

## GRANT TOWNSHIP SCHOOL MISSION STATEMENT

The Grant Township School is dedicated to educating all students to their highest ability. In the 21<sup>st</sup> century, our one-room school holds a place of uniqueness. Our students benefit from individualized instruction, which builds confidence to excel in their life choices, resulting with 95 percent of attending students going on to institutions of higher learning.

## GRANT TOWNSHIP SCHOOL VISION STATEMENT

The Grant Township School District is dedicated to producing literate, competent, responsible students who will be able to reason critically, and become functioning and productive members of the school, community, and the broader society. School personnel will have high expectations for students, including those with special needs. A learning environment will be created that is conducive for students to achieve higher levels of academic performance, so that they may reach their goals in life.

## GRANT TOWNSHIP SCHOOL BELIEF STATEMENT

The Grant Township School District believes that each child who attends our school deserves respect while working together as a team with other students – a team that fosters appreciation for individual differences and a willingness to help fellow students when able. We believe that a safe and stimulating environment offers each student optimum learning opportunities, which we strive to provide. We believe that parent/family and community are vital to student success; therefore, we emphasize they share their knowledge, time, and talent with the students whenever possible.

## BOARD OF EDUCATION/SCHOOL BOARD

Miranda Kilpela-Davis, President

Carolyn G. Stevens, Secretary

Christine Musiel, Treasurer

Kirk Filsinger, Trustee

Elizabeth Martin, Trustee

The Board of Education meets regularly on the second Monday of each month at 5:00 p.m. in the Copper Harbor Classroom, at 346 Gratiot St., Copper Harbor.

## ADMINISTRATION

Amy Bory, Teacher/Principal

Kaelyn Wright, Preschool/Paraprofessional

## ENROLLMENT

New students at the Copper Harbor School are asked to register immediately. Those students arriving in the summer should register as soon as possible to assure appropriate placement. Parents must present a state-certified birth certificate, immunization verification and proof of residency in order to enroll their child.

Children are eligible for kindergarten if they reach their fifth birthday on or before September 1<sup>st</sup> of the given year. In order to enroll, you must contact the Copper Harbor School at 906.289.4447.

In order to ENROLL at the Copper Harbor School, each child must have at least one dose of:

DTP (Diphtheria, Tetanus, Pertussis)

OPV/IPV (Oral or injectable Polio)

MMR (Measles, Mumps, Rubella)

Varicella (Chicken Pox)

HepB (Hepatitis B)

Additionally, in order to ATTEND school the following doses are required:

4 doses of DTP (the 4<sup>th</sup> dose must be given after 4<sup>th</sup> birthday)

3 doses of OPV or IPV (the 3<sup>rd</sup> dose must be given after 3<sup>rd</sup> birthday)

2 doses of MMR

2 doses of Varicella

3 doses of HepB

All Kindergarten students must also provide proof of vision screening before attending school.

The school district is required to exclude students who do not comply with the state's immunization laws.

Parents objecting to mandatory immunizations must comply with waiver requirements. A medical form from a physician stating reason for immunization waiver AND proof of attendance to the Health Department's immunization lecture must be presented to the School Board.

### CUSTODIAL/NON-CUSTODIAL PARENTS

Custodial parents are encouraged to inform the teacher and school board of any concerns or situations related to their child(ren). Release of a child to a non-custodial parent can be prohibited only when an official court document is on file at the school stating the child may not be released to the non-custodial parent. Unless otherwise stated in the official documents, non-custodial parents have the right to attend IEPs and parent-teacher conferences and to receive report cards, newsletters, etc. Please be sure to request such information at the beginning of the school year and verify your mailing addresses.

### ATTENDANCE

Please contact the school before 8:30 a.m. if it is necessary for your child to miss school. You can call the school at 289-4447 and leave a message or send a note if you know of the absence ahead of time. We want to be assured that your child is safe. If the school does not receive a call or a note, the absence will be considered unexcused and a phone call may be made from the school. Students should attend school each and every day in order to receive the full educational advantage.

#### Excessive Attendance Procedures

- ❖ When the total of absences or tardies reaches 5 in any marking period, or a total of 10 for the year. Parents/guardians will be contacted by phone or a note sent home.
- ❖ When the total of absences or tardies reaches 12 for the school year, a letter, signed by the school board, will be sent to the parents.

- ❖ When the total of absences or tardies reaches 15 for the school year, a letter, signed by the school board, will be sent to the parents. The parents will be requested to attend a meeting that will include the teacher and the school board. At this meeting a plan will be written to attempt to improve the child's attendance patterns. The letter will inform the parents that the case may be referred to the Copper Country Intermediate School District Truancy Officer.
- ❖ When the total number of absences reaches 20 for the school year, serious consideration must be given as to whether the child may be promoted to the next grade and the Truancy Officer may begin legal proceedings.

The school is open at 8:20 a.m. Instruction begins at 8:30 a.m. Students arriving after 8:30 a.m. are considered tardy. Students missing more than one hour of instruction in either the morning or afternoon will be considered absent unless there are extenuating circumstances, which are approved by the teacher. End of the day dismissal is 3:15 p.m.

You may call the school to have homework collected when your child is absent. Please make this call before 11:00 a.m. If the absence is to be extended and known in advance, arrangements should be made with the teacher at least one week before departure. When a student is absent due to illness she/he will have the same number of days to make up the missed work as are equal to the number of days absent. Please keep in mind that a significant amount of instruction is extremely difficult to make up at home.

If a student becomes ill during the school day, the parents/guardians will be contacted. Please be sure that the school has an emergency number to call in such cases and update the teacher when this emergency number changes.

Before returning to school after an illness the student must have been free of fever (axillary (armpit) over 100°; oral over 100.4°), vomiting and/or diarrhea for at least 24 hours. A more expansive **ILLNESS POLICY** is included within the Preschool Policy on page 12.

We encourage our parents/guardians to schedule necessary appointments for their child(ren) outside of the regular school day. When this is not possible, the student

must present a note from the parents/guardians giving permission to leave. The student should report back to school after the appointment if school is still in session.

