

North Muskegon Elementary School

PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK

We, _____ and
Parent/Guardian

Student

have accessed, read, and discussed the North Muskegon Elementary School Student/Parent Handbook (www.nmps.net). We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Student Signature

Date

Please complete and return this form to the Elementary Office no later than Monday, September 18, 2017.

User's Responsibility Declaration

Student

My parent/guardian has reviewed the North Muskegon Public School's Technology Code of Ethics with me. I understand that I must follow the rules and use the equipment properly. I understand that if I do not take care of the school equipment or follow the rules, my privileges to use the computers and equipment may be taken away and I might be disciplined.

(User Signature)

(Print User Name)

(Date)

Parent

As the parent or guardian of this student, I have read the North Muskegon Public School's Technology Code of Ethics. I understand that while this access is designed for educational purposes, it is impossible for North Muskegon Public Schools to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

(Parent or Guardian's Signature)

(Print User Name)

(Date)

(Daytime Phone Number)

Sponsoring Teacher

The North Muskegon School District code of ethics has been presented to all staff and it has been agreed that it will be promoted with all students. Students will be informed of the acceptable use of the network and proper network etiquette at the class rule meetings. New students will be informed by the computer facilitator and/or counselor.

(Teacher's Signature)

(Print User Name)

(Date)

Please complete and return this form to the Elementary Office no later than Monday, September 18, 2017.

ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

North Muskegon Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

You have the right to be informed prior to any pesticide application that might be needed in your children's school. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. To receive notification, please complete the following information. If the form is not returned we will assume you do not want to be notified. At any time should you have questions or concerns about pest management within your children's school, please contact the Superintendent's office. You may leave a message on the main line, 719-4100, as this number is accessible 24 hours a day. Please leave a name and number and we will return your call. Thank you.

Please cut here and return the bottom portion

PESTICIDE PRIOR NOTIFICATION REQUEST

North Muskegon Public Schools

Student Grade _____

Student Name: _____

(Please Print)

Parent/Guardian Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Please select the appropriate response:

- A. No, I/we do not want to be notified.
- B. Yes, I/we only want to be notified whenever any scheduled major pesticide application is made.
- C. Yes, I/we want to be notified even when an ant trap, small bait application or other least toxic application is made.

Parent Signature

Date

Please return this form to:
Superintendent's Office
North Muskegon Public Schools
1600 Mills Ave.
North Muskegon, MI 49445



North STARS Shining Bright

**NORTH MUSKEGON ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK**

2017 – 2018

TO THE PARENT/GUARDIAN:

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at North Muskegon Elementary School. It is important that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law. Please sign and return the first page of this handbook to indicate that you have read and reviewed this handbook with your child. You are urged to contact your building principal if you have any questions.

TO THE STUDENT:

On behalf of the faculty and administration, we would like to welcome you to North Muskegon Elementary School for the coming school year. We are looking forward to assisting you in fulfilling your educational goals. North Muskegon Elementary School offers a complete and comprehensive program of academic and extra-curricular activities. Students are encouraged to get involved, take pride in their accomplishments, and recognize the fact that our staff is here to help students develop their maximum potential. If this material does not answer your questions, ask for help from a teacher or office personnel. In an effort to get us off to a good start for the school year, the staff is going to emphasize the importance of sound and acceptable student behavior. We encourage you to do all you can to make your elementary school experience safe, enjoyable and educationally rewarding.

North Muskegon Public Schools Mission Statement

The staff of the North Muskegon Public Schools,
in partnership with parents and community, will educate each student.
Our mission is student mastery of skills essential to life-long learning and the
development of positive self-esteem leading students to become productive, responsible citizens.

Exit Outcomes

- Functions responsibly as a citizen.
- Communicates effectively through reading, writing, speaking, listening and the arts.
- Cooperates and collaborates.
- Applies problem solving skills.
- Demonstrates the ability to think independently, critically and creatively.
- Exhibits life-long learning skills.
- Integrates technology appropriately.
- Recognizes global issues.

ELASTIC CLAUSE

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions that are not covered in this handbook. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

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ELEMENTARY STAFF

Room #	Teacher	Grade Assignment 2017-18
1	Anna Bouwkamp	DK AM & PM
2	E'lyse Benson	Kindergarten
3	Lisa Clark	1st grade
4	Stephanie Atchison	Kindergarten
5	Charlie VanderWall	1 st grade
6	Angie Jones	Kindergarten
7	Angela Lamiman	1 st grade
8	Jan Schumacher	2 nd grade
9	Karen Kueny	2 nd grade
11	Ronda Pek	2 nd grade
Art Room	Christine Livingston	Art, grades AM DK, 1 st -5 th
12	Tom DeLong	3 rd grade
13	Stephanie Cutler	3 rd grade
14	Sara Budzinskiy	3 rd grade
15	Julie Johnson	Interventionist
16	Terri Fortmeyer	4 th grade
17	Tina Anderson	Interventionist
18	Jennifer Bouman	4 th grade
19	Amy Zonnebelt	4 th grade
20	Jennifer Schultz	5 th grade
21	Lindsey Bentley	5 th grade
22	Jeff Reeths	5 th grade
Science Rm.	NM Lighthouse Learning Ctr.	WLACE Child Care Program
Computer Lab	Megan Morris	Technology Aide
Media Center	Brett Howard	Media Center Specialist
Elem. Gym	Danielle Risley	Physical Education DK-5
Elem. Office	Steven Sanocki, Ph.D.	Principal
	Tami Budd	Lead Elementary Secretary
	Beth Soelberg	Assistant Elementary Secretary
Speech	Jaelene Claessens-Harker	Speech Pathologist DK-5
Counselor's offc.	Theresa Seaberg	School Social Worker, DK-12
110	Cory Daniell	Band Program 5th grade
113	Angela Corbin	Strings grades 2-5, music grades AM & PM DK, 1 st ,5 th
112	Beth Slimko	Music grades K, 3 & 4

North Muskegon Elementary's Approved Academic Structure

North Muskegon Elementary (NME) is proud to function as a professional learning community, where curriculum, instruction, and assessment decision-making is predicated on research that is focused on student learning and growth. Essential to our work are four questions:

- What do we want each student to learn?
- How will we know when each student has learned it?
- How will we respond when a student experiences difficulty in learning?
- How will we respond when a student already knows it?
(*DuFour, DuFour, Eaker & Many, 2010*)

Through collaborative processes, consensus-building protocols, action research, surveying and applying relevant educational research literature, and applying our collective professional expertise that encompasses knowledge of the whole child at each developmental stage, we offer the following academic structure for our school:

Discovery Kindergarten (DK): Students are recommended through a testing and observation process at Kindergarten Round-UP. Our DK curriculum combines developmentally appropriate connections to the Kindergarten Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), and Michigan Social Studies Standards. Class sizes are limited, whenever possible, to approximately 15-19 students. Students attend half-days. Two sections are offered (AM and PM) and are taught by one teacher who collaborates regularly with his/her Kindergarten colleagues for consistency of the program. At least one common planning tie per month is afforded to the DK teacher to collaborate with his/her Kindergarten colleagues.

Kindergarten – 2nd Grade: Our K-2 curriculum is based upon the CCSS, NGSS, and Michigan Social Studies Standards. These grades are foundational grades where students are primarily learning to read and write while also developing fundamental concepts in the core subject areas (Math, English Language Arts (ELA)/Reading, Science and Social Studies). Three sections are offered at each grade level in a self-contained classroom structure. Teachers collaborate in common planning times per grade level.

3rd – 5th Grade: Our 3rd-5th grade curriculum is also based upon the CCSS, NGSS, and Michigan Social Studies Standards. These grades progressively move students from “learning to read” to “reading to learn” through increased depth in the core subject areas. The North Muskegon Elementary Collaborative Teaching Model (CTM) is employed for these grades (see below).

The NME CTM is structured so that teams of three teachers in each grade operate as collaborative teaching teams in the following manner:

- Each teacher (the “homeroom teacher”) within a grade level instructs:
 - ELA/Reading
 - Word Skills (spelling, vocabulary, grammar)
 - Math
- Specific teachers (the “rotation teachers”) within a grade level instructs (35 minutes each):
 - Writing
 - Science
 - Social Studies
- Teaching teams create common philosophies for homework and behavior.
- Teachers collaborate in common planning times per grade level.
- Classrooms are arranged into grade-level grouping/hallways.

Rationale for NME's CTM:

- Flow within a grade level
- Flexibility with time
- Ability for teachers to specialize in subject areas
- To continue to build collaboration in grade levels and between grade levels
- To better know all students within a grade level
- Stability with homerooms
- Increased opportunities to integrate subjects
- Increased flexibility with intervention and “What I Need Now” (WINN) times
- Allows for grade level identity
- Provides the opportunity for teachers to design a grade level experience
- Grade level/team PLC's
- Grade level groupings/hallways
- Common procedures/expectations within each grade level
- Increased consistency in 3rd – 5th grades in all areas and expectations
- Common philosophy/collaboration on homework /projects and behavior

Intervention: Classroom teachers collaborate regularly with our Interventionists and operate within a Multi-Tiered System of Supports (MTSS). Formative and summative assessment data is examined and students are afforded “just-in-time supports” via WINN time, Child Study referral processes, Title I Targeted Assistance qualification and programming, and/or Special Education qualification and services. Interventionists collaborate in common planning times at least once per week, but often on a daily basis. In addition, use of multiple funding sources and detailed tracking of time and services allows students to access the breadth of the skillsets of our Interventionists.

Specials: Specials afford our students avenues to explore and express themselves beyond academics. Specials also provide a unique avenue for students and teachers to integrate academic subjects. All DK-5 students are afforded Physical Education, Art and Music on a regular rotating basis every day (except half-days) throughout the school year. This structure and rotation allows for common planning time for core-subject area teachers. Music at the 2nd Grade level is provided in the form of a Strings experience. In addition, Strings is offered as an “extra special” opportunity within the school day (via a student/parent contract) at the 3rd, 4th, and 5th Grade levels. Finally, Band is offered at the 5th Grade level as an “extra special” as well (via student/parent contract).

