



Galewood Early Elementary

Parkview Elementary

Washington Elementary

Family Handbook

2022-2023

Adopted by the Charlotte Public Schools Board of Education on August 8, 2022, for the
2022-2023 school year

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Dr. Mandy Stewart, Superintendent

378 State Street
Charlotte, Michigan 48813
(517) 541-5100

Charlotte Public Schools Board of Education

Stacey Gingrich
Mark Byers
Joel Fox
Marci Kohler
Caleb Buhs
Jim Cicorelli
Vacant

Galewood Early Elementary School

Mr. Dillon Burns, Galewood Principal
512 E. Lovett St.
Charlotte, MI 48813
Front Office: 541-5150
Attendance Line: 541-5154

Parkview Elementary School

Mrs. Kali McKenna, Parkview Principal
301 East Kalamo Highway
Charlotte, MI 48813
Front Office: 541-5780
Attendance Line: 541-5785

Washington Elementary School

Mr. Jason Setter, Washington Principal
525 High Street
Charlotte, MI 48813
Front Office: 541-5170
Attendance Line: 541-5179

Foreword

We are delighted that you have a child or children enrolled in one of our three elementary buildings (Galewood/Parkview/Washington). The information in this handbook is designed to provide answers to some of the questions that arise about the elementary experience. You will find helpful information about many of our policies, procedures, and programs. Please keep this handbook as a reference throughout the school year. Don't hesitate to call your school if the question or concern you have is not addressed in this handbook. The staff and administration are here to make your child's experience a successful and enjoyable one.

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 August 8, 2022. If any of the policies or administrative guidelines referenced herein are revised after August 8, 2022 the language in the most current policy or administrative guideline prevails.

Charlotte Public Schools Information

Welcome to the Charlotte Community. Charlotte is a community where black and orange "Oriole Pride" runs deep and where one of our best qualities is the collaboration and support between the community and school district.

Located just 20 minutes south of Lansing and 35 minutes north of Battle Creek, in the heart of Charlotte, Michigan, Charlotte Public Schools has become a regional leader in STEM, fine and performing arts and for successfully preparing our students for life after their K-12 experience. With an area of approximately 124 square miles and a population of just over 9,000, we offer educational services to K-12 students. Our district provides a holistic approach to education aimed at developing the whole person.

Our early elementary school, two lower elementary schools, upper elementary school, and middle school, along with a high school and early middle college boast state of the art facilities, many with brand new STEM laboratories, access to first rate robotic programs and 1-to-1 technology ratio. In addition, our Aquatic Center, Charlotte Performing Arts Center (CPAC) and athletic complex provide our students with access to additional learning opportunities and resources and have become essential resources for the broader community.

Charlotte Public Schools Mission Statement

The mission of the Charlotte Public Schools is to provide an excellent educational culture and learning environment which is safe, student centered and in collaboration with our parents and community. We aspire to ensure students are prepared with the academic competencies and social skills for successful futures and lifelong learning.

Equal Education Opportunity

It is the policy of the District to provide an equal education opportunity for all students. Any person who believe he/she 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:

Name: Albert Boucher

Position: Assistant Superintendent-Curriculum Director

Telephone Number: 517-541-5107

Email Address: bouchea@charlottenet.org

The contact person for Section 504 violations relating to handicapped person(s) is the Director of Special Education, at 541-5130.

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.

Parent Involvement

Charlotte Public Schools requires all visitors, guests and volunteers shall submit to a criminal history records check, prior to being allowed to participate in any activity or program. A background check form must be completed and signed in the presence of authorized school personnel and photo identification is also required at the time the form is submitted and signed. This form cannot be sent home. Forms could take 2-3 weeks for verification. Final decision for approval of volunteers is at the discretion of the school district. Please contact the building principal for further information on volunteering policies.

We welcome families and community members to visit our building and volunteer their time. At all times when children are in the building, we will be following district policy which includes utilizing the secure entrance, signing in at the Main Office, having an approved background check, and having a prearranged purpose for a visit.

For the safety of our students and staff, perimeter doors will be locked during school hours. To gain entry, please enter via the Main Entrance and proceed to the Office. Your cooperation will help to ensure that all adults in the building are properly identified, increasing the safety of all children and staff.

Reminders if visiting our schools:

- 1) You must sign your child out at the office when picking them up early from school.
- 2) If your child is late, an adult must stop with the student in the office to sign him/her in.
- 3) You must sign in and out in the office if you are coming into the school to volunteer in a classroom and get a badge.
- 4) If you would like to meet with a teacher or administrator, please contact that person and set up an appointment. We ask that you refrain from entering into classrooms at any time unannounced.

If it becomes necessary to get an important telephone message to your child, every effort should be made to contact the school prior to 3:00 p.m. so there is time to get the message delivered before dismissal time. Calling after 3:00 may result in the inability to change the regular schedule.

School Day

School	Regular Day	2 Hour Early Release
Galewood	8:45 a.m.-3:40 p.m.	8:45 a.m.-1:40 p.m.
Parkview	9:00 a.m.-3:55 p.m.	9:00 a.m.-1:55 p.m.
Washington	9:00 a.m.-3:55 p.m.	9:00 a.m.-1:55 p.m.

Breakfast and Lunch are served on all school days, including half days. Breakfast would not be served in the event of a delayed start.

Students 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. At the same time, students are expected to respect the rights of their fellow students. 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. 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 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, parent or guardian should seek help and communicate with campus administration.

Students 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, he/she 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.