When a family vacation must be scheduled during the school year, the parents should discuss the matter with the teacher to make necessary arrangements. The teacher will determine what assignments can be completed during the trip. Please remember that homework cannot replicate the normal school day. When your child is absent, they will miss important learning events.

## COMING AND GOING POLICY FOR SEASONAL STUDENTS

### Purpose

This policy establishes clear procedures for seasonal students to ensure seamless transitions between enrollment periods while maintaining academic consistency.

### Enrollment & Departure

- **Fall Enrollment:**
  - Families must confirm the student's final attendance date **at least one week in advance** to allow sufficient time for the teacher to prepare student reports and other necessary documentation.
- **Student Transition Records:**
  - Upon departure, students will receive a **comprehensive academic report**, including a copy of their report card and any state test scores obtained during their enrollment.
  - These records will be **provided to parents**, who will be responsible for submitting them to the student's next school.

### Spring Re-Enrollment

- **Notification Requirement:**
  - Families must **notify the school at least one week prior to the student's return**.

- If notification is delayed, the student **will be permitted to resume classes one week after the school is informed.**
- **Academic Expectations Upon Return:**
  - Seasonal students will be expected to **resume school as full-time students** and fully adhere to the curriculum.
  - Prior to re-enrollment, families must **meet with the teacher and school board** to discuss the student's academic progress and any necessary support.
- **Strict One-Week Notice Policy:**
  - Advance notice is **mandatory** to allow for appropriate planning and curriculum adjustments.

## **Visiting the Schoolhouse**

- **Non-Enrolled Students:**
  - Seasonal students **may not visit the school solely for social purposes** while they are not officially enrolled.
  - Visits must align with active enrollment periods to preserve the integrity of the academic environment.

## **FACEBOOK MESSENGER CHAT GROUP**

- The school has a private chat group on Facebook Messenger for the teachers, board and parents/guardians of enrolled students.
- When a student is disenrolled, those parents/guardians will be removed from the chat group.
- If the student is re-enrolled, those parents/guardians will be added back to the chat group.
- The chat group is administered by the head teacher and is by invitation only.

## COMMUNICATION WITH TEACHERS

- This policy is to ensure minimal interruptions during the school day when teachers and students are concentrating on instruction.
- **For emergency or imperative, time-sensitive issues** you may call, text or message during the school day.
- **For all other communications, please use email.** You will receive a response outside of normal instructional hours within 24-48 hours.

## LUNCH RULES AND RECESS

Copper Harbor School students must pack a lunch every day. All students are required to observe good table manners while having lunch. No loud or boisterous talking or noise will be permitted. After eating, students are expected to clean their lunch area then return to the room or go outside.

Students have outdoor recess on the playground each day during lunchtime. The safety of our students is our primary concern. Safety rules focusing on proper outdoor play are discussed with all students numerous times throughout the year. Please be sure that your child has 'weather appropriate' clothing.

Indoor recess will occur whenever the combined temperature/wind chill factor is zero degrees or below. During indoor recess students are to remain in the classroom. At times, approved videos are shown. The option of reading and/or playing games, etc., is always available.

## FIELD TRIPS

Field trips are scheduled when the location or activity provides a unique correlation with an instructional unit of study. Only students whose parent/guardian have signed the **Permission to Participate** form will be permitted to participate in such activities. Students who do not participate will not be penalized or lose credit for the absence. Additional adults are provided for supervisory purposes when appropriate.



## TRANSPORTATION

The safety of all students in the Copper Harbor School is primary. If parents need to have their child picked up or returned to an address other than their own on a regular basis, a monthly calendar must be submitted to the office. In case of an emergency, when parents/guardians are not going to be home, a note must be sent requesting that a child accompany a friend to a different drop-off or ride on a different bus. Please include the name and address of the friend and bus number on your note and have your child bring it the teacher.

Student riders must follow the bus rules established by the Board of Education for the safety of all concerned. The bus driver has the authority to recommend an immediate one day suspension in instances of significant misconduct. Significant misconduct includes insubordination, hurting or endangering fellow passengers or their property, or vandalism to the bus. Failure to obey bus safety rules may result in the loss of transportation privileges for one or more days and/or suspension from school.

Students accepting transportation privileges shall abide by the following:

- Obey orders from the bus driver.
- Seatbelts must be worn at all times, no exceptions.
- Be on time at designated bus stops. Bus driver cannot wait for students who are late.
- Stay off the roadway at all times while waiting for the bus.
- Cross in front of the bus, not in back of the bus, when crossing highways.
- Wait until the bus comes to a stop before attempting to enter or leave the bus.
- Keep your hands and head inside the bus at all times.
- Help keep the bus clean. Eating and/or drinking is not permitted on the bus. No materials are to be thrown from the bus windows.
- Warn driver of approaching danger if there is a reason to believe the driver is not aware of it.

While students may converse with one another in a quiet way, no disruptive playing, fighting, or loud or profane language will be permitted. No shouting at pedestrians or vehicles from the bus will be permitted. The driver must be alert and watchful, enabling him/her to hear warning signals and sirens. Parents will be held liable and be required to pay damages for any willful destruction of equipment. Parents will be notified when students disregard bus regulations and riding privileges may be

suspended. Parents who have concerns or questions about bus transportation should contact the school.

Students may not leave school property unattended during the school day. Students will not be sent home during the school day for illness, discipline, or any other reason without being attended by a parent or other authorized adult. Any parent who comes to the school to remove his/her child for any reason must inform the teacher.

## LEARNING AND SUPPORT

Students are encouraged to recognize the importance of their time here at school and to make good use of their learning time. Limited time is spent on activities that distract or take away from instructional time. Even though we include fun and relaxed time in our program of studies, we are always conscious of time on task in our classroom.

## CURRICULUM

The curriculum followed at the Copper Harbor School is aligned with the grade level content expectations of the National Common Core Standards. Curriculum guides for the core subject areas are available for review at any time in the school office.

