

Farwell Elementary School

**268 East Ohio Street
Farwell, MI 48622**



“Readers Are Leaders”

Student/Parent Handbook 2012-2013

www.farwellschools.net

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Dear Parents,

We want to take the opportunity to welcome you and your child to the Farwell Elementary School as we begin the new school year. It is the goal of our entire staff to make your child's years with us challenging, rewarding and happy.

This handbook has been prepared to serve as a guide for you. The information, regulations and requirements described in this book have been developed to give our children the best education possible and to protect their health and safety. We hope that you will find it a valuable resource. However, as with many handbooks it is impossible to cover every situation and consider all circumstances. It is most important that we maintain strong lines of communication; therefore, we invite all parents to become involved in our educational community. Our volunteer programs are very successful. Many parents and members of the community volunteer countless hours each year. We invite you to consider joining one of our volunteer programs – Art Reach, Family Advisory Committee, RIF, etc. The teachers will communicate classroom information for classroom volunteers

As you become involved in school and its programs, you may have some questions. If you need help, please do not hesitate to ask. We are all interested in your child's success at Farwell Elementary School.

Sincerely,

Tim Moore, Principal



Foreword

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules.

District Vision

Farwell – School, Family, and Community, Hand in Hand, Doing What is Best For All Kids.

District Mission

Together with family and community, Farwell Area Schools will educate all students in a supportive environment, engaging them in learning through a variety of challenging experiences to ensure success in an ever-changing world.

Equal Education Opportunity

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

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

Carl Seiter, Superintendent
989-588-9917

Student –Parent-Teacher Compact

Parent Responsibilities

- ❖ Provide a quiet place to do homework.
- ❖ Set aside a specific time to do homework.
- ❖ Study area should be well lit and well equipped with pens, pencils, paper, ruler, crayons, markers, glue, dictionary, etc.
- ❖ Look over homework assignments to check for understanding.
- ❖ Be available to assist.
- ❖ Sign and return all papers that require a parent or guardian's signature.
- ❖ Encourage positive attitudes toward school.
- ❖ Require regular school attendance.
- ❖ Attend parent-teacher conferences.

Student Responsibilities

- ❖ Ask the teacher any questions about the homework.
- ❖ Take home materials and information needed to complete the assignment.
- ❖ Complete homework in a thorough, legible and timely manner.
- ❖ Return homework on time.
- ❖ Return signed homework form.
- ❖ Comply with school rules.
- ❖ Attend school regularly.
- ❖ Respect the personal rights and property of others.

Teacher Responsibilities

- ❖ Provide quality teaching and leadership.
- ❖ Assign homework using grade-level form.
- ❖ Coordinate with other programs to make sure nightly assignments do not exceed time limits.
- ❖ Give corrective feedback.
- ❖ Recognize that students are accountable for every assignment.
- ❖ Check that homework has been completed and parent or guardian has signed homework form.
- ❖ Respect cultural, racial and ethnic differences.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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

Students must arrive at school on time, prepared to learn and participate in the educational program

School Hours (If times change, parents will be notified)

Grades K-4 8:00-3:00

Office Hours 7:30-3:45

Student Well-Being: Emergency Information

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. The form will include:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friends or relatives
5. Physician name and phone number.
6. Authorized person(s) allowed to pick up your child.

Any change of address and/or telephone number during the school year must be reported immediately to the classroom teacher and the office.

Injury and Illness

All injuries must be reported to the teacher or the office. If 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. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. You will be contacted by phone to pick up your child. It is so important that we have an updated phone number on the emergency contact card to reach you or a designee. A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. Farwell Area Schools does have a "no nit" policy that means students are not allowed in class if they have viable eggs that could spread pediculosis to other children. If your child should need a "head check" before returning to school, **that procedure will be done after 8:30 a.m.** Early arrivals will have to wait until that time due to the amount of time it takes to begin the school day.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. The superintendent must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

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 school of choice policy or paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

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

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

When students enroll from another school, records will be requested. Appropriate grade placement will be based on the previous school's recommendation.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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. In the spring, the school may offer a window for teacher requests for the following school year. This information will be communicated in the monthly newsletter.