In response to the COVID 19 pandemic, CPS will comply with all required practices and policies per our local and state health department.

Injury and Illness

All injuries must be reported to a teacher or the office. If deemed minor, 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. At the discretion of office staff and/or administration in collaboration with the parent/guardian, it will be determined whether or not the child needs to leave campus. No student will be released from school without the proper parental permission.

Concussion- Board Policy 5712

Each coach, employee, volunteer, and other adult who works with student athletes in an athletic activity sponsored or operated by the District must complete the concussion awareness training program required by the Michigan Public Health Code at least once every 3 years. Before

allowing a student athlete to participate in any athletic activity, the District will annually:

- A. Provide the MHSAA- or state-approved educational materials on concussion awareness to each student athlete and to the student athlete's parent/guardian; and
- B. Obtain a statement signed by each student athlete and respective parent/guardian acknowledging receipt of the MHSAA- or state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

A student athlete must be removed from any practice or game when the student athlete is reasonably suspected of sustaining a concussion during a practice or game. The student athlete will not be permitted to participate in any school athletic activities involving physical exertion, including practices or games, until the student has:

- A. been evaluated by a licensed physician, physician's assistant, or nurse practitioner
- B. received written and signed clearance to resume participation in athletic activities from a licensed physician, physician's assistant, or nurse practitioner; and
- C. Submitted to the school the written and signed clearance to resume participation in athletic activities, accompanied by written permission from the student's parent/guardian to resume participation.

District officials are not required to verify the qualifications of the physician, physician's assistant, or nurse practitioner who provides the clearance.

A student who has sustained a concussion may need accommodations, supports, and monitoring until the student is fully recovered. Nothing in this Policy automatically entitles a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act. Staff should refer a student who has sustained a concussion for evaluation if they suspect the student may have a disability, consistent with Policies 5601 and 5603.

Homebound Instruction-Board Policy 5416

The District will provide an enrolled student with instruction in the student's home, hospital, or licensed treatment facility if both of the following requirements are met:

- A. The student's parent/guardian submits a homebound/hospitalized instruction form which includes verification by a legally authorized healthcare provider of a medical condition that requires the student to be hospitalized or

confined to the home during regular school hours for a period longer than 5 consecutive school days. A student who is able to attend school for part of the day is not eligible for homebound instruction; and

- B. The student is physically able to participate in instruction while hospitalized or confined to the home. Homebound instruction is not intended to replicate the classroom experience. For most students, the District will provide a minimum of 2 45-minute sessions per week with a certificated teacher. For students with disabilities under the Individuals with Disabilities Education Act (IDEA), the District will provide a minimum of 2 nonconsecutive hours per week with a certificated teacher.

Homebound instruction may be supplemented with a variety of in-person and distance learning services, as determined appropriate by the Superintendent or relevant educational team. For students with disabilities under IDEA, the District will consider whether the student's homebound instruction constitutes a change in placement and whether an IEP Team meeting should be convened. The District will provide homebound and hospitalized instruction consistent with state law and MDE guidance.

Students should have a medical condition that requires the pupil to be hospitalized or confined to his or her home during regular school hours and that is expected to require the hospitalization or confinement for a period longer than five school days. For questions about homebound instruction, please contact our Special Education Director at (517) 541-5130.

Section I: General Information

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 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 (original copy must be presented and a copy of the document will be made.)
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate).
- C. Two proofs of residency
- D. Proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. If transcripts are not present at the time of enrollment, they will be requested by the district registrar.

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 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.

Scheduling and Assignment

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Early Dismissal

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

If it becomes necessary to get an important telephone message to your child, every effort should be made to contact the school prior to 3:00 p.m. so there is time to get the message delivered before dismissal time. Calling after 3:00 may result in the inability to change the regular schedule.

Transfer Out of District

If a student plans to transfer from an elementary building, the parent must notify the principal. Transfer will be

authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact campus administration 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 written consent from his/her parents or legal guardian.

Immunizations and Communicable Diseases- Board Policy 5713

Enrollment, Immunization Certification, and Exemptions

1. Subject to the exemptions stated below, for a student entering the District for the first time or entering 7th grade, a parent/guardian must provide the building principal or designee with a certificate indicating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency. The student's parent/guardian must provide the certificate at the time of registration, or no later than the first day of school. A parent/guardian of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade.
2. A student is exempt from the above requirements if:
 - a. a physician certifies that a specific immunization is or may be inappropriate or detrimental to the student's health; or
 - b. a student's parent/guardian, or a person acting in loco parentis, certifies to the building principal or designee that the child cannot be immunized as required because of religious convictions or other objection to immunization. Only waiver forms authorized, executed, and certified as

required by applicable law and administrative rules will be accepted.

3. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with this Policy and state law.

Emergency Exclusion Due to Outbreak: The District, in conjunction with local health department officials, may exclude students who:

- are suspected of having a communicable disease until a physician or local health official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to the disease until the local health department determine the risk of spreading the disease has passed

District Reporting Requirements

The District will report student immunization information as required by and consistent with state and federal law. Homeless Children and Youth Nothing in this Policy diminishes the rights of homeless children and youth under Board Policy 5307.

Control of Casual-Contact Communicable Disease 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 high transient pest, including but not limited to head lice.