Extra-Curricular Activities: While NME does not have officially sponsored extra-curricular activities comparable to the Middle School or High School levels, the greater North Muskegon community partners with the school to provide opportunities (in the form of age-appropriate camps, team sports, extra specials within the school day, etc.) Such as:

- Football
- Cheerleading
- Soccer
- Basketball
- Volleyball
- Drama
- Jr. Great Books
- French
- Destination Imagination
- 3rd-5th Grade Strings (extra special opportunity within the school day)
- 5th Grade Band (extra special opportunity within the school day)
- Boy Scouts
- Girl Scouts
- Tutor Room (upon recommendation from a teacher)
- Robotics
- Girls on the Run

ACTIVITY FEE

NME Activity Fee

"An annual activity fee of \$25/student will be assessed. In addition, specific fees for some field trips and programs may be assessed. Such fees or charges are determined by the cost of the trip or program. The school and staff do not make a profit." -- Excerpt from the 2016-17 NME Student/Parent Handbook

Dear NME Parents,

At NME, we attempt to offer our students an array of opportunities that supplement and enhance the academic and social/emotional learning of our students. Thankfully, in 2011 our parents originated the idea to have an activity fee in lieu of multiple fundraising sales to offset the costs of these experiences. To date, this fee request (\$25 per student) has not increased and we continue to offer a World's Finest Chocolate sale opportunity for families to utilize in lieu of paying the fee outright.

Since no grade level or activity is created equally, the activity fee is utilized as a general fund for activities, events, and/or materials that benefit our students in the Elementary. Sometimes teachers still ask that there be a fee for a trip or activity. This, too, goes toward the total costs of things like fees, admissions, fuel for the buses, materials, etc. By using the fund in this way, and by allowing teachers to still charge an additional fee when necessary, we have never yet had to say "no" to teachers who have designed an enhancing learning experience that helps enrich our curriculum and/or overall school experience for our students.

Of course, the activity fee is totally voluntary, but we do ask all parents to contribute if/how they can. If a family chooses to sell candy bars in lieu of this fee, the candy needs to be sold and the money returned to the school promptly as there are up-front costs the school provides to make this an option. And, if at any time an additional fee charged by a teacher for a trip or activity is a burden for you as a family, please do not hesitate to contact us in the Elementary Office so we can help.

If it were not for this outside funding stream, we would not be able to offer experiences (such as the sampling listed on the next page) without charging parents up front for the full cost of each experience, including all transportation costs and admission fees. The net effect of this fee and its implementation is that all of our students benefit from the experiences provided in each grade level and within the school as a whole.

Thank you for your continued support of our students and staff at NME through the Activity Fee -- and so much more!

Sincerely,

Steven J. Sanocki, Ph.D.
North Muskegon Elementary Principal

A Sampling of NME Activity Fee Use 2011 - Present

All Elementary Students: Jr. Great Books, guest authors speaking/teaching/ illustration workshops for students (Lori McElrath, Tom Woodruff, etc.), March is Reading Month Supplies, Early Years and Home & School Connection subscription and supplements, formative assessment and WINN time materials, Muskegon Lakeshore Museum, positive behavior support prizes and awards, Flying Aces program for March is Reading Month, Science is Magic for March is Reading Month Principal's Challenge reward, Super-U (anti-bullying game show) for March is Reading Month Principal's Challenge reward, Sky Dome for March is Reading Month Principal's Challenge reward, Science Guy program, Muskegon Area Robotics registration, visitor wristbands, Exploration Lab materials and equipment, BrianPoP and BrainPOPjr, ThinkStretch summer learning scholarships, support for additional fees for families in need, Marcia McEvoy Anti Bullying student and parent workshops, North STARS rewards and materials, North STARS TV equipment

DK (two of each of the following for AM and PM DK): Kooistra's Apple Orchard, Blueberry Farm, Dunes trip, Imagination Station & Miss Lucy's, John Ball Traveling Zoo, visiting author/illustrator, snacks

Kindergarten: Heritage Farm Market (AM/PM when we had split classes), Country Dairy trip, Tseusink's Pony Farm, snacks

1st Grade: Camp Pandalouan Field Trip and supplies, Organization for Bat Conservation Program, John Ball Zoo trip, tree project with Mrs. Berckmann, 1st grade Grandparent's Breakfast, fertilized chicken eggs

2nd Grade: Muskegon Lumberjack's Hockey for Health, Dutch Village, All About Learning field trip, LST Museum Field Trip

3rd Grade: Pool School, Michigan's Adventure (buses and vans -- ONLY), Muskegon Lakeshore Museum, Frauenthal for Indianapolis Opera presentation of "Billy Goats Gruff", Winter Sports Complex Field Trip

4th Grade: Your Plate or Mine Ornaments, Lakeshore Ice Arena, White Pine Village Trip (sometimes 4th & 5th), Lansing Trip (sometimes 4th/5th... sometimes one or the other), Bowling at Muskegon Lanes, Link-Up recorder performance at Frauenthal

5th Grade: Camp Pandalouan, Lakeshore Ice Arena, White Pine Village trip (sometimes 4th & 5th), Lansing Trip (sometimes both sometimes one or the other), Bowling at Muskegon Lanes, GR Ford Museum & GR Symphony

We are committed to offering the best core educational experience we can and provide all of our students as many extra opportunities as possible.

We appreciate your support!

ACTS OF STUDENT MISCONDUCT (A sample of the Range of Intervention & Disciplinary Actions)

- 1) Classroom consequences
- 2) Conference with student
- 3) Referral to Counselor
- 4) Problem solving meeting
- 5) Conference with student and parent/guardian
- 6) Team meeting with student and parent/guardian
- 7) Individual Behavior Plan
- 8) Plan of Restrictions
- 9) Before or after school detention
- 10) Lunch detention / Silent Supervised Lunch
- 11) Out-of-school suspensions (1 to 10 days)
- 12) Agency referrals
- 13) Recommendation for expulsion from school

Typically we strive to problem solve with individual students. When behavior is inappropriate, reasonable and logical consequences are imposed. The list above is representative, but not inclusive of all interventions, consequences, or disciplinary action that may be taken.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of North Muskegon Elementary School, the following categories of misconduct have been adopted along with guidelines for consequences when a student engages in such misconduct. These standards of conduct apply to all school students for all activities of North Muskegon Elementary School. This list is not intended to be exhaustive, and includes, but is not limited to the following:

1) **Aggressive Behavior/Harassment/Bullying/Respect**

The faculty and administration of North Muskegon Elementary School expect all students to conduct themselves with dignity and with respect toward others. Teachers and staff should be addressed and referred to as Mr., Mrs., Miss, Coach, etc. Aggressive behavior, harassment, or bullying of any kind (physical, racial, sexual, verbal, etc.) is not permitted. **Students experiencing aggressive behavior, harassment, or bullying, should report it immediately to the nearest adult.**

Disciplinary Action: Dependent upon the severity of the infraction and/or a student's past history with similar incidents, students may be held accountable to the interventions and consequences listed in the Aggressive Behavior Rubric. The Aggressive Behavior Rubric is available in the elementary school office to any student or parent and is also posted on the school's website as well as displayed within the school. **Please note:** due to privacy restrictions, it is quite likely that consequences will not be known and/or shared with students or families. We ask for your cooperation and trust in this matter.

2) **Cheating**

"*Cheating*" includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the teacher in writing papers, preparing reports, solving problems, or carrying out of other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a teacher.

"*Plagiarism*" includes, but is not limited to, the use of another person or works' words without acknowledging the source.

Disciplinary Action: Cheating may result in a zero (0) on any assignment or test. Individual classroom teachers will deal with these infractions. Parents/guardians will be notified by the teacher upon each occurrence. **FIRST OFFENSE** – Detention/SSL, zero (0) on the test/assignment, or major project, and parents/guardians will be notified; **SECOND OFFENSE** – Detention/SSL, zero (0) on the test/assignment, conference held with the principal, counselor and parent/guardian(s), and counseling will be recommended; **THIRD OFFENSE or CHEATING ON A MAJOR PROJECT/TEST** - Zero (0) on the test/assignment, counseling will be required, parents/guardians conference required and a suspension of up to 3 days.

3) **Classroom Rules**

Failure to follow approved school and classroom rules which are consistent with Board policies and administrative procedures.

Disciplinary Action: The teacher will make every effort to work with the student to resolve the problem the student is having with behavior and may assign consequences to be served with the teacher and/or grade-level team. A teacher may recommend intervention by the counselor or administrator. In cases of documented persistent misconduct the student will be referred to the building administrator for appropriate disciplinary action.

4) **Defiance/Disrespect of Authority**

Open, persistent, defiance of authority; insubordination; or flagrant disregard of verbal instruction or direction of school personnel.

Disciplinary Action: SSL up through suspension.

5) **Disrespect***

The act of offending commonly recognized standards of good taste, including, but not limited to, the use of gestures, racial, or ethnic slurs.

Disciplinary Action:

MINOR – Incidental, not specifically directed toward another person would be SSL/detention.

MAJOR – Use of vulgar acts, obscenities, gestures, symbols that are directed toward another person(s) would be a suspension of 1 – 3 days. Such acts directed toward any staff member of North Muskegon Public Schools, or toward any adult while the student is under the responsibility of the school, will be automatically considered serious and will result in suspension.

6) **Drugs/Alcohol/Tobacco (including Look-Alikes)**

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

- a. Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages.”
- b. Illicit drugs.
- c. Tobacco.
- d. Any abusable glue, aerosol or other chemical substance, including but not limited to, petroleum distillates, lighter fluid, and reduction fluid for inhalation.
- e. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district’s authorized use of medication procedures (authorization form can be picked up in the office).
- f. Steroids, human growth hormones or other performance-enhancing drugs.
- g. Substances purported to be illegal, abusive or performance enhancing. i.e., “look-alike” drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy. An authorization form can be picked up in the office.

These standards of conduct apply to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date or time.

Disciplinary Action: 1) Use or Possession: Suspension and a recommendation for professional counseling and, 2) Distribution: May result in a recommendation for **EXPULSION** and a recommendation for professional counseling** and authorities will be notified.

