Kalkaska, MI 49646	5258 River Street NW Rapid City, MI 49676
231-258-8629	231-258-9146	231-331-6121
Principal: Arica Zenner	*Principal: Ryan Moore*	*Principal: Kevin Malbouef*

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Section 1: About Kalkaska Elementary Schools

Welcome

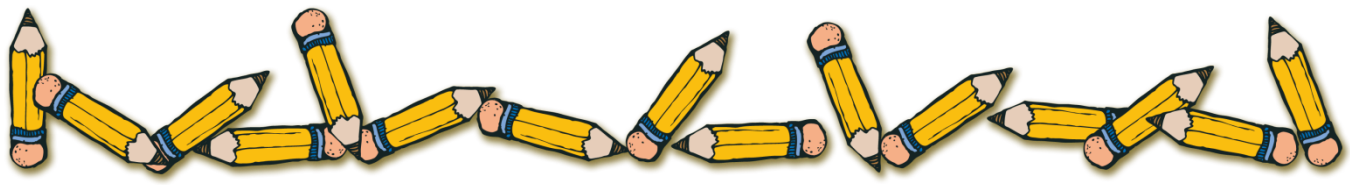
Welcome to Kalkaska Public Schools. We are looking forward to an exciting new school year.

- Birch Street Elementary houses most of the youngest children enrolled in Kalkaska Public Schools. Our population consists of kindergarten, first, and second grades.
- Kalkaska Upper Elementary houses all children in third, fourth and fifth grades living in the Kalkaska area.
- Rapid City Elementary houses children that live in the Rapid City area. We have a Head Start program, Great Start Readiness Program/tuition-based preschool and kindergarten through fifth grades.

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

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

This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the School's rules as of June 2026. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2026, the language in the most current policy or administrative guideline prevails.



School Mission

Birch Street Elementary	We are a community of respectful, knowledgeable, and caring learners focusing on global inquiry.
Kalkaska Upper Elementary	We are a community of inquiring, knowledgeable, and caring learners who will create a more peaceful world through intercultural understanding and respect.
Rapid City Elementary	Working together, we strive to establish inquiring, knowledgeable and caring young people who help create a better world… Every Child, Every Chance, Every Day!

School Vision

Birch Street Elementary	It is the vision of Birch Street Elementary to create an instructional program that strengthens and equalizes the learning potential of all students.
Kalkaska Upper Elementary	It is the vision of the Kalkaska Upper Elementary to create an instructional program that strengthens and equalizes the learning potential of all students.
Rapid City Elementary	It is the vision of Rapid City Elementary School to create an instructional program that strengthens and equalizes the learning potential of all students.

School Day

Birch Street Elementary	Full Day	8:00 a.m. – 3:05 p.m.
	Half Day	8:00 a.m. – 11:25 a.m.

Children may be dropped off at our school using the front entrance no earlier than 7:30 a.m. There is no supervision before 7:30 a.m. unless children are enrolled in our before and after school SEEDS program. Children may not enter their classrooms before 8:05 a.m. Students are to be in the cafeteria eating breakfast or outside on the playground where supervision is available. During inclement weather, supervision will be available for students to join the walking club in the gym or participate in the reading club.

Students are dismissed from teachers at 3:05 p.m.

Kalkaska Upper Elementary	Full Day	8:00 a.m. – 3:05 p.m.
	Half Day	8:00 a.m. – 11:25 a.m.

Students may be dropped off at the KUE entrance no earlier than 7:30 a.m. There is no supervision at KUE prior to 7:30 a.m. They will go to the cafeteria at this time. Students dropped off at, or after, 7:45 will go to the playground, or down to an alternate location (3rd and 4th: Multipurpose Room; 5th: 5th grade lockers) if there is inclement weather. Children may not enter their classrooms before 8:05 a.m. Students are to be in the cafeteria eating breakfast or outside on the playground (or SEEDs room during inclement weather) where supervision is available.

