

*Mason County Eastern*  
*Kindergarten - 5<sup>th</sup> Grade*  
*Cardinals*  
*Parent/Student Handbook*

*Be Kind*

*Earn Respect*

*Stay Safe*

*Take Responsibility*

**CONFIRMATION OF RECEIPT  
OF  
ELEMENTARY STUDENT HANDBOOK  
INTERNET ACCEPTABLE USER AGREEMENT (on back)**

I have received the Mason County Eastern Elementary Student Handbook for the 2022-2023 school year.

I understand my child/ward is expected to follow all the rules and regulations set forth in this handbook and that failure to do so may result in disciplinary action as stated in the Mason County Eastern Schools' Board of Education policies.

\_\_\_\_\_  
GRADE LEVEL

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN NAME

**\*DISCLAIMER**

The failure to sign and return this document will in no way negate the disciplinary action as stated in the Elementary Student Handbook.

My student has permission to participate in online/virtual courses at Mason County Eastern Schools. I understand that online courses are self-paced. I understand that my student will need to log on to their online course(s) on a daily basis and keep track with reading, course assignments, tests, and quizzes to complete the course in a timely manner. I understand that the course does count toward graduation credit and the student will receive a grade or credit for the course. All online courses are monitored by a certified teacher.

By signing below, the user and parent or guardian (if applicable) certify that they have read the Mason County Eastern Schools Policy on District-Provided Access to Electronic Information Services and Networks and agree to follow the policy and this Acceptable User Agreement. Each party further agrees to contact the Mason County Eastern Schools Internet Administrator if he or she has questions about the District's Policy or Acceptable Use Agreement.

I understand and will abide by the above Internet Use Agreement. I further understand that violation of the Agreement may constitute a criminal offense. Should I commit any violation, Mason County Eastern Schools may revoke any access privileges, and I may be subject to disciplinary and/or legal action.

User's Full Name (Please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If the user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes and that Mason County Eastern School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the District responsible for materials my child acquires on the network. Further, I accept full responsibility for supervision if and when my child is not in a school setting or accesses inappropriate material via a device not maintained by Mason County Eastern Schools.

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's Name (Please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Parents/guardians who do not want their child to have access to the Internet should write a note below expressing their wishes. For those students who do not receive permission to use the Internet, the District will provide alternative research tools that the student can use to complete the work.

\*Please see our Internet Safety Policy for more information.

*Dear Students and Parents/Guardians:*

*WELCOME! Whether you are a newcomer to our school or an “old-timer”, we hope you will find this school year to be a memorable and exciting one. This handbook will answer many of the questions you may have about the rules and activities here at Mason County Eastern Elementary School.*

*It is our goal to provide our students with the kind of education they deserve to help provide them with the skills, both socially and academically, for high school and beyond. We strive to make every student a unique part of our school, building on their strengths and strengthening their weaknesses through progressive academics and supportive concern.*

*Success, in school, is the result of hard work and dedication. Cooperation is, of course, the key, and, toward that end, we suggest that you read this handbook thoroughly.*

*Our continued success in promoting high expectations, academic excellence, parent involvement, computer literacy, and effective discipline in a nurturing environment makes us all proud to be a part of the Mason County Eastern community.*

*We are very excited to have the opportunity to work with your children. Please feel free to stop by, call, or e-mail us at any time.*

*Sincerely,*

*Paul Shoup  
Superintendent, MCE Schools*

BULLING AND OTHER AGGRESSIVE BEHAVIOR TOWARD  
STUDENTS 5517.01

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying / aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

## **SCHOOL MISSION STATEMENT**

Mason County Eastern Schools believe that **all** students can learn. Students will reach their full potential in an environment of **Teamwork**, **Trust**, and **Pride**.

## **PHILOSOPHY**

We at Mason County Eastern Schools believe that all children can learn. Children learn when provided with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. Our major goal is to prepare students to become responsible citizens and to take their places as viable members of the community. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum. We feel that education is a cooperative effort between community and school.

## **CLARIFICATION AND CONCERNS CONTACT PROCEDURE**

The following is a sequence of steps which should be followed by students and parents/guardians when they are in need of clarification about grades, assignments, tests, projects, discipline, absences and/or tardies, as well as complaints about a teacher.

