

# **Arvon Eagles 2009 - 2010 Handbook**



**GROWING ROOTS  
SPREADING WINGS**

Arvon Township School  
21798 Skanee Rd.  
Skanee, MI 49962  
906.524.7336  
[www.arvontownshipschool.org](http://www.arvontownshipschool.org)

## **VISION**

Arvon Township School is a place for the community to gather around its children to nurture academic, individual and social growth.

## **PHILOSOPHY**

Arvon Township School believes that all students can learn essential skills at each grade level, regardless of family background, socioeconomic level, or gender. We believe that the small multiage environment of Arvon Township School offers collaborative learning opportunities. It provides younger students with more exposure to higher-level concepts and older students with reinforcement of previously learned skills.

## **MISSION STATEMENT**

Arvon Township Schools will set a strong academic foundation to ensure all students succeed in scholastic endeavors within a clean, safe, disciplined, and attractive learning community. The ultimate mission of the Arvon Township School, in partnership with homes and community, is to provide a collaborative learning environment that enables all students to become respectful, self-motivated, independent learners who can successfully adapt and contribute to our ever-changing society.

## **GOALS**

1. All students will learn appropriate grade level skills as designated by Michigan's Grade Level Content Expectations and Michigan Model Content Standards in reading-language arts, mathematics, science and social studies.
2. All students will learn and practice real-life problem solving skills.
3. Parents and community will be invited and urged to attend school events and activities.

These goals will be accomplished with ongoing curriculum and staff development, parental and community support, and a commitment to use up-dated materials in the core curriculum.

## **STAFF MEMBERS**

Teacher Kind.- 2<sup>nd</sup> grades  
Principal/Teacher 3<sup>rd</sup>-6<sup>th</sup> grades  
Part-time Title I Aide  
Part-time Title I Technology Aide

Kristina Waara  
Lori Johnson  
Jan Filpus  
Emily Hoover

## **SUPPORT STAFF**

Bus Drivers  
  
Business Manager  
Maintenance Technician

Mike Lester  
Caleb Harju  
Kathy Drue  
Teresa Rouwhorst

## **SCHOOL BOARD**

President  
Vice President  
Treasurer  
Secretary  
Trustee

Myla Horrocks  
Rose Ollila  
Mary Rogala  
Sue Bollech  
Nancy Soli

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## **INTERMEDIATE SCHOOL BOARD**

Superintendent

Dennis Harbour (482-4250)

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## **Arvon Student List**

Grade K  
T'Pina Rasch

Grade 1  
Samantha Heikkinen

Grade 2  
Brandon Dove

Grade 3  
Erik Conte

Grade 4  
Joey Roy

## **Student Conduct**

### **Rules**

1. Follow procedures and directions.
2. Take care of people and property with polite words and actions.
3. Keep, hands, feet, and objects to yourself.

### **Student Conduct Code**

1. Be safe.
2. Be responsible.
3. Be trustworthy.
4. Be respectful.
5. Be caring.
6. Be fair.
7. Be good citizens

### **Positive Consequences**

With input from parents and staff there has been a relative consensus that we would like students to develop intrinsic motivation. Therefore, although rewards will be given occasionally, the use of tangible rewards such as food, stickers, etc. as a behavior modification will be limited to special circumstances. The positive consequences for behavior are free choice time when goals are accomplished, celebrations, verbal praise, trusting relationships, academic achievement, and notes home.

### **Negative Consequences**

When students fall short of behavior expectations the following steps will occur:

STEPS:

1<sup>st</sup>- warning- first clothespin

2<sup>nd</sup>- time-out – second clothespin

3<sup>rd</sup>- second time-out and school-home communication either by phone or in writing- third clothespin

4<sup>th</sup>- student calls home and a plan will be made with the principal for either an In-School Suspension or going home.

When behavior is deemed sufficiently dangerous, disturbing or destructive by the adult in charge advanced steps may be applied.

## Daily Schedules

The following is the general daily schedule. They are subject to adjustment by the teacher's discretion to support instructional decisions or special activities.