Arrival and Dismissal Times

Arrival time for students begins at 7:45 a.m. There is no supervision for students prior to 7:45 a.m. Parents should plan their departure time from home accordingly. Breakfast begins being served at 7:45 a.m. Dismissal time is at 3:00 p.m. At dismissal time, all students will be escorted to their busses unless the school is notified that a child is to be picked up by a parent or designee. It is imperative that parents/legal guardians contact the school prior to dismissal. Students who are walking or being picked up will be escorted to the cafeteria of the elementary

school. If you are meeting your child at the cafeteria at dismissal time, please inform the supervising staff member that your child is leaving with you and sign your child out. If you are allowing a “designee” to pick up your child, please inform us of this individual’s name and advise that individual to be prepared to show proper identification. We will not release students to unauthorized individuals. This is for your child’s protection.

The person having custody of a child at the time of drop off at school will retain custody of that child for pick up from school if there is no formal custody agreement.

Early Dismissal

Please help us to educate all of the children in our building by ensuring that your children are at school the entire day. Instruction is interrupted for all of the students in a class each time the intercom is used to call a student to the office to leave early. Please arrange appointments on scheduled days off or after school hours. If you must get your child out of school during the school day, a parent (or persons designated by the parent) must sign the child out in the main office. No student will be allowed to leave school prior to dismissal without a written request signed by the parent. No student will be released to a person other than the custodial parent(s) without written permission signed by the custodial parent(s) or guardian. If a change needs to be made after school has begun, **please call the office prior to 1:30 p.m.** if you need to change your child’s normal pickup. Students will not be permitted to leave the building from 2:30 pm until normal dismissal time, 3:00 pm, without the prior approval of the principal because of state clock hour requirements to have students in class. Early dismissals at the end of the day also cause confusion and interrupts teachers’ end of the day activities.

Transfer Out of the District

Parents must notify the office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

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

Withdrawal From School

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

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. The shot record or waiver must be on file by the third Tuesday in September. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. If you have questions, please feel free to call the school at 588-9916 or contact the local Health Department.

Administration of Medication

It is the policy of the Board of Education that the school will not provide students with aspirin or any other medication. We do recognize that some students may need to receive daily medication during the school hours. The administration of medication by school personnel shall be authorized and performed in circumstances that render the administration of the medication by the parent at home impossible or extremely difficult. Only such school personnel as are specifically authorized by the building administrator or his/her designated representative will administer medication. This authorization to administer medication shall be issued only in compliance with the following conditions:

1. All medication, both prescription and over-the-counter, must be approved by a physician. A “**Permission Form For Prescribed Medication**” must be completed by parent/guardian, have doctor’s signature and be filed in the school office.
 2. The medication must be brought to school by a parent in a container appropriately labeled by the pharmacy. Over the counter medication must be in the original container. Refill of the medication is the responsibility of the student’s parent/guardian.
 3. Designated school personnel will:
 - a. Inform appropriate school personnel of the medication;
 - b. Keep a record of the administration of the medication. The record will include student information, name of medication, time and date(s) administered, signature of person administering and signature of adult witness;
 - c. Observe the student for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.
 - d. Keep the medication in a locked cabinet;
 - e. Return the unused medication only to the student’s parent/guardian.
 4. The student’s parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child’s health or change in the medication, including the discontinuation or modification of the medication.
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Statement of Assurance of Compliance With Federal Law

The Farwell Area Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 1970, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Farwell Area Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Farwell Area School District is an Equal Opportunity Employer.

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 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 extra-curricular program offered by the District. Parents should contact the school office to inquire about evaluation procedures and programs offered by the District.

