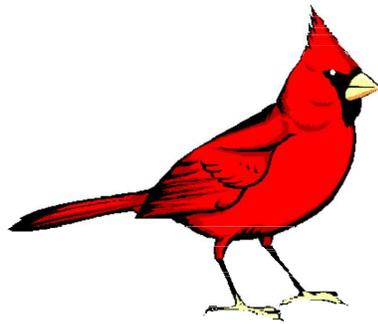


ELEMENTARY TEACHER HANDBOOK

2022-2023



MASON COUNTY EASTERN SCHOOLS

Custer, Michigan

**CONFIRMATION OF RECEIPT
OF
ELEMENTARY TEACHER HANDBOOK
AND
INTERNET ACCEPTABLE
USER AGREEMENT**

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

I understand that I am 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.

DATE

EMPLOYEE SIGNATURE

***DISCLAIMER:**

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

By signing below, the user certifies 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: _____

Mason County Eastern Schools Internet Acceptable User Agreement

Internet access is available to students and teachers at the Mason County Eastern School District ("MCE"). We are pleased to bring this connection to Mason County Eastern Schools and believe the service offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at Mason County Eastern Schools by facilitating resource sharing, innovation, communication, and research.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Teachers and students will have access to the following:

- (1) Electronic mail (e-mail) communication;
- (2) Information from research institutions;
- (3) Software and graphics of all types for school use;
- (4) Many university Library Catalogs , the Library of Congress, and ERIC, a large collection of relevant information to educators and students;
- (5) Discussion groups on a wide range of topics;
- (6) The World Wide Web, the newest and most exciting access tool on the Internet.
- (7) Social networking when appropriate for educational purposes

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of a public school. Mason County Eastern School District has taken steps to restrict access to controversial issues and materials.

Mason County Eastern Schools believe the valuable information and interaction available on this worldwide network is an asset to the District's educational goals. This policy may be revised from time to time as necessary.

Internet Conditions of Use and Etiquette

(1) The use of your account must be in support of education and research and consistent with the laws, rules and regulations of Mason County Eastern Schools, the State of Michigan and the Federal Government (including the Children's Internet Protection Act).

The district will make its best effort to install server and/or client software which will restrict access to most inappropriate material.

The following uses of school-provided Internet access are not permitted:

- (A) To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- (B) To transmit obscene, abusive, sexually explicit, harassing, or threatening language or suggestions;
- (C) To violate any local, state, or federal law;
- (D) To access another person's materials, information, or files without permission;
- (E) To violate copyright or otherwise use the intellectual property of another person or organization without permission; and
- (F) To engage in commercial, political, or profit-making enterprises. Notify your teacher or principal immediately if you accidentally encounter or obtain materials in violation of this policy.

(2) Privileges- The use of the Internet is a privilege, not a right. An inappropriate use will result in the cancellation of those privileges and other appropriate consequences, including discipline.

All users must obtain prior approval before receiving an account. Each student and teacher who receives an account will be instructed in the proper use of the network. The system administrators may close an account at any time as required.

The administration, faculty, and staff of Mason County Eastern School District may request the system administrators deny, revoke, or suspend specific user accounts.

(3) Accounts will be terminated upon your departure from Mason County Eastern Schools.

(4) Network Etiquette and Use- you are expected to abide by acceptable usage rules and by the generally accepted rules of network etiquette (Etiquette). These include (but are not limited to) the following:

- Be polite. Do not get abusive or use profane language or vulgarities.
- Do not engage in personal attacks, cyberbullying or harassment of another person.
- Do not reveal personal information about yourself or others such as address, phone number, or credit card information, and do not agree to meet with someone you have met online without your parent's approval and participation.
- Watch humor and sarcasm when using e-mail. The meaning of messages can be easily misconstrued.
- You should consider all communication and information accessible via the network to be public property.

- Do not post private information about another person.
- All downloads will be saved to network drives or removable storage, not on the hard drive.
- All users must obtain prior approval from the Internet administrator before joining a list server.
- Do not respond to unsolicited online contact from anyone.

REMEMBER: Mason County Eastern Schools may review and monitor your use of district computers, including, but not limited to, the internet sites you access and e-mail you send and receive. You should have no expectation of privacy when using district computers.

(5) Responsibilities- The user is responsible for all materials received via his/her user account and accepts responsibility for keeping all prohibited material, inappropriate text files, or files dangerous to the integrity of the center network, equipment, or software from entering the school via the network.