The Copper Harbor School, in conjunction with the Copper Country Intermediate School District, provides many intervention services for students who may be experiencing difficulties in the classroom whether academic, social, or behavioral. Suggestions and strategies are shared with the teacher to help the student. Parents are informed and asked to assist in collecting information concerning a child's needs when the child is going to be discussed.

## COPPER HARBOR SCHOOL PRESCHOOL PROGRAM POLICY

### 1. Mission Statement

Our preschool program aims to provide a safe, nurturing, and stimulating environment where children can grow, learn, and develop essential skills. We are committed to

fostering a love for learning, promoting social and emotional development, and encouraging creativity and curiosity.

## **2. Enrollment and Admission**

- **Eligibility:** Children aged 3.5 up to 5 years old are eligible for enrollment. Children within this age range **must be** potty trained and able to independently use the bathroom facilities. In addition to this, they also need to have basic self-help skills (ability to dress themselves and independently dress for the outdoors). They must also be able to follow simple directions.
- **Application Process:** Parents/guardians must complete an application and provide necessary documentation, including proof of age and immunization records.
- **Probation Period:** There will be a 2-week assessment period, before moving forward, to determine if our program is a good fit for your child.

## **3. Program Schedule**

- **Hours of Operation:** The preschool program operates Monday, Wednesday, and Friday from 8:30 a.m. to 1:00 p.m.
- **Holidays and Closures:** The preschool will be closed on public holidays and during scheduled breaks. A calendar of holidays and closures will be provided at the beginning of the school year.
- **Cancellation of Preschool:** Should unforeseen circumstances occur with the teacher(s), the preschool class may be cancelled.

## **4. Curriculum and Activities**

- **Curriculum:** Our curriculum is designed to promote cognitive, social, emotional, and physical development. It includes activities such as storytelling, arts and crafts, music, outdoor play, and basic academic skills.
- **Special Programs:** We offer special programs such as field trips, guest speakers, and cultural celebrations to enhance the learning experience.

## 5. Health and Safety

- **Health Requirements:** All children must have up-to-date immunizations and be in good health at time of attendance. Any health concerns or special accommodations should be discussed and documented with the child's school record.
- **Safety Procedures:** We have strict safety procedures in place, including regular fire drills, tornado drills, secure entry and exit points, and supervision at all times.
- **Illness Policy:** Parents/guardians will be notified when their child has a symptom that requires exclusion from the school. You or your emergency contact will be required to pick up your child immediately upon notification of your child's condition. Reasons for exclusion are:
  - Illness prevents child from participating comfortably in activities (including outdoor play).
  - Illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
  - Acute change in behavior such as lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
  - Fever: Axillary (armpit) temperature above 100°F or oral temperature above 100.4°, with behavior changes or other signs or symptoms of illness.
  - Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
  - Vomiting: more than 2 episodes in the previous 24 hours.
  - Abdominal pain that continues for more than 2 hours, or intermittent pain associated fever or symptoms of illness.
  - Diarrhea: Two or more episodes where stools cannot be contained, causing soiled clothing and is not due to change in diet.
  - Mouth sores with drooling, unless the child's primary care provider determines that the child is non-infectious.
  - Rash with fever or behavioral changes.
  - Head lice until after the first treatment.
  - Any Reportable Communicable Disease defined by the Michigan Department of Community Health
  - Or have any symptoms of prevalent communicable disease(s).

## **6. Behavior and Discipline**

- Behavior Expectations: Children are expected to treat others with respect and follow the school rules.
- Discipline Policy: Positive reinforcement and redirection are used to manage behavior. In cases of persistent behavioral issues, parents/guardians will be involved in developing a plan to address the behavior.

## **7. Parent Involvement**

- Communication: Regular communication between parents/guardians and teachers is encouraged. We provide updates through newsletters, emails, and parent-teacher conferences.
- Volunteering: Parents/guardians are welcome to volunteer in the classroom and will coordinate these times with the teacher.

## **8. Withdrawal and Termination**

- Withdrawal Policy: Parents/guardians must provide a written notice of withdrawal.
- Termination Policy: The preschool reserves the right to terminate enrollment if policies are not followed or if the child's needs cannot be met within the program.

## **TITLE 1**

Title I is a federally-funded program established by the Elementary and Secondary Education Act of 1965 and reauthorized by the No Child Left Behind Act of 2001. The object of this program is to accelerate the achievement of students by providing supplemental academic support.

Students are identified for Title 1 services based on state and district assessment scores and other identified criteria. The services offered are in addition to the core curriculum provided to all students. Eligible students may receive support during the school day, before or after school or in summer school. The services provided may include:

- One-on-one tutorial support
- Small group instruction
- Classroom intervention
- Take-home instructional resources

Each Title I school has an intervention team that coordinates the supplemental services provided to identified students. Intervention staff works closely with classroom teachers to identify eligible students and to determine the most effective supplemental services.

The Copper Harbor School is a Title 1 school, which means all students can benefit from services. If your child is receiving additional academic support, you will be informed by the teacher.

If you have additional questions about your child's participation in the Title 1 program, please contact the teacher or the Board of Education.

Title 1 programs encourage families to be involved in their child's education. Research shows that academic achievement improves significantly when parents are involved in school and at home. Families are invited to be involved in the following ways:

- Attend parent/teacher/child conferences
- Assist your child with schoolwork and learning activities at home
- Volunteer in your child's school or during school events
- Engage your child in conversations about what he/she is learning
- Communicate with your child's teacher and school staff when you have questions or concerns

#### Title 1 Parents'/Guardians' "Right-To-Know":

In accordance with the Elementary and Secondary Education Act, Section 111(h)(6), Parents' Right to Know, this is a notification from the Copper Harbor School to every parent of a student in a Title 1 school that you have the right to request and to receive information in a timely manner regarding the professional qualifications of your

student's classroom teachers. This information regarding the professional qualifications of your child's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under emergency or temporary status in which Michigan qualifications and licensing criteria are waived.
- The teacher's baccalaureate degree major, graduate certification and the field of discipline.
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

## TEXTBOOKS

Textbooks are provided to all students. Basic school supplies are also provided free of charge. During the year students may supplement these supplies with personally purchased items. Teachers are required to keep an on-going record showing the title of each book assigned, date distributed, and date returned. Unreasonable damage to textbooks, library books, math materials or other school equipment will result in fines or replacement costs.