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 health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Fire, Lockdown and Tornado Drills

Tragic events in other school districts remind us of the importance of school safety plans. We will continue to lock our school doors during the school day, allowing entry only through the front door. In addition to our routine fire drills and tornado drills, we will be conducting periodic safety drills to practice the procedures we will follow in case an "intruder" enters the building. We do not wish to alarm our students, but we want to be prepared in case the safety of students is compromised. Please help us by signing in at the office each time you enter the building and by wearing a visitor's badge.

Emergency Closings and Delays

In the event that school is closed, an announcement will be made over the Harrison, Clare, and Cadillac radio stations – as well as on TV 9 & 10. The decision to close due to road conditions is generally made about 6:00 a.m. and the announcement made between 6:30-7:30 a.m. If road conditions are such that the bus cannot pick the student up in the morning and parents provide transportation to school, the parents will be expected to provide transportation home at the end of the day unless otherwise arranged with the bus garage. Please make child care arrangements and be sure that your child's teacher knows whom to contact in the event that school is closed early in the day. Parents and students are responsible for knowing about the emergency closings and delays. A new automated phone message system will contact the homes of students with school closing messages. The first number listed on your contact information will be the number called.

Preparedness for Toxic and Asbestos Hazards

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

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a

pass and sign in. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. All visitors wear a visitor identification badge while tutoring, while volunteering for special activities or field trips, and while visiting classroom presentations or having teacher conferences. Be sure to return to the office, sign out, and return your visitor badge. Students may not bring visitors to school without prior written permission from the Principal.

Cameras

Video cameras have been installed in the hallways for safety and security.

Lost and Found

The lost and found area is at the east end of the building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Grades

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The Board directs the Superintendent to develop procedures for grading whereby the professional staff:

- A. develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provides frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provides for a pass/fail grade in programs for which it is appropriate;

- E. provides students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by a review panel consisting of three (3) teachers selected by the bargaining unit, the Superintendent or designee, and a Board member. Should the Review Panel vote to alter the grade over the teacher's objection, the teacher may appeal the action to the Board, whose decision will be final.

Promotion/Retention

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;

C. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

Attendance/Tardies

Students must attend school every day unless they are ill. Parents must notify the school when their child is going to be absent or tardy by calling the office at 588-9916. A written excuse signed by a parent must be given to the teacher on the day the student returns to school following an absence. We may request parents provide documentation of appointments (doctors, dentist, legal, etc...) after a child has been frequently absent. Also, any communicable and contagious disease must be reported by the school, ie: chicken pox, strep throat, flu, etc.

Frequent absences place students at risk of academic failure. Parents will receive letters at 5, 10, and 15 days of a student's absence to remind them how important it is for children to be in school and learn, and remind them that school attendance is mandated under state law. When students are not in school, they are not learning the curriculum and will not perform well on district and state assessments. This may affect advancement to the next grade. Excessive student absences will be referred to the School Resource Officer and court authorities.

Students are best prepared for learning if they arrive promptly everyday and remain in class until school dismisses. When students arrive after 8:10 a.m., they must report to the office for a tardy slip before being admitted to class. Persistent tardiness disrupts the classroom and ultimately student achievement. Consistent tardiness may result in the same documentation as an absence. Students will be considered tardy from 8:00-8:30. Students arriving after 8:30 will be considered absent for the morning session.

Cell Phones and Portable Electronic Music Devices

These items may be brought to school by students but must be kept off and put away during the school day. If they are out during the school day, they may be confiscated by an adult and returned only to the student's parent.

Recess Periods – Recovery from Illness

Outdoor recess is an important part of each day. All children are expected to participate and dress accordingly for the weather. Children who are recovering from an illness may be allowed to stay inside for two days after they return to school – providing they have a note from a parent. Any request for a child to stay inside for more than two days must be accompanied by a physician's note.

Recess Periods – Inclement Weather

On days that we experience inclement weather, recess may be held indoors. Rain at recess and the temperature falling below 10 degrees usually will warrant indoor recess.