The user will not plagiarize or illegally download works (including music) he/she finds on the Internet and will respect the rights of copyright owners.

(6) Security- If you identify a security problem on the Internet, you must notify the Mason County Eastern Schools Internet Administrators immediately. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

(7) Vandalism- Vandalism will result in cancellation of privileges and discipline to the offering party. Vandalism is defined as any attempt to harm or destroy data of another user. Internet

Administrators' decisions to discontinue use of privileges will be final in every attempt of vandalism.

Mason County Eastern Schools makes no warranties of any kind. Whether expressed or implied, for the service it is providing. MCE will not be responsible for delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors omissions. Mason County Eastern Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

Any misuse of passwords, abusive or inappropriate conduct on the Internet, or any other inappropriate action while connected to the Internet, in Mason County Eastern Schools discretion, may lead to disciplinary action.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Mason County Eastern Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection

Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Technology Coordinator or designated representatives will provide age appropriate training for students who use the Mason County Eastern School's Internet facilities. The training provided will be designed to promote Mason County Eastern Schools commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Mason County Eastern Schools Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

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

Dear Elementary Instructional Staff,

In the past year, our staff has had the opportunity to review some of our educational processes and assess their strengths and weaknesses. We have made many accomplishments for which we can be justly proud, and we've identified some conditions that indicate a need for change. It is to our credit that we look critically at what we are doing and show the wisdom to make appropriate changes.

It is important that we be consistent in policies and procedures. I hope that this handbook will be helpful in meeting that need. Please read it carefully to become familiar with its contents.

May this year be one of the most rewarding in your teaching career.

*Sincerely,
Paul Shoup
Superintendent, MCE Schools*

BULLYING 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.

CONTENTS

PHILOSOPHY	1
PROFESSIONALISM IN THE WORK PLACE	1
SCHOOL MISSION STATEMENT	1
REVIEW OF TEACHER CERTIFICATION, ACADEMIC RECORDS AND CREDENTIALS	1
ATTENDANCE	2
CLARIFICATION AND CONCERNS CONTACT PROCEDURE	2
STUDENT EMERGENCY/ACCIDENT PROCEDURE	2
ELEMENTARY SCHOOL (GRADES K-5) DAY SCHEDULE	3
FIRE/TORNADO/BOMB THREAT/INTRUDER PROCEDURES	4
LESSON PLANS	5
REPORT CARDS/PROGRESS REPORTS	5
RETENTION	5
ATHLETIC POLICY	6
STUDENT GENERAL BEHAVIOR	6
SUBSTITUTE TEACHER INFORMATION	7
TEACHER ABSENCES	7
STUDENT DAY - ELEMENTARY SCHOOL (GRADES K-5)	8
STUDENT MEDICATION	8
FACULTY MEETINGS	9
NOON HOUR DETENTION	9
ROOMS	9
TEXTBOOKS AND SUPPLIES	9
AUDIO VISUAL EQUIPMENT	10
NEWSLETTER	10
OFFICE MACHINES	10
VISITORS AND GUESTS	10
REFLECTIONS OF A TEACHER	11
PARKING	12
CORPORAL PUNISHMENT	13
ALTERNATIVES TO CORPORAL PUNISHMENT	14
DRUG FREE WORKPLACE	14
SIGNS OF AN ASTHMA EMERGENCY	15
TOBACCO USE POLICY	15
ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS	16
DRUG FREE SCHOOLS AND STUDENT SERVICES POLICY	17
SEXUAL AND OTHER FORMS OF UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY	17
WEAPON FREE SCHOOL ZONE POLICY	19
SECTION 504 POLICY	22

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 teaching strategies are designed to meet the goals and objectives of a strong curriculum. We feel that education is a cooperation effort between community and school.

PROFESSIONALISM IN THE WORK PLACE

As an employee of Mason County Eastern Schools, it is the expectation that confidentiality and professionalism be practiced in all school-related matters.

The Family Educational Rights and Privacy Act (FERPA) clearly requires that educational issues involving a student and/or his/her family are guaranteed strict confidentiality. You are encouraged to work closely with your immediate supervisor in an effort to always remain in compliance with FERPA. Please refrain from discussions within the office, hallways and staff rooms that may be in violation of the act.