1. Teacher
2. Administrative Assistant/Counselor
3. Principal
4. Superintendent
5. Board of Education

If there is a needed clarification or concern about athletics, the following sequence of steps should be followed.

1. Coach
2. Head Coach
3. Athletic Director
4. Principal
5. Superintendent
6. Athletic Council
7. Board of Education

## **ELEMENTARY SCHOOL DAY SCHEDULE**

8:20 a.m.	Morning Class Sessions Begin
11:00 a.m. – 11:50 a.m.	Recess / Lunch – Kindergarten
11:00 a.m. – 11:50 a.m.	Recess / Lunch – Grade 1
11:00 a.m. – 11:50 a.m.	Recess / Lunch – Grade 2
11:10 a.m. – 12:00 p.m.	Lunch / Recess – Grade 3
11:10 a.m. – 12:00 p.m.	Lunch / Recess – Grade 4
11:10 a.m. – 12:00 p.m.	Lunch / Recess – Grade 5
11:50 a.m. - 3:10 p.m.	Afternoon Session – Grades Kdg., 1, 2
12:00 p.m. - 3:10 p.m.	Afternoon Session – Grades 3, 4, 5
3:10 p.m. - 3:20 p.m.	Teacher Time
3:20 p.m.	Teacher's Day Ends

## **OBSERVATION PROCEDURE**

Mason County Eastern Schools recognize a parent's and legal guardian's rights, under Michigan law, to observe instructional activity subject to reasonable restrictions. A parent(s)/guardian(s) who wishes to observe his/her student's classroom instructional activity may do so by following these guidelines:

- A parent/guardian must inform the building principal, in advance, whom he/she would like to observe (which classroom(s)) and the purpose of the observation.
- The building principal will coordinate an acceptable time for observation with the parent/guardian and the teacher to be observed.
- Parent/guardian must get a pass from the elementary office.
- Once in the classroom, the parent/guardian may only observe the instructional activity and may not interrupt or disrupt the class in any manner or fashion.
- A parent/guardian may not be present in a classroom during testing.
- Cell phones and other recording devices will not be allowed because these items would adversely affect the learning environment.
- Curriculum, textbooks, and other teaching materials may also be reviewed by making a similar request.
- Students are not allowed to bring a guest to school without prior written permission of the teacher or elementary principal.

## VISITORS

1. All visitors and guests must first stop at the office for a visitor's pass in order to move about the building.
2. If a teacher feels that the visitor will be a disruption to the class, the visitor will be asked to leave.
3. The teacher should restrict the number of visitors allowed on any given day except for special occasions.
4. All unauthorized persons should be escorted to the elementary office, by a staff member, to receive a visitor's pass.

## ATTENDANCE POLICY

Regular and punctual attendance is required of all students to insure their educational growth and development. **A STUDENT MUST BRING IN A WRITTEN NOTE FROM HOME, TO HIS/HER TEACHER, VERIFYING THAT THE STUDENT'S ABSENCE IS APPROVED BY HIS/HER PARENT/GUARDIAN AND THE REASON FOR THE ABSENCE.**

The following are attendance guidelines.

- A. Student absences will be calculated on a half day basis by the classroom teacher. Students that arrive after 9:30 a.m. will be counted as a ½ day absent. Students who arrive after 1:30 p.m. will be counted as a full day absent.
- B. The school is required to enforce the compulsory education school attendance law of this state. Parents/Guardians will be contacted by the school when absences reach each of the following totals in one (1) semester.
  1. After five (5) unexcused absences in a semester, the classroom teacher will notify parents/guardians that attendance is starting to become a problem and is interfering with the student's education.
  2. After ten (10) unexcused absences in a semester, the office will contact the parent/guardian by letter that the problem is continuing and a parent/guardian conference is suggested.
  3. After fifteen (15) unexcused absences in a semester, a registered letter will be mailed home.
  4. After twenty (20) or more unexcused absences in a semester, a referral to the county prosecutor will be made for truancy. The prosecutor will take over the case when referral is received. The school will cooperate with the proper authorities dealing with the truancy.