Head lice are a common malady that can affect anyone but are most commonly found in school-age children. Students are encouraged **NOT** to share their clothing/coats, hair accessories, brushes, combs or hats. Although head lice are not a health threat they can cause stress and embarrassment to families. Signs and symptoms of head lice are scratching of the head, visible lice and/or nits (eggs) within a ¼ of an inch from the scalp. (Nits farther than ¼ of an inch from the scalp have more than likely hatched.) The head louse (the singular form of lice) is about 1/8 inch long, and the color varies from gray to tan. They are usually found in the hair behind the ears and back of the neck but can appear anywhere on the child's head. If you find head lice on your child, please **call the school** and let them know.

Charlotte Public Schools wants to ensure that all children attend school regularly, but if the school staff determines that your child has lice (nits or live) he/she will be removed from the classroom and sent home.

It is the responsibility of the parent/guardian to check their student's heads on a regular basis. The child should be restricted from activities with close contact or from sharing items with other children. Other students will be checked for head lice only if an infestation is suspected. Parents/guardians and students are expected to follow instructions for treatment and prevention of head lice.

Communicable Diseases- Board Policy 3404

A person with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

The Michigan Department of Health and Human Services maintains a list of reportable diseases and infections, including those capable of being transmitted to a person. The District will work cooperatively with the local health department to identify, report, and contain diseases and infections in accordance with applicable laws and local health department policies and guidance.

- A. District personnel will immediately notify the Superintendent or applicable building principal when they reasonably suspect the presence of a listed communicable disease.
- B. When it is reasonably suspected that a person has a communicable disease (except for AIDS or HIV infection), the Superintendent or building principal may exclude the person for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a communicable disease.
- C. A person excluded under subsection B may return to school and school-related activities when a physician or local health officer determines that the person does not represent a risk to others.
- D. The Superintendent or applicable building principal will report to the local health department within 24 hours after suspecting either of the following:
 - 1) The occurrence of a serious communicable disease listed by the Michigan Department of Health and Human Services (except for AIDS or HIV infection); or
 - 2) The unusual occurrence, outbreak, or epidemic of any disease, infection, or condition within the District. E. Reports, records, data, and other information associated with AIDS or HIV may be subject to heightened confidentiality requirements in accordance with MCL 333.5131.

Use of Medications- Board Policy 5703

General Standards:

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

B. District-Administered Medication

1. If the student requires District-administered medication, the student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.

5. Incorrectly administered medication must be reported to the building principal and the student's parent/guardian. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent/guardian notice to retrieve the medication. If the parent/guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

C. Student-Administered Medication

1. General Standards Subject to this Policy's provisions specifically applicable to self-management of asthma inhalers and epinephrine auto-injectors/inhalers, a student may be permitted to self-possess and self-administer medication if the building principal has received written parent/guardian consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise

permitted by this Policy. A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law. A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the parent/guardian if the student misuses the medication. A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the parent/guardian first provides the building principal with written approval.

2. **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers** A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate. Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardian should update the emergency care plan as necessary to meet the student's changing medical circumstances.

School regulations for non-prescription (over the counter) medications are as follows:

All of the above guidelines will apply except that a physician's written instructions will not be needed. However, parental written instructions will be required. If a student needs to self-administer medication, the parent-guardian must complete and sign Form 5330 F1a and submit it to the school office. All non-prescription medications must be in their original package/ container. If you have questions regarding the above procedures, please call the school office or administration building.

Individuals with Disabilities-Board Policy 5601

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized

education program. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

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 our Special Education Department at 517-541-5130 to inquire about evaluation procedures and programs offered through the district.

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 these 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.

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 campus administration. 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, to 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 his/her family.
- C. Sex behavior or attitudes.
- D. Illegal, antisocial, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; 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).

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 the materials or observe instruction must contact the principal prior to coming to the School. Parent's rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Evacuation Drills: Fire, Lockdown, 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 during fire drills.

Lockdown drills in which the students are restricted to the interior of the school building and the building security will occur a minimum of 2 times each school year.

Tornado drills will be conducted during the tornado season using the procedures provided by the state.

When the district is notified by the Sheriff or Police Department that a Tornado WATCH is in effect, all buildings are notified. School will NOT be dismissed, except at normal dismissal times.

When a Tornado WARNING is in effect, students will NOT be dismissed from school. DISMISSAL TIME MAY BE DELAYED, as may bus departure times. Parents are

discouraged from signing out their child during a Tornado Warning to preserve the safety of all. The Board discourages phone calls to school during these times in order to keep phone lines open for emergency use. Fox Bright calls will be provided to families for information.

Unusual Situations and Preparedness for Toxic and Asbestos Hazards-Board Policy 3407

The District will maintain an asbestos management plan for each school building and otherwise comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and related regulations.

- A. Each asbestos management plan will address building inspections, re-inspections, preventative measures, periodic surveillance, response actions, operations and maintenance, notices, and other information required by law.
- B. Each school building will maintain in its administrative offices a complete, updated copy of the asbestos management plan for that school building. The District's administrative offices will maintain complete, updated copies of asbestos management plans for all school buildings. The District will make asbestos management plans available for inspection without cost but may charge a reasonable amount to make copies.
- C. The District will provide training and information, maintain records, and perform asbestos-related obligations with accredited persons as required by law.
- D. The Board designates Andy Czaika to oversee the District's compliance with the asbestos management plan and AHERA.

Emergency Closings, Delays, Weather Related Conditions

It is possible that the schools may close due to an emergency such as inclement weather, mechanical failure, or another unavoidable reason. If this should occur, notification will be given as early as possible using online resources, phone, social media and local television stations.

Students will continue to have outdoor activities unless the feels like temperature is 5 degrees or below (Fahrenheit).