**** The school district’s provision of information regarding referrals to an outside agency is not an express or implied offer to pay, in full or in part, any expenses which the student may incur for his or her participation with the referral agency.**

7) **False Fire Alarms***

The following are prohibited:

- A) Raise a false alarm of fire at any gathering or in any public place;
- B) Ring a bell or tone to trick others into thinking there is a fire alarm;
- C) Raise a false alarm of fire orally, by telephone or in person;
- D) Tampering with a fire alarm or with fire fighting equipment.

Disciplinary Action: A minimum of suspension time.

8) **Forgery**

To falsely make, alter, forge or counterfeit any writing, including electromagnetic data.

Disciplinary Action: SSL up through suspension.

9) **Inappropriate Display of Affection**

Demonstration of one’s affection toward another person has an appropriate time and place. However, inappropriate display of affection and/or physical contact is not considered acceptable behavior at NMES.

Disciplinary Action: The disciplinary action taken will depend on the degree of inappropriateness on the part of the students and the number of previous infractions of a similar nature.

10) **Stealing**

Any theft or possession of money, personal or public property of another. Unlawful entry including lockers, desks, rooms or areas within the school and/or theft or possession of money or personal or public property. A notification to the law enforcement agency may be necessary.

Disciplinary Action:

- FIRST OFFENSE: Minimum of a 1-day suspension and a parent conference.
SECOND OFFENSE: Minimum of a 3-day suspension; recommendation for counseling.
THIRD OFFENSE: Minimum of a 5-day suspension and a recommendation for counseling.

11) **Pornography/Obscenity**

Any written or verbal language, pictures, caricature and gestures which are indecent, profane, vulgar or otherwise inappropriate.

Disciplinary Action: Any material will be confiscated and destroyed, or in some cases, given to the parent/guardian. The discipline administered will depend on the severity of the infraction and the age and maturity of the student.

12) **Skipping/Tuancy**

If it is necessary for a student to leave school during the school day, he/she must receive permission from the office, then be signed out by a parent/guardian.

If a student fails to report to class, leaves school or class without permission from the principal or authorized staff member, it will be considered skipping/tuancy, which is an unexcused absence.

Disciplinary Action: Skipping/tuancy is an unexcused absence and will result in extended detention or suspension, depending on the amount of time skipped. Dependent upon the situation, authorities may be notified.

13) **Vandalism**

Property damage to the school or personal property through malicious mischief or defacing.

Disciplinary Action: A suspension and a financial restitution for the repair or replacement of damaged property by the student's parents/guardians may be imposed. When appropriate, cleaning and/or painting may be required of the student.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Elementary Principal at 719-4200.

ART DEPARTMENT

Art Education teaches skills that are necessary for all human beings. The skills learned in Art are more than just the end product of a painting or sculpture. Typically, each student receives some form of art education. The process of creating incorporates important basic skills such as:

- cooperating and collaborating with others
- aesthetic awareness
- recognizing and appreciating the originality and uniqueness of others
- creative problem solving
- exploring self-expression
- technical mastery and control of materials
- self-discipline, communicating, visually, verbally and in writing

ASSEMBLIES/PROGRAMS

Students are expected to be polite and courteous when attending an assembly or a school program – North STAR behavior. The following procedures are expected:

1. Quiet and orderly entry and dismissal.
2. Once the person in charge has displayed the hand signal, children should raise their hands also and immediately desist from talking.
3. Applause is acceptable and encouraged. Booing is absolutely forbidden and students participating in such behavior will be excluded.

ASSESSMENTS

- The Elementary School uses the following assessment beyond the Board approved curriculum related materials:
- Woodcock-Johnson Reading Assessment (Title One, Special Education, Gifted, all grade levels)
- M-STEP (3rd, 4th, 5th)
- Key Math (Title One, Special Education, Gifted, all grade levels)
- ABC Inventory (Kindergarten, Discovery Kindergarten)
- Portions of the WRAT or KTEA - Reading and Math (all new students in all grade levels)
- Informal observations
- Preliminary screening for ADD, ADHD
- Scholastic Phonics Inventory (SPI)
- Scholastic Reading Inventory (SRI)
- Scholastic Math Inventory (SMI)

ATTENDANCE

Absences: Research shows that regular school attendance is crucial for the academic and social growth and development of children. Participation in classroom activities, classroom discussions, and certain other interactions are all necessary ingredients of the learning process. Certainly, illness and unforeseen circumstances can and do arise for families. All absences become a part of the permanent student record.

Full day students will be marked absent if they are not present 1-1/2 hours in the morning and 1 hour in the afternoon. Otherwise, they will be marked tardy.

- DK students will be marked absent if they are not present 1-1/2 hours or more. Otherwise, they will be marked tardy.
- Students who leave school on an early dismissal (2:15-3:09 p.m.) will be marked tardy for the afternoon.
- An excused absence (EX) would include an absence when a parent/guardian calls the elementary office by 9:00 a.m. the day of the absence. When possible, advance notice of absence is to be given in the case of appointments, vacations or other pre-planned absences. Doctor issued excuses are appreciated in the case of an appointment.
- An unexcused absence (UX) would include any absence without a call from a parent/guardian to the elementary office. Examples of unexcused absences will include oversleeping, alarm not going off, being late for forgotten materials and continual transportation issues.

Tardies: All students should establish the habit of reporting to school on time. Children who are ready to start the day promptly develop an attitude that helps insure success. Students who arrive after 8:00 a.m. must report to the office for admittance to their classroom.

Each teacher maintains attendance records on students. Students that arrive late not only miss valuable class time, but also interrupt the educational process in the classroom. It is the district's policy to monitor tardiness. A warning letter from the principal will be issued if there is a chronic problem. Unexcused or chronic tardiness will result in consequences that will, hopefully, discourage this from becoming a bad habit. All tardies become a part of the permanent student record.

- An excused tardy (ET) would include arriving late or leaving early for an appointment. A parent/guardian will need to sign the student in our out. (A note from the doctor or dentist would be appreciated.)
- An unexcused tardy (UT) would include arriving late to class due to oversleeping, alarm not going off, running late, continual transportation issues, etc.

AUTOMOBILE TRAFFIC

Parents who drop off and pick up their children in automobiles should use the space provided on the **Mills Avenue** side of the building **only when approaching from the east**, and use the **Moulton Avenue** loading zone **when approaching from the west**. Safety necessitates that this procedure be followed. Please follow this procedure for the safety of our students.

- Please do not block the entrances to the parking lot, and allow space for the buses to load and unload students. **DO NOT park along the yellow curbs or in staff parking lots.**
- If you wish to enter the building, please do not park on the Mills or Moulton Street terraces used exclusively for drop off and pick ups. You may park along the street or at the Community United Methodist Church parking lot if there is a need to come into the school building. **Parking in the Walker Library lot is restricted to library patrons only!**

BIRTHDAY TREATS

Children who wish to treat their class on their birthday should do so only after making prior arrangements with the teacher. In accordance with the NMPS school board's wellness policy, the use of fruits, natural or nutritious foods is expected. Do not send gum, candy, or sugary snacks. Also, food allergies need to be considered when bringing snacks and treats to school. Each classroom will be notified regarding food allergy issues in a particular classroom.

BUILDING/BUILDING HOURS

- Building hours during a normal school day are 7:45 AM to 3:30 PM.
- Half-day building hours are 7:45 AM to 11:40 AM.
- Early release building hours are 7:45 AM to 1:50 PM.

In the interest of student safety, students who are on school property before or after school must remain in the areas designated for students as defined by the administration (ex. lining up in the appropriate areas and not playing on playground equipment and not playing with balls, etc.). Parents/guardians are responsible for the prompt pick-up and drop-off of their child in accordance with the published school hours. Any student who is not picked up 10 minutes after school release will come to the office and the parents/emergency contacts will be notified. Changes to these hours and designated student areas may be made by the administration at any time and will be communicated to students and parents. Please note: Staff are not allowed to open the school/classrooms beyond building hours.

BULLYING PROHIBITED

- Bullying is a form of harassment. For the purposes of this policy, bullying occurs when a student is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Such negative actions may include intentionally inflicting, or attempting to inflict injury or discomfort upon another. These behaviors are carried out physically (e.g., hitting, kicking, pushing, choking); verbally (e.g., name calling, threatening, taunting, malicious teasing, spreading nasty rumors, cyber bullying); or in other ways, such as making faces, obscene gestures, or by intentional exclusion of a targeted student from a group.
- Bullying is thus characterized by the following three criteria: a. it is aggressive behavior or intentional "harm doing," b. it is carried out repeatedly over time; and c. it occurs within an interpersonal relationship characterized by an imbalance of power.
- Such conduct is disruptive of the educational process. Therefore, bullying is unacceptable behavior in this district, and will be prohibited.
- Students who engage in any act of bullying during school or at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents as may be required by law.
- The superintendent shall develop guidelines that will increase awareness of the hurtful nature of bullying. In addition, teachers and other staff will receive training to help them effectively intervene if bullying is witnessed in their presence or brought to their attention.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school district are required to follow some basic safety rules. This applies to school-owned buses, as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. North STAR behavior is expected.

Prior to loading on the road and at school, each student shall:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop); if a child is late, the bus cannot wait.
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing the street until the bus driver signals it is safe;
- Proceed immediately to a seat and be seated.

During the trip students will:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- May not litter in the bus or throw anything from the bus;

- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat or play games, cards, etc.;
- Not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

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

Penalties for infractions:

A student who exhibits chronic misbehavior on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

CODE OF CONDUCT

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In certain cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to maintain order. In all cases, disciplinary action will strive to be handled promptly and in an equitable manner. Consequences that are issued as a result of student misbehavior will strive to match the severity of the incident. A major component of the educational program at our school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

CODE OF CONDUCT:

1. Always be considerate.
2. Respect the rights and property of others.
3. Keep the school safe.
4. Observe your own space.
5. Exhibit Integrity.