Professional issues, concerns, complaints, clarifications, etc. will occur regularly within our school setting. When this happens, please talk to your immediate supervisor for the information that you are seeking. Often, you will be involved in committee work that involves preliminary discussions. It is expected that these discussions remain within the confines of the committee. Inappropriate information leads to rumors that can disrupt the working environment. Incorrect information or rumors spread by school employees are considered as "truth" to people outside the school setting. Incorrect information passed on to our parents/guardians and community can harm the reputation of individual staff members or the district as a whole.

REVIEW OF TEACHER CERTIFICATION, ACADEMIC RECORDS AND CREDENTIALS

All teacher certifications and/or qualifications must be in compliance with the timelines outlined in No Child Left Behind (NCLB) and Education "YES". Teacher certification, academic records and credentials are open for review, at any time, to the parents/guardians of our students through the district administration office.

CLARIFICATION AND CONCERNS CONTACT PROCEDURE

The following is a sequence of steps that 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. Teacher

1. Counselor and/or Dean of Students
2. Principal/Superintendent
3. Board of Education

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

1. Coach
2. Athletic Director
3. Principal/Superintendent
4. Board of Education

STUDENT EMERGENCY/ACCIDENT PROCEDURE

Use the following procedures when an emergency or accident occurs.

1. Apply necessary first aid to student.
2. Contact the office, describe the situation, and have the office make necessary parent/guardian contact.
3. If the injury is severe, request the office to call for an ambulance.
4. Precisely document the accident report form and have witnesses verify the report.
5. Make sure the injured student has proper supervision at all times.
6. If possible, get prior permission from the parent/guardian to call an ambulance. It would also be appropriate to get permission from a parent/guardian to drive a student to the hospital.
7. Do not move an injured student until you are absolutely sure the student can move on his/her own.

ATTENDANCE

1. Attendance is taken twice daily (immediately after the bell to begin morning classes and immediately after lunch) for all elementary grades in PowerSchool.
2. Teachers are required to sign attendance sheets at the end of each week.
3. Teachers must keep accurate attendance records.
4. When excess student absences occur in each semester, the following steps should be followed.

Step 1. After five (5) absences in a semester, the classroom teacher will notify the student's parent/guardian by phone or letter that attendance is starting to become a problem and is interfering with the student's education.

- Step 2. After ten (10) 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.
- Step 3. After fifteen (15) unexcused absences in a semester, a registered letter will be mailed home.
- Step 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.
- Step 5. The prosecutor will take over the case when referral is received. The school will cooperate with the proper authorities dealing with the truancy.

Mason County Eastern Schools will administer this policy in accordance with the compulsory school attendance requirements of Michigan law.

- 5. A teacher should advise students to purchase lunch tickets before school begins or during recess. Students should not be allowed to use class time to purchase tickets.

ELEMENTARY SCHOOL DAY SCHEDULE

	8:20 A.M.	Grades Kindergarten, 1, 2	
			Morning Class Sessions Begin
	8:35 A.M.	Grades 3, 4, 5	
			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. – 3:15 P.M.			Afternoon Session - Grades Kdg., 1, 2
12:00 P.M. – 3:15 P.M.			Afternoon Session - Grades 3, 4, 5
3:15 P.M. – 3:20 P.M.			Teacher Time
	3:20 P.M.		Teacher's Day Ends

FIRE/TORNADO/BOMB THREAT/INTRUDER PROCEDURES

Teachers must ensure that all students are familiar with fire, tornado, and emergency drill procedures for each room or area where the student has a class or activity.

- A. Fire and emergency drills are required periodically throughout the year. Each teacher is responsible for the following:
1. Evacuating room, closing windows, doors, and turning off electricity;
 2. Taking class record book outside and taking roll, as soon as possible, after leaving the building; and
 3. Keeping the class separate from other classes and at least three hundred (300) feet from the exits.
 4. Each teacher shall keep a record of the drills in either their lesson plan book or their grade book.

Teachers should permit no one to leave the classroom until checking to be certain there is no fire in the corridor. If necessary, the alternative emergency exits should be used.

Individual classroom evacuation routes are to be posted in each classroom and students are to become familiar with them.

In the event of a tornado watch, school will be dismissed immediately. Students will go home in their usual manner.

- B. A tornado warning will be indicated by a P.A. announcement. Each teacher is responsible for the following.
1. Evacuating the room and turning off the lights;
 2. Taking class record book to appropriate safe area; and
 3. Making sure students are aware of proper safety posture.

Tornado procedures are to be posted in each classroom and students are to become familiar with them.