### 2009/2010 Daily Schedule

|             |   |
|-------------|---|
| 7:30-7:50   | A.M. Study Hall   |
| 7:50-8:00   | Check in homework, review schedule, read menu   |
| 8:00-8:15   | A.M. Routine  |
| 8:15-9:45   | Reading/Writing   |
| 9:45-10:00  | Snack   |
| 10:00-10:30 | P.E. (M,W,F), Health (T,TH)   |
| 10:30-11:15 | Mathematics   |
| 11:15-12:15 | Lunch/Recess  |
| 12:15-1:15  | Science   |
| 1:15-2:00   | Social Studies  |
| 2:00-2:45   | Monday – Model Market<br>Tuesday – Music<br>Wednesday – Art<br>Thursday – Spanish<br>Friday – Library |
| 2:45-3:10   | Homework, Accelerated Reader, Study Island, Mavis Beacon Typing                                       |

*Technology, Library, and Career curriculum will be integrated throughout other subject areas.*

### GRADE SCALE/MARKING PERIODS

There are four marking periods during the school year. Teachers will notify parents if problems arise during the academic year. The following reports will be issued:

1. Kindergarten - Second Grade Report - A complete report of progress in several skill areas. The grading on the progress report is self-explanatory.
2. Grades 3 - 6 Report Cards - The regular grading system of A, B, C, D and E is used where appropriate.

### **Grade Scales**

|          |    |       |    |
|----------|----|-------|----|
| 100 - 95 | A  | 76-74 | C  |
| 94 - 90  | A- | 73-70 | C- |
| 89-87    | B+ | 69-67 | D+ |
| 86-84    | B  | 66-64 | D  |
| 83-80    | B- | 63-60 | D- |
| 79-77    | C+ | 59 -  | E  |

3. Where letter grades are not appropriate the report is self- explanatory

### **Promotion Procedure**

In order for a student to pass from one grade level to another, it is necessary that a student be proficient in the basic fundamentals at his/her grade level.

Report cards are a good indication of how your child is mastering basic fundamentals and grade objectives. If satisfactory progress is being made, the child will be promoted.

### **Testing Program**

- 1 The Michigan Educational Assessment Program Test (MEAP) is given to all third through sixth grade students by order of the Department of Education. Grades three through six are assessed in reading and mathematics. Grade Five and Six are assessed in science, social studies and writing.
- 2 Special testing is available for students with a learning disability, or not progressing at a satisfactory rate. To apply for this special testing, contact your child's teacher and necessary forms will be completed. Professional staff from the Copper Country ISD will administer and evaluate tests and meet with parents for recommendations.
- 3 The Terra Nova Test will be given to Grades 1-6 in April.

### **Attendance Policy**

After three consecutive days of absence, three tardies in one marking period, or any other reason deemed necessary by the teachers, the home will be contacted. If a child is habitually absent without reason, the Department of Social Services or Sheriff's Department will be notified. Whenever students are absent, the home should call the school by 8:30 a.m. If a call is not made, a written excuse should be sent when the child returns to school.

## Homework

Homework will be given to students on an increasing basis as they progress in school. Parents may wish to set aside 10-15 minutes per grade level each evening for children to read, practice spelling or math, or do assigned homework. This is an important pattern in responsibility to establish with young children. Parents of very young children may use this time to read to their youngsters.

## Hot Lunches

Hot lunch is available for each student. The price of a lunch is \$ 1.00 for regular lunch, 40 cents for reduced lunch, 15 cents for milk.

## Cafeteria Rules

All food is to be consumed in the cafeteria unless otherwise directed by a teacher. We hope all students will take advantage of our Dickinson-Iron Community Services hot lunch program. All students are required to observe good table manners while in the lunch room. No loud or boisterous talking or noise in the waiting line will be permitted. After eating, students are expected to sit quietly until excused. Then they will return to their rooms or go outside.