- C. Cases will be dealt with individually and extenuating circumstances will be taken into consideration.
- D. When an absence is over three (3) days due to illness, a note from the doctor is required. Absences without a note from the parent/guardian will be unexcused.
- E. A student's home may also be called each day a student is absent to verify the absence with the parent/guardian.
- F. Students will receive full credit for make-up work from excused absences and pre-arranged absences of two (2) days for each day missed. This policy will be the same for exams, tests, or quizzes.
- G. Students who are tardy must be signed in by a parent/guardian.
- H. Although vacations may be educational, parents/guardians are encouraged to take their children on vacations during the school breaks. Students going on vacation are required to give teachers one (1) week notice. This will allow teachers time to prepare assignments for the student. All homework must be completed and returned to the teacher after a student's return from vacation.

### **EARLY DISMISSAL**

Leaving school early is called EARLY DISMISSAL. Acceptable reasons for taking student out of class during the day are the same as they would be for an excused absence (see Attendance). It is recommended that a written note, signed by a parent or guardian, be given to the teacher BEFORE the start of school on the day the early dismissal is required. The student will be called from class when the parent/guardian arrives at the office to check them out. Also, we request that you do not ask to have students dismissed between 3:00 and 3:15 unless absolutely necessary. PLEASE REMEMBER: students should never leave school for any reason during the day without checking out through the office. This policy is for your child's protection.

## **PBIS OVERVIEW**

Mason County Eastern School implements Positive Behavior Interventions and Supports (PBIS). PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems, and information for problem solving behaviors.

All staff members at MCE will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school also has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

## **BEHAVIOR EXPECTATIONS AND RULES MATRIX**

The core values at Mason County Eastern School are:

Be Kind, Earn respect, Stay safe, and Take responsibility. Our staff members will refer to these as B.E.S.T. Expectations. We want all of our students to be their Cardinal Best. All students are explicitly taught what it looks like to be kind, earn respect, stay safe, and take responsibility in every area at our school. These behavior expectations are clearly displayed on the walls around our school.

## **DISCIPLINE PROCEDURES**

MCE Elementary School will use a consistent procedure for handling discipline. Teachers will address all minor infractions in the classroom, such as disruptive, rude behavior, pushing, and blurting out. Teachers will document these minor infractions. Teachers will refer all major infractions, such as fighting, biting, and repeated rude behavior to the office by completing an Office Referral Form (ODR). Please note that three minor incidences will result in an office referral. If a student receives an ODR, parents will be notified by Administration.

Suspensions will be determined on a case-by-case basis. Students committing major offenses will be permitted to share their version of the incident with an administrator. Other students and/or staff members involved will also be permitted to report their involvement in or witness of the incident. After gathering all of the facts, the administrator will make the decision to suspend or not to suspend. In the event of student suspension, the parent will be contacted by administration (by phone if the contact numbers are current and by suspension note).

All rules, regulations, and suspensions will apply to all school sponsored activities. Consequently, students are expected to behave accordingly at all school functions, academic or extracurricular. Students serving an out-of-school suspension will not be allowed to practice, attend, or participate in any after school sponsored activity.

The Board of Education reserves the right to change this policy, as needed, during the school year and shall notify students and parent/guardians of these changes.

## **STUDENT SUSPENSION AND EXPULSION**

It is the basic belief of Mason County Eastern Schools that the school staff makes every effort to solve discipline problems within the school setting and without excluding a student from class or school. Other avenues of correction shall be attempted prior to exclusion.

A. Exclusion may fall into the following categories.

1. In-school suspension is the removal of a student from classes but not the building.
2. "Suspension" is defined as the exclusion of a student from class or school for a short-term period (less than 10 days) or a long-term period (more than 10 days but less than 60 days) for disciplinary reasons.
3. "Expulsion" is defined as the exclusion of a student from school for a period of 60 days or more for disciplinary reasons.
4. "Permanent Expulsion" is defined as when the student's educational opportunities, with the school district, are terminated forever.

B. A parent(s)/guardian(s) shall be kept fully informed and involved in any case of his/her student exhibiting a history of unacceptable conduct.