- C. In the event of a bomb threat, each teacher is responsible for the following.
1. When the fire alarm sounds, have all students take their personal belongings with them (purses, coats, jackets).
 2. Exit the building in an assigned manner and take attendance when you have reached your safe area.
 3. Staff will be informed immediately of the threat. Students will report to the bus they normally ride to and from school. Students who walk or drive to school are assigned to one of the spare busses. Staff are assigned to supervise buses in groups of three (3).
 4. When buses are loaded, they will be moved to the back of the school lot. Students will remain on the buses until the buildings are declared clear of threat or the normal school day ends. Students will be released only if their parent/guardian picks them up and checks them out through the principal.

D. In the event of an intruder, the following procedure will be used.

1. A teacher is to notify the office via the intercom, telephone or personal contact. The office will make an "all call" over the P.A. system with a set code and the elementary building will use a "bell code". Staff runners will be sent to all areas in all buildings where the code cannot be heard.
2. All teachers should, at that time, lock their doors, turn off their lights and move everyone to the back of the room out of the vision or sight line into their room from the door window.
3. The Administrative staff will evacuate any students who have been locked out of their classrooms or who are in public areas to a safe area.
4. Teachers should keep everyone quiet and in place until the all clear codes are officially brought to their attention.

LESSON PLANS

1. Lesson plans are due in the elementary office on the first day of the school week by 8:50 a.m.
2. Teachers shall complete lesson plans in Instructional Theory Into Practice (ITIP format). Outcomes taught will be specified and listed within the lesson plans.
3. Teachers should be organized in their planning. This will help teachers do a better job teaching their lessons.
4. Common Core State Standards should be recorded in the instruction of the four core areas.

REPORT CARDS/PROGRESS REPORTS

1. All report cards are to be graded and are due in the office at least two (2) days before being sent home.
2. Teachers should give a parent/guardian a complete report of their student's progress.
3. Teachers should be punctual in all reports due to the office. It is understood that this puts a burden on some teachers, but it is our responsibility to accept this as our professional courtesy.

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 have the authority to make the ultimate decision.

STUDENT GENERAL BEHAVIOR

1. No student may be in or about the school building unless he/she is under the supervision of a teacher or school authorized adult.
2. Each student is responsible to bring the necessary books and supplies and to be properly prepared for class.
3. Each student is expected to respect the rights and property of others.
4. Disruptive behavior such as backtalk, abusive language, running in the halls, scuffling, etc., will not be permitted.
5. Loitering in the halls, rest rooms, and lobby will not be permitted.
6. Students must abide by all reasonable rules set forth in each classroom by the teacher.
7. All rules that are part of the building code must be followed.
8. Radios, tape players, Game Boys, and cell phones are not to be included in the school day unless prior arrangement has been made with the office.
9. Inappropriate behavior in the lunchroom and on the playground will be reported by support staff to the classroom teacher. If further disciplinary procedures are required, the student will be referred to the office.

ATHLETIC POLICY

Elementary students who plan to participate in athletics must pass all classes to be eligible. (unsatisfactory is considered a failing grade) If a student fails a class(es), he/she will not be eligible to participate for twenty-five percent (25%) of the contests. A student who fails a class(es) in the last marking period of the year will not be eligible to participate for twenty-five percent (25%) of the contests for his/her first competitive season of the next year.

If a student athlete is suspended from school, through the principal's office, he/she will not participate in a contest or practice during the time of suspension. This will apply from the time the suspension begins until the student athlete is reinstated.

A student athlete must be in school all day the day of a contest. Only the principal's office can alter this, and it must be done prior to the student athlete's being absent.

For student athletes not riding back to school on the bus, a parent/guardian must make prior or personal contact with the coach or principal.

School personnel observing athletic violations are to report the incident **immediately** to the Athletic Director or other school administrators.

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

TEACHER ABSENCES

1. Teachers are required to be at school by 7:50 a.m. and may leave at 3:20 p.m. Teachers are to be on time and are not to leave early.
2. If a teacher needs to leave early, he/she should notify the principal's office for approval.
3. If a teacher is to use a personal business day, he/she should fill out the proper form and turn it into the office at least two (2) days in advance.
4. A teacher should contact PESG by 6:30 a.m., if he/she is to be absent due to illness or emergency. This will give PESG adequate time to find a substitute.
5. Make sure all lesson plans and materials are prepared in advance.
6. Immediately, upon returning from a teacher absence, a teacher should fill out an absence form in the office.