Make Up Work

If a student has missed school due to illness or other circumstances, it is important that s/he make up missed assignments. Please contact the school office to request homework as early as

possible if you wish to pick it up that day. Students will have one week from the date of the child's return to school to complete missed homework unless there are extenuating circumstances. Students who are suspended will be allowed to make up work.

Parent Volunteers and Chaperones

Parent volunteers and chaperones are often needed to assist in the classroom and at times to accompany students on field trips. If you are interested and willing to volunteer, please contact your child's teacher at 588-9916. Chaperones and parent guests serving in a supervision capacity are to be given the same respect due to a teacher or other staff member. Parents should contact a teacher or administrator immediately if they encounter difficulty with a student. Teachers and staff are to handle all discipline. It is not the responsibility of a volunteer to handle discipline. Any student who fails to treat a parent with due respect will not be allowed to participate in events that require parent supervision.

Student Dress

Students are expected to dress appropriately and safely for school activities. Some styles of dress that are "faddish" and often seen in public are, on many occasions, inappropriate for school activities. The cooperation of parents is solicited and you are requested to check your child's dress before s/he leaves for school. We ask that apparel not be disruptive to the learning environment. Examples of inappropriate dress include but are not limited to: tight short-shorts; tank tops; slit-sided running shorts; bare midriffs; and imprinted shirts and jackets with suggestive quotations. If worn to school, the student will be asked to turn it inside out if possible, to call home to obtain a change of clothing, or to wear a school supplied shirt. Also, tennis shoes are recommended for PE classes. Clogs, sandals, particularly flip flops, and leather-soled shoes are unsafe for vigorous activities; therefore, if students do not have tennis shoes they may be required to sit out of the activity or play in stocking feet. Students may wear shorts during hot weather until October 1st and then again beginning on May 1st and continuing until the last day of school or as determined by the principal during unusually warm weather. Shorts must extend to the child's fingertips when standing with his/her arms to the side. This guideline also applies to the appropriate length of skirts.

Please be sure that your child has waterproof boots, snow pants, a warm coat, hat and mittens during cold weather. It is helpful to write the child's name on each article of outer-clothing so that it can be returned if lost.

Heelies and skateboards are not allowed at school.

Code Of Conduct

Student Behavior

Our School Code of Conduct is based on the belief that all students have a right to be taught in a physically safe and emotionally secure learning environment. Expectations and rules are an essential aspect of a positive school climate and safe educational environment. Expectations and rules also promote academic success, common values and socially appropriate skills that enable students to work co-operatively with others.

School, home and community share the responsibility for helping each student learn

appropriate ways to behave. For this reason, we have prepared an outline of our most important student expectations so that we can all share responsibility for helping each child choose appropriate ways to behave. By including it, we hope to give parents an opportunity to understand what is expected of their children in the school setting.

We believe that the following student expectations are important in the total development of every student and in the establishment of a positive school environment. For all students, expectations and consequences for behaviors should be clearly established. The following charts provide reasons for expected behavior and the possible consequences for inappropriate behaviors. In addition to these expectations, we have adopted a policy for severe acts of disruption and/or violence. Together, we can ensure that our students enjoy a safe and positive environment.