Section 380.1311 of the School Code authorizes suspension or expulsion for the following reasons:

1. Gross misdemeanor
2. Persistent disobedience

3. Possesses a dangerous weapon in a Weapon Free School Zone
4. Commits arson in a school building or on school grounds
5. Commits criminal sexual conduct in a school building or on school grounds

C. Short-Term Suspension (up to 10 days)

Principals are delegated the authority to suspend a student from school or specific class(es) for up to ten (10) days. In all such actions, procedure shall be followed according to the Mason County Eastern Schools' Board of Education Policy Handbook.

D. Long-Term Suspension (more than 10 days but less than 60 days)

The Superintendent has the authority to suspend a student for more than ten (10) days but less than sixty (60) days.

E. Student Expulsion

The Board of Education retains unto itself the authority to expel a student.

F. Make-Up Work

Students will receive full credit for make-up work turned in according to the time guideline of two (2) days for each day missed or sooner. This policy will be the same for exams, tests, or quizzes.

## **DETENTION PERIODS**

Detentions may be assigned for the following reasons:

1. Any inappropriate behavior which does not warrant a suspension.
2. A teacher may assign a detention for violation of classroom rules or to assist the student with course work.
3. Detention periods are to be spent under supervision in a manner determined by the elementary principal. This will include supervised work detail.
4. Students will be made aware of all detention periods in advance, if after school transportation arrangements must be made.
5. Recess and lunch detention will be during the time students are released for those periods.

## **NOON TIME RULES**

1. Elementary students are not to use or ride in motorized vehicles, bicycles, or skateboards of any kind during lunch period.
2. Elementary students are not permitted to leave school during their lunch period.
3. Students may use the designated playground area at lunch time.
4. For sanitary reasons, students are expected to eat their lunch only in the cafeteria. Food may not be taken out of the cafeteria.
5. Elementary students are not allowed to associate with junior high/high school students at lunch time.

## **SEARCHES AND SEIZURES**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search student lockers, desks, storage areas, or backpacks at any time for any reason and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's person may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. School officials will attempt to have the student present whenever such searches are conducted, but such searches may be conducted in the student's absence. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**1. Personal Searches**

A student's person and/or personal effects (e.g., purse, bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

**2. Locker, Desk, and Storage Area Searches**

Student lockers, desks, and storage areas are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Inspections of lockers, desks, and storage areas may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

**3. Seizure of Illegal Materials**

If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**SCHOOL RECORDS**

The Mason County Eastern School District, in compliance with the Family Educational Rights and Privacy Act of 1974, maintains directory information of the following types and makes this information available to interested parties.

1. Honors and awards
2. Participation in school activities
3. Height and weight of athletes
4. Information generally found in yearbooks

Names and addresses of students may be released to any organization offering bonafide post-high school education or training, including the United States Armed Forces.

Parent/guardians and students 18 years of age or older have the right to refuse disclosure of any or all of the above designated directory information pertaining to that particular student by informing school officials, in writing, within five (5) days of the publication of this notice.

Parents/guardians have the right to review the contents of individual student records. Arrangements may be made through the building principals.

### **RETENTION**

Promotion and retention decisions may be difficult. However, despite the problems inherent in making promotion and retention decisions, it is clear the educators and Board of Education has authority to make the ultimate decision.

### **DRESS GUIDELINES**

The responsibility for the dress and grooming of a student rests primarily with the student and the student's parent/guardian. All students should dress neatly and in good taste. A student's attire should not present a health or safety problem, cause disturbances, disruptions or distractions. Examples of inappropriate attire are: half-shirts, short shorts, mini-skirts, t-shirts with inappropriate picture or words printed on them. Hats and hoods are not allowed to be worn in the building. **THIS LIST IS NOT ALL INCLUSIVE**. The building principal will have the final authority of determining violations and penalties.