## Responsibilities of Parents

1. Parents are expected to come into the classroom to pick up their child/children during the school day or when delivering something to them. Students should also be **signed in and out** at the principal's desk.
2. Make sure your children are properly dressed, with adequate clothing and footwear, before coming to school.
3. Parents should write an excuse for their child if he/she have been absent or tardy, stating the reason. The note should be sent to school the day the child returns.
4. Parents are only party to information regarding their own child[ren] from school personnel.
5. Parents are encouraged to make arrangements with teachers to participate and volunteer in the school.

## Classroom Visitation Protocols

- \* Parents are always welcome and encouraged in classrooms.
- \* When visiting please adhere to the following protocols.
- \* Greet the teacher at an apparent transition time between instructional activities.
- \* At this time teachers will have the opportunity to give a brief explanation of the activity[ies] at hand, inform the students of the visit, and suggest where

- the visitor might assist, engage or observe from a neutral position.
- \* If the visitor would like to see work samples of an individual student, other than your own child, that has not been put up for display, ask the teacher and the student before inspecting them.
  - \* Assigned table and locker areas are considered personal space and are due the courtesies as such.
  - \* It is the teachers' responsibility to know the individual plans and needs of each student and maintain an environment supporting these.
  - \* If any questions, comments, or concerns arise as a result of the visit, schedule a follow up meeting with the teacher for discussion and clarification.
  - \* Maintain student confidentiality when sharing observations within the community.
  - \* Visitations will be restricted during testing activities.

### **Public Concerns**

The Board of Education will address concerns of parents and other members of the community as described below:

Note: The following can assist in presenting your concerns:

- ✓ A brief statement of the facts giving rise to your concern
- ✓ A description of how you, your child, or students could be adversely affected.
- ✓ The action you are recommending to the district.

### **MATTERS REGARDING A STAFF MEMBER**

(principal, teacher, aide, etc.)

- Contact the respective staff member who shall discuss the matter with you and provide an explanation or take action as necessary.
- If you believe that your concern has not been resolved, contact the principal.
- If the principal is unable to satisfy your concern, contact a member of the school board. The board will review the matter at its next scheduled meeting. If the matter regards safety, a special meeting will be convened.

### **MATTERS REGARDING A SUPPORT STAFF MEMBER**

(bus driver, custodian, etc.)

In the case of a support staff member, the matter is to be directed to the principal. If necessary, the principal will redirect the matter to the board.

### **Inclement Weather Guidelines**

In the early morning hours during inclement weather, local radio stations will begin carrying announcements by 6:30 a.m. of any delayed opening or closing of the Arvon Township School. When stations announce all Baraga County Schools as closed or closing we are included in that. Parents will not be contacted by phone. Please listen to the radio or television.

Deteriorating weather conditions may force the early closing of schools. If this should happen, the radio stations will carry this information. On such a day, our phone lines become jammed. Do not expect for your child to contact you by phone. Be prepared in advance. If you have any special instructions for us during an emergency closing, please submit them to us in writing.

### **Emergency Information**

Keep us up-to-date on any changes of phone numbers or address so we may reach you quickly in case of emergency.

### **Appointments**

Children will be excused for doctor or dental appointments on written or verbal request of the parents. We urge an attempt be made to schedule these appointments when school is not in session. Pupils will not be excused for music lessons. Children must be **signed in and out** when returning or leaving for an appointment.

### **Trips**

Please notify the school in advance if you intend to take a trip during the course of the year. Arrangements for homework will be made by the teacher.

### **Field Trips**

Permission forms must be signed by a parent to enable a child to participate in field trips. A note will be sent home in advance notifying parents of an upcoming field trip. If, for some reason, you do not wish your child to attend, please send a note to school stating the reason. Also, plan for the supervision and pick-up of your child during this time.

### **School Library Books**

1. A student may sign up to three books out for two weeks. They can be renewed after this time.
2. Charges for lost books are:   Soft covered \$5.00  
  Hard covered \$ 10.00

All students are responsible for the book they check out. If that book is given to another student, it is that student's responsibility to get it back. The best policy is to return the book, then have the other student check it out.