SUBSTITUTE TEACHER INFORMATION

In the event of a teacher's absence, the classroom will continue to be run in a sound, efficient manner. The materials necessary to accomplish this must be readily available for the substitute teacher. These materials include lesson plans, seating charts, classroom rules and procedures, and alternative assignments. These materials should be kept in a file in the teacher's desk where a substitute teacher can easily locate it. In order to expedite this process the substitute teacher, upon arrival to the office, will receive an "informational packet" that will help to communicate important information from both the building perspective, as well as a teacher's classroom. The information in this substitute teacher informational packet should be updated as needed in the office. It is the teacher's responsibility to periodically update this information. The following is an explanation of the necessary materials needed in the file in the teacher's desk.

1. Lesson Plans

It is assumed that teachers are teaching from well-developed, thought-out lesson plans and, in the case of a teacher's absence, a qualified substitute teacher could carry them out.

2. Seating Chart

Nothing can cause a substitute teacher more grief than having students take advantage of his/her not knowing them. Please see that a means of identification of students is available to the substitute teacher.

3. Classroom Rules and Procedures

If you list your expectations to your students, please do so for the substitute teacher. This procedure also takes care of any responsibility a teacher may have for prior notice in student's rights matters.

4. Alternative Assignments

These should be designed so almost any person could teach your class, regardless of background. These assignments should insure that there will be no gaps in a substitute teacher's day where students have "nothing to do".

STUDENT MEDICATION

1. No kind of medication shall be prescribed or dispensed by school personnel. This includes those medications which are often considered “simple home remedies” such as aspirin.
2. All medication will be dispensed and stored through the elementary office according to school policy.

STUDENT DAY – ELEMENTARY SCHOOL (Grades K-5)

1. A morning bell will start classes at 8:20 a.m. for grades Kindergarten-2. Teachers must be in their rooms at these times.
2. A morning bell will start classes at 8:35 a.m. for grades 3, 4, 5. Teachers must be in their rooms at these times.
3. A teacher should not leave his/her classroom unsupervised at any time.
4. Kindergarten students will be dismissed for recess/lunch at 11:00. Students will return to their classroom (one (1) bell) at 11:50 a.m.
5. First grade students will be dismissed for recess/lunch at 11:00 a.m. Students will return to their classroom (one (1) bell) at 11:50 p.m.
6. Second grade students will be dismissed for recess/lunch at 11:00 a.m. Students will return to their classroom (one (1) bell) at 11:50 a.m.
7. Third grade students will be dismissed for lunch/recess at 11:10 a.m. Students will return to their classroom (two (2) bells) at 12:00 p.m.
8. Fourth grade students will be dismissed for lunch/recess at 11:10 a.m. Students will return to their classroom (two (2) bells) at 12:00 p.m.
9. Fifth grade students will be dismissed for lunch/recess at 11:10 a.m. Students will return to their classroom (two (2) bells) at 12:00 p.m.
10. Students will be dismissed for the day by one (1) bell at 3:15 p.m. Do not let your class out early or hold your students after the dismissal bell.

NOON HOUR DETENTION

1. Teachers should not assign students to noon hour detention for long periods for minor problems.
2. If noon hour detention fails to produce results, make a parent/guardian contact to discuss the problem.
3. If a problem continues, the teacher should ask for assistance through the principal's office.
4. Teachers should make sure students have been given adequate and meaningful work.
5. Teachers should fill out a proper detention form for each student so a copy may be given to the detention room teacher and a copy can be put in the student's file.

ROOMS

1. Teachers should keep their classrooms clean and as organized as possible.
2. Teachers should maintain reasonable order at all times in regard to papers and trash on floors.
3. Teachers should require students to organize and clean their desks periodically.
4. Room repairs and maintenance requests should be turned into the elementary office.

FACULTY MEETINGS

Faculty meetings will be scheduled as necessary for efficient operation of the school. All faculty meetings will be scheduled and attended in accordance with the provisions of the Master Contract. Any faculty member desiring to be placed on the agenda should notify the Principal prior to publication of the agenda. A faculty member who misses a faculty meeting due to illness or other cause is to contact the Principal immediately to make arrangements to review items covered at the meeting.