1. For safety reasons, elementary students must wear shoes at all times in school.
2. Parents/Guardians should make sure students have clothing that is warm enough for recess periods. This is especially important in the winter.
3. During winter months, when students are wearing boots, they must have shoes to change into before attending class. Gym shoes may be used for this purpose provided they are not worn outside.
4. Extremely loose clothing, in which something could be easily concealed, shall not be worn.
5. **STUDENTS MUST BRING TENNIS/GYM SHOES ON THEIR ASSIGNED GYM DAY.**

### **BUS DISCIPLINE CODE**

It is the philosophy of MCE that the bus transportation system exists for the convenience of the students and their parents/guardians. Further, the buses must be operated in a manner that insures the safety and comfort of the riders and drivers. Riding the bus is a privilege, not a right of all students. Bus privileges may be revoked when, through the procedure outline below, a

student demonstrates that he/she is unwilling or unable to behave in a manner that allows the driver to be free from unnecessary distractions. Abuse of the bus or fellow passengers will not be tolerated. Violators of bus rules will be disciplined as follows, with repeated offenses progressing to the next step.

Step 1 The driver will give a verbal and written warning. The driver will attempt to telephone the parent/guardian at home or work.

Step 2 The driver will give the administrator an ODR and the administrator may suspend the student from riding the bus from one (1) to five (5) days. The administrator will telephone the parent/guardian at home or work.

Minor (1-3 days)

Disrespect toward others  
Inappropriate or loud language  
Physical contact/aggression  
Non-Compliance  
Not staying seated  
Hands or head out of window  
Other

Major (3-5) days

Throwing object in or out of the bus  
Destruction of school or personal property  
Inappropriate language toward an adult  
Intimidation/harassment/threats  
Lighting matches/smoking or possession  
Emergency door/safety violations  
Fighting or physical aggression  
Possession of any type of weapon, drugs,  
or alcohol  
Other

Step 3 The driver will give the administrator and ODR and the student could be suspended for ten (10) days. The administrator will contact the parent/guardian for a conference.

Step 4 Students could lose their riding privileges for the remainder of the semester, or twenty (20) days, whichever is longer. The administrator will contact the parent/guardian for a conference.

**NOTE** Gross misbehavior can result in discipline at any step in the procedure according to the seriousness of the offense. The District may deviate from the disciplinary steps when it, in its sole discretion, determines appropriate.

### **BUS RIDER RULES AND REGULATIONS**

MCE transportation services will be expected to adhere to the Student Code of Conduct as stated in the student handbook, as well as the specific transportation policies.

Transportation is a **SERVICE** provided the school, **NOT A RIGHT**. If denial of bus riding privileges occurs, a student is still required, by law, to attend school.



## A. Responsibility of the Parents/Guardians

1. To ascertain and ensure that their student is at his/her designated bus stop five (5) minutes before the bus is scheduled to arrive. The driver is responsible for the maintenance of this schedule and **cannot** wait for tardy students.
2. To provide necessary protection of their student when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their student and be responsible for restitution for any vandalism of the buses.
4. To expect their student to walk some distance to a bus stop as required by state regulations.
5. To provide written permission for their student to board or exit the bus at other than the regular stop.
6. To inform the transportation supervisor or the driver when absence is expected from school. If a student is not at the pickup stop for three (3) consecutive days, the driver will not stop again until notified by the parent/guardian.
7. To make reasonable efforts to understand and cooperate with those who are responsible for pupil transportation.
8. Parents/guardians wanting to make an afternoon bus change are to contact the elementary office by 2:45 p.m. each day.

## B. Responsibility of the Student

Creating a safe and orderly bus environment requires the commitment of all students. The MCE District is dedicated to creating and maintaining a positive, caring, safe, and orderly bus environment. Students and drivers must assume a responsible role in promoting behavior that enhances a safe and orderly bus environment. Courteous, respectful, and responsible behavior fosters a positive bus riding environment. The Student Code of Conduct will be administered uniformly and fairly, without partiality or discrimination, for all student bus violations.

1. Be at the designated bus stop five (5) minutes before the bus arrives. The bus **will not** wait for tardy students.
2. Stay off the roadway at all times when waiting for the bus.
3. Cross in front of the bus when crossing the road or highway, **not in back of the bus.** Always cross at least ten (10) feet in front of the bus and cross only after the driver signals for you to cross.
4. Wait until the bus comes to a stop before attempting to enter or leave the bus. Remain seated while the bus is in motion. Enter or leave the bus at the front door only, except in the case of an emergency.