## HOMEWORK

Homework given at the Copper Harbor School has a specific purpose related to classroom instruction and learning objectives. It is used as a learning tool that assists students to apply, enrich and extend their knowledge. All students in K-8 will have occasional projects to work on at home. Regardless of whether other assignments are given, all students are encouraged to read a minimum of 10-15 minutes each day, practice writing skills and review basic math facts appropriate for their grade level.

At the end of each nine weeks, the students in grade K-8 receive a Student Progress Report. Parent-Teacher Conferences are scheduled in fall and spring. These conferences provide an opportunity to discuss a child's educational needs and to identify, in detail, the most appropriate strategies for meeting those needs. Parents or

teachers also may request conferences at any time of the year as the need arises. Promotion or retention to the next grade level is determined by the teacher and appropriate staff, in close communication with the parent/guardian.

## VOLUNTEERS

There are numerous opportunities for parents or other relatives to volunteer time and talent during the school year. You do not have to wait to be asked for your help. If you are interested in volunteering, contact your child's teacher or call the school. Your commitment to our school is truly appreciated.

## FOLDERS

Friday Folders/Envelopes are sent home weekly. They contain student's work, newsletters, flyers from other agencies/organizations and other items of interest. Parents are asked to check backpacks on a daily basis for homework and permission slips or review information in the envelope. Please make sure to return the envelope to school the next day.

## CONCERNS

Any parental concerns should first be brought to the child's classroom teacher. If the concern cannot be resolved, the parent/guardian should then discuss the concerns with the Board of Education. To arrive at a final resolution or understanding, the Board of Education may feel a meeting with all persons involved might be appropriate. If so, a meeting will be scheduled. Each situation will be treated individually and independently of any other circumstances.

## SAFETY AND SECURITY

School personnel are required by state law to report any actual or suspected cases of child abuse and/or neglect to the appropriate authorities. Copper Harbor personnel



make these reports to the Department of Human Services (DHS). Both the agency and the school are required by state law to make and process these reports with complete confidentiality.

Safety plans are practiced periodically to ensure the safety of our students and staff including, fire, tornado, evacuation, and “lock-down” drills. Drills will be held at regular intervals throughout the year as required by law and are an important safety precaution. It is essential that when the first signal is given for a drill, students obey the orders promptly. The teacher in each classroom will give the instructions. In the event of a tornado, students and staff will seek shelter in designated areas; students should take a sitting position with their heads down and hands over their head

Each year our parents/guardians are asked to indicate on their child(ren)’s emergency card(s) where their child(ren) should go in case of an emergency closing. We encourage you to share these plans with your children. The school will do everything possible to honor these preferences. However, please remember that if it is a real emergency it may be impossible to access phone lines and comply with each request. We strongly suggest that emergency procedures are not dependent upon phone communications.

## SCHOOL CLOSURES

In winter weather, decisions will be made in the early morning hours regarding if it is feasible for school closings and/or late starts. If schools in the Copper Country are going to close due to existing weather conditions or blocked roads, it will be announced on radio and television stations by 6:00 a.m. or shortly thereafter. Should it be necessary to close school early, parents will be notified by the school staff. IF HOUGHTON COUNTY AND CLK SCHOOLS ARE CLOSED, THE COPPER HARBOR SCHOOL IS CLOSED.

## MEDICATIONS

Michigan law requires that we follow strict guidelines pertaining to students who take medications at school. We urge parents to administer medications at home if at all possible. If students must take medications at school, the law requires that appropriate district forms are completed by the parent/guardian and signed by a physician before any prescription medication is administered. Additionally, such medications must be brought to school by an adult in the original prescription container.

Over-the-counter medications (aspirin, Tylenol, cough syrups, etc.) in school must be handled the same as prescription medications unless a parent comes to school to personally give the medicine to his/her child. All medications are held by the teacher and dispensed by staff according to the prescription and/or directions. When given by staff members, the dispensing is witnessed by one other adult and logged. Any questions related to medication should be directed to the Board of Education of the Copper Harbor School.

## DRESS CODE

Students are asked to dress appropriately at all times. Clothing and/or accessories that may disrupt the educational environment are not permitted. As an indication of respect, hats are not permitted indoors. Clothing advocating drugs or alcohol, use of tobacco products or inappropriate behavior is not allowed. Footwear that is safe and does not harm floors must be worn at all times.

Students will not wear muscle shirts, spaghetti-strap tank tops, halter or bare midriff tops. The length of shorts or skirts must be approximately mid-thigh. If a student's attire is inappropriate, she/he will be given the option of changing the item of clothing, wearing the item inside out or requesting a family member to bring an acceptable item of clothing to school.

Students are expected to dress appropriately for outdoor play according to weather predictions. All clothing removed at school, i.e., shoes, boots, coats, sweaters, sweatshirts, jackets, hats, gloves, mittens, etc. should be labeled with the child's name.

## PROPER CONDUCT

We are all responsible for safeguarding the rights of students and staff who are focusing on teaching and learning. Proper conduct in school includes using self-control so as not to interrupt the educational process, showing and maintaining respect for adult authority and developing well-mannered habits and attitudes. The process of gaining self-discipline relies on the experience of taking responsibility for mistakes and learning from errors in judgment and poor choices. When mistakes or poor choices occur, consequences are related to the behavior, respectful of the individual's dignity and reasonable in terms of severity.

The goal of the Bully Free Schools Program is to enhance positive school climate that promotes healthy relationships. Bullies receive consistently enforced consequences. Targets receive support to deal with the issues associated with bullying. Bystanders receive education to assist them in resisting and reporting bullying behavior.

When negative behaviors occur, minor offenses are handled by staff with an immediate re-direction whenever possible.

- Repeated minor misbehaviors will result in missed recess. Three minor misbehaviors will result in contact by the teacher with the parent/guardian.
- Continued negative behavior will be brought before parents and the Board of Education.