TEXTBOOKS AND SUPPLIES

1. Teachers should keep accurate records of materials issued to students which must be returned.
2. Lost and damaged books and materials must be paid for by the student before new materials will be issued.
3. When students leave the district, teachers should pick up materials that may be reissued.
4. Teachers should emphasize to students to take care of textbooks and supplies.
5. All lockers and desks are school property and are subject to search at any time.

AUDIO VISUAL EQUIPMENT

1. Teachers should make sure equipment has been signed out through the elementary office.
2. Teachers should make sure equipment is returned to the office as soon as possible.
3. If any equipment is in need of repair, teachers should contact the elementary office secretary so the equipment can be repaired immediately.

OFFICE MACHINES

1. Teachers should run off materials in the morning or after school.
2. Teachers should make sure that all materials being sent home are legible.
3. Teachers should plan ahead. Do not use classroom time to run off materials.
4. Teachers and teacher aides should use the copy machine to run off 25 copies or less and all other materials **must** be run off in the high school library.
5. Teachers should not allow students to operate office machines.
6. Materials that need to laminated must go through the elementary library. The assigned person will laminate the material for the teacher

NEWSLETTER

A brief elementary newsletter will be sent home with progress reports and report cards. Teachers should write a short informative news item whenever they do something special and turn it in to the elementary office. This is a good way to keep the public informed. It is good public relations and shows that teachers care.

VISITORS AND GUESTS

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. Mason County Eastern Schools recognize a parent's and legal guardian's rights, under Michigan law, to observe instructional activity subject to reasonable restrictions.
5. All unauthorized persons should be escorted to the elementary office, by a staff member, to receive a visitor's pass.

REFLECTIONS OF A TEACHER

A. Keeping Discipline Problems to a Minimum

1. Be prompt to class – otherwise you imply that what you are doing really isn't important. You give students a chance to get their motors "revved" up.
2. Be fair – don't have "pets" (spread the choice jobs around).
3. Treat students as much like adults as you can, and they often will try to fit the image.
4. Give students a chance to air grievances freely – these may be oral or written, in groups, or with the total class. It takes a little courage, but you are bound to learn something about them as well as yourself.
5. Talk formally with the students at the beginning of the school year about classroom procedures and expectations.
6. Set up a personal relationship with your youngsters as individuals, not just as students. Without being "buddy-buddy", a teacher can, through a conference (aimed at getting to know the student, not blame him/her) and then solicitous remarks from time to time, let the youngster know that you are interested in him/her as a person and want to help. This is like money in the bank and can be drawn upon on a bad day. You can't smile and say, "Come on, Bill, you know better than that", to a stranger.
7. Be realistic! (e.g. Does it really make sense that all kids can be seated, silently attentive, for an hour at a time? Furthermore, is it realistic to expect to have a class of 35 students without four or five characters?)
8. Be enthusiastic! Treat what you are doing with the conviction that teaching and learning are important. Both these attitudes are contagious.
9. Provide each student with the opportunity for some measure of success.
10. Admit error and be willing to laugh at yourself. This completely disarms the defensive youngster who seems to be after your scalp.
11. Make assignments reasonable, clear, and meaningful.
12. Assume that every youngster is honest and sincere from the beginning. Make him/her prove otherwise. He/She may try to fit the image you make for him/her.
13. Above all, like your students. If you don't, they will know it, and you can forget about everything else.
14. Things that should not be done:
 - a. Don't make promises or threats you can't make good on.
 - b. Don't expect everyone to be capable of the same self-control.
 - c. Don't try to buy popularity.
 - d. Don't do things for students that they can do themselves.
 - e. Don't be a comedian or smart-aleck or carry on in a manner which lessens the basic respect accruing from your position. Keep a distance which is natural between a youngster and adult. A student who asks you to come to his/her seat might be asked to come to yours instead. A student who pats you on the back and applies meaning nicknames should be checked. **Children want leaders, not buddies for teachers.**
15. Make a quick phone call home within the first few weeks of school to meet and talk with the parents/guardians. This shows the parents/guardians that you feel they are important enough to be called and helps to set the tone for the school year..