### **Student Medications**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) or legal guardian, and that student. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the student's physician accompanied by the written request of the parent. This document shall be kept on file in the office of the principal/teacher.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

### **Ill or Injured Children**

In the event of injury, your child will receive first aid only, which involves rinsing the wound with water and a bandage. A file will be maintained at school containing the parent's name, address, phone number, family doctor, and person to be contacted in the event of an emergency. Parents should notify the school if any of this information changes during the course of the year.

The following procedure will be implemented during an emergency: First aid will be administered and the parent will be notified. If the parents cannot be reached, the

alternate number will be called. If no one can be contacted, and the situation is serious, the family doctor will be called.

If your child has a communicable disease, he/she should remain at home until recovered. In the case of lice, scabies and impetigo, a doctor's slip must be submitted before returning to school. Do not send a child to school who has a fever. Parents are requested to contact the school if there is a suspicious case of communicable disease.

Information concerning the child's nature of illness or injury, and length of absence must be given to the teacher upon return.

Parents will be asked to keep children home until they are healthy enough to participate in outdoor activities.

When a classroom teacher is assigned a medically fragile student, the teacher will not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily functions, or render routine scheduled case or maintenance of exceptional bodily functions related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition.

### Communicable Diseases

| Disease              | Measles  | German Measles                                    | Chicken Pox  | Mumps  |
|----------------------|--|---|--|--|
| Period communi-cable | beginning of symptoms to 4 days after.   | 1 week before rash until 4 days after.            | 5 days before rash until 6 days after rash develops.                               | 2 days before swelling to as long as 9 days after. |
| Incubation           | 8-13 days  | 14-21 days  | 2-3 weeks  | 12-26 days   |
| Site of rash         | Face & neck then on trunk and limbs  | Face & neck spreading to trunk & limbs            | Trunk of body later on face and neck   | Swelling in front of ears                          |
| Character            | Dusky-red blotches   | Pinkish rash                                      | Has all 3 stages on body at once. Raised spots, red spots, blister like elevations |  |
| Symptoms             | Fever, red eyes, runny nose, light hurts eyes<br>*Koplik spots appears on day 3 or 4 | Fever, headache, red eyes, these are usually mild | Fever, headache, weakness--then rash   | Fever, swelling of gland                           |
| Duration             | 4-6 days   | 1-3 days  | 5-6 days   |  |

\*Koplik Spots are white spots on the inner mouth

### **PINK EYE**

***What is pink eye?*** It is an irritation or inflammation of the thin layer of transparent skin covering the eyeball and inner surface of the eyelids.

***Is it contagious?*** Yes, it is very contagious since it is caused by bacteria or a virus.

***What should I look for?*** The eyeball and inner eyelids will be very red with possibly some swelling of the lids. In the morning you may notice a pus formation on the eyelids. Children will complain that their eyes burn and itch.

***What do I need to do for my child?*** First, take him/her to the doctor to verify if it is pink eye. If pink eye has been diagnosed the doctor will prescribe antibiotic drops and/or ointment to help heal the eyes. At home, other family members must be protected. The infected child's washcloth and towel are kept separate and washed daily. Tell the child not to rub his/her eyes and to wash hands often. ***Make sure everyone in the family washes hands often—and do not share towels!***

***Does my child need to stay home?*** Yes, for two days after he/she starts on antibiotics, then may return to school.

***What should I tell my child about prevention?*** Please encourage child to continue to wash his/her hands in school. Avoid sharing pens, pencils and crayons while in school. Teenagers should avoid sharing make-up. Students should not check other classmate's eyes, since this helps spread pink eye.

### **Head Lice**

***Identification:*** Infestation of head resulting in severe itching of scalp. Lice are small grayish-tan wingless insects which lay eggs called nits on the hair shafts close to the scalp. Nits are small white specks usually found on the hair shaft at the nape of the neck and behind the ears. Nits can't be shaken off.