CONTACT INFORMATION

It is imperative that the school has current contact information on file in the office for each student. An information form is available at the beginning of each school year for parents to complete and return to the school by a specified date. Please provide any changes to this information that occurs throughout the school year by contacting the school office. There is an Opt-In Agreement that must be signed in order for you to receive communication via our mass calling/texting system (School Messenger). Please see page 40 for this agreement form.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative or County Health Department guidelines.

Head lice - If the school is contacted about a possible head lice situation in your child's classroom, the entire classroom's heads will be checked individually. Student's parents will be notified if their child has evidence of head lice. The child will need to be excluded from school until treatment is provided by the parent and the student is lice/nit free.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency

Syndrome), AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CRITERIA FOR STUDENT ADVANCEMENT

Students being considered for advancement in either math or language arts should meet the following criteria:

- Recommendation by the current grade level teacher.
- Score in the 95% percentile or better on the SMI and/or SRI.
- Successfully master the current grade level culmination (end of the year) test at a level of 92% or better.
- Demonstrate responsibility and exceptional organizational skills
- Enrichment in the current grade level has not proven to have been challenging enough.
- Students in grades 3-5 may be eligible to advance one grade level if the criteria have been met successfully.
- A student advancement committee made up of the homeroom teacher and child study team will determine whether a student meets the criteria for advancement.

At the end of each marking period, students not maintaining a B+ or better grade after advancement will be returned to their original grade level for continued instruction.

DEFINITIONS

Before/After School Detention: A student is detained before or after school by a teacher or an administrator with parent/guardian having prior knowledge of the detention.

Suspension: The temporary removal of a student from his/her regular class routine and/or school activity.

Expulsion: An indefinite or permanent removal of a student from North Muskegon Public Schools.

Silent Supervised Lunch (SSL): The student is assigned a detention during his/her lunch period. Students are always given the opportunity to eat! The detention may be a study period or an assigned work detail such as cleaning the cafeteria of all paper and plastic. The SSL may also consist of an anti-bullying workshop and/or counseling. Often a "Think Form" or apology letter will be completed during this time.

Extra-curricular Suspension: A student is suspended from attending any extra-curricular activity or the participation in any school sponsored activity either home or away.

Out-of-school Suspension: A student is suspended from the building, from being on school property, and all extra-curricular activities for a set number of days, not to exceed ten days consecutively.

DRESS AND GROOMING

Although fashion changes often, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Inappropriate Clothing:

- Clothing that exposes too much.
- Clothing that advertises something that is prohibited to minors, such as tobacco or alcohol products.
- Clothing with obscene, profane, drug related, gang related, violent or inflammatory messages.
- If a student has selected a manner of appearance that is beyond mere freedom of expression, disrupts the educational process, or presents risk to themselves or others he/she will be removed from the educational setting.

Additional Guidelines Regarding Student Appearance:

- Shorts, skirts, etc., above fingertip length are not allowed.
 - The "fingertip rule" applies even if **leggings** are worn underneath an item of clothing. This means that the shirt, sweater, skirt, or other clothing item (including holes in jeans) must be long enough that the tips of the student's fingers do not reach past the bottom of the clothing item.
 - Leggings are **not** a substitute for pants, they serve the same purpose as tights in the educational setting.
- Shorts with leotards are allowed before Spring Break.
- Halter tops, tube tops, crop tops, and half shirts are not allowed. Students shall wear tops that cover each shoulder with at least 2 inches of material.
- Shorts may be worn before November 1st and after Spring Break.
- Lipstick, lip gloss, make-up and eye shadow are not allowed.
- Hats or hoods may not be worn inside the building. Winter hats or hoods for warmth that are worn upon arrival, to and from recess, and dismissal are acceptable.
- Artificial tattoos or stamps worn on the face or neck are not allowed. Artificial tattoos or stamps worn on other parts of the body must not be distracting to the educational process.
- Due to distractions in the educational process, unnatural hair colors are **highly** discouraged (except during Halloween).

- Shoes must be worn at all times in school.
- Flip-flop footwear is not allowed.
- Sandals that completely fasten the foot in place may be worn during warmer weather, but should be worn with socks.

The final judgment as to the appropriateness of clothing worn by students lies with the building principal and/or his designee.

DRUG-FREE SCHOOLS

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives support through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever professional support is needed.

EARLY DISMISSALS

If a child is to be dismissed early from school, a request written by the parent or guardian, with the date, time, and reason for early dismissal, must be given to the teacher and the office before the child will be excused. The child must be signed out at the office. Also, in the event that the child becomes ill while in school, he or she is expected to come to the office. A student is not to leave the building or school grounds for any reason without notifying his or her teacher and the office.

ELECTRONIC COMMUNICATION DEVICES

The use or visible possession of personal electronic or battery-powered devices (e.g., pagers, cell phones, MP3 players, iPods, radios, games, CD players, etc.) is prohibited during academic school hours unless the principal grants prior approval. Students needing to use this equipment for a class or activity should receive permission from their classroom teacher or advisor. Laptop computers and hand-held devices are permitted for appropriate school use; permission is required from the classroom teacher. Misuse will result in a disciplinary referral.

Disciplinary Action: Devices will be confiscated, given to the Principal, and returned to either the student or the student's parents. A second incident will result in disciplinary action and/or the requirement that a parent must come in to the school office to claim the confiscated item.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations: 104.5 FM, WMUS 107 FM, WLCS 98.3 FM, TV WZZM 13, and TV WOTV 8. Also, be sure to check our website: www.nmps.net. Parents and students are responsible for knowing about emergency closings and delays. We regret that we cannot provide supervision and/or daycare if the school is closed.

EMERGENCY & FIRE DRILLS

The school complies with all safety laws and will conduct drills in accordance with State and/or federal law (e.g. fire, tornado, and lockdown). Specific instructions on what to do or where to go will be provided to students and, if appropriate, will be posted in designated areas. Drills may be supervised by local, state, or federal authorities.

ENROLLING IN THE SCHOOL

Students are expected to enroll and attend the school district in which they live. Students who are new to North Muskegon Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar legal document
- custody papers from a court (if appropriate)
- proof of residency
- proof of immunizations (including vision and hearing testing)

FIELD TRIPS

Students in all grade levels will participate in field trips that are relevant to the educational process. Designated staff will be in charge of field trips. Please read communication sent home regarding field trips, especially with regard to permission slips. Students are held to the same behavioral expectations as if they were at school. It is the policy of the school to require that all students ride the school bus to and from its destination. Exceptions must be made prior to the trip with the principal and with the supervising teacher. We regret that the school cannot allow siblings to attend field trips.

NME Chaperones,

Thank you for volunteering to help us out by chaperoning our students! Listed below are some items that will help to ensure that all students stay safe, are able to learn from this experience, and have a great time doing so! Thanks again for your support of our students and teachers – events like this really are not possible without your support and involvement!

1. Since you are serving in the role of a chaperone for our students, we unfortunately are not able to allow any siblings, cousins, friends, etc. to attend this event.
2. All NME students are required to ride the bus/van both to and from the event.
3. Upon arrival at school and/or the event, please check in with your child's teacher for your assignment and any details for the day.
4. Share cell phone numbers in case of an emergency. However, please refrain from using your cell phone, apps, the Internet, etc. while you are responsible for the supervision of students.
5. Please feel free to remind students of our North STARS to positively redirect them if necessary. **S**afety, **T**hink, **A**ttitude, **R**espect, and **S**uccess are expected of our students at all times. If positive reminders do not seem to be working, please get school personnel involved for assistance.

FRIDAY FLYER

Our elementary school newsletter, the Friday Flyer, is available on the North Muskegon Public Schools website: www.nmps.net. It is published online on most Fridays during the school year and is used to update and inform families of upcoming events and points of interest in the elementary school. We will also include community and family notes, memoranda, and occasional editorializing. If you would like something included, please make a written request, electronic versions are preferred. Our deadline is the previous Friday and we reserve the right to exclude or edit requests.

GRADING PRACTICES

Grades earned by students reflect the consideration by the teacher of the following:

- Assignments handed in on time, neatness, individual effort, creativity and the number of correct responses.
- Work handed in late may be marked down one grade for each day late (i.e., an A paper handed in two days late would be entered recorded as a C) unless the delay is due to an excused absence.
- Percentages and Corresponding Letter Grades for fourth and fifth grades:

A 95-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A- 90-94	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

HALLOWEEN

The school Halloween parade is held as soon after 1:00 p.m. as possible. If you would like to come and watch the children show off their costumes, you may do so. We will make accommodations for you in the designated gathering place. Students are not allowed to wear costumes that are offensive, revealing, or those that emphasize gore and violence.

HOT LUNCH SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a reasonable fee. A la carte items are also available. Students may bring their own lunch to school to be eaten in the school's cafeteria.

Students are not allowed to leave the campus without parent permission and notification to the teacher and office. Students must be signed out by a parent/guardian in the school office.

Applications for the School's Free and Reduced-Priced Meal program are available online at www.lunchapp.com. You may also receive a printed copy from the school secretary.

An online lunch payment service is now provided and available for our parents. Parent's interested in viewing their child's lunch account balance, view their child's purchase history or make a deposit to their child's account may now do so by signing up for the service at www.sendmoneytoschool.com. Part of the sign up requires your child's ID number. You may get that number by calling the school office or you may call food services at 719-4145. There is NO CHARGE to review account balances or purchase histories. There is however, a charge to make deposits. That charge covers the cost of utilizing the credit card system and is noted at each transaction. If you have any questions regarding this service please feel free to contact our food service department at 719-4145.

HOMEWORK PROCEDURE

As a general rule grades 1 through 3 may have up to 30 minutes per night. Fourth and Fifth grades may have up to 1 hour of homework per night (average). In an attempt to help students learn organizational skills, students in the 3rd, 4th and 5th grade will be provided with daily planner books.

Homework guidelines for students:

- Be certain that you understand the assignment before leaving class.
- Enter the assignments in an assignment plan book and be sure you have all the required materials before you leave school.
- Divide larger assignments into small units and do a portion each night to avoid falling behind.
- Review your daily work regularly in preparation for future tests.
- Set aside a regular time and place (away from distractions) for study.
- Always do your own work.
- If you are absent, be sure to check with the teacher regarding new/changed due dates for your assignments.
- Students who develop a habit of not doing their homework may be sent to in-school suspension until the homework is completed.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance by a set deadline. This is for the safety of all students and is in accordance with state law. Any questions about immunizations or waivers should be directed to the school secretary.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office personnel will follow the school's emergency procedures.