BEHAVIORS, EXPECTATIONS AND CONSEQUENCES

Student Expectations	Reasons for Expected Behavior	Possible Consequences of Misbehavior
<p>1. Treat Everyone as You Would like to be Treated</p> <p>Be kind, helpful and include everyone.</p> <p>Bullying, teasing and name-calling are unacceptable behaviors.</p>	<p>Everyone should respect the rights, feelings and opinions of others.</p>	<p>Informal talk, apology, assigned activity, parental involvement, immediate removal from the classroom, detention, in-school suspension.</p>
<p>2. Keep Your Hands and Your Feet to Yourself</p> <p>Play safely (no rough play).</p> <p>Stay out of fights.</p> <p>Conduct yourself in an orderly and safe manner.</p>	<p>We want our school to be safe.</p>	<p>Informal talk, apology, assigned activity, parental involvement, immediate removal from the classroom, detention, in-school suspension, out-of-school suspension.</p>
<p>3. Respect School Property and the Property of Others</p> <p>Return school and personal belongings to the appropriate place.</p> <p>Ask before you borrow other people's belongings, look after them, and return when finished.</p> <p>Keep school clean and tidy.</p>	<p>It is important to take care of all school property and the property of others.</p>	<p>Informal talk, apology, payment for damages, assigned activity, parental involvement, detention, in-school suspension, out-of-school suspension.</p>
<p>4. Play Fairly</p> <p>Include everyone in your games.</p>	<p>It is important to play fairly and be cooperative.</p>	<p>Informal talk, apology, assigned activity, parental involvement, detention, loss of outside recess.</p>

Obey the rules of the games you play. Be a good winner and a good loser.		
5. Use Good Manners Show proper respect when addressing students, teachers and other adults. Show respect for visitors in your school and be a good audience for all guests in your classroom or at an assembly. Refrain from using offensive language and gestures (this includes messages on T-shirts and hats).	Everyone should be helpful, friendly and considerate of others.	Informal talk, apology, assigned activity, parental involvement, immediate removal from the classroom, detention, in-school suspension, out-of –school suspension.
6. Choose to Learn Take pride in your work and complete it on time Be a good listener and a good participant <i>Never</i> do anything in class that prevents the teacher from teaching, or yourself and others from learning Attend school on a regular basis and be on time	Everyone should try to do their best at all times.	Informal talk, complete unfinished work, parental involvement, detention, in-school suspension, out-of-school suspension.
7. Be Responsible Control your own behavior Know school rules and obey them	Everyone should be responsible for his/her own actions.	Informal talk, parental involvement, immediate removal from the classroom, detention, in-school suspension, out-of-suspension.

Weapons and Prohibited Items

Items such as hunting knives, jackknives, and some fishing tools are considered weapons under Michigan Law and are illegal to possess in schools. Although these items have many uses at home and camping, they are never to be brought to school. School Board Policy and Michigan Law dictate that students in possession of weapons or other items that may cause bodily harm will be suspended and possibly expelled from school.

At no time should students bring toys, balls, games, stereos, or any type of trading cards to the school. These items get lost, stolen, and borrowed, causing teachers to spend valuable time solving unnecessary problems. The school does not assume liability for lost or stolen items. Heelies and skateboards cause damage to floors and pose a danger to self and others. Therefore, they are also prohibited.

Search and seizure

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

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

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

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

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

Policy for Severe Acts of Disruption

For severe acts of disruption and/or violence such as:

- excessive rough play
- extreme verbal abuse
- fighting
- disruptive behavior in the classroom that prevents instruction to other students
- defiance of authority

The school will consider a number of strategies. These include:

- removing students immediately from the instructional setting
- behavior modification contracts
- counseling (individual or group)
- conflict resolution and peer mediation
- conferencing
- referral to child and youth agencies
- police involvement
- out-of-school suspension

For severe acts of violence, students will be immediately suspended from school for a period of time. Following suspension, students will be readmitted only after a meeting involving the parents and school personnel.

Due Process Rights

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

Suspension from school

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, notification will be in writing citing the reason for and the length of the suspension.

The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process the student shall not be allowed to remain in school.

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A suspension from the bus requires attendance at school. It is the parent's responsibility to provide transportation to and from school during the bus suspension.

A student being considered for suspension of more than (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

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

- * the charge and related evidence;
- * the time and place of the Board meeting;
- * the length of the recommended suspension or expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. Under the Open Meetings Act, you have the right to request the Board of education to consider this request in closed session.

Farwell Elementary makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

Building administrators have the ability to suspend a student for up to 10 days. The superintendent has the ability to suspend up to 30 days without Board action.