Students are dismissed from teachers at 3:05 p.m. If a student is a parent pick-up at dismissal, please ensure that the car has the assigned student number displayed on the dash. This helps us with organizing students for parent pick-up. (Student pick-up numbers will be given at Blazer Bash Openhouse, or when students enroll.)

Rapid City Elementary	Full Day	8:30 a.m. - 3:35 p.m.
	Half Day	8:30 a.m. - 11:55 a.m.

Children may be dropped off at the RCE back entrance no earlier than 8:00 a.m. There is no supervision before 8:00 a.m. Children may not enter their classrooms before 8:35 a.m. Students are to be in the cafeteria eating breakfast or outside on the playground where supervision is available.

Students are dismissed from teachers at 3:35 p.m.

KPS Elementary Course Guide

Kindergarten	3rd Grade
ELA-Kindergarten (00ELA) Math-Kindergarten (00Math) Science-Kindergarten (00SCI) Social Studies-Kindergarten (00SS) Art-Kindergarten (00Art) Music-Kindergarten (00Mus) Physical Education-Kindergarten (00PE) Technology-Kindergarten (00Tech)	ELA-3rd Grade (03ELA) Math-3rd Grade (03Math) Science-3rd Grade (03SCI) Social Studies-3rd Grade (03SS) Art-3rd Grade (03Art) Music-3rd Grade (03Mus) Physical Education-3rd Grade (03PE) Technology-3rd Grade (03Tech)
1st Grade	**4th Grade**
ELA-1st Grade (01ELA) Math-1st Grade (01Math) Science-1st Grade (01SCI) Social Studies-1st Grade (01SS) Art-1st Grade (01Art) Music-1st Grade (01Mus) Physical Education-1st Grade (01PE) Technology-1st Grade (01Tech)	ELA-4th Grade (04ELA) Math-4th Grade (04Math) Science-4th Grade (04SCI) Social Studies-4th Grade (04SS) Art-4th Grade (04Art) Music-4th Grade (04MUS) Physical Education-4th Grade (04PE) Technology-4th Grade (04Tech)
2nd Grade	**5th Grade**
ELA-2nd Grade (02ELA) Math-2nd Grade (02Math) Science-2nd Grade (02SCI) Social Studies-2nd Grade (02SS) Art-2nd Grade (02Art) Music-2nd Grade (02Mus) Physical Education-2nd Grade (02PE) Technology-2nd Grade (02Tech)	ELA-5th Grade (05ELA) Math-5th Grade (05Math) Science-5th Grade (05SCI) Social Studies-5th Grade (05SS) Art-5th Grade (05Art) Music-5th Grade (05Mus) Physical Education-5th Grade (05PE) Technology-5th Grade (05Tech)

Course numbers are in parentheses

Section 2: General Information

*Parent Involvement**

The District has established a Parental Involvement Plan by which a school partnership can be established. The Parental Involvement Plan shall reflect the District's commitment to the following:

Relationships with Families

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;
- providing family activities that relate to various cultures, languages, practices, and customs, and that bridge economic and cultural barriers;
- providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

Effective Communication

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
- preparing families to be involved in meaningful discussions and meetings with school staff.

Volunteer Opportunities

- providing volunteer opportunities for families to support their children's school activities;
- supporting other needs, such as transportation and childcare, to enable families to participate in school-sponsored family involvement events.

Learning at Home

- offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
- working with families to establish learning goals and help their children accomplish these goals;
- helping families to provide a school and home environment that encourages learning and extends learning at home

**Provide annually - 2112*

*Equal Education Opportunity**

It is the policy of this District to provide an equal education opportunity for all students.

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

Laura Gehman, Principal	Ryan Moore, Principal
231-258-4040	231-258-4040
1700 W. Kalkaska Rd.	309 N. Birch St
Kalkaska, MI 49646	Kalkaska, MI 49646
lgehman@kpschools.com	rmoore@kpschools.com

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.