Major offenses such as threatening language, swearing directed toward another person, fighting, (punching, kicking), defiance, harassment/bullying (on-going behavior), leaving school property without permission, lying/cheating will be dealt with by the teacher on an individual basis.

ALL employees and students in the Copper Harbor School have a right to work and learn in an environment free of harassment of any kind; verbal, physical, or sexual in nature. Every effort is made at the Copper Harbor School to insure a harassment free environment.

Students are also taught to not make unkind or harassing remarks to others in terms of any other categories protected by the Civil Rights Act; race, color, creed, disability religion, gender, ancestry, national origin, place of residence, social/economic background, or sexual orientation.

Sexual harassment violates Title VII of the Civil Rights Act of 1964 and applies to students in the school as well as adults. Sexual harassment has been interpreted by the courts to include unwelcome sexual advances, requests for sexual favors and other verbal or physical sexual conduct. Our students are taught not to invade another person's privacy and not to make derogatory or sexual comments or innuendoes to anyone at any time.

It is the policy of the Board of Education and the practice of Copper Harbor School to maintain an alcohol, tobacco and drug-free workplace for students and employees. The unlawful manufacture, attempt to sell, distribution or possession of a controlled substance and/or alcohol or tobacco by students, employees or others is prohibited on

all premises where school district programs or related activities are conducted or located.

Possession, use, or distribution of any controlled substance – legal or illegal - or look-alike drugs by students during the school hours or in connection with school sponsored activities is strictly forbidden. Any student found to be a possessor, consumer or distributor of any controlled substance or illegal drug is subject to disciplinary action, suspension, expulsion and/or referral to law enforcement.

The District prohibits students, staff and visitors from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or a District vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as, endangering the health and safety of persons. Weapons include, but are not limited to: firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any unlawful act taking place on school grounds or buses not only makes the student subject to legal penalties, but also will result in suspension or expulsion from school.

The administration determines when a child’s behavior merits suspension from attending classes within the school. Each situation is treated as an individual case. Cases for expulsion are referred to the School Board. In all cases, parents are notified.

A teacher may remove a student from class or activity when the student’s behavior is so unruly, disruptive or abusive that it interferes with the teacher’s ability to effectively teach the class, subject or activity, or the student’s behavior interferes with the ability of other students to learn.

State law requires that a student be expelled from school permanently if he/she brings a dangerous weapon, or has a dangerous weapon in his/her possession, on school property or at a school related activity. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over 3” in length, pocket knife opened by a mechanical device, iron bar or brass knuckles or other devices designed to or likely to

inflict bodily harm, including, but not limited to air guns and explosive devices. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on district property, that student also shall be subject to the same disciplinary action.

The following procedural guidelines will govern the expulsion process:

- The Teacher shall provide the School Board with written notice of charges against a student. In turn, this shall be supplied by the School Board to the student and his/her parent or guardian. Included within this notice shall be a statement of the time and place for the hearing, which shall be reasonable for the parties involved.
- The parent/guardian shall be present at the hearing.
- The student, parent/guardian may be represented by legal counsel.
- The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer testimony of other witnesses and other evidence.
- The student shall be allowed to observe all evidence offered against him. In addition, he/she shall be allowed to question any witness.
- The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
- The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.
- The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

### IMPORTANT ODDS AND ENDS

The Board of Education maintains ownership of all desks and cubbies throughout the district and has authorized school officials to enter student desks and/or lockers at any time and without prior notification to the student. Each student is given an area for storage of books and equipment. It is the student's responsibility to see that his/her

area is kept in order at all times. Since cubbies are a permanent part of the building, students are expected to keep them in good, usable condition.

- Once assigned, a student will keep that area and will not switch with another student.
- It is expected that all items such as coats, hats, gloves, boots, books, papers and the like will be kept in their area when not in use.
- It is expected that desks will be treated with respect and that no damage will be done to them. Any damage to their area should be reported to the teacher immediately.
- No items shall be kept in their area that would endanger the health, safety or welfare of individuals or be in violation of the law.
- The teacher and Board of Education shall have the authority to conduct a search of any student locker whenever there is reason to believe that the use of said area may be in violation of a school rule, policy or of any other law or when deemed necessary to do so for the safety or well-being of the student body.
- Often parents wish to donate items, books or money to the school to help with instructional expenses. If you would like to purchase an item please direct the donation to the Board of Education or the teacher.
- Lost and Found items are located in the school. Students are responsible for the care of their own property as well as the school property assigned to them. Under no condition should money or any article of value be left anywhere in the building. The school will not assume the responsibility for stolen or lost articles.
- A professional photographer takes individual student pictures in the fall. Parents are given the opportunity to purchase picture packages at reasonable prices. The photographer also takes class pictures that are available for purchase.
- Every effort is made to keep disruptions in the classroom to a minimum. Telephones in the classroom are for staff and emergency use only. Students must ask permission before using telephones.

In general, children are discouraged from bringing toys or valuable items from home to school. Balls, jump ropes, or other outdoor play items to be used on the playground during recess may be brought from home if they do not create a problem. The school is not responsible for lost or damaged articles.

We welcome parents and visitors to the Copper Harbor School. We require ALL visitors to sign in. We also request that:

- Classroom routines are not disrupted.
- Conversations with teachers take place outside the school day.
- Siblings and other children not accompany visitors during the school day.
- Classroom observations take place in a manner that does not disturb the educational environment. Parents are asked to set up an appointment with the teacher before a classroom observation can take place.

In order to avoid distractions and disruptions to the classroom instruction, friends/relatives of our students who may be visiting the area may not attend classes with a Copper Harbor student.

GRANT TOWNSHIP SCHOOL DISTRICT #2  
COPPER HARBOR SCHOOL  
PARENT COMPACT

**SCHOOL RESPONSIBILITIES:**

The Copper Harbor School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

**The Copper Harbor School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. The adopted curriculum is

developmentally appropriate instruction (State Standard Grade Level Curriculum) with attention being paid to cultural differences, learning styles, and individual learner abilities. This includes the use of strategies such as differentiating instruction and providing active learning opportunities.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Conferences will be held in the Fall (November) and Spring (April).