Suspensions will be as follows for severe acts of physical aggression:

First Offense	1-30 day suspension
Second Offense	30-180 day suspension
Third Offense	180 day suspension

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Harassment and Bullying Policies

In order to protect students from fear, intimidation, and/or distraction in school, the Farwell Board of Education has adopted the following policies:

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

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

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher or counselor. If the complaint relates to the principal, it may be reported to the Superintendent.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for an employee, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members.

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

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

Harassment

- A. submission to such un-welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of the un-welcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions, or privileges of the School District.
- C. the un-welcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Harassment may also include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. un-welcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

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

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be annually circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Bus Safety

Mr. Rex Raymond is the Director of Transportation and may be reached at 989-588-9111

Bus safety is a concern to school authorities. Drivers need to keep their attention on the road and not on unruly passengers. Please be aware of safety factors involved in bus transportation and cooperate with school officials in correcting improper behavior.

School Board Transportation Policy

Students will forfeit their eligibility for transportation by repeated misconduct on the school bus. Buses are equipped with video monitoring.

FARWELL AREA SCHOOLS - K-12 BUS RULES

MISSION STATEMENT – It is our aim to safely transport students to and from school each day. Every possible precaution will be taken to ensure safety at all times. The driver’s primary responsibility is to properly and safely drive the bus. Riding a bus to school is a special privilege provided by the Farwell Area School District. The rules and regulations listed below are the result of careful study based upon the experiences we have had in the operation of a school bus system. Cooperation and courtesy in following these rules will permit us to better serve all students. **Buses are an extension of school property and all school rules apply. All Rules of Student Conduct stated in the Student Handbooks of Farwell Area Schools apply to student behavior on school transportation. Students who are suspended are not allowed to ride school transportation during the time of suspension from school. Students who are long term suspended or permanently expelled from Farwell Area Schools are not allowed to ride school transportation for any reason.**

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. **Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal and the transportation supervisor.** The building principal and the transportation supervisor may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. **The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.**

Students must comply with the following basic safety rules:

- Be on time at designated bus stops. Students should expect to walk some distance to a bus stop as required by state regulations. Students should be dressed appropriately for inclement weather.
- Stay off the road at all times while walking to and waiting for the school transportation.
- Line up single file off the roadway to enter the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- Do not cross in front of the bus until the driver signals it is safe to cross.
- Go immediately to a seat and be seated.
- Be considerate of each other (hands off/ feet off).
- Obey the bus driver's instructions at all times.
- Report any damage/vandalism to the driver immediately.
- No animals or glass containers are allowed on the bus.

It is the parents' responsibility to inform the bus driver or bus garage when absence is expected from school. The bus will not wait. If no one boards the bus at a designated stop for two days, the bus garage must be contacted before service will resume. Phone: 989-588-9111.

During the trip

Each student shall:

- Remain seated while school transportation is in motion.
- Keep head, hands, arms and legs inside the school vehicle at all times.
- Not litter in the school vehicle or throw anything from the vehicle.
- Keep books, packages, coats, and all other objects out of the aisle.
- Be courteous to the driver and to other riders.
- Not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- Remain seated until the vehicle has stopped.

- Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

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

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they may be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Handbook and the Student Discipline Code and may lose the privilege of riding the bus. Violation steps may be combined depending on the severity of the infraction.

1st Violation: The Director of Transportation will meet with the student and the bus driver to discuss the problem, appropriate behavior, and the consequences to be administered. The bus driver will make contact with the parent by phone or a letter will be mailed, and the Bus Conduct Form will be sent home with the student.

2nd Violation: Two days off all bus routes in the morning and evening and a conference with parent, student, the driver, and Director of Transportation may be necessary. Possible assigned seat for a minimum of nine weeks.

3rd Violation: Ten days off all bus routes in the morning and evening and a mandatory conference with parent, student, and Director of Transportation before bus privileges are reinstated.