**Provide annually - 2260*

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 his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the 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 his/her educational goals.

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 principal or counselor.

PowerSchool (http://powerschool.kpschools.com/public/) is always available to assist students and parents to keep track of grades and attendance.

Reference 5780

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 enrollment policy.

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 transcript from their previous school in order to have credits transferred.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who 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.

Reference 5111

Transfer Out of the District

Parents must notify the principal about plans to transfer their child to another school. 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 office for specific details.

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

Student Fees, Fines, And Supplies

Kalkaska Elementary Schools may charge specific fees for the non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes:

- 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.
- Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Reference 6152

Communication

Kalkaska Elementary Schools use a variety of communication tools. Newsletters, Facebook pages, ClassDojo, blogs, and email are some of the tools we use to keep our families informed.

Office Hours

School secretaries are in the office from 7:30 a.m. – 3:30 p.m. If you have any questions, please feel free to call between these hours.

Parent Teacher Conferences

Parent – Teacher Conferences are held for each student in the fall and the spring. We encourage parents to contact the classroom teacher at any time. Please call the school office for an appointment, leave a voicemail message for the teacher, or email the teacher directly.

Parent Groups And Volunteers

Good education isn't just about teachers and schools-what parents do really matters. All research indicates that children who have families involved in their school will get higher grades, are more likely to

graduate and go on to college, and will earn more money once they begin their career. Aren't those wonderful ideas for our children? Kalkaska Public Schools' elementary buildings host two parent groups that help parents become and stay involved in their children's education. Parent volunteers are welcome to work with our children! We feel it is a meaningful learning experience for everyone involved. **All parent volunteers are required to sign in at the office. You will be asked to wear a volunteer/visitor badge.**

Birch Street Elementary / Kalkaska Upper Elementary
Officers: President- Damien Malenfant You may also contact the board of the KEPTO at *KEPTO@kpschools.com*
Meetings: *Meetings are Free childcare is provided.*
The **K**alkaska **E**lementary **P**arent **T**eacher **O**rganization is a nonprofit group whose membership includes all parents or caregivers of children who attend Birch Street Elementary and Cherry Street Intermediate, along with all staff and administration. *Purposes of the **K**alkaska **E**lementary **PTO*** 1. To provide a forum for discussion between parents, school administrators and staff, and community members. 2. To provide helpful volunteers in the classroom and in the school. 3. To provide funding for supplies, equipment and activities that cannot be covered in the regular school budget.

Rapid City Elementary
Officers: President-Kendra Eddy, Char Finley
Meetings: Meeting times are posted; meetings are held in the library. Free childcare is provided.
The Rapid City Elementary School **P**arent **T**eacher **O**rganization is a nonprofit group whose membership includes all parents or caregivers of children who attend Rapid City Elementary along with all staff and administration. The Rapid City Elementary Parent Teacher Organization has been a community presence for over twenty years. *Purposes of the **PTO*** 1. To provide a forum for discussion between parents, school administrators, staff and community members. 2. To provide helpful volunteers in the classroom and in the school. 3. To provide funding for supplies, equipment and activities that cannot be covered in the regular school budget.

Crossing Guard/Parking Lot

Birch Street A crossing guard is provided to ensure student safety. The guard is stationed to help students cross from the parking lot to the school. Please use the west edge of the parking lot as a drop off point. If you are entering the building with your student, you should only park in the parking lot and not in the circle drive.

Kalkaska Upper Elementary A paraprofessional will be posted at the 3rd grade entrance to help students who are getting off of the bus in the morning enter the

cafeteria. Additionally, a paraprofessional will greet students at the KUE entrance and help guide them to the playground when they arrive in the morning.

Dismissal

To ensure your child(ren)'s safety, they will be released only to a person who has been identified on your child(ren)'s pickup list and is authorized to act on the parent's behalf. No child will be released to a person not on the pickup list without written permission signed by the custodial parent(s) or guardian.