Animal/Pet Policy

Animals/Pets may not be brought on campus or school grounds. This includes the playground, at arrival or dismissal, or at other times when children are on campus.

School Celebrations

The celebration of holidays in classrooms is encouraged, but should be limited to the end of the day. Parent participation is also encouraged, but all parents must have

a current background check, and a list of parents coming shall be given to the Office at least 24 hours prior to the celebration.

Birthday celebrations are encouraged. These can be show and tell, giving a class a token of some kind, or a small craft. However, in order to respect others allergies and potential contagion concerns, **only** store-bought, sealed-food, will be allowed in school.

Lost and Found

A lost and found area is located in each building. Students who have lost items should check the area when given permission from their teacher or another adult. Unclaimed items will be given to charity monthly.

Student Sales/Student Fundraising

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.

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. The following general rules will apply to all fundraisers.

- A. Students involved with the fundraiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in a fund-raising activity for a group in which they are not members without approval from the student's counselor.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for....." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- F. Students may not participate in a fund raising activity conducted by a parent group, booster club, or community organization on school property without the approval of campus administration.

Food Services

If you have questions about the status of your child's food service account or about the program in general, please call the Food Service Office at 541-5140. For Internet

access to your food service account, please call 541-5754.

Information regarding free and/or reduced lunches is sent home at the beginning of each year. This information is also available throughout the school year in the school office and published in the local media. Free/Reduced applications can be filled out throughout the school year. These are confidential applications and will not be shared with teachers or staff.

A printed menu is made for each month of school. Breakfast will be served every school day except fog delay days.

Student Accident Insurance- Board Policy 5704

The District is not a guarantor or insurer of student health or safety. Parents/guardians are encouraged to secure insurance for their students' healthcare needs, including coverage for injuries that may occur while at school and while participating in athletics and other school activities. The District, in its sole discretion, may provide information about insurance policies available for purchase by parents/guardians for their students from third-party vendors. Providing that information does not imply District endorsement of any insurance policy, nor is it a guarantee or warranty that coverage will be provided by the vendor in any specific instance.

Library Books and Textbooks

The Elementary Schools encourage students to check out books from the Media Center on a regular basis. All books are school property and students are expected to treat all media center materials with respect and care. Any student with materials that are overdue will lose borrowing privileges until materials are returned. Student families will be held accountable for any loss or damage.

At the end of the school year a date will be established when all books must be returned. Student families with lost books will be sent a notice and amount of the book. Textbooks and workbooks are supplied by the school district without a service fee to the parents. Children are held responsible for the proper care of textbooks and will be assessed a fine for lost or damaged books.

Webpage Publishing Guidelines

Charlotte Public Schools supports and encourages its teaching staff and administration to use the Charlotte Public School Web page (www.charlotteorionles.com) to publish information consistent with the school's purpose that reflects well on the District. On occasion it may contain student work, included but not limited to: projects, materials, artwork, and assignments (which might include a student's picture), identified using only a student's first

name. (For a copy of the complete policy, please contact the building or visit the district web site at <https://www.charlotteorionles.com>)

Parents wishing to not authorize posting of their child's work, their child pictures or information should contact the school office and request a Permission Denied to Publish Student Materials and/or Information form.

Section 2: Academics (Board Policy 5400, Curriculum, Instruction, and Parent/Guardian Involvement)

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 programs.

Field trips are intended to enhance the learning experiences of the elementary curriculum. All student trips are on school-owned vehicle and students must ride to and from the field trip in the vehicle. Prior arrangements need to be made with administration if this practice cannot be followed for a student. Private transportation is not used.

Parents will be notified of any trips occurring within the school district and pre-trip information will be provided. A signature on the district emergency card is used for permission for in-district boundaries field trips. For all trips inside and outside the district boundaries, a permission slip from parents will be necessary.

Grades and Progress Reports

The Elementary Progress Report is based on the following concepts:

- Our grading is to inform students and parents about learning, growth, and end of year expectations
- Our grading is consistent across the district
- Life skills and academic standards are both important and need to be graded separately

The Progress Report uses a 1-4 numeric grading scale that allow the teacher to show your child's progress toward achievement at the end of year grade level expectations. This numeric scale shows both learning and growth.

Here is the marking system:

- 4- Above End of Year Grade Level Expectations
- 3- At End of Year Grade Level Expectations
- 2- Approaching End of Year Grade Level Expectations
- 1- Below End of Year Grade Level Expectations

Student Assessment and Courses

Throughout the school year, students will take different classroom and district benchmark assessments. Students in third grade will also take the state assessment, M-STEP, to test for proficiency. Various classroom and district assessments allow teachers and staff to properly plan and execute high levels of instruction.

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 Curriculum Department at 517-541-5107 to inquire about evaluation procedures offered by the District.

Technology Acceptable Use Policy

Charlotte Public Schools encourages the use of electronic information technologies in its educational endeavors so that Users can access current and relevant resources, develop information management skills, communicate in a technologically-rich environment, and become responsible, self-directed, life-long learners. In accordance with the Children's Internet Protection Act (CIPA), the District has implemented this policy, in part, to: A. promote the safe, ethical, responsible, and legal use of the Internet; B. support the effective use of the Internet for educational purposes; C. protect students against potential dangers in their use of the Internet; and D. ensure accountability. As property of the Charlotte Public Schools, the district's electronic information technologies are intended for educational purposes and are neither a public access service nor a public forum. Only Charlotte Public Schools students, faculty, and staff who agree to the terms of this policy may be granted a network/charlottenet account. Users have no expectation of privacy as to information or activity on the District's electronic information technologies. The District retains the right to monitor all use, including but not limited to personal e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District's electronic information technologies. The District's electronic information technologies are provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason. More information regarding Charlotte

Public Schools Technology Acceptable Use Policy can be found at <https://www.charlotteoroles.com/schools--services/departments/technology/>.