4th Violation: Off all bus routes in the morning and the evening the rest of the semester or a minimum of thirty school days. Suspension from any bus will result in being off all school transportation for the duration of the suspension.

The Building Principal will be informed of the bus violations and of the consequences. The building administrators reserve the right to impose disciplinary actions and consequences in conjunction with bus violation consequences.

General Information

Farwell Area School, Internet access is now available to all students, faculty and staff in Farwell Area School. We believe this access will enhance the quality of education in our district by providing vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic communication system connecting millions of users to millions of resources from all over the world. Anyone connected to this Internet system has the ability to:

- Send and receive electronic messages (email) to and from individuals all across the globe.
- Gather information and news from a variety of sources (like NASA or the US Census Bureau) on variety of topics as well as the opportunity to correspond with the people (like scientists and professors) who staff these agencies and provide data for these facilities.
- Download "public domain" and "shareware" programs of all types.
- Download a variety of graphics (such as weather maps or astronomical images), sounds, or other data.
- Participate in discussion groups on an incredible number and variety of topics.
- Search many libraries and databases (such as the Library of Congress).
- Access resources through the worldwide web.

As mentioned, the Internet is made up of an enormous number of computer systems. Some of these systems may unfortunately contain defamatory, inaccurate, abusive, obscene, threatening, racially offensive, illegal or otherwise inappropriate materials. The Farwell Area Schools makes every effort to comply *with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA)*. *Farwell Area Schools has implemented filtering and blocking technology for all computers with Internet access in Farwell Area Schools. This filter is now in place at the school district level and is meant to block/filter the following: depictions of obscenity, child pornography and material harmful to minors.* Some industrious, curious, or determined individuals may discover some controversial materials on their own. At Farwell Area Schools we regret this possibility, but firmly believe that it is not possible to control access to this material without negating the value of connecting to the Internet in the first place. It is therefore expected that each individual will accept responsibility for his or her actions on the Internet. Internet access is coordinated through a complex association of governmental agencies and regional and state-wide networks. In addition, the smooth operation of the network relies upon the proper conduct of all its users, who must adhere to strict guidelines. These guidelines are provided here (in the Terms and Conditions section) so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of network resources. If a Farwell Area Schools Computer Network user violates any of these provisions, his or her account is subject to immediate termination and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read this Acceptable Use Policy carefully and understand(s) their significance.

Terms and Conditions

Users of Farwell Area Schools Computer Network agree to the Terms and Conditions set forth in this document. Moreover, users agree that access to Farwell Area Schools Computer

Network is a privilege rather than a right and that they will abide by the decisions and instructions of the Farwell Area Schools system administrators with regard to usage of the system. Many of these Terms and Conditions are specific, non-exclusive examples of misuse of the system. Generally, users agree to engage in activities which are legal, ethical and non-disruptive to others. Specifically, they agree to the following:

Appropriate use

The use of Farwell Area Schools Computer Network must be in support of education and research and be consistent with the educational objective of the user's local school district. Any activity that fosters such a purpose is encouraged. Any activity that doesn't is discouraged or in some cases, prohibited. The use of any other organization's network and/or computing resources through Farwell Area Schools Computer Network must also comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. Use of the system for games is prohibited unless specifically authorized by a teacher. Users are expected to maintain their electronic mailboxes and work areas regularly and to keep their data within the limits imposed by the Farwell Area Schools computer system administrators. Be thoughtful in your use of the various public topics on this system: keep the subject of your message within the guidelines for the area.