Phone messages may NOT be accepted and are discouraged

Regular Dismissal
When school dismisses, parents should come to the designated dismissal area to pick up their children. Children are dismissed at the following times:

- Birch Street: 3:05 p.m.
- Kalkaska Upper Elementary: 3:05 p.m.
- Rapid City: 3:05 p.m.

Please be prompt! After 3:30 p.m., we make arrangements with our after school childcare program or the sheriff's department for any child still in our care. You will be responsible for any costs incurred.

Bus: A note to the teacher from the parent/guardian is required when a child will not be riding the bus home as usual.

Early Dismissal
Please avoid picking up your child(ren) early; but, if this is necessary, a **WRITTEN OR FACE-TO-FACE REQUEST BY THE PARENT** must be provided to the school. The child(ren) must be signed out by an authorized adult and picked up at the office.

For the safety of children, no dismissals from classrooms are allowed.*

Reference 5230

Visitors

Visitors, particularly parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must ***enter through the front lobby doors and report to the office*** upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient time.

Lunchtime visits are welcome any time ***after*** the first two weeks of school. It takes us that long to establish our routines and to be ready for guests. If you are bringing lunch in for your child, please observe our policy of no fast food items in the cafeteria.

Students may not bring visitors to school. Please do not request to have friends or relatives on vacation visit the school.

Reference 9150

Bicycles

The following are guidelines for students who ride a bike to school:

- Bikes are to be put in the available racks and locked as soon as the student arrives at school.
- Bikes are not to be ridden during school hours.
- Students are not allowed near the bike rack during school.
- Bikers will leave with walkers – after cars are gone for student pick-up.
- The school assumes no responsibility for lost or damaged bicycles.

Birthday Celebrations

We remember and announce everyone's birthday. A birthday reward is given to each student on his/her birthday. No party invitations are to be sent to school unless the entire class is invited.

To promote a healthy lifestyle, we encourage parents to send healthy snacks, such as crackers, crackers and cheese, muffins, or raw vegetables. We discourage sending in cookies, cake, or cupcakes.

Snacks

Your child will have a snack period each day. Teachers have their own procedure for snack time.

Popcorn

PLEASE PUT MONEY FOR POPCORN IN A SEPARATE ENVELOPE from any other monies sent to school. Mark it as "Popcorn" and note how many weeks you are paying for. Popcorn is available to purchase on most Fridays. The cost of the popcorn is 25¢.

RCE popcorn is paid for by the PTO.

Lost and Found

Write your child's name on all of his/her belongings that are brought to school. If something does become lost we can easily determine to whom it belongs when the name is on the item. Each school has a lost and found area, please inquire at the office. All items not picked up will be donated to K.A.I.R.

Items Brought to School/Student Valuables

Students frequently bring things from home for show and tell. Please do not allow your child to bring any article that you treasure or that could be damaged or broken. Please see classroom policy on toys brought to school. The school cannot be responsible for their safe-keeping and will not be liable for loss

or damage to personal valuables. If students bring the following items, **they will be taken** and **a parent may pick them up** in the office.

1. Trading type toys or cards
2. Electronic gadgets (games, cell phones, CD players, etc.)
3. Weapons, live or used ammunition (see pg. 31)

Use of Telephones

Students who need to contact a parent/guardian may do so from the phone in the office. This phone will be limited to emergency or unexpected circumstances such as illness.

Except in an emergency, students will not be called to the office to receive a phone call. Unavoidable messages will be delivered to the students prior to the end of the school day.

Reference 7530B

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents through School Messenger and the following radio and television stations:

- *School Messenger– This system is set up through PowerSchool to call the phone number you have provided the school. Please note: On your caller ID this call MAY come up as a toll-free number (I.e. an 866, 800, 888, etc.)*
- *TV 9 & 10, WWTV, WWUP, FOX 32*
- *TV 7 & 4, WPBN, TV 29 & 8*
- *The Bear, Rock 105, Big Country, Big Country Gold*
- *News-Talk 1240, Light 96, The Ticket, WKHQ, WMKT-The Talk Station*

Parents and students are responsible for knowing about emergency closings and delays. If you believe the roads are unsafe for travel, keep your children home.