3. Provide parents with frequent reports on their child(ren)'s progress. Report cards will be sent home with students quarterly. Individual student progress reports will be sent home monthly.

4. Provide parents reasonable access to staff. School hours: By appointment, staff will be available for consultation with parents during morning break and lunch at the school (in person or by phone). After school hours: Appointments may be made and conducted at the school or other convenient location for both the parent(s) and teacher. Phone consultations may be made with the teacher at the school or at home, dependent on teacher availability.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. Parent are welcome to volunteer in the classroom to help, participate, and/or observe any time of the school day – except when state or standardized testing is taking place.

**Teacher/Principal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Parent/Guardian Responsibilities:**

We, as parents/guardians, will support our child(ren)'s learning in the following ways:

- Make sure that my child(ren) attend(s) school **on time** every day, unless sick or in the case of emergency.
- Monitor the amount of television that my child(ren) watch(es).
- Volunteer in my child(ren)'s classroom.
- Participate, as appropriate, in decisions relating to my child(ren)'s education-monitor my child(ren)'s progress in school and be available for school



conferences when needed; promptly read all notices from the school received by my child(ren) or by mail and respond, as appropriate.

- Promote positive use of my child(ren)'s extracurricular time – read to my child(ren); expose them to museums, zoos, art exhibits, sports events, etc., have them become involved in community service activities.
- Talk to my child(ren) regularly about the value of education.
- Support the school's discipline policy.
- Ensure that my child(ren) get(s) adequate sleep, regular medical attention, and proper nutrition.
- Respect the school, staff, students, and families.
- Serve, to the extent possible, on policy advisory groups, such as being the Title 1, Part A parent representative on the school's School Improvement Team, the Title 1 Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team, or other school advisory or policy groups.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. As a student, I will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents, or the adult(s) who is/are responsible for my welfare, all notices and information received by me from my school every day.
- Regularly talk with my parents/guardians and teacher about my progress in school.
- Realize that I am in control of, and responsible for, my actions and behaviors in the classroom.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Title I Parent Involvement Plan  
Grant Township School District #2

PART I

The Grant Township School District #2 agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 111 of the ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for the Title I, Part A developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I school will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- A. That parents play an integral role in assisting their child's learning.
  - B. That parents are encouraged to be actively involved in the child's education at school.
  - C. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
  - D. The carrying out of other activities, such as those described in section 1118 of the ESEA.
- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

## Part II

1. The Grant Township School District #2 will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 112 of the ESEA.

Title I orientation meetings are held at least annually at each school to inform parents about:

- The guidelines, purpose, and goals of the Title I Program, and the student selection process:

- The State Parent Center and the role of the Parent Instructional Support Coordinator (PISC);
- Parents' rights under Title I Part A, to request information about teacher certification in area(s) in which he/she provides instruction; the degree and/or major of the teacher; qualifications of paraprofessionals instructing students.
- LEA Title I Parent Involvement Policy and Plan
- School-Parent Compact
- Title I Complaint Procedure
- FERPA-Federal Educational Rights and Privacy Act
- PPRA-Protection of Pupil Rights Act
- 

2. The Grant Township School will take the following actions to involve parents in the process of school review and improvement under section 116 of the ESEA.

The school will survey its parent population, at least annually, to evaluate the effectiveness of its parent involvement program.

Parent input from Title I meetings, along with survey results, will be used to determine effectiveness of the program; to identify barriers to parent participation; and to increase opportunities for parent participation.

3. The Grant Township School will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

The school will provide parents with additional learning opportunities in individual or group meetings that promote:

- Reading, writing, and math skills and strategies
- Oral and written English literacy
- Decision-making skills and goal setting/tracking goal progress

4. The Grant Township School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy improving the quality of its program. The evaluation will include identifying barriers to greater participation by parents in

parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The school's Title I Committee consisting of parents, community members, school board members and school staff meet, at least annually, to review and/or revise the School Parents Involvement Policy and Action Plan, and the School-Parent Compact.

The Grant Township School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will provide assistance to parents of children served by the school district, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph-
- The State's academic content standards,
  - The State's student academic achievement standards.
  - The State and local academic assessments including alternate assessments,
  - The requirements of Part A.
  - How to monitor their child's progress, and
  - How to work with educator

The school will provide additional parent meetings as needed to review:

- National/state/district education goals, content standards, and curriculum
- Educational rights/responsibilities under the No Child Left Behind Act and the Title, I, Part A
- School district and state assessments
- Methods for monitoring their child's progress

- Opportunities for parents to be involved with educators by volunteering in the classroom and/or involved with school leadership teams such as: Title I Committee; School Improvement Committee; the District School Board

B. The school district will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate to foster parental involvement by:

Providing instructional materials correlated to their child's academic plan to be used at home; present different ways to incorporate technology into academics in the home; present parents with current Best Practice instructional information from staff workshop trainings.

C. The school district will, with the assistance of parents, educate its teachers, pupil services personnel, principals and other staff, on how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and the school, by:

The school provides its staff with training to assist them with working with parents as equal partners in the educational process and to increase effective communication between the home/school. Parents' input should be considered in planning such training.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Coordinating and integrating parent involvement with other programs provided through the Copper Country Intermediate School District such as: Special Education, Physical and Occupational Therapy, Speech and Language Therapy, Assistive Technology Services, School Psychology and Social Worker Services, and the early childhood programs Great Parents/Great Start and Early On.

E. The school district will take the following actions to ensure that information relating to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format,

including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Parental communication will be in an understandable and uniform format.

Language communication is not an issue at this time, as all stakeholders in the Title I program (teacher, staff, parents, and students) speak English as their first language.

### Part III.

**Adoption:** The District Wide Parental Involvement Policy has been developed jointly with, and agreed on with, staff, parents, community members, and school board members.

This policy was adopted by the Grant Township School District on September 1, 2009.

## GRANT TOWNSHIP SCHOOL POLICIES AND PROCEDURES

The primary function of the public schools is to provide all students an equal educational opportunity. All students should be provided full encouragement and support in selecting courses and activities on the basis of student interest, values and abilities. Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan.