A student who becomes ill during the school day must request permission from the teacher to go to the office. The office staff will determine whether or not the student should remain in school or go home. Students who register a temperature of 100 degrees Fahrenheit, have vomited, or have diarrhea while at school will be required to go home. No student will be released from school without parent or guardian permission. Any student leaving before the regular dismissal time must be signed out at the office by a parent or guardian.

By law, school personnel are not permitted to dispense medication, including aspirin, without permission by the parents and/or doctor. Children should be free from vomiting, diarrhea, fever and no longer contagious for 24 hours before returning to school to avoid infecting others (this time frame may be altered upon recommendation by the Health Department). Students who are too sick to go outside for recess should be kept home. Please notify the school at 719-4200, if your child will not be attending because of his/her illness. The Muskegon County Health Department requires that schools report the nature of the illness.

If your child exhibits evidence of a rash, impetigo, pink eye, head lice, scabies, or any other contagious condition, you, or your designee, will be called to come to school and pick up your child. We don't do this to upset you, but to safeguard those who may come into contact with an infected child. If you suspect your child has an aforementioned condition, PLEASE DON'T SEND HIM OR HER TO SCHOOL.

LIBRARY DEPARTMENT

Library books are checked out using the automated library card system. The same bar-coded student ID card used for lunch service is used for checking out library books and materials. Students must use this photo ID card for checking out books and materials.

LOCKERS

Student lockers are school property and remain at all times under the control of the North Muskegon Public Schools. Students should not store any valuables in their lockers and NMPS cannot be held liable for the loss of items stored in lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice.

The following guidelines will help students ensure security of their locker and minimize theft and vandalism:

- Students are responsible for the care of their lockers and must bear the cost of any damage, which they inflict. Damage to lockers by others must be reported immediately to the Principal's Office.
- For sanitation and health reasons, students should not leave food in their lockers for more than a day.

- All lockers must be completely cleaned out at the end of the school year. The school is not responsible for items left in lockers at the end of the school year.

LOITERING

Parents of students who are not riding the bus should make arrangements to pick up their children promptly at the end of the school day. Parents should advise their children concerning going home immediately following the close of school since loitering or wandering around the school building(s) is not allowed.

LOST AND FOUND

A Lost and Found Container is placed in the greenhouse hallway. Any lost/found items not picked up by each designated student break will be given to one of several charitable organizations in the area.

LUNCH AND CAFETERIA BEHAVIOR

- Students are expected to follow North STARS behavior during their lunch period.
- Students are expected to walk quietly in the hallways going to and from the cafeteria and playgrounds.
- Students who engage in inappropriate behavior such as throwing food, taking food from others, running, talking loud, or ignoring lunchroom/playground supervisors will be subject to disciplinary action.
- Students who are receiving hot lunch will line up along the food service window in an orderly fashion. Students taking cold lunch may proceed into the cafeteria. If they wish, there will be a line where they may purchase a milk or juice without having to wait in the hot lunch line.
- Students may not take or give cuts in any line.
- Students may purchase hot lunches at any time since a debit card system is in place, and lunch credits may be added in any amount parents wish to pay. We recommend paying for at least two or more weeks in advance so that students have enough in their accounts when the need arises. Send checks to school in an envelope with the student's name, teacher's name and amount enclosed, as well as "Hot Lunch" on the outside of the envelope.
- Students who forget their lunch or do not have enough in their accounts will be charged for a hot lunch and may pay the next day. After one time forgetting or not having enough in their account to pay for hot lunch, the student will be given a limited selection of food items offered; usually that means a salad and milk.
- Students are expected to keep their eating area clean and pick up after themselves. Unused milk or juice will be emptied into a designated waste pail before disposing the carton or bottle into the trash/recycle container.

The North Muskegon Public School Food Service Department meets the nutrition standards and dietary guidelines that are specified in the Regulations for the Federal Type A Program. If you should have any questions, comments or concerns, please contact the Food Service Department.

MEDICATION ADMINISTRATION

The administration of medication by school personnel shall be authorized and performed in those circumstances which render the administration of the medication at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the school principal or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:

- I. The "Request for Administration of Medication" form must be signed by the student's parent/guardian and physician and filed with the building principal.
- II. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - a) student's name, address, telephone number
 - b) physician's name, address, telephone number
 - c) date
 - d) pharmacy name, address, telephone number
 - e) name of medication
 - f) prescribed dosage and frequency
 - g) possible side effects
 - h) termination date for administering the medication
 - i) special handling and storage instructions
- III. The medication must be brought to school in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.
- IV. The office secretary or other designated school personnel will:
 - a) Inform appropriate school personnel of the medication
 - b) Keep a record of the administration of the medication
 - c) Keep the medication in a locked cabinet, work room, or storage area
 - d) Hold unused medication for 5 days after the close of school to be picked up by parent/guardian
- V. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in the medication, including the discontinuation or modification of the medication.

- VI. The student's parent/guardian assumes sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and taking the prescribed medication.
- VII. A record shall be maintained which indicates the time/date of medication, the amount of medication and the adult witness present. This form shall be signed by the adult designated to administer medication.

MICHIGAN MODEL HEALTH EDUCATION

North Muskegon Elementary uses the Michigan Model as its health education curriculum. The Michigan Model materials are available to all parents for review. Parents interested in reviewing instructional tools should contact the elementary office to make arrangements to loan out the media utilized by the teaching staff. A copy of the scope and sequence of the program which identifies the topic areas in each grade level is also available. **Parents who choose to exclude their child from all or portions of the model should contact the classroom teacher in writing so that arrangements can be made to accommodate this request.**

MOVIE and VIDEO: Board of Education Policy #7495

"The board supports the viewing of movies and videos for the district's students in order that the student may efficiently and completely accomplish his/her education goals."

"The showing of movies and videos will be limited to the following:

- G-rated – general audiences only
- PG/PG-13 with written parental permission via the teacher
- Culturally enriching content
- Literature-based content
- Curriculum-enriching content"

MUSIC DEPARTMENT

We have a very successful music program in our school which requires significant dedication and commitment on the part of students, parents and teachers. We consistently witness quality when our students perform and believe the experience gained supports the acquisition of a fine education. Typically, vocal music, instrumental music, and strings are offered at various grade levels.

NORTH STARS PROGRAM

During the 2010-11 School Year the faculty initiated the North STARS Program.

S represents Safety; **T** represents Think; **A** represents Attitude; **R** represents Respect and **S** represents Success. Each one of these themes is defined in a well-defined table which is included in the appendix of this handbook. Please refer to this table to read about what expectations are expected for students and staff in each area of the building. The classroom teachers will develop their own classroom expectations for each theme with their students. This is part of the positive behavior interventions and support program that we call North STARS. We will wear our North STARS shirts once weekly to remind us of our goal of all students behaving in a positive manner. We have a PBIS North STARS team that meets monthly to review and assess our progress. The referral forms for misbehavior have been dramatically modified and are now done online so that we can track behavior issues in particular areas. This helps us develop strategies and interventions for the areas in need.



Norma Norsemen



Norman NORSEMEN

Notification of Family Rights Under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the above Federal regulation, North Muskegon Public Schools has established the following guidelines and procedures. FERPA affords parents and eligible students (over age 18 with full majority rights) certain rights with respect to the student's educational records. These rights include:

1. The right to review the student's educational record within forty-five (45) days of the date the school receives a request for access.
Procedure: Parent(s) or eligible students should submit a written request which identifies the record(s) they wish to review. Requests should be directed to the Principal (see below). The school will make arrangements for the review and will notify the parent(s)/eligible student of date, time, and place where the record(s) may be reviewed.
2. The right to request the amendment of the student's educational record, when the parent(s)/eligible student believes it to be inaccurate.
Procedure: Parent(s) or eligible students may write to the Principal to request an amendment of a record. The request should clearly identify the portion of the record they want changed and specify why it is inaccurate. If the school determines that an amendment is not warranted, the Principal will provide written notification of that decision and advise the parent(s)/eligible student of their right to a hearing regarding the denial. Procedures for that hearing will be provided with the notification.
3. The right to consent to disclosures of personally identifiable information contained in the student's record. Disclosure without consent is permitted only when:
 - It is to a recognized school official with a legitimate educational interest in the record required to fulfill his/her professional responsibility.
 - It is to an official of another school district in which the student seeks or intends to enroll and that district has requested the record.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure of the school district to comply with the requirements of FERPA. Complaints should be registered with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The District has established the following information about each student as “directory” information. This material may be released to any requesting party, including media, unless a parent, guardian, or eligible student files a written notification to the contrary within ten business days of the publication.

Procedure: Parent(s) or eligible students should send a written request to the Principal (see below) specifying that directory information may not be released without consent.

Directory information includes any or all of the following:

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance, date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

A copy of the Board of Education policy and accompanying District regulations are available at the **Muskegon Area Intermediate School District**, 630 Harvey St., Muskegon, MI 49442.

North Muskegon Elementary Principal
Dr. Steven J. Sanocki
1600 Mills Avenue
North Muskegon, MI 49445

North Muskegon Middle/High School Principal
Mr. Ken Byard
1507 Mills Ave.
North Muskegon, MI 49445

PARENT PORTAL – PowerSchool

North Muskegon Schools integrated a student software system called PowerSchool. PowerSchool is a web-based product which is accessible anywhere and the data is protected with passwords and security measures. It offers a powerful tool to communicate school data to students and to people authorized to view this information.

PARENTS, VISITORS, AND GUESTS

We welcome parents, visitors, and guests to NME! However, to maintain school safety and order, a Visitor Pass must be acquired at the Elementary Office to obtain access to the school. In order to accommodate adults waiting for student dismissal, a designated waiting area is provided outside of the main office in the “Greenhouse”. Students may not bring visitors from other schools without prior permission of the teacher and principal.

Thank You for Visiting NME Today!