Section 3: Student Activities (Board Policy 5500, School Sponsored and Extracurricular Activity)

School Sponsored Clubs and Activities

The elementary schools provide students the opportunity to broaden their learning through curricular and extra-curricular related activities. Extra-curricular 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.

Non-School Sponsored Clubs and Activities

The Board of Education believes that the school facilities and grounds of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District. For more information, interested parties can visit www.charlotteoroles.com.

Section 4: Student Conduct and Discipline (Board Policy 5200)

Attendance

The Michigan School Code states that it is the responsibility of the parent(s) to see that their children between the ages of six and eighteen be in regular attendance at school.

Good attendance is important in order for children to be successful in school. When a child is absent, he/she misses up to six hours of instruction each day. While provisions can be made to make up assignments, nothing can replace all the instruction and learning that takes place during the school day. Late arrivals and early dismissals greatly inhibit your child's learning. Procedures have been established to deal with patterns of attendance that interfere with a child's learning. This may be deemed as "truancy" and may involve outside agencies (such as the truancy officer, intervention program and/or court system) to help the family and child correct this issue.

Absences other than those resulting from participation in school activities will be recorded on the student's permanent record. When children are absent, **parents are required to telephone the school or send a note identifying the date of the absence and the**

reason. Each CPS building maintains a 24 hour attendance line for your convenience.

If a child arrives at school within one hour after the start of the day (AM or PM), he/she will be considered tardy. If a child is not here one hour after the start of the day (AM or PM), he/she will be considered absent. If a child leaves school more than one hour before the official end of the school day, he/she is considered an early departure and will be marked absent. When children arrive at school late, they are required to check in at the office before reporting to their classroom. Since school is only in session for 36 weeks a year, parents are urged to arrange family vacations during the scheduled school vacation periods. It is important to inform the school if the child's absence is going to be a long one or if the absence is due to a communicable disease such as measles, chickenpox, influenza, etc.

- **Excused Absences:** An excused absence is defined as one that provides the front office with proper documentation.
- **Unexcused Absence:** An unexcused absence is defined as any absence where a call to the office is not made by the parent or guardian. Students that leave class without teacher permission will be marked unexcused and an appropriate consequence will be applied.
- **Explained Absence:** An explained absence is defined by an absence that is called into the office but was not excused

Guidelines Regarding Absences

If at any time a student's absence pattern is deemed questionable, an administrator will review his/her attendance record. If there is any question about the absences, a student/parent conference will be arranged with an administrator. Further action may be taken such as: Requiring a doctor's statement for any future absences related to personal illness. Thereafter, absences not excused by a doctor will be considered as unexcused/truant. Submitting a referral to the court for students under 18 years of age who are continually marked unexcused/truant. (Reference: Compulsory school attendance provisions of the Michigan School Code, MCL 380.1561-1599).

Dress for Success-Board Policy 5204

Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The appearance of any student is primarily the responsibility of that individual and his/her parents. The school has a responsibility to establish and encourage professional dress standards that promote a positive and proper learning environment. Therefore, students are not permitted to wear clothes or shoes that are distracting or cause classroom disruptions, contain questionable slogans, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol and tobacco), violence, or promote gang activity.

Students Rights of Expression-Board Policy 5101

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations. Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains "fighting words" or constitutes a true threat of violence; involves a student walkout; urges a violation of law, Board Policy, or rule; or is not constitutionally protected. Administrators will evaluate student speech on a case-by-case basis before imposing discipline. Student activism is subject to the above standards. As used in this Policy, "fighting words" are words that tend to provoke a violent response amounting to a breach of the peace.

Student Discipline-Refer to Board Policy 5206

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 administration's responsibility to keep things orderly. Administration at the buildings will make disciplinary decisions that are in the best interest of the children. In all cases, the school shall attempt to make discipline prompt and equitable and to have punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

Informal Discipline takes place within the school at the discretion of administration and school staff. Examples of informal discipline could consist of the following:

- Writing assignments

- Change of seating or location
- Lunch Restrictions
- Recess Restrictions
- Transition Restrictions
- Community Service
- Restitution
- Restorative Justice
- Peer mediation
- Conflict resolution and/or problem solving
- Parent conference
- Financial restitution (payment for damage)
- Mini-courses
- Counseling/Student Support Specialist
- Formal or informal student-teacher conference (identify the misbehavior, reteach the appropriate behavior, provide feedback, allow for practice)
- Structured/Supervised Time out (Desk, in corner, carpet, back of room)
- Think it Over Sheet/reflection sheet
- Temporary removal from class (buddy room/partner teacher room no more than 15 minutes)
- Teacher organized/monitored lunch/after school detention
- Loss of classroom privileges for remainder of day and next day (Desk is separated from peers, not participating in group/partner work, not holding class jobs etc.)
- Parent Contact
- Change in student seating/location
- Social Stories/Reteaching
- Apology verbal and or written
- Behavior Plan/Check in Check out sheet
- Parent Shadowing in class
- Loss of activity (Ex: 5 minutes of recess, options for areas to play at etc.)
- Formal Behavior Plan
- Peer mediation
- Conflict resolution and/or problem solving
- Exclusion from school activities
- Behavior Contract
- In-school suspension

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension may not be appealed. Suspension and expulsion can be appealed. A student who is suspended and picked up before 12:00 noon, will have that day counted towards the suspension.