***Ways of Transmission:*** Direct contact with infested person or sharing of combs, headgear or clothing.

***Incubation:*** Eggs hatch in about one week, and reach maturity in 8-10 days. Eggs may be dormant for 35 days.

***Period of Communicability:*** As long as lice or nits remain alive.

***Treatment:*** Isolate for 24 hours after application of insecticide (i.e., Nix or other treatments available at the drug store.) After use and hair has dried, the nits may be

removed with a nit comb. One application is usually sufficient, although sometimes more treatments are required.

Use hot water to wash lice-exposed clothes, towels and bed linens. Soak combs and brushes in hot water for 10 minutes. Dry clean hats and clothing that can't be washed, or seal in a plastic bag for 2-3 weeks. Items may be placed in freezing temperatures for 12 hours.

Vacuum carpets, upholstery, pillows and mattresses. Lice can't live more than 72 hours off the human body.

***DISPEL THESE MYTHS!***

- Disadvantaged families are the only victims—*It can happen to anyone!*
- Lack of cleanliness causes lice.
- Lice jump or fly from one person to another.
- Lice can be “caught” from animals.

**Vaccination Schedule**

The schedule for the first vaccinations is based on recommendations of the American Medical Association and the American Academy of Pediatrics. Your physician may suggest a slightly different schedule suitable for your individual child. Recommendations change from time to time, as science gains new knowledge.

| <u>Disease</u>               | <u>Age for 1st Dose</u> | <u># of doses</u>                | <u>Boosters</u>  |
|------------------------------|-------------------------|----------------------------------|--|
| Diphtheria<br>Whooping Cough | 3 months                | 3 shots, about<br>2 months apart | At 1 year and<br>again before school<br>entrance. Repeated as<br>recom. by doctor. |
| Polio                        | 3 months                | Oral vaccines,<br>3 doses        | Before school, or as<br>recom. by doctor   |
| German Measles               | 15 months               | 1 vaccination                    |  |
| Measles                      | 15 months               | 1 (live) vaccination             |  |
| Mumps                        | 15 months               | 1 vaccination                    |  |
| Hepatitis B                  | Required—3 doses        |                                  |  |

**Child Abuse or Neglect**

All instances of suspected child neglect or abuse must be reported to the Michigan Department of Human Services. This is a state law.

## **Destruction of Property**

The cost of damage resulting from malicious destruction of property will be paid by the parents of children responsible for the damage. When a textbook, library book or computer CD is lost or destroyed, the child responsible will be required to make restitution for the amount as determined by the teachers. This amount will be determined by the age of the lost item and the amount of abuse received.

## **Anti-Bullying Policy**

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Arvon Township School Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

### **Subject Conduct**

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the “target” of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to the following types of conduct:

Verbal: name-calling, teasing, threatening, taunting, and gossiping.

Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure.

Physical: any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating, biting and tickling.

Note: bullying of a sexual nature will be addressed through the district’s policy and procedures for sexual harassment.

### **Prevention**

1. The district shall provide to school employees, students and parents written information about the identification, prevention and correction of bullying.
2. The district shall provide to all school employees training about the nature and seriousness of bullying, as well as prevention and intervention strategies.
3. The district shall provide to students learning activities regarding the nature and

- seriousness of bullying; knowledge, attitudes and skills necessary to discourage bullying; standards of acceptable behavior; and ways in which students can be actively involved in creating a safe school environment.
4. The district shall encourage communication between teachers/administrators and parents shall be encouraged to promote strong partnerships necessary to most effectively prevent and intervene with bully/target problems.
  5. The district shall conduct periodic assessments regarding the types and prevalence of bullying. This will be made to gauge program effectiveness and needs.
  6. Recognizing the importance of positive role modeling, the district staff shall not engage in bullying conduct while involved in school related duties.

### **Intervention**

1. Allegations of bullying shall be promptly investigated. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Allegations of bullying can lead to disciplinary consequences, including but not limited to reprimand, suspension, and change of schedule or placement, expulsion, denial of participation or privileges or detention.
3. Individual interventions to equip students with pro-social and coping skills shall be provided to students who exhibit bullying behaviors and those who are targets of such behaviors.
4. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any retaliation or attempt to “get even” with the target and/or the person who reports the bullying conduct.