Thank you for taking the time to visit our school today! We take great pride in our staff, students and parent /school partnerships! Our students are used to procedures and routines that help them to be successful in the school environment. To keep you “in the loop,” we have provided the following list of items that will assist us in carrying out our work together today:

1. Visits longer than 10 minutes should be coordinated with the teacher at least one day in advance. This advance notice allows the teacher/staff member to prepare a space for you in the room as well as to prepare some tasks and procedures for you as a member of our learning community.
2. In accordance with our safety procedures, we will ask you to sign a background check release form if you do not already have one on file for the current school year. Visits cannot occur until we are able to complete the background check.
3. Upon your arrival or departure from the school campus, please check in at the school office for a visitor’s badge and to sign-in/sign-out. Also, please touch base with the classroom teacher/staff member as you arrive/leave.
4. Due to laws protecting the rights and safety of all students, please refrain from using cell phones, photo, audio, and/or video recording devices while in the school environment, unless asked by the teacher/staff member.
5. NME operates under a Positive Behavior Intervention and Support system called the North STARS. Safety, Think, Attitude, Respect, and Success are expected of our students at all times. If you see something that troubles you with regard to student behavior, please get school personnel involved for assistance.

Thank you so much for visiting us today! Enjoy your time with our students and staff!

PARENT-TEACHER CONFERENCES

We encourage discussions between teachers and parents. Parents should call 719-4200 and leave their name and number so that the teacher can return the call. At the time that the call is returned, a conference may be scheduled or concerns may be resolved by way of a phone conversation. Impromptu conferences are discouraged.

PARTIES

Each class is allowed three celebrations each year. We do not allow the passing out of invitations to private parties at school. Invitations should be mailed or hand delivered to households.

PHOTO USE POLICY

Parents of North Muskegon Public Schools children are hereby notified that the school often publishes for public view the names and/or pictures of North Muskegon students. The purpose varies and may involve honor rolls, attendance list, special awards or photos, athletic rosters, etc. If, for any reason, you do not wish your child’s name to be published, please contact the school office and/or reference our website for an opt-out form. This notice is in compliance with the Rights and Privacy Act PL 93.380.

PLANNED ABSENCES (HUNTING, VACATIONS, ETC.)

Foreseeable absences should be arranged in advance by presenting a written explanation to the teacher and the office. Parents are responsible for picking up the assignments missed. Class assignments missed during the proposed absence should be satisfactorily completed and given to the teacher in the timeframe outlined by the teacher.

Public Notices

<p>Safe & Drug Free Schools & Communities Act</p> <p>North Muskegon Public Schools (NMPS) recognizes and abides by the standards of the Safe & Drug Free School & Communities Act and the Drug Free Workplace Act.</p> <p>These standards prohibit the unlawful manufacture, possession, use, sale, distribution, or concealment of illegal drugs and alcohol in school programs, school vehicles, school premises, and at school sponsored activities on and off school property. Drugs include all controlled substances as defined by law, as well as “look-alike” drugs, steroids, and alcohol. These standards apply to all North Muskegon Public School students and staff.</p>	<p>Americans with Disabilities Act Section 504</p> <p>The Americans with Disabilities ACT (ADA) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. (Parents who believe their child may have a disability that substantially limits the child’s ability to function properly in school)</p>
<p>Pesticide Control Act</p> <p>North Muskegon Public Schools utilizes certain pesticide products from time to time at its various school facilities. Some are applied by contractual vendors and a few are applied by staff. All are applied in accordance with the Pesticide Control Act of 1976.</p>	<p>The School Code of 1976 as amended 1995 Public Act 289, Section 10</p> <p>It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive environment.</p>
<p>Tobacco Free Premises</p> <p>In accordance with Public Act 140 of 1993, the use of tobacco products on District premises is prohibited. This prohibition applies to all buildings, parking areas, sports facilities, school vehicles, and other District property.</p>	<p>Asbestos Hazard Emergency Response Act</p> <p>In April 1996, the Materials Testing Company completed regularly scheduled inspections. Routine six-month inspections were performed by district personnel as a part of our “Management Plan.”</p> <p>Asbestos materials were confirmed in North Muskegon Public Schools. They were found to be in good condition and present no danger to students, staff or visitors. If and when any changes occur, employees and parents will be promptly notified.</p>
<p>Non-discrimination Policy</p> <p>North Muskegon Public Schools does not discriminate against individuals on the basis of their disabilities. This non-discriminatory obligation, under Section 504 of the Rehabilitation Act of 1973, applies to admission or access to, participation in, or treatment or employment in, its programs and activities.</p> <p>In addition, it is the policy of the Board that no one on the basis of race, color, religion, national origin, creed or ancestry be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in any program or activity for which the Board is responsible.</p>	<p>Freedom of Information</p> <p>Public Notice is hereby given of the rights of parents to inspect and review school records regarding their children, to make any necessary corrections to them, and to know what kinds of records are kept, who maintains them, and who may have access to them. Consult your child’s teacher or principal concerning this matter. When a student moves to another school district, records will be transferred when requested by the receiving district without prior consent of the parent.</p>
<p>Questions regarding these notices?</p> <p>Any district parent, guardian, or care provider desiring additional information may contact: Superintendent’s Office at 719-4100.</p>	

SALES AND SOLICITATIONS

All sales and solicitations within the school by individuals, groups, or businesses must have the approval of the building administrator. All school club or group fundraisers must have previously completed the fund raising request form and received administrative approval. A student may not sell any item(s) to school personnel or another student for individual profit.

SCHEDULING OF SCHOOL FACILITIES

Arrangements for the use of school facilities by school organizations or community groups must be scheduled through the elementary office. Student organizations/activities must be properly supervised.

SCHOOL HOURS

First bell	7:55 a.m.
Tardy bell	8:00 a.m.
Morning DK	Dismiss at 11:15 a.m.
Afternoon DK	Begin classes at 11:55 a.m.
Dismissal	3:10 p.m.
½ Day Dismissal	11:25 a.m. for all students

A parent/ visitor waiting area is available in the Greenhouse hallway from 7:45 a.m.–8:00 a.m., 11:45 a.m.-noon, and 3:05 p.m.–3:30 p.m. each day. *Please do not wait for students in the halls outside of their classrooms* as this causes distractions for teachers and students.

SCHOOL PICTURES

The school brings together the students and a photographer on a day convenient to both and screens the photographer's services so the best package for the best price may be available to school families. All students are photographed at this time regardless if pictures are purchased so that a school ID card with a barcode can be issued with a photo of the student. The first ID card is free. Replacements will be issued at a cost for replacement.

SCHOOL SONGS

Fight Song

(Fight Song Tune: Notre Dame Victory March)

Cheer for the Gold and the Blue
Come on you fellows – Yes, we mean you.
Give our team a mighty shout,
Sure we will win – there is no doubt.
It makes no difference what we go through,
Still North Muskegon, we cheer for you,
While our team is marching, marching
Onward to victory!

Norsemen, Hail

Alma Mater

In between the calm lake waters,
Scenes we call our own,
Spreads our North Muskegon campus,
Fairest ever known.
Swell the chorus, let it echo
Over hill and vale.
Cheer for Blue and Gold, our colors
Norsemen, hail, all hail!

SEXUAL HARASSMENT

A. **Verbal:** The making of written or verbal sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, and threats made to a fellow student, staff member, or other person associated with the district.

B. **Nonverbal:** Placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. **Physical Contact** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, or pushing the body, with a fellow student, staff member, or other person associated with the district.

- Sexual Harassment incidences will be treated as major violations of the discipline code.

The current Code of Conduct Behavior/Disciplinary Referral form, North STARS positive behavior expectations, and anti-bullying rubric are available in the Elementary Office upon request.

SHOW AND TELL

All items brought into school for show and tell must be school-appropriate, and if questionable, be cleared with the teacher in advance to ensure school safety and health. Pets are to be brought to school only with the specific permission of the teacher.

STUDENT ASSIGNMENT & PARENT REQUESTS

We take great pride in the fact that much thought, collaboration, and consideration goes into each child's classroom placement. In fact, we have worked collaboratively as a professional staff over the last several months to improve our system of student placement, taking into account many factors such as:

- gender (for balance),
- academics (especially in the core areas of Reading, Writing, Math, Science, and Social Studies),
- multiple points of data (e.g., M-STEP, SMI, SRI, F&P, benchmark testing, and report card grades),
- behaviors (including social, emotional, and the North STARS),
- support services (including academic and other program/service support),
- parent requests (through our formal request process),
- and teacher input (including homeroom teachers, specials teachers, and the principal).

In short, we try to achieve the very best balance in each class, grade level, and therefore the entire school. Thank you so much for your continued trust and support as we partner with you as parents!

While no process or procedure is ever completely perfect, we are confident that this placement will be a great match for you and your child. However, should changes need to occur over the summer for balance purposes due to students moving in or out of the district, rest assured that the same collaborative process will occur and that you will receive a personal call from the school to discuss any potential changes from what is listed above.

When we enter into the class list process, parent information will be considered as an important factor; however, the faculty and administration are committed to weigh all factors in creating classes. This may require the assignment of students to classrooms other than the ones requested by parents.

When we create classes we consider the following objectives:

- Assign students to teachers who can best meet individual student's needs by matching teaching and learning styles.
- Structure classroom populations to be heterogeneous.
- Assign an equal number of students to each section of a given grade level.
- If possible, distribute an even number of boys and girls to each classroom.
- Group students who work well together and separate students who do not work well together.

North Muskegon Elementary faculty takes pride in knowing the children very well and also take pride on the high caliber of our teachers. To submit a teacher request, a form must be completed and turned into the elementary office by the first Friday in May. This form will be available in the elementary office. Parents are asked to provide one or two paragraphs explaining the educational needs for their child. **Parents of any one student are limited to asking for a particular teacher two times during their elementary experience, DK –Five.**

STUDENT ENTRANCES

In order to maintain a safe environment when entering the building, students will be assigned entrances. Before school, students will line up at their assigned entrance and staff members will permit them to enter the building when the bell rings.