Section 2: Academics

Grades

Academic report cards will be sent home four times per year at nine-week intervals. The report card will be sent home the week following the close of the marking period. Parents are encouraged to contact the teacher any time they have questions or concerns about their child's progress.

If questions about students arise (student progress/accommodations/discipline), the parent may inquire in the following order:

1. Classroom Teacher
2. Special Education Teacher/504 personnel (School Counselor)
3. Principal (if the problem continues)
4. Superintendent

Promotion and Retention

To be promoted to the next grade level each year, students must show proficiency in their current year's curriculum. Proficiency is gauged with standardized test scores, state assessment, and classroom test scores. The Board of Education policy is currently under review to make it consistent with the new Federal Government mandates. Presently it includes:

1. Teacher recommendation
2. Parental concerns
3. Standardized test scores
4. Objective-referenced test scores
5. Reading series test scores
6. Light's Retention Scale (optional)
7. Teacher Consultant recommendation (optional)

In the event that retention of a student is likely, the teacher and/or principal shall communicate the possibility of retention to the parent(s) as timely as possible. The possibility and advisability of retention shall be discussed at the spring parent-teacher conference.

Should the decision to retain a student be made, said decision shall be communicated in writing to the parent(s), along with a written evaluation and the specific reasons for the retention. Said communication shall be made before May 31 of the current year and a copy of the same shall be placed in the student's official record.

Reference 5410

Field Trips

Field trips are academic activities that are held off school grounds. Classes may take field trips throughout the year. You will be notified by the classroom teacher with details of field trips. If you do not wish your child to go on the field trip, please keep him/her home that day. Parents attending field trips must follow the same school policies that students are expected to follow pertaining to dress and conduct. Our policy is NOT to have siblings accompany parents who go as chaperones. Students must have satisfactory attendance prior to field trips. Parents will be notified in advance if their child is not allowed to go on a field trip due to attendance, academic or behavioral concerns.

Reference 2340/2340A

Lunch

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 Food Service Director.

Both breakfast and lunch are served at school daily, with the exception of half days. On half days, the kitchen will serve breakfast only. For the 2026/2027 school year, all elementary buildings will be providing free breakfast and lunch to all students. For program compliance, we ask that Household Information Forms are completed for each family. These are available in the school office. Extra food items will be available at a cost to the student. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students who bring their own lunch may get a free milk if taken with a fruit. Adult lunches are available at a cost of $3.80.

Students are welcome to bring lunch from home, but there are no facilities for warming food.

Food Delivery

Only food brought to the school by a parent or guardian will be given to students to eat for lunch. Lunchtime deliveries of food by pizza, fast food, or other restaurants will not be allowed.

Please do not include bottles or cans of pop in your child's lunch. There is no way to cool them at school and they are easily spilled. **Please do not bring any fast food items into the cafeteria.**

MENUS ARE AVAILABLE MONTHLY.

ALL money must be sent in an envelope clearly marked "FOOD SERVICE". Please include the following on your child's money envelope: child's name and teacher, and the total amount enclosed.

Computer Technology and Networks

Before any student may take advantage of the School's computer network and the internet, s/he and his/her 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 upon enrollment. This form is also available on the District's website.

Students must complete a 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.

In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and Share information, which is interesting and helpful to other users.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.
- Follow the acceptable use guidelines of this network and any other network accessed using district technical resources. (e.g. Project Interconnect, Merit, etc.)

Users may not:

- Use the district equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, music, or other material.
- Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement of solicitation without approval from the superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan Horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performances.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send email/message “flames” or other attacks.
- Attempt to access material or sites, which are blocked by the district, or attempt to use the network while access privileges are suspended.
- Attempt to circumvent, disable, or reconfigure any security systems on the district network or any network accessed using district technical resources.