B. Handling Discipline Problems

1. Things that should be done:
 - a. Be impersonal in your remarks and attitudes.
 - b. Try to get at problems before they reach the "cork blowing" stage. Act while you are still in control.
 - c. Give the student a "way out". If you back a youngster into a corner, he/she will try to claw his/her way out.
 - d. In all your actions and decisions, students should be aware that the situation is under control. When you are more permissive with one of your students, your attitude and manner can show the rest of your students that you are allowing the behavior, not being run by it.
 - e. Smile as you "let them have it". You can say almost anything to a youngster, if you do it lightly.
 - f. Cajole or "kid" rather than shout. You can catch more flies with honey than you can with a baseball bat.
 - g. Compromise is a legitimate tool when made from strength. If the student won't stand in the back of the room, it is better to have him/her sit there than to have a crisis.
 - h. Remember, your main aim is not punishment, but a change in behavior. There is no need to punish, if you believe you have made your point.
 - i. Be positive whenever possible. Telling a youngster how well he/she has been working or that certain actions are not "worthy of him/her", will go a lot further than blaming.
 - j. Have a private conference with offenders. Don't take them on in class where they have to "save face".
 - k. Your eyes are more effective than your vocal cords. Also, moving over to a student's desk during a lecture is effective in handling noise.
 - l. Make the punishment fit the crime, if possible (in type, as well as degree)
 - m. Call in parental/guardian help. Even if you don't get help, you will have more information from which to work.
 - n. Reserve judgment when tempers flare.
 - o. Seek administrative help - judiciously. Remember, you know more about your students than they do. Also, this should be your last round of ammunition. Don't use it up too hastily or too soon.
 - p. Evaluate your mode of punishment from time to time. If what you are doing isn't working, you probably ought to change.

PARKING

Elementary teachers are to park in the north parking lot on the north side of the middle school/high school building.

CORPORAL PUNISHMENT

Section 1. Section 1312 of Act No. 451 of the Public Act of 1976, as amended by Act No. 521 of the Public Acts of 1988, being section 380.1312 of the Michigan Compiled Laws, is amended to read as follows:

Sec. 1312.

- (1) As used in this section, "corporal punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.
- (2) Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
- (3) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.
- (4) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:
 - (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
 - (b) For self-defense or the defense of another.
 - (c) To prevent a pupil from inflicting harm on himself or herself.
 - (d) To quell a disturbance that threatens physical injury to any person.
 - (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
 - (f) To protect property.
- (5) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board who exercises necessary reasonable physical force upon a pupil, or upon another person of school age in a school-related setting, as described in subsection (4) is not liable in a civil action for damages arising from the use of that physical force as provided in Act No. 170 of the Public acts of 1964, being sections 691.1401 to 691.1415 of the Michigan Compiled Laws.
- (6) A person who violates subsection (3) or (4) may be appropriately disciplined by his or her school board.
- (7) In determining whether an employee, volunteer, or contractor has acted in accordance with subsection (4), deference shall be given to reasonable good-faith judgments made by that person.

ALTERNATIVES TO CORPORAL PUNISHMENT

Mason County Eastern Schools attempt to make use of alternatives to corporal punishment including:

1. Denying participation in special school activities.
2. Assigning before and after school detention.
3. Establishing communications with parents/guardians about disruptive behavior.
4. Assigning out of school detention and in school detention.
5. Establishing behavioral contractual agreements.
6. Referring students with repeated problems to a counselor, social worker and/or psychologist and coordinating the services with other units of state government.
7. Evaluating and arranging for proper placement of students.
8. Suspending both long and short term from school.
9. Expelling from school.

DRUG FREE WORKPLACE

The use, distribution, dispensation and/or manufacturing of tobacco, alcohol, and controlled substances, as defined by state and federal law, by district employees on district grounds, in district buildings and/or in connection with any district activity is prohibited.

Any district employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment.

In addition, the employee may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the Board of Education.

Any district employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the superintendent within five (5) days after a conviction relating to the drug offense.

The superintendent shall notify the appropriate federal agency within ten (10) days after receiving notice of a workplace related drug conviction on the part of the employee. The superintendent shall develop a drug-free awareness program for district employees. District employees who request assistance for drug counseling and/or rehabilitation shall direct their request to the superintendent. Annually, the Board of Education shall allocate funds to support the drug-free awareness program.

The superintendent shall include, in the district's employee in-service program, a drug-free awareness program which shall include the following information.

1. The dangers of drug abuse in the workplace.
2. The employer's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation and employee assistance programs.
4. The penalties the Board of Education may impose upon employees for drug abuse violations.

In developing the in-service program, the superintendent may utilize the services and assistance of the district's insurance carrier, local or county health departments, local or regional medical health center or other substance abuse agencies in the immediate area.