STUDENT FEES AND FINES

- An annual activity fee of \$25/student will be assessed. In addition, specific fees for some field trips and programs may be assessed. Such fees or charges are determined by the cost of the trip or program. The school and staff do not make a profit. See page 14 for detailed information regarding the activity fee.
- Fees may be waived in situations where there is a financial hardship. Please feel free to contact the principal if there is a need for financial assistance.
- Students using school property and equipment may be fined for excessive wear and abuse of the property and equipment. The fine is intended to cover the cost for damage and/or excessive wear or abuse, not to make a profit.
- Late fines can be avoided when students return borrowed materials promptly. The materials used will be needed by other students.
- Failure to pay fines, fees or charges will result in the withholding of report cards.

STUDENTS LEAVING THE DISTRICT

Parents should notify the principal's office at least two days prior to the final date the student(s) will leave the district. Record of tests and other pertinent data will be forwarded upon request from the new school.

STUDENT RECORDS

If you would like to check your child's cumulative records, please call and let us know when you plan to come. Student files may be viewed in the school office.

TECHNOLOGY

Students at North Muskegon Elementary will have classroom computers available to them from the discovery kindergarten level through the fifth grade level. In order to safeguard these expensive systems, the following user responsibilities have been approved by the Board of Education:

- Computers are for school use only
- Users will access authorized files only
- Use school appropriate material only
- Obtain permission before using personal media
- Keep virus programs off school equipment
- Properly use and care for hardware and software
- Use only the network user ID assigned to you
- Maintain the privacy of passwords at all times
- Report any violations of privacy
- Adhere to copyright policies
- Use appropriate language

TECHNOLOGY CODE OF ETHICS

Use of technology at North Muskegon Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. Interacting with the learning tools provided by technology will furnish a graduate with many of the job readiness and learning skills required by our evolving business and educational community. But with access comes responsibility - both for the equipment and for the information accessed and created through the use of technology. Users working within the guidelines of the North Muskegon Technology Code as outlined will receive the maximum benefits of the network.

Each user of technology shall read the following Rights, Responsibilities, Printer Usage, Internet Acceptable Use and Disciplinary Action statements and sign the User's Responsibility Declaration form which follows prior to accessing or using technology.

North Muskegon Public Schools Technology Acceptable Use Policy

In compliance with the Children's Internet Protection Act (CIPA), North Muskegon Public Schools limits student access to the Internet by the use of a Federally approved CIPA filter appliance.

North Muskegon Public Schools provides a full range of electronic information services, including Internet access, to students and staff. Use of technology at North Muskegon Public Schools is a privilege that is intended to enhance learning, develop the ability to use technology as a tool for improved productivity and communication, develop essential electronic information research skills, and exchange information.

With access to technology comes responsibility - both for the equipment and for the information accessed and created. Users need to familiarize themselves with these responsibilities. Failure to follow them will result in loss of network privileges and/or disciplinary action as outlined in the Technology Acceptable Use Policy and respective Board of Education policies.

Unless otherwise specified, the following regulations shall apply equally to all students, employees, volunteers, and all other users of technology at North Muskegon Public Schools. Employees, volunteers, and users outside the school community may have additional obligations or access privileges owing to the nature of their positions.

The District shall not be held responsible for any individual's inappropriate use of its technology in violation of the law. Each user shall be held personally, civilly and criminally responsible for any violations of the law. The District has the right to revoke the user's access privileges at any time for any reason

Each user of technology shall read the Technology Acceptable Use Policy and sign the North Muskegon Public Schools Acceptable Use Agreement Form. Use of District technology shall constitute agreement and consent to abide by the terms set forth in the Technology Acceptable Use Policy.

1. Personal Safety

- ▶You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, etc.
- ▶You may be allowed to access email accounts for research and other content related activities with the permission of your instructor. You will promptly disclose to your instructor or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- ▶You will not instant message, enter chat rooms, blogging sites, or live journal sites unless a teacher specifically instructs you to utilize a web site that District administration has approved.

2. Prohibited Activities

- ▶You will not attempt to gain unauthorized access to the Network/Internet or to any other computer system through the Network/Internet or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- ▶You will not download any software from the Internet onto school computers, such as: games, MP3 files, instant messenger, and screen savers.
- ▶You will not install any software on the computer system unless preapproved by the Technology Curriculum Committee or the Technology Administrator.
- ▶You are not allowed to set up or use a proxy server for internet access.
- ▶You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- ▶You will not engage in electronic cheating of any form, such as, creating files with answers to tests or quizzes, sharing or collaborating files with assignments for other students use, threatening the safety of a person, using PDA's to beam answers, etc...
- ▶Vandalism will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data, hardware or software belonging to the District, another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Users will be required to make full financial restitution for any damages.
- ▶You are prohibited from using district technology for private business or personal gain, for product advertisement or political lobbying, or for making any unauthorized financial commitments.
- ▶You are responsible for seeing that no hardware is disconnected, removed or relocated.
- ▶You are responsible for following the rules established in various labs or classroom areas.

3. System Security

- ▶You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- ▶Online access of academic and attendance information for parent and student viewing may be provided. Access to view account and confidential information is only as secure as the user keeps their account password and identification.
- ▶You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- ▶You are responsible for ensuring that no software is relocated, modified or abused in any way. Modifying software includes changing screen savers, icon names, adding or removing icons, preference options in Internet Explorer, etc.

4. Inappropriate Language

- ▶Restrictions against inappropriate language apply to public messages, private messages, and material posted or viewed on Web pages.
- ▶You will not use or purposefully view obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- ▶You will not post information that could cause damage or a danger of disruption.
- ▶You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- ▶You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Using email to harass or threaten is a federal offense and will be dealt with accordingly.
- ▶You will not knowingly or recklessly post false or defamatory information about a person or organization.
- ▶Transmission of obscene material is a federal offense and will be dealt with accordingly.

5. Respecting Resource Limits

- ▶You will use the system only for educational, career development, and school related activities.
- ▶You are responsible for practicing printing conservation. Conservation is defined as printing only what is needed and using what is printed.

6. Plagiarism and Copyright Infringement

- ▶You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- ▶You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Users must assume that everything on the Internet is copyrighted unless it specifically states that it is "public domain".
- ▶Fair Use Guidelines and District Board Policy on copyright will be followed.

7. Inappropriate Access to Material

▶You will not use the Network/Internet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

▶If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.

▶Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

Your Rights

1. Free Speech

Your right to free speech, as set forth in the disciplinary code, applies also to your communication on the Internet. The Network/Internet is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons.

2. Searches and Seizure

▶You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.

▶Routine maintenance and monitoring of the Network/Internet may lead to discovery that you have violated this Policy, the disciplinary code, or the law.

▶An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

▶Messages and documents are the property of the District, and the District has the right to supervise the use of such property. Users shall have no expectation of privacy when using District technology.

▶Your parents have the right at any time to request to see the contents of your electronic files.

3. Due Process

▶The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network/Internet.

▶In the event there is a claim that you have violated this Policy or disciplinary code in your use of the Network/Internet, the claim will be handled in a manner described in the disciplinary guidelines and/or student handbook.

Limitation of Liability

The District will observe all requirements of CIPA and COPA. The District has taken precautions to restrict access to controversial materials via procedures and web filtering. On a local or global network, however, it is impossible to control all materials and a user may discover controversial material and visually explicit materials. The District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to a minor. However, it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

North Muskegon Public Schools makes no warranties of any kind, whether expressed or implied for the service it is providing. Online access to academic or attendance information may be provided. The District will not be held responsible for any disclosure of information that occurs as a result, directly or indirectly, of the failure to safeguard the password or account identification information. Use of the school district technology systems is at the user's own risk. These systems are provided on an "as is" "as available" basis. The school district will not be responsible for any damage the user may suffer, including but not limited to loss, damage, or unavailability of data stored on the school district hard drives or servers. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district systems or the Internet.

Student Disciplinary Guidelines

Students will be disciplined for violating the responsibilities outlined in the Acceptable Use Agreement and summarized on the Acceptable Use Agreement Form. He/she can reasonably expect the following action to be taken:

- **First Offense** – The student will lose all technology privileges for 10 school days (two weeks). The offense will be recorded in the student's file. The student will review the Technology Code with the appropriate staff member before computer privileges will be reinstated.
- **Second Offense** – The student will lose all technology privileges for 30 school days (six weeks). The offense will be recorded in the student's file. The student will be expected to write a technology behavior plan before technology privileges are restored. This plan will be signed by the student, her/his parent, building technology coordinator, and an administrator.
- **Third Offense** – The student will lose all technology privileges for 180 school days (one full school year). The offense will be recorded in the student's file. When privileges are reinstated, they will be so on a limited basis.
- **Any violation which affects the integrity of the network will result in permanent removal from the network for the remainder of the school year.** Users will be required to make full financial restitution of any unauthorized expenses incurred or any damages caused.
- **The school administration reserves the right to administer disciplinary action in a discretionary manner and may vary from those outlined above.**



**Grades Preschool – 2
Technology Acceptable Use Agreement Form
North Muskegon Public Schools**

Name: _____

Teacher: _____ Grade: _____

Access to technology at North Muskegon Public Schools is a privilege to users who agree to act in a lawful and responsible manner. It is important that students act in a responsible way that adheres to school policy. In this way, the advantages that we all can gain from this resource will remain a positive influence in the development and growth of our students.

As a student, I agree:

- I will use all hardware and software with care and respect.
- I will follow the directions of the adult in charge.
- I will only use software approved by a teacher.
- I will not give out my name, address, or any other personal information over the Internet.
- I will only go to places on the Internet that are approved by a teacher or the adult in charge.
- I will tell a teacher or adult immediately if I come across something that is wrong.
- I agree to help others follow these rules.
- In the event I do not follow these rules, I will lose the privilege of using the technology for amounts of time determined by the teacher or principal.