Parents who do not want their child accessing the Internet at school should call our office and put their request in writing.

Reference 7540/7540.03 F1

Student Assessment

Statewide assessments will be given to students in grades Kindergarten through Fifth. In addition to statewide assessments, the Northwestern Educational Assessment (NWEA), Delta Math and AIMSweb+ are administered in the fall, winter, and spring.

Reference 2623

Section 3: Student Attendance

Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and being on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Reference 5200

Students involved in after-school activities (including but not limited to clubs, sporting events or practices, concerts) must be in attendance at least ½ the day of the activity to participate.

Truancy

Truancy Proceedings In Michigan, students that miss 10% of the year or more are considered truant. The law states that a parent or legal guardian who fails to comply with the compulsory school attendance section of the Revised School Code is guilty of a misdemeanor.	
Step One ● At 7 days of Parent Contact, Unverified, or Unexcused Absences in a school year	● A notification letter is sent about the number of absences, and warning that a meeting will be held if more than 10 days are missed.10
Step Two ● More than 10 Parent Contact, and/or Unverified or Unexcused Absences in a school year	● Truancy Letter Student and Parent(s) must meet with a school official regarding attendance
Step Three ● More than 20 Parent Contact and/or Unverified	● Submission to the Prosecuting Attorney Parents may face fines and/or time in jail

or Unexcused Absences in a school year	for failing to provide student adequate access to school

Excessive absences from school (truancy) are not acceptable. Students who are truant are required to make up any school work that is missed, at the discretion of the classroom teacher. After 7 days of any type of absence, a student will be considered a "habitual truant" which may result in:

- a poor work-ethic grade which will become a part of the student's permanent record
- a letter being sent to parent(s)/guardian(s)
- a report to local authorities
- a hearing before a judge in a court of law

Tardies

A student who is not in his/her assigned location by the following times shall be considered tardy:

- Birch Street Elementary at 8:10 a.m.
- Kalkaska Upper Elementary at 8:10 a.m.
- Rapid City Elementary at 8:10 a.m.

Any student arriving late to school is to report to the school office before proceeding to class. Parents may either sign in their child, at the office, or notify the office of his/her tardy. Teachers begin instruction at the time listed above and children will miss valuable instruction if they are late.

Students arriving after 8:30 a.m. are counted absent for the morning session. Students that are signed out by a parent/guardian or designee before 2:00 are marked absent for one half-day.

Notification of Absence

Please be sure to write a note or call the office if your student will be out sick. If there will be an extended absence, please notify the staff as soon as possible. We will do our best to prepare work and make a plan to keep your student progressing along with the rest of the class.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. Any consecutive or nonconsecutive absence after ten (10) days due to illness will require a physician's note.

If a student is going to be absent, the parents must contact the school and provide an explanation. If prior contact is not possible, the parents should provide a written note as soon as possible. Parent contact will be noted in their child's attendance record. 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.

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

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.

Educational activities are recommended during family vacations.
Suggestions for activities are:

- scrap books, pictures and articles of an area
- daily diary
- photography – picture album with captions
- letters to the class
- oral or written report

Make-Up of School Work

If a child is absent for an extended time because of illness or vacation, the teacher is best able to determine what a child needs to make up when he/she returns. At that time, a decision will be made as to what material is to be completed and the necessary schedule for accomplishing it.

After School Activities

Birch Street Elementary offers a tuition based **SEEDS** program. Children must be registered.

Kalkaska Kalkaska Upper Elementary offers **SEEDS**, a free after-school program. Children must be registered.

Rapid City Elementary offers **SEEDS**, a free after-school program. Children must be registered.

Section 4: Health and Safety

Student Well-Being

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

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

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

Injury and Illness – At School

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

Please make sure that the school office has your current phone number.

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.