TOBACCO USE POLICY

Effective September 1, 1993, legislation amended the public health code to prohibit tobacco use on school property and in school buildings on all regular scheduled school days until 6:00 p.m.

Exceptions are outside of buildings, after 6:00 p.m., and on Saturdays, Sundays, and days for which there are no regular scheduled school hours. Please note that the use of tobacco will not be permitted after 6:00 p.m. while performing your duties as school personnel.

SIGNS OF AN ASTHMA EMERGENCY

The following "Asthma Emergency Signs" represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

- Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- Child's chest or neck is pulling in while struggling to breathe
- Child has trouble walking or talking
- Child stops playing and can not start again
- Child's fingernails and/or lips turn blue or gray
- Skin between child's ribs sucks in when breathing

If you are at all uncertain of what to do in case of a breathing emergency, **call 911 and the child's parent/guardian.**

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE
WHEN HANDLING BODY FLUIDS

PURPOSE:

To insure that body fluids involving blood, vomitus, feces, semen, saliva and nasal discharges are handled properly.

THOSE AFFECTED:

All school staff should be alerted to dangers of infections from body fluids. All school employees should be particularly alert to the proper techniques in handling and disposal of materials.

EQUIPMENT NEEDED:

Soap	Paper Towels	Disposable Bags	Buckets
Water	Disposable Gloves	Plastic Dust Pans	Mops

Disinfectants:

1. Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol*).
 2. Sodium hypochlorite solution (household bleach), 1 part bleach to 10 parts water. (Example: 1 1/2 cups bleach to one (1) gallon water. Needs to be prepared each time used.)
 3. Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-quat*, Maytar* or Sage*).
 4. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne*)
 5. Sanitary absorbing agent (Chlora Sorb*, X-O Oder Away*).
- * Brand names are used as examples and are NOT endorsement of products.

PROCEDURES:

1. Wear disposable gloves before making contact with body fluids during care, treatment and all cleaning procedures.
2. Discard gloves after each use.
3. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
4. Discard disposable items including tampons, used bandages and dressings in plastic-lined trash container with lid. Close bags and discard daily.
5. Do not reuse plastic bags.
6. Use disposable items to handle body fluids whenever possible.
7. Plastic dust pans are recommended to pick up and discard any solid waste materials such as vomitus or feces.

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. Any employee who has been convicted of violating a criminal drug statute based on conduct occurring in the workplace must notify the superintendent within five (5) days after the conviction.

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.

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

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 educational 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.

B. **Recordation and Referral:**

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The District shall, within three days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The District shall also notify the student's parent/legal guardian or (if the student is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer, for prosecution, conduct by a student which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

C. **Petitions for Reinstatement:**

Students expelled pursuant to this policy (or their parent/legal guardian if the student is unemancipated) may petition the Board for reinstatement to school. A student in sixth grade or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period and may be reinstated 180 school days from the date of the expulsion. A student in fifth grade or below who is found to have possessed a firearm or threatened

another person with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated. A student in fifth grade or below who is expelled for any other reason under the law (other than possession of a firearm or threatening another with a dangerous weapon) may apply for reinstatement at any time and may be reinstated within ten (10) school days from the expulsion date. While the District must supply the reinstatement petition if requested, it need not provide any assistance with the petition's preparation. The petitioner shall provide an authorization and release for the Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of the District, the parent/legal guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than ten (10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent/legal guardian (if the expelled student is unemancipated) or from the expelled student;
2. The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the District;
3. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the District, and shall submit a recommendation to the Board on the issue of reinstatement;
4. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.

D. Criteria for Reinstatement:

The designated committee and the Board shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other students or school personnel;
2. Whether reinstatement would create a risk of liability for the District or Board or District personnel;
3. The age and maturity of the expelled student;
4. The expelled student's prior school record;
5. The expelled student's attitude concerning the incident;
6. The expelled student's behavior since expulsion and the prospects for remediation;
7. The degree of cooperation and support from the expelled student's parent/legal guardian (if the petition was filed by a parent/legal guardian), including receptiveness toward reinstatement.

Petitions for reinstatement from students expelled by another District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board of Education. The District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board of Education.

E. Conditions of Reinstatement:

The Board may require an expelled student (and if the petition was filed by a parent/legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to, the following:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specified immediate consequences for failure to abide by any conditions of reinstatement.

F. Application to Handicapped Pupils:

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

G. Definitions:

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; brass knuckles; B-B gun, martial arts weapon, and pellet gun.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school.

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.