As a parent or legal guardian of the student, I agree:

- I have read and discussed the guidelines with my student.
- I grant permission for my student to use the information resources, services and network of North Muskegon Public Schools.
- I agree to release the North Muskegon Public Schools and staff from any liability or damages that may result from the actions of my student.
- I agree to accept all financial and legal liabilities, which may result from the actions of my student in regards to the use of the information resources, services and network of North Muskegon Public Schools.
- I understand that video clips or photographs of students involved in classroom instructional activities may from time to time be displayed on a building or classroom webpage.
- I understand that my child's violation of these guidelines will result in the loss of privilege of using the information resources, services and network of North Muskegon Public Schools.

As the parent or guardian of this student, I understand the importance of proper use of technology as outlined in the Technology Acceptable Use Policy located in the student handbook, District Homepage and summarized above. I understand that this access is designed for educational purposes only. I recognize that it is impossible for the North Muskegon Public Schools to monitor the quality of all materials obtained through third party sources and I will not hold them responsible for materials acquired on the network. I will emphasize to my child the importance of following the rules for personal safety.

I hereby give permission to issue an account for my child and certify that the information contained in this form is correct. Please sign in the appropriate space below. (Note: By signing below you are agreeing to the terms described in this agreement.)

Parent/guardian signature: _____ Date: _____

Printed name of parent/guardian: _____ Phone: _____

Grades 3 - 12
Technology Acceptable Use Agreement Form
North Muskegon Public Schools



As a student of North Muskegon Public Schools, I understand and will abide by the full Technology Acceptable Use Policy found in the student handbook, District Homepage and summarized below. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

As a student, I agree:

- To use the information resources, services and network for educational purposes.
- To follow accepted rules of behavior as listed in the student handbook.
- To protect the privacy of my username and password from others.
- To not make copies of, or modify files, data or passwords belonging to other users, or to use their name and password.
- Not to reveal personal information, such as name, address and telephone number, without written permission from my parent or guardian.
- To follow the rules of copyright laws.
- Not to harm or destroy hardware, software or data.
- Not to participate in any actions, which may be considered inappropriate or dangerous to the integrity of the information resources, services and network of the district.
- Not to change my computer settings.
- To immediately notify my teacher should I access something questionable.
- Not to instant message, enter chat rooms, blogging sites, or live journal sites unless specifically instructed to utilize an approved site by a teacher.
- Not to set up or use a proxy server for internet access.

Signature of student: _____ Date: _____

Printed name of student: _____ Graduation Year _____

As a parent or legal guardian of the student signing above:

- I have read and discussed the guidelines with my student.
- I grant permission for my student to use the information resources, services and network of North Muskegon Public Schools
- I agree to release the North Muskegon Public Schools and staff from any liability or damages that may result from the actions of my student.
- I agree to accept all financial and legal liabilities, which may result from the actions of my student in regards to the use of the information resources, services and network of North Muskegon Public Schools.
- I understand that video clips or photographs of students involved in classroom instructional activities may from time to time be displayed on a building or classroom webpage.
- I understand that online access to academic or attendance information may be provided. The District will not be held responsible for any disclosure of information that occurs as a result, directly or indirectly, of the failure to safeguard the password or account identification information.
- I understand that my child's violation of these guidelines will result in the loss of privilege of using the information resources, services and network of North Muskegon Public Schools.

As the parent or guardian of this student, I have read the Technology Acceptable Use Policy for district instructional technology use. I understand that student access to the Internet is designed for educational purposes and that the District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to a minor. However, I recognize that it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the District (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. I will emphasize to my child the importance of following the rules for personal safety. I hereby give permission to issue an account for my child and certify that the information contained in this form is correct. Please sign in the appropriate space below. (Note: By signing below you are agreeing to the terms described in this agreement.)

Parent/guardian signature: _____ Date: _____

Printed name of parent/guardian: _____ Phone: _____

TELEPHONE USAGE

A telephone has been placed in the office for the students to use. Permission from a teacher is required before a student may use the phone. Arrangements to stay overnight or go home with another student *must* be made prior to arriving at school.

TOO SICK FOR SCHOOL?

Too Sick for School?

Winter is coming—and so are winter colds and other illnesses that attack young children. You don't want your child to miss school; but neither do you want to send a sick child to school and endanger him or her and other children as well. When *should* your child stay home from school? Here are a few guidelines you might wish to follow:

* A runny nose, or "leaky faucet" is the way many children respond to pollen, dust, chalk, or simply a change of season. If it isn't a common cold, than it's an allergy and allergies aren't contagious. Don't keep the child home.

* A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting "right," has difficulty breathing, or is becoming dehydrated, it could be serious. Check with your pediatrician right away.

* Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult a doctor and keep your child out of school until the illness passes. However, a single episode of diarrhea or even vomiting, unaccompanied by any other symptoms, may not be reason enough for the child to miss school. BUT...please make sure we know how to reach you or another responsible adult during the day, in case diarrhea and /or vomiting recurs and your child needs emergency attention. (This is an important rule to follow *whenever* you send your child to school with any of the symptoms mentioned here.)

* Fever is an important symptom; when it occurs *along with* a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever and for an *additional* 24 hours after the fever has passed.

* Strep throat and scarlet fever are two highly contagious conditions caused by a streptococcal (bacterial) infection. They usually arrive with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will also appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by a physician. After 24 hours on an antibiotics, a child is

usually no longer contagious and may—with a doctor's permission—return to school.

* Chicken pox, a viral disease, is not life-threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red spots (with "watery" centers) on the back, chest, and/or face, the chances are good it's chicken pox. Please tell us if it is; it's important that schools know this information. Keep your child home for at least a week from the time you first noticed the symptoms and at least two days after the last spot has appeared, whichever period is longer.

* Measles (or Rubella) is a viral infection that attacks a child's respiratory system, causing a dry, hacking cough, general weariness, inflamed eyes, and fever. If these symptoms appear, keep your child at home and consult your doctor right away to avert more serious complications. If it is confirmed as measles, please let us know so we may be alert to symptoms appearing among other children at school. The measles rash of tiny hard red bumps will next appear on the child's face, behind the ears, and down the body. Your doctor may advise you to keep your child home for several days *after* the rash has disappeared, also.

* Conjunctivitis or pink eye is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching, and producing a whitish discharge. Minor cases (caused by a virus) and severe cases (caused by bacteria) require treatment with prescription eyedrops. Best to keep your child home until your doctor says it's all right to return.

* Ear infections are also contagious and, unless properly treated, can cause permanent hearing damage. Here again you should follow the 24-hour rule for fever and antibiotic therapy.

* Mites and lice, once brought into a home or school, can quickly produce an epidemic of wholesale itching and scratching. Mites are tiny insects in the same class as spiders and ticks: they irritate the skin and cause scabies. Lice are tiny parasites (like ticks) that thrive on the warm, damp scalps of children. Caution your child against sharing anybody else's combs and brushes or clothing, especially hats. If your child becomes a "host" to mites or lice, check with your doctor for the most effective way to disinfect your child—and all the child's clothing and bedding.

TRANSPORTATION

Our Transportation Department is directed through the Superintendent's Office. Parents should direct questions concerning the Transportation Department to the director's office at 719-4145.

VIDEO/AUDIO SURVEILLANCE

North Muskegon Public Schools uses video and audio surveillance in all public areas to ensure the safety of its students, staff, and campus. The wearing of hats, hoods, caps, sunglasses, bandanas, or other clothing that hinders the visual identification of students or adults is prohibited during the school day, which includes all time between 7:30 am and 3:30 pm. Recorded images will be used in discipline matters or in the prosecution of any person who violates civil law.

WALKING OR RIDING BICYCLES TO SCHOOL

Parents within the one mile bus limit should encourage their children to walk to school whenever possible. If it becomes necessary to transport children, parents should discuss with them what to do if they are delayed.

If a student is walking to school:

1. Walk on the sidewalk.
2. Cross only at corners or where there is a marking for a crosswalk.
3. Go directly to and from school.
4. Stay out of the school parking lot area.

If a student is riding a bicycle to school:

1. Students riding bicycles have the same rights and duties given the drivers of automobiles.
2. Bicycle traffic travels in the same direction as automobile traffic.
3. Keep to the right hand side and near edge of the street.
4. Bicycle riding or roller blading is not permitted on our school playground or on the sidewalks bordering our school grounds area during school hours.
5. Helmets are highly recommended.
6. Students may not ride bikes through the parking lot.
7. Bicycles are to be chained and locked in the bike racks provided in order to avoid theft. The school cannot be held responsible for lost or stolen bicycles.

WEAPONS AT SCHOOL

State and Federal laws prohibit students from possessing weapons anywhere on school property or school-sponsored events. Guns, ammunition, knives or fighting implements such as throwing stars or fighting sticks, etc. are all illegal. Look-alike weapons and/or toys are not permissible unless prior authorization has been given by the teacher and the principal. There is very little leeway on this law and possession of even a small pocket knife could result in student suspension or expulsion. Students who make threats and/or threaten to kill/harm someone are subject to suspension and possible additional discipline and/or counseling.

WEBSITE

Please visit our website at www.nmps.net. Information is provided there daily and weekly to keep parents and students informed of the many happenings at North Muskegon Schools.



North Muskegon Public Schools Communication Opt-In Agreement

A law revised in 2015 requires schools to add a signature or OPT IN agreement regarding calls and texts from automated mass calling systems to mobile devices. These updated regulations require that we get approval from families to use their contact information for school district communication via our mass calling system (SchoolMessenger).

I understand my contact information will be used for school district communication including emails, automated phone calls and texts to my mobile device.
****Please note: If this form is not signed and returned to the school office, you will not receive important communication from North Muskegon Public Schools.**

Printed Name: _____

Signature: _____

Date: _____



North Muskegon Public Schools

Criminal History Check Authorization and Release

I understand the information provided will be used to conduct a name check of the Michigan State Police Central Records Division Criminal Record File. I hereby authorize the release of all conviction information that pertains to me.

Signature

Date

Printed Name: _____

Former Name(s): _____
(Maiden, Married, etc.)

Date of Birth: _____ Race: _____ Sex: _____

Have you ever been convicted of a felony? _____

In which building will you be volunteering? _____

Activity: _____ Date of Activity: _____

Student Name(s): _____

Please complete and return this form to the office by September 11, 2017.

****We must receive this completed form a minimum of 1 week prior to chaperoning any field trip. ****