Students considered for suspension or expulsion are entitled to an informal hearing with campus administration, prior to removal, at which time the student will be notified of the charges against him/her and given the opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to central office administration and a formal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The hearing officer 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 the school during the appeal period. Work missed during an expulsion cannot be made up and usually results in loss of credit. Students involved in co-curricular and extracurricular activities such as after school clubs or athletics can lose their eligibility for violation of the School rules, as well as, transportation.

If a student commits a crime while at a school or school related event, he/she may be subject to 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).

Search and Seizure-Board Policy 5103

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102. The District may use detection dogs to search for contraband on District property consistent with Policy 3107. A breath alcohol test is a search and may be

administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol.

For voluntary, noncurricular school activities (e.g., school dances), suspicion less breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice. Strip searches are prohibited.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing. This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.

Due Process Rights- Board Policy 5206A

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

- A. Building Administrator – 10 or Fewer School Days Before suspending a student for 10 or fewer school days, an administrator must: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.
- B. Superintendent or Designee – 59 or Fewer School Days Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present

evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

Board Suspension or Expulsion

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

The elementary schools make 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 Central Office Administration.

Interrogation of Students

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with Law Enforcement and public children services agencies. When Law Enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of

law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. The building administrator will then contact the parent or guardian about this request.

Discipline of Students with Disabilities- Board Policy 5206B

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.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school
2. Respect the Civil Rights of others
3. Act courteously to adults and fellow students
4. Be prompt to school and attentive to class
5. Work cooperatively with others when involved in accomplishing a common goal, regardless of the others ability, gender, race, religion, height, weight, disability, or ethnic background
6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive
8. Act at all times in a manner that reflects pride in self, family, and in the school.

Anti-Bullying Policy- Board Policy 5207

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a) a. substantially interfering with a student's educational opportunities, benefits, or programs; b.
 - b) adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; c.
 - c) Having an actual and substantial detrimental effect on a student's physical or mental health; or d. causing substantial disruption in, or substantial interference with, the District's orderly operations. 2.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited. B.

B. Reporting an Incident If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official. To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the “Responsible School Official” for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District’s website and incorporated into student handbooks and other relevant school publications. The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. “At school” means 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 it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. “Telecommunications access device” means any of the following:
 - a) any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b) any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications service provider” means any of the following:
 - a) a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - b) a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - c) a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Positive Behavioral and Intervention Supports

Each building focuses their attention on utilizing a PBIS system to support our youngest learners in making appropriate choices focused on building good character traits and focused attention to supporting the whole child. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone – especially students with disabilities – to create the kinds of schools where all students are successful. It is a commitment to addressing student behavior through systems change. When it’s implemented well, students achieve improved social and academic outcomes, and schools experience reduced exclusionary discipline practice

Student Discipline Code of Conduct: The major component of the educational program at the 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.

The Elementary Handbook for Students and Parents is a guide and defines specific behaviors expected in Charlotte Public Schools. To build consistency among all K-12 schools in the CPS district, more specific language is included for your information. School administrators reserve the right to use professional discretion in making decisions related to discipline. Students suspended are not allowed to attend any school sponsored events until they resume their attendance in school. Except for cases outlined under Public Act No. 144 of 2018 and Per Public Act. 145 of 2018, our overall philosophy for student discipline is focused on restorative practices and managing behaviors. When discipline involves out of school suspensions, such consequences are issued progressively, based on a review of previous incidents and the severity of the incident in question. Repeated behaviors that more significantly disrupt safety and learning may result in higher levels of discipline recommendations. Discipline may range from a parent/guardian contact to expulsion or other informal discipline options. School administrators have discretion when determining consequences for students and will take into consideration the student's conduct history, the age of the child, the facts around the individual incident, and the student's level of remorse and acceptance of responsibility for his/her actions.

Student Discipline Code of Conduct		
Violation	Definition	Consequences
Aggression		
Minor Aggressive Behavior	Inappropriate physical contact or other disruption in school involving physicality. (Pushing, tripping, running in classroom or hallway, slapping, hitting, touching, pinching, etc.)	Minimum: Informal Discipline Maximum: Suspension
Assault	Assault is when a student initiates a fight without provocation. No student shall engage in an aggressive action upon another individual or individuals through verbal threat, either on school property. A student may also be held responsible for statements and or actions, which directly provoked aggressive action, by another student.	Minimum: Informal Discipline Maximum: Suspension
Aggressive Misbehavior	Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. The act of purposeful aggressive misbehavior.	Minimum: Informal Discipline Maximum: Suspension
Assault and Battery (Fighting)	Assault accompanied by the unwanted touching of another person. This includes pushing, punching, kicking, hitting with or throwing objects at an individual.	Minimum: Informal Discipline Maximum: Suspension Possible police referral.
Alcohol, Tobacco, and Other Drugs		
Possession and/or Use of Alcohol, Illegal Drugs, Prescription Drugs, Look-A-Like Illegal Drugs and Paraphernalia Look-a-Like Drugs	It is against school policy to deliver, attempt to deliver or cause to be delivered, a non-controlled substance which the person (a) represents to be a controlled substance, or (b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. This includes designer substances.	Out of school suspension with recommendation to the superintendent/school board for immediate disciplinary action A police report will be filed.
Sale and/or Transfer of Illegal Drugs, Prescription Drugs, Alcohol, Look-a-Like or any controlled substances in school, on school grounds or at any school sponsored activity: Look-a-Like Drugs	It is against school policy to deliver, attempt to deliver or cause to be delivered, a non-controlled substance which the person (a) represents to be a controlled substance, or (b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. This includes designer substances.	Out of school suspension with recommendation to the superintendent/school board for immediate disciplinary action A police report will be filed.
Use of or possession of tobacco products/Smoking	Defined as a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;	Minimum: Suspension Maximum: Long Term Suspension and/or expulsion