Reference 5340A

Illness – Keep Child Home

The following are guidelines as to when your child should not attend school:

- They have a fever above 100 degrees Fahrenheit. Most health providers recommend or require that a child remain fever-free (without medication) for a minimum of 24 hours before returning to school.
- They exhibit signs of possible illness such as uncontrolled coughing, difficulty breathing, wheezing, persistent crying, or lethargy.
- They have diarrhea.
- They are vomiting; once a youngster has vomited, most health providers recommend or require that a sick child not return to school or daycare for a minimum of 24 hours.
- They have any sort of rash, especially when accompanied by a fever or behavior change.
- Your doctor has diagnosed a contagious illness that should keep your child home. Illnesses such as pink eye, scabies, head lice, impetigo, strep infection, whooping cough, and chickenpox are highly contagious.

Many requests are made to allow children to stay inside at lunch and recess times. Unfortunately, we do not have staff available to supervise students who are inside during those times. Generally, if the child is well enough to come to school, he/she is well enough to go outside. We feel that children of this age need unstructured activity, fresh air, and the socialization which the recess period allows.

If your child has been out of school due to illness, they may stay inside at lunch recess for NOT MORE THAN TWO DAYS, **IF** the parent requests this IN A NOTE TO THE TEACHER. Students who have not been out of school due to an illness will not be allowed to stay inside. Extreme cases will be dealt with on an individual basis.

Lice

Lice are a problem we face annually. Lice can be a nuisance which is very difficult to control. The Kalkaska Public School policy states that children will be lice and nit (egg) free before they are allowed in school. They may return to school only after having been treated with NIX (a one-time crème rinse), or by another effective method, and their hair is free of nits. The school will not be responsible for checking for lice; this is the parent's responsibility. When outbreaks of lice occur in a classroom, your child's teacher will notify you through a note home. Remind your child not to share combs or clothing, especially hats, with other children.

Immunizations

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

Reference 5320

Emergency Medical Authorization

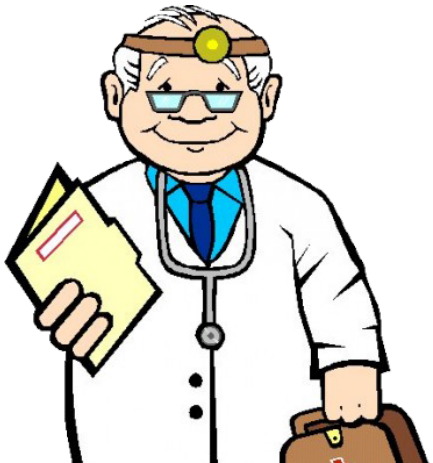
The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular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

Reference 5341

Use of Medications

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 respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.

   1. 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.
   2. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

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 himself/herself 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.

Reference 5330/5330 F1/5330 F1a/5330 F1b/5330 F1c

Asthma Inhalers and Epi-Pens

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

Reference 5330

Non-prescribed (Over-the-Counter) Medications

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

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer

the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Reference 5330

Section 5: Code of Conduct

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

Reference 5600

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 Code

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. Students are not permitted to wear apparel that causes a substantial disruption in the school environment. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. All clothing and accessories are to be worn as intended. Personal expression is permitted within these general guidelines.

- Children should have a pair of shoes that can be left at school. This is especially important in the winter when children wear boots to school. **Shoes are required in the classroom and gym for health and safety reasons.**
- Cold weather clothing: coats, snow pants, mittens, boots, and hats are necessary, as children are expected to play outside during recesses.
- Warm weather clothing such as shorts are permitted.
- **Physical Education Classes –** Soft soled gym shoes are required.

- Students should not wear caps, hoods, or bandanas in the building. This includes baseball caps and other “scarf” type headgear.
- Clothing that in any way sets a group of students apart in a negative fashion, such as a gang, is considered inappropriate.
- Clothing that advertises or condones inappropriate material such as drugs, alcohol or violence is not permitted.