5. If the bus is crowded, move over and allow others to be seated.
6. Keep your head, arms, and hands inside the bus at all times.
7. Keep feet out of aisles, off the seats and back of seats, and do not block the aisles.
8. Do not leave the bus without the driver's consent, except at home or school.
9. Students living in town will be picked up and dropped off at designated locations.
10. If students who are not regular riders request to be transported, they must present a note from a parent/guardian to verify that the request is legitimate.
11. Students who are suspended from school may not ride a bus.

## **SAFE SCHOOL ENVIRONMENT – VIDEO SURVEILLANCE**

Please be aware that Mason County Eastern Schools is in the process of implementing the use of video surveillance cameras inside and outside of buildings. This surveillance will enable us to provide a safer environment for our students.

### **BUS VIDEO CAMERAS**

In accordance with Board of Education policy, the District may install video cameras in the interior of district buses. The District believes that the presence of video cameras in school buses will enhance student safety and well-being and will ensure compliance with appropriate rules. The District's transportation director is responsible for reviewing the tapes to ensure that bus safety procedures are being followed and that the buses are being operated in accordance with district guidelines and state law. Only authorized school personnel will review video tapes.

Any disciplinary action resulting from the use of the video cameras shall be determined by the administration, which shall ensure that the district policy relating to discipline, including appropriate due process, is followed.

### **RECESS/PLAYGROUND**

Recesses provide an essential break in the educational day of elementary students. All recesses (weather permitting) are conducted outside and provide elementary students with fresh air, exercise, and a chance to socialize with peers. Students returning from recess are generally refreshed and ready to participate productively in learning. Please make sure your student has appropriate clothing for recess.

Students that are too ill to benefit from an outside recess are also too ill to be in school. Only students with a doctor's note will be excused from recess.

In the event that the actual outside temperature and/or wind chill drop below ZERO degrees, students will stay inside for recess.

## **PLAYGROUND REGULATIONS**

1. **All students are expected to be outside during recess.**
2. Students remaining in school during recess must stay in the assigned location.
3. The following are **OFF LIMITS**: the front of the elementary building, the bus parking lot, and outside the playground boundaries.
4. Throwing snowballs is forbidden.
5. Bicycles may be ridden to school. They are to remain parked in the bicycle rack during school hours.

Para pros have the authority to provide other regulations as necessary.

**NOTE:** Students who fail to comply with the playground regulations will be disciplined and may lose their recess privileges.

## **BEFORE AND AFTER SCHOOL GUIDELINES**

For the safety of students, parents, and general public, students are not allowed to use bicycles, scooters, rollerblades, or skateboards on school grounds from 7:30-8:30 a.m. and 3:15-4:00 p.m. on school days.

## **ELEMENTARY PHYSICAL EDUCATION CLASS**

Students in grades kindergarten through 5<sup>th</sup> grade have Physical Education class one day a week. **Students are to bring tennis shoes and dress appropriately on their gym day.** Students without tennis shoes will sit on the sidelines in the gym. Students forgetting tennis shoes over a period of time will be disciplined by the Physical Education instructor. All students are expected to participate in physical education class unless a written note from the Doctor is received.

## **LUNCH AND BREAKFAST PRICES**

Regular lunch and breakfast prices are:

Grades K through 5 Student Lunch	\$2.55
Adult Lunch	\$4.00
Milk	\$ .35
Student Breakfast	\$1.95
Adult Breakfast	\$2.45

If a bus is late due to weather or mechanical problems, a student will still be allowed to eat breakfast. However, a student who is late due to other reasons should eat breakfast at home.

## **HEAD LICE POLICY**

We at MCE are committed to effective treatment, education, and management of head lice. We believe with consistent education and management within homes and agencies, head lice, as a nuisance disease, will be managed.

It is the community standard to conduct periodic “head checks” at school to screen students for head lice infestation. Whenever a student is found to be infested with head lice or to have nits, she or he will be sent home for treatment. A student must be accompanied back to school by an adult and be nit free for re-admittance. A student sent home with head lice will be allowed up to two (2) days to be counted as an excused absence.

## **ILLNESS DURING SCHOOL**

If a student is ill during the school day, the classroom teacher or elementary office will contact the parent/guardian. A parent/guardian must sign their student out through the elementary office.