Board Policy: 5512 - USE OF TOBACCO BY STUDENTS	<p>"Use of a tobacco product" means any of the following:</p> <ul style="list-style-type: none"> • the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device; • the inhaling or chewing of a tobacco product; • the placing of a tobacco product within a person's mouth; • the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. <p>Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.</p>	
Arson		
Arson of Structure or Property	The willful and malicious burning or an attempt to burn any building or part of any property of the school system. No student shall use fire or the threat of fire in any form to cause damage or disruption, (such as, but not limited to, firecrackers, smoke bombs, threats, or false alarms).	Suspension, loss of privileges, police report may be filed, and possible recommendation to the board for further disciplinary action
Bullying, Harassment, Threat, Intimidation		
Bullying Board Policy: 5207	All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited. See pages 18-20, and board policy 5207 for detailed information about Bullying.	Board Policy will be followed.
Harassment/ Ethnic/Racial Slurs/Hate Speech	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.).	<p>Minimum: Suspension</p> <p>Maximum: Recommendation to the board for further disciplinary action</p>
Intimidation includes Racial/Ethnic Intimidation	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.	<p>Minimum: Informal Discipline</p> <p>Maximum: Suspension</p>
Threats or Acts of Violence	No student shall engage in or use threats of violence, either written or verbal toward students, staff, and/or school buildings or property. Students who engage in such acts will be held responsible for statements and/or actions made outside of school or during the school day.	<p>Minimum: Informal Discipline</p> <p>Maximum: Suspension and/or Recommendation to the board for further disciplinary action. A police report may be filed.</p>
Cheating, Forgery, Theft		
Cheating/Academic Dishonesty	Students found to be guilty of "cheating" or plagiarism on assignments, quizzes, and/or tests	<p>Minimum: Informal Discipline</p> <p>Maximum: In School Suspension</p>
Forgery	Fraudulent use of school related documents or equipment, including false phone calls to the attendance office, forging parent's signature.	<p>Minimum: Informal Discipline</p> <p>Maximum: In School Suspension</p>
Stealing and Extortion	No student shall engage in a purposeful act of theft of school property or the property of others, this includes technology. (Item to be returned in same condition or restitution may be required)	<p>Minimum: Informal Discipline</p> <p>Maximum: Suspension</p>
Other School Violations		
	Students must cooperate with and respect staff and other students. Rude, inappropriate, and unwanted words or gestures directed at staff,	Minimum: Informal Discipline

Defiance, Disrespect towards Authority, Non-Compliance, Disrespect/Insubordination	visiting parents, or students. Defiance of authority, attitudes, or behavior insulting or contemptuous. Students must identify themselves when asked to so by a staff member. Students must accompany a staff member to the office of a counselor or administrator when asked to do so by a staff member. Lack of respect, for staff and students will not be tolerated, nor will behavior detrimental to school functions or threats to staff. These include teachers, paraprofessionals, administration, lunchroom supervisors, office staff, and visiting parents.	Maximum: Suspension
Gross Demeanor and or Persistent Disobedience	A serious inappropriate action and/or repeated actions of incorrigible behavior and/or noncompliance within the Code of Conduct, and consistent disruption of the learning environment.	Minimum: Informal Discipline Maximum: Suspension
Disruption/Disruptive Classroom Behaviors	The act of persistent disobedience in conduct complying with a reasonable request from authorized school personnel. Behavior that prevents a teacher from presenting lessons or material in an atmosphere that is conducive for learning to take place.	Minimum: Informal Discipline Maximum: Suspension
Disorderly Conduct	Any inappropriate behavior that disturbs the school environment which could include, making noises that distract learning, or causing a disturbance of any kind.	Minimum: Informal Discipline Maximum: Suspension
Inappropriate Language/Profanity/Obscenity/or Disrespectful Comment	The act of using obscene, vulgar, or profane language or gestures by pupils, in verbal, non-verbal or written form or in pictures or caricatures in or on any school property.	Minimum: Informal Discipline Maximum: Suspension
Horseplay	The act of non-compliance with reasonable school procedures and routines in classrooms or common areas.	Minimum: Informal Discipline Maximum: Suspension
Unauthorized Leaving of School Property	Students may not leave school grounds without authorization. *Police will be contacted if a student leaves campus.	Minimum: Informal Discipline Maximum: Suspension
Possession of Disruptive and/or Miscellaneous Nuisance Items	Possession or use of any item that is disruptive to the educational process will not be allowed; examples may include: toys from home, school items not being used appropriately, etc.	Minimum: Informal Discipline (Items will be confiscated) Maximum: Suspension (Items will be confiscated)
Cell Phone and Electronic Communication Devices Board Policy 5209	Students should not be in possession of personal electronic devices at school. See policy 5209 for more information. Item will be confiscated and held in the office for parent/guardian pick up or student pick up at dismissal.	Minimum: Informal Discipline Maximum: Suspension
Sexual Offenses		
Inappropriate Public Display of Affection	Indecency (e.g. inappropriate clothing, physical exposure, major public displays of romantic affection such as kissing, holding hands, or inappropriate pictures)	Minimum: Informal Discipline Maximum: In school Suspension
Sexual Misconduct	Unlawful sexual touching by force, coercion or threat	Minimum: Suspension A police report will be filed. Maximum: Suspension and/or Recommendation to the board for further disciplinary action. A police report will be filed.
Lewd Acts	Inappropriate sexual conduct that occurs by any student or students. Consensual sexual touching or any type of intercourse, indecent exposure, or any behavior of sexual nature is considered a lewd act.	Minimum: Informal Discipline Maximum: Suspension
Sexual Harassment	Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature.	Minimum: Suspension