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

It is recognized that the school is an academic community composed of all students, teachers, administrators, parents/guardians and the community at large. The rules and regulations of the school are the laws of that community. All those enjoying the right of citizenship in the school community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of other members of that community. What follows is a delineation of the rights and corresponding

responsibilities designed to instruct and protect all members of the educational community in the conduct of their daily activity within that community.

#### CLASSROOM EXPECTATIONS

1. Walking/Quiet Feet
2. Keep hands and feet to yourself
3. Be on time with all materials ready
4. Ask for help
5. Take turns with materials
6. Clean up after yourself
7. Quiet voices
8. Use kind words
9. Listen and follow directions

#### RESTROOM EXPECTATIONS

1. Wash hands
2. Keep water and soap in sink
3. Flush toilet
4. Return to classroom promptly
5. Report problems to an adult
6. Help keep the bathroom clean
7. Respect others' privacy
8. Paper in garbage
9. Quiet voice

#### PLAYGROUND

1. Things on the ground stay on the ground.
2. Stay within playground boundaries
3. Dress for the weather
4. Line up when bell rings
5. Take turns
6. Good sportsmanship
7. Play fair
8. Use kind words
9. Listen to classmates
10. Cooperate
11. Listen and follow adult's directions immediately
12. Safe play
13. Use equipment appropriately

#### BUS

1. Walk to and from the bus
2. Stay seated
3. Quiet voice
4. Give bus driver any notes
5. Wait in line patiently
6. Use kind words
7. Listen and follow adult directions
8. Wear seatbelts



## GRANT TOWNSHIP INTERNET SAFETY POLICY CIPA-COMPLIANT

NOTE: The following Internet Safety Policy was developed by E-Rate Central solely to address the basic policy compliance requirements of CIPA and NCIPA for E-rate funding. Schools and libraries adopting new or revised Internet policies may wish to expand or modify the sample policy language (as suggested in the accompanying Primer) to meet broader policy objectives and local needs.

### INTERNET SAFETY POLICY FOR GRANT TOWNSHIP SCHOOL

#### INTRODUCTION

It is the policy of Grant Township School to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

## DEFINITIONS

Key terms are defined in the Children's Internet Protection Act.

### ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the Grant Township School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## EDUCATION, SUPERVISION AND MONITORING

It shall be the responsibility of all members of Grant Township staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Intermediate School District or designated representatives.

The teacher/paraprofessionals, or designated representatives, will provide age-appropriate training for students who use the Grant Township School's Internet facilities. The training provided will be designed to promote the school's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Grant Township School's Internet Safety Policy;
- b. Student safety with regard to:
  - I. Safety on the Internet;
  - II. Appropriate behavior while on online, on social networking Websites, and in chat rooms; and
  - III. Cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

## ADOPTION

The Board of Grant Township School at a public meeting, following normal public notice, on September 1, 2009, adopted this Internet Safety Policy.

## DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, allows school districts “directory information” without written consent unless a parent/guardian has advised the school to keep that information private. The primary purpose of directory information is to allow us to include information in certain publications. Examples are:

- Honor roll or other recognition lists
- Awards night programs
- Newsletters
- Area news

Throughout the school year, Copper Harbor School may release directory information regarding students including the following:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents’/guardians’ names and addresses
- Academic awards, degrees, honors
- Information related to school-sponsored activities, organizations and athletics
- Program listings

Additionally, pictures taken of students may be placed in any Copper Harbor School publication, display or presentation. This includes but is not limited to videos, computers or articles placed in newspapers.

Any parent/guardian or eligible student (18 years of age) may prohibit the release of any or all of the above information by submitting a written objection to the School within 30 days of the date of this notice.

## DISCIPLINE

The major components of the educational program at Grant Township School are designed to prepare students to become responsible workers and citizens. While it does not appear as a subject, discipline underlies our entire educational structure. It is the training that develops character, orderliness and efficiency. It is the key to proper

conduct and consideration for other people. It encourages individuals to develop within a framework of integrity, responsibility and accountability.

It is the school's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and the School Board. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. However, a proper investigation will, in some circumstances, result in the disclosure of names and allegations.

### **Terms Pertaining to Student Discipline**

- ❖ **Absence or tardiness:** Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work.
- ❖ **Aiding or abetting violation of school rules:** If a student assists another student in violating any school rule, she/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- ❖ **Cell phones and electronic communication devices:** The unauthorized use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited.
- ❖ **Criminal Acts:** Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence; gang related acts; illegal possession of a controlled substance or other intoxicants; trespassing property crimes including but not limited to theft and vandalism, occurring in the school as well as in the community.
- ❖ **Damaging Property:** Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension and/or expulsion.
- ❖ **Displays of affection:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any

other contact that may be considered sexual in nature. Such behavior may result in suspension from school.

- ❖ **Disobedience/insubordination:** School staff is acting “in loco parentis”, which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers. If given a direction by a staff member, the student needs to comply.
- ❖ **Disruption of the educational process:** Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
- ❖ **Drug use/possession:** The Western Upper Peninsula Substance Abuse Services Coordinating Agency is under contract to provide alcohol, tobacco, and other drug abuse (ATODA) services to area school districts. The District recognizes this service and will refer students for assessment when it is appropriate to do so.
- ❖ **Electronic equipment/camera cell phones/cell phones:** Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TVs, electronic toys, pagers, laser pens, and the like without the permission of the teacher. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited. If a student is found transmitting images or messages during testing, she/he will fail the exam and face disciplinary action. Cell phones are to be turned off and kept out of sight during periods of instruction (school hours). The unauthorized use of audio or video recording capacity of any cell phone, electronic communication device or storage device is prohibited.
- ❖ **Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- ❖ **Extortion:** Extortion is the use of threat, intimidation force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