## **VISION AND HEARING**

The local Health Department holds annual vision and hearing screenings every year at Mason County Eastern. Grades one (1), three (3), and five (5) are checked for vision. Grades Kindergarten, two (2), and four (4) are checked for hearing. A recheck will be done in approximately one month. The hearing and vision technician will contact you after the recheck if your child does not pass the screening and needs further attention.

The screening results will be shared with the school unless parents request otherwise.

Note: If your child wears glasses or contacts, please make sure they are wearing them on the day of the screening.

### **MEDICATION POLICY**

Administration of medication will be as follows:

1. The student's physician must provide written orders detailing diagnosis, dosage of medicine, times when medication should be administered and a telephone number where the physician can be contacted. A medication form is available from the secretary in the office.
2. The parent/guardian must provide a written request and permission for the school to administer the medication and a telephone number where the parent/guardian can be contacted in case of emergency.
3. The student or parent/guardian must bring the medicine to school in a container appropriately labeled by the pharmacy or physician.
4. All medication shall be clearly identified on the outside of the container and the medication will be stored in a cabinet at school.
5. School personnel shall administer the medication in the presence of another adult in compliance with the instructions of the physician.
6. In case of emergency when a student's life or health is threatened, a school administrator, teacher, or designated staff member may give medication to that student without a second person being present.
7. School personnel will communicate regularly with parents/guardians and the physician about any problems or effects of administering medication to students during school hours.
8. Parents are responsible to bring in medication when notified by the office that the student's medication is running low.
9. No medication, including aspirin, ointments, cold tablets, etc., will be administered to a student without written permission of a parent/guardian and completion of the school medication form.
10. School personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training such as injection of medication, unless that person has the required knowledge or training.
11. If the seal is broken on any medication container, the parent/guardian shall affirmatively state the container contains the medication that is identified on the outside of the container.

12. School personnel shall exercise the utmost care in administering medication to students.

### **SAFETY DRILLS**

Fire, tornado, and lockdown drills will be held periodically to meet state requirements and are important safety precautions. It is very important for students to follow the directions of their teacher during all drills. No students will leave the classroom until directed to do so by the teacher.

### **REPORT CARDS**

Report cards will be issued every nine (9) weeks during the school year. Progress reports will be sent out half way through each grading period with the exception of parent/teacher conference time.

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

No cell phones or other electronic devices are allowed in school unless prior arrangements have been made with school staff. Devices must be checked into the office or teacher at the beginning of the day and will be returned at the end of the day.

### **EMERGENCY CLOSING PROCEDURES**

When the possibility exists of closing school because of inclement weather, students should listen to one of the following media. Parents will be notified by the automated phone system.

WKLA Radio, 1450 AM, 107.9 FM  
WMOM Radio, 102.7 FM  
WMTE Radio, 1340 AM, 101.5 FM  
WWKR Radio, 94.1 FM  
WKLA Radio, 1450 AM, 107.9 FM  
92.7 FM, 106.3 FM

TV 7 & 4, Traverse City  
TV 9 & 10, Cadillac  
TV 13, Grand Rapids  
ABC 29 & 8

## **FIELD TRIPS**

Field trips can be a very worthwhile means of extending the school's curriculum. It is hoped that the students will make the best possible use of their time while on these educational tours.

A student who has not presented his/her teacher with written permission from the parent/guardian on the provided form, will not be permitted to attend field trips. The absence for a field trip will be "school related" and not be charged against the student, if the parent does not want their child to go on the field trip.

Parents may take their child home from the field trip after signing the appropriate forms with the office and the teacher.

In some cases, a student may be charged a fee.

## **SCHOOL PROPERTY**

The office telephones are for staff use only. Exceptions will be made only in case of emergency.

Any damage to school property could result in reimbursement to the school and other possible discipline. This includes textbooks, library books, chromebooks, etc.

## **DRUG FREE SCHOOLS & STUDENT SERVICES POLICY**

The District seeks to provide all students with an education needed to participate as responsible citizens in an ever-changing world. The District is committed to providing a tobacco, alcohol, and other drug-free environment for students and staff. The possession/use of alcohol, controlled substances, mind/mood altering substances, drug paraphernalia, and/or other illicit drugs is prohibited in any attendance center, on school District grounds, or at any school sponsored activity (this list is not all inclusive). Those in violation will be subject to disciplinary procedures. Tobacco use by all students is prohibited at all times and by staff members during regular working hours. The safe environment will help students accomplish the educational outcomes of the district.