Network Etiquette

You are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others. Treat other's fairly.
- Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. Do not use sound-alike words in place of swear words.
- All communications deemed illegal by any federal, state or local ordinances are strictly forbidden. Discussions deemed illegal will be turned over to the appropriate authorities.
- Do not contact organizations of questionable intent or provide address of students or staff to such organizations.
- Chat room abuse will result in removal of Internet privileges.
- Do not use or access other mail systems other than REMCEN during school hours.
- Do not reveal the personal address and/or phone number of any user(s). If you want to publicize your own personal address and/or phone number, you must first have your parents permission.
- Your electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users. The system operators have complete discretion regarding any violation of this standard.
- As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

Copyrighted Material

Copyrighted material must not be placed on any system connected to Farwell Area Schools Computer Network without the permission of the copyright holder. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.

Public Domain Material

Any user may download public domain programs for his/her own use or non-commercially redistribute public domain programs or data. Users assume all risks regarding the determination of whether a program is in the public domain.

Privileges

The use of Farwell Area Schools Computer Network is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

Security and Behavior

Security on any networked computer system is critical, especially when the system involves a variety of users. If you can identify a security problem, notify the Farwell Area Schools Computer Network system administrators immediately. Do not demonstrate the problem to any users except as directed by the Farwell Area Schools Computer Network system administrators. Do not attempt to gain security codes, passwords, or other private information regarding another user or system. Do not share your security codes or passwords with anyone. Moreover, you shall not use another individual's account, nor shall you allow another person to use your account. Your Farwell Area Schools computer network account is for your personal use only, it is not a shared account for your family or organization. You are completely responsible for the actions taken with your Farwell Area Schools computer network account, whether by you or someone else. Therefore, keep your password a secret and change it often - especially if you think someone may know it. You are not to misrepresent yourself on the system in any way. Do not claim to be someone you are not. Any action by any user that is deemed by the Farwell Area Schools Computer Network system administrators to be a threat to the integrity of system will result in the loss of all privileges.

Vandalism will result in the cancellation of all system privileges. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission or computer viruses.

Warranty

While Farwell Area Schools Computer Network makes every effort to maintain an error free system, it makes absolutely no warranties of any kind, neither expressed nor implied, for the services it is providing. Farwell Area Schools Computer Network will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any of the information obtained via the Internet or Farwell Area Schools Computer Network is at the user's own risk. Farwell Area Schools Computer Network specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless Farwell Area Schools Computer Network and its sponsors, including but not limited to their individual board members, agents, or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of Farwell Area Schools Computer Network hardware, software, and/or network facilities under this agreement.

Termination of account

A user may terminate his/her account on Farwell Area Schools Computer Network by contacting their Farwell Area Schools Computer Network representative. The system administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to and use of Farwell Area Schools Computer Network upon any breach of the Acceptable Use Policy by the user.

Enforcement provisions

While the system administrators make every effort to maintain and respect user's privacy, it may become necessary to monitor any or all activity on Farwell Area Schools Computer Network and to inspect any files, including electronic mail, stored on the system. **Privacy is not guaranteed.**

Discipline

Violations of this Acceptable Use Policy will be turned over to Farwell Area School District administrators for disciplinary action. The status of Farwell Area Schools Computer Network user accounts will be determined by the local district administrators. Users should contact their Farwell Area Schools Computer Network representative when they are notified of a policy violation.

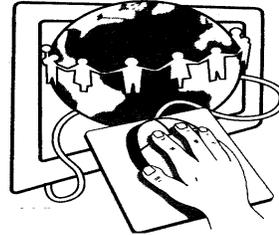
Technology Use Agreement

As the parent or guardian of _____, I have been provided the Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Farwell Area Schools Computer Network to completely restrict access to all controversial materials and I will not hold them responsible for such materials accessed on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date



Handbook Acknowledgement

This is an acknowledgement that I have received a student-parent handbook which includes the following:

- Acceptable Use Policy
- Title I Parent Compact
- Student Code of Code/Due Process
- Bus Safety Rules

I understand that my student's picture or video image may be used for school newspapers, web pages, school newsletters, yearbooks, etc., unless a written request to prohibit such use is presented to the building principal prior to any publication.

Student Name (Please Print)

Student Signature

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