	Students who feel they may be the victims of sexual harassment instigated by other students or school employees should immediately communicate their concerns in writing to the administration for a prompt investigation and disposition of the incident.	Maximum: Suspension and/or Recommendation to the board for further disciplinary action. A police may be filed.
Indecent Exposure or Public Sexual Indecency without Intent	The unintentional exposure of one's private body parts to others.	Minimum: Informal Discipline Maximum: In School Suspension
Indecent Exposure or Public Sexual Indecency with Intent	The intentional exposure of one's private body parts to others.	Minimum: Suspension Maximum: Suspension and/or Recommendation to the board for further disciplinary action
Technology, Improper Use of		
Computer Violation or Inappropriate Use of Technology Resources Board Policy 3116 and 5208	Using school or personal electronic device in school or on a bus or other technological resource such as the District network in a manner that does not serve an educational purpose. Failure to comply with laws, rules, or guidelines for use of technology resources. Examples include, but are not limited to, use of personal electronic device in an inappropriate manner, searching websites that are not appropriate for learning or the classroom, failure to properly secure a device during and after use, etc. Charlotte Public Schools Acceptable Use Policy will be followed.	Minimum: Informal Discipline Maximum: Suspension and/or Recommendation to the board for further disciplinary action
Trespassing/Vandalism		
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.	Minimum: Informal Discipline Maximum: Suspension and/or Recommendation to the board for further disciplinary action
Vandalism, Property Damage, or Criminal Damage of School Property	The act of willful or ignorant destruction of school property or property belonging to others.	Minimum: Informal Discipline Maximum: Suspension and/or Recommendation to the board for further disciplinary action
Weapons and Dangerous Items		
Dangerous Instruments or Items (Possession)	Possession or use of any weapon, knife with a blade of any length, or instrument capable of inflicting injury; include but are not limited to: BB guns, paintball guns, dagger, stiletto, pocket knife opened by a mechanical device, iron bar, or look-a-like weapons while on school property or at a school-sponsored event.	Refer to state and board policy
Firearms or Look Alike Firearms	Possession or use of any firearm of any type (including shotguns, rifles, hand guns, pellet or BB guns, starter guns or look-a-like firearm weapons)	Refer to state and board policy
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 cause for civil action.	Minimum: Informal Discipline Maximum: Suspension and/or Recommendation to the board for further disciplinary action

GALEWOOD/PARKVIEW/WASHINGTON EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM 2022-2023

The DK-3 Family Handbook can be located online at each of the building specific websites. If a paper copy is requested, please reach out to your child's front office.

Student First Name: _____ **Student Last Name:** _____

Grade Level: _____ **Teacher:** _____

By signing below,

- ☐ I acknowledge that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Athletes provided by Parkview/Washington/Galewood Elementary School located on pages 6-7 of this Family Handbook.
- ☐ I acknowledge that I have received and reviewed the Title 1 Support Services Compact below and I have discussed the shared responsibilities with my child.
- ☐ I acknowledge I have read and discussed all sections of the family handbook with my child. I will support and discuss with my child behaviors and expectations of Galewood/Parkview/Washington Elementary School. I will keep this handbook as a further reference.

Parent or Guardian Name Printed

Parent or Guardian Name Signature

Date

I as a student at Galewood/Parkview/Washington Elementary School acknowledge an awareness of the expectations of me, the Positive Behavior System, and the consequences of my actions if the need arises to implement them.

Student Printed Name

TITLE I SUPPORT SERVICES - SCHOOL/PARENT/STUDENT COMPACT 2022-2023

Education depends on the shared responsibilities of the student, parent(s), and the school. The compact creates a partnership for the education of your child. The compact sets out the duties, responsibilities and expectations of each partner in providing opportunities for success.

STUDENT AGREEMENT

As a student, I promise to...

- cooperate with other students and the teacher,
 - to do my best;
- to be on time and prepared for class;
- to think and participate in class.

PARENT/GUARDIAN AGREEMENT

As a parent (guardian), I promise to....

- help my child attend school regularly and be on time,
- find a quiet place for school work, help with school work, and make sure it is completed,
 - monitor how much television is watched,
 - read with my child,
- make sure my child gets enough rest and eats properly,
- communicate and work with teachers and school staff to support my child's continuing education.

SCHOOL AGREEMENT

OUR SCHOOLS promise to....

- provide the student with high quality instruction,
- keep parent(s) informed about the student's progress and problems that require special attention,
- be available to parents for scheduled conferences and to set up conferences at the parent's request,
- to provide parent(s) with lists of materials children can use and workshops that will help the parent(s) assist their child.