The District acknowledges that some students and staff have academic, physical, emotional, social, alcohol, or other drug problems that interfere with learning. Prevention programs and student services are designed to help students and staff learn skills to live productive lives, avoid mind/mood altering substance use problems, and deal with issues that might deter their academic, personal, and professional success.

The District accepts the concept that chemical dependency and other related problems are treatable. The prevention programs and student services provide appropriate options for prevention education, assessment, intervention, and referral.

For further information, please contact the Superintendent of Schools about details on prevention education, student services or student assistance program, co-curricular or extra-curricular activities, parent and community involvement.

**TOBACCO PRODUCTS** (use or possession): First offense – two (2) to five (5) days suspension and possible police referral as this is a misdemeanor offense.

**DRUGS, ALCOHOLIC BEVERAGES, ETC.** (possession, use, or look-a-like): First offense and any offense thereafter – in-school suspension to expulsion and police referral.



## **SEXUAL AND OTHER FORMS OF UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY**

- A. This district supports and maintains a learning and working environment that is free from unlawful harassment and discrimination, including sexual harassment. The District's policy is to provide an environment free from acts of harassment and discrimination based on a person's gender, race, color, national origin, age, marital status, religion, disability, height, weight, veteran status, or any other protected characteristic. This policy applies to all Board members, employees, students, and any other individual on school premises or at school events related to Board members, employees, or students.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual and other unlawful harassment within his/her building or office.

B. **Definition:**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made a term or condition of a person's employment or of a student's participation in school programs or activities; or
2. submission to or rejection of such conduct is used as the basis for decisions affecting the employee or student; or
3. such conduct creates an intimidating, hostile, or offensive work environment so that it unreasonably interferes with an individual's performance.

Sexual harassment may include, but is not limited to, the following:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

C. **Reporting Procedure:**

If you believe you are a victim of harassment or discrimination, you should report it immediately. Board members and District employees should report such conduct to the superintendent or grievance officer. Students should report such conduct to the building principal or guidance counselor.

**D. Investigation and Discipline:**

The District will conduct a prompt and thorough investigation of all reports of unlawful harassment or discrimination. Information will be kept as confidential as possible and will be disclosed only to persons with a need for the information. Any student found to have committed harassment or discrimination will be disciplined, up to and including suspension or expulsion. Any District employee found to have committed harassment or discrimination will be disciplined, up to and including discharge. Any Board member found to have committed harassment or discrimination will be subject to legal and disciplinary action consistent with current law.

**E. Further Information:**

Please contact your building principal or superintendent for further information on the District's policy on sexual and other forms of unlawful discrimination and harassment.

**WEAPON FREE SCHOOL ZONE POLICY**

Weapon-Free School Zone

**A. Expulsion:**

The Board of Education ("Board") of Mason County Eastern School District ("District"), as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the education process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board (or the superintendent, a principal or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District if the student possesses a dangerous weapon, commits arson, or commits criminal sexual conduct in a weapon-free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

### **B. Physical and Verbal Assault**

The Board may discipline, suspend, or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits physical or verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at the school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a resent intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

### **C. Factors To Be Considered Before Suspending or Expelling a Student:**

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Superintendent shall consider the following factors:

1. The student's age
2. The student's discipline history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend a student and the Board will exercise discretion over whether or not to expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or for expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent or Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is not rebuttable presumption, but the Superintendent will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

#### **D. Restorative Practices**

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- 1) Are initiated by the victim;
- 2) Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim.
- 3) Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- 4) Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

#### **E. Petitions for Reinstatement:**

A student who has been expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer, or contractor may apply for reinstatement as follows:

1. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents or legal guardian of the student may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
2. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parent or legal guardian of the student may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

## **SECTION 504 POLICY**

It is the intent of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is further the intent of the District to ensure that each student with a disability within the meaning of Section 504 of the Rehabilitation Act of 1973, is defined, evaluated, and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the district.