Reference 5511

Cell Phones And Other Electronic Communication Devices

Cell phone use by students is prohibited between 7:30 and 3:30. If a student needs to call home, he/she must use the office phone.

Violations of this policy will result in confiscation of the cellular telephone or communication device and/or disciplinary action up to suspension.

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 his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline.

Reference 5513

Drug-Free Zone

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 non-alcoholic 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

**Provide annually – 5330/5530F*

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 his/her 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 s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

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 who believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, or assistant principal. 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, s/he 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.

Reference 5517

*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.

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.

Every student is encouraged and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) 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 and should be completed 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.

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.

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 gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
D. causing substantial disruption in, or substantial interference with, the orderly operation 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 school, different state, rural area, city, 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; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school 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.

**Provide in handbook - 5517.01*

Section 6: 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. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

School Bus/KPTA as an extension of school grounds

Any bus (KPTA, School Owned, or otherwise) assigned to a school and in transit to or from the school, or a school sponsored event, shall be considered an extension of the grounds of the school. The principal may take such action with reference to any misconduct upon the bus, or any violation of the driver's instructions, as a principal might take if the misconduct or violation had occurred upon the grounds of the school.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable, and to have the punishment match the severity of the incident.

There may be school or class rules not mentioned in this handbook. The principal will have the right to use his or her discretion concerning discipline. If you need clarification, you may contact the principal.

Suspension

Kalkaska Elementary Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. The Principal reserves the right to send a student home for gross misconduct even if it is the student's first offense. Records will be kept by the administrator as a description of the situation.

Each case will be handled on an individual basis. The building Principal will have the right to use her/his discretion concerning the discipline procedures. If the parent does not agree with the disciplinary procedures taken, they have the right to appeal to the Superintendent.

Section 7: Notifications

Title One Program

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program, the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom(s). The following information will be provided to you **upon request**:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

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.

Reference 8450/8431A

Control of Non-Casual-Contact Communicable Diseases

In the case of non-casual contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the

rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

Reference 8453

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 the building principal to inquire about evaluation procedures and programs.

Reference 9160 C

Limited English Proficiency

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 principal to inquire about evaluation procedures and programs offered by the District.

Reference 2225

Student Records

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

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

Directory information includes:

A. A student's name;
B. address;
K. date of graduation;
L. awards received;

C. telephone number;
D. date and place of birth;
E. major field of study;
F. participation in officially recognized activities and sports;
G. height and weight, if member of an athletic team;
H. height if member of an athletic team;
I. weight, if member of an athletic team which requires disclosure to participate;
J. dates of attendance
M. honor rolls;
N. scholarships;
O. telephone numbers and email addresses for inclusion in school or PTO directories;
P. school photographs or videos of students participating in school activities, events or programs. Such materials may be released to the media or placed on the district website, at the District's discretion;
Q. video or other graphic information;
R. information generally found in yearbooks.

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.

Some common disclosures of directory information would include photographs or names in a yearbook, a name on athletic program, honor roll lists, name on graduation program, student of the week/month, playbill, posting to district's website, and district or building social media sites, etc.

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.

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/fpco

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

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

**Provide annually – 8330*

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.

**Provide annually - 5780*

Fire, Lockdown and Tornado

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown 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 conduct.

Reference 8420

Preparedness for Toxic and Asbestos Hazards

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

Reference 8431

Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located in the office lobby which may be used for posting notices after receiving permission from the principal.

Reference 9700.01

Pesticide Application Advisory to Parents

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

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

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or daycare grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school / day-care center. The second method will be by one of the methods below:

- Posting in a public, common area of the school or daycare center, other than an entrance.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian of a student of the school / day-care center or a message is recorded on an answering machine.
- Providing the students of the school or children of the day-care center with a written notice to be delivered to their parents or guardians.
- Posting information on the school or daycare center's website.

Please be advised that parents or guardians of children attending the school or daycare center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Reference 8431