- ❖ **False alarms, false reports, and bomb threats:** A false emergency alarm, report or bomb threat endangers the safety personnel who are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- ❖ **Falsification of schoolwork, identification, and forgery:** Forgery of bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Cheating encompasses a variety of dishonest behaviors which all merit academic and disciplinary action. All instances of cheating will result in a zero given on the assignment, test, quiz, project, or measurement tool.
- ❖ **Fires:** Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and possible criminal charges.
- ❖ **Gambling:** Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
- ❖ **Harassment:** Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Any student who believes he/she has been/or is the victim of harassment should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. Retaliation against any person

complaining about harassment, or participating in harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

- ❖ **Hazing:** The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any School sponsored event. Hazing shall be defined for purposes of this policy as performing any act of coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent, or assumption of risk by an individual subject to hazing shall not lessen the prohibitions contained in this policy.
- ❖ **Bullying:** The Board will not tolerate any gestures, comments, threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. When out-of-school behavior causes a problem in school, appropriate consequences will be applied.
- ❖ **Knowledge of dangerous weapons or threats of violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the teacher. Failure to report such knowledge may subject the student to discipline.
- ❖ **Physically assaulting a staff member/student/person associated with the school:** Physical assault at school against a student, employee, volunteer, or contractor that may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."
- ❖ **Possession of a firearm, arson, and criminal sexual conduct:** In compliance with state law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or



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

- ❖ **Profanity:** Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/violates community held standards of good taste will be subject to disciplinary action.
- ❖ **Safety Concerns:** Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in the school.
- ❖ **Student disorder/demonstration:** Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the School Board to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
- ❖ **Theft:** When a student is caught stealing, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher. The school is not responsible for property. Theft may result in suspension or expulsion.
- ❖ **Tobacco use:** Smoking and other tobacco uses are a danger to a student’s health and to the health of others. “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other material or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes or other “smoking” paraphernalia or tobacco products on one’s person is also prohibited. The school prohibits the sale, distribution, use, or possession of any form of tobacco or look-alike tobacco products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.
- ❖ **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 School Board. In addition, students may not trespass onto school property at

unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

- ❖ **Unauthorized use of school or private property:** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.
- ❖ **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. This violation may subject a student to suspension or expulsion.
- ❖ **Verbally threatening a staff member/student/person associated with the school:** Verbal assault against a student, employee, volunteer or contractor, or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Violation of this rule could result in suspension or expulsion.
- ❖ **Violation of individual school/classroom rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
- ❖ **Weapon possession:** A weapon includes, but is not limited to, firearms, guns of any type (including air and gas-powered guns – whether loaded or unloaded), knives, razors, box cutters, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on school property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law

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

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

The School Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the School Board one of the following:

- The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed.
- The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon.
- The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a district administrator or the police.

### INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Teacher and the School Board to inquire about evaluation procedures.

### LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the school. It is, therefore, the policy of this school that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular

programs offered by the school. Parents should contact the School Board and/or teacher to inquire about evaluation procedures and programs available.

## NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Grant Township School that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity and in employment. Any questions concerning Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to the Grant Township Board

## SCHOOL RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over, have the right pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and made available upon request.

No records, files or data directly relating to a student shall be made available to anyone without the consent and notification of the student or parents of a student under 18, except to:

- ❖ The teachers and officials who have a legitimate educational interest in such information.
- ❖ State and local officials or authorities to whom such information is specifically required to be reported or disclosed.
- ❖ Accrediting organizations.
- ❖ Parents of the dependent student.

## HARASSMENT

Harassing behavior or harassment because of race, color, national origin, religion, sex, handicap, height, weight, or age of students by other students or staff is unlawful under both Michigan and federal law and is contrary to the commitment of the Grant Township School to provide a stable learning environment. The Grant Township School will not tolerate any harassment of students. It is the practice of the Grant

Township School that all contact among students, teacher and other employees of the school district is in keeping with respect for the individual, is of a nature that does not make a person feel uncomfortable and is conducive to creating a stable learning environment.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This includes, but is not limited to, activities such as stalking, bullying, name-calling, taunting, hazing, demeaning and other disruptive behaviors. All Grant Township students and staff are expected to conduct themselves with respect for the dignity of others. Reports of harassment will be investigated and anyone found to be in violation would be subject to disciplinary action. Any student who believes he or she has been or is the victim of harassment should immediately report the situation to the teacher or School Board.

## SUSPECTED CHILD ABUSE OR NEGLECT

According to Act 98 of the Public Acts of 1964 as amended, the staff of the Grant Township School is required to report to the Department of Social Services any actual or suspected cases of child neglect or abuse.

### Title VI

Title VI of the Civil Rights Act of 1964 is a national law that protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. The Office for Civil Rights (OCR) in the U.S. Department of Health and Human Services (DHHS) enforces Title VI as well as other civil rights laws.

### Title IX

Title IX of the Educational Amendments of 1972 of the United States Congress specifically states: No person in the United States shall, on the basis of sex, be

excused from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance (there are some exceptions). The Grant Township School, as attested by school board action, intends to comply fully with Title IX under guidelines adopted by the Department of Health, Education and Welfare and approved by the President of the United States and the United States Congress.

The Board of Education will seek to take whatever rules and policy steps necessary to eliminate discrimination on the basis of sex in all educational programs, curricular and extra- curricular activities and employment practices that come under regulations of Title IX.

All students shall have an equal opportunity to participate in and benefit from all academic and extra- curricular activities and services as permitted by law, and thus it will be a violation of policy for the district, board, administration, teachers, or other staff members to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of series, selection of courses of programs, counseling services, physical education and athletics, treatment on the basis of marital or physical status including pregnancy. Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities on school time, shall be provided to any non- school organization or individual which discriminates on the basis of sex.

Inquiries should be made to the Grant Township School Board. Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. The local Title IX Coordinator on request will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure.

## GRIEVANCE AND/OR COMPLAINT PROCEDURE

Grievance/Complaint Procedures for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973:

Section I: If any person believes that the Grant Township School or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education

Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance to The Grant Township School Board.

Section 2: The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the School Board, who shall in turn investigate the complaint and reply with an answer to the complainant within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

- STEP 1: A written grievance signed by the complainant shall be submitted to the School Board. The School Board shall further investigate the matters of grievance and reply in writing to the complainant with five (5) business days.
- STEP 2: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.