### **Authority**

This policy is based upon recommendations adopted July 2001 by the Michigan State Board of Education.

### **Sexual Harassment and Intimidation**

The school board has agreed to maintain an environment in the district, for all employees and students, that is free from discriminatory and/or sexual insult, intimidation or harassment.

The employee or student shall promptly report any incident of discriminatory and/or sexual insult, intimidation or harassment, in any form, to the principal or board president.

Any employee or student who engages in discriminatory and/or sexual insults, intimidation, or harassment shall be disciplined and counseled to refrain from such conduct.

The board annually shall appoint a sexual harassment committee, which shall be vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedures to follow.

Definition of Sexual Harassment:

Sexual harassment can be unwelcome sexual advances; request for sexual favors; or other verbal or physical conduct of a sexual nature where:

- 1 Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- 2 Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals; and
- 3 such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Approved Legal Reference: MCL 37.2201 et seq., Title IX of the Education Amendments of 1972

**Weapons Policy**

Students in possession of a dangerous weapon/firearm, who commit arson or rape on a district property, or at district events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate department of social services and mental health agency. The parent or guardian will also be notified.

The Board of Education authorizes the Principal to immediately suspend the student. Students subject to expulsion shall have their situations reviewed by the Arvon Board of Education on a case-by-case basis. This policy statement is the Board of Education's assurance that the district is in compliance with PL 103.382 and MCL 380.1311.

**Procedures to Follow**

Sexual Harassment:

1. Receive written or verbal complaint by student
2. Contact parents
3. Investigate incident – talk to students who caused it
4. Follow policy in student handbook.

Dangerous Weapons:

1. Report to parent and law official.
  2. Confiscate or call police.
  3. Give weapon to police.
- District has right to search with witness present.
  - Above steps will be documented.

## **Student Policy on Alcoholism and Drug Abuse**

**RATIONALE:** The Arvon Township School Board of Education firmly believes that the unlawful use, possession and/ or sale of alcohol and illicit drugs is wrong and harmful to students. The board wishes all students to know that it clearly prohibits the unlawful possession, use of distribution of alcohol and illicit drugs on school premises or as any part of any of its activities. It, therefore, establishes and confirms the following:

- A. Alcoholism and drug abuse are treatable illnesses.
- B. Alcoholism is defined as an illness in which the student's direct consequence is the use of drugs.
- C. The Board will offer age-appropriate, developmentally-based alcohol and drug education and prevention programs, which address the legal, social and health consequences of alcohol and drug use. This will provide information about effective techniques for resisting peer pressure to use alcohol or illicit drugs for all students from kindergarten through 6th grade.
- D. Disciplinary sanctions, consistent with local, state and federal laws, up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct.
- E. When a student becomes deficient in performance and/or behavior as a result of drug abuse or alcohol, the head teacher will have the responsibility to privately confront the student and to inform his/her parents. Opportunity will be given to correct the problem(s). The student and parents will be encouraged to seek professional help at the earliest possible time through the Western Upper Peninsula Substance Abuse Service or through private channels. Confidentiality will be maintained at all times.
- F. Each student and his/her parents will be informed that compliance with the standards of conduct, contained in this annually revised student handbook, concerning alcohol and drug abuse is mandatory.
- G. The Arvon Township School Board will annually review the district's standards and procedures to determine if they are effective and to implement change if needed. The annual review will also ensure that disciplinary sanctions are being enforced.
- H A copy of the counseling and treatment resource list for the Arvon Township School District is available in the office and library.

## **Notification to Parents Regarding Student Records**

Mrs. Lori Johnson is the Custodian of Records and is responsible for the supervision of student records at the school. She can be reached by calling Arvon Township School at 524-7336.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge the District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. sign a written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information (including name, address and phone number, regardless of the District's definition of student directory information) to be accessible to official recruiting representatives of the armed forces or institutions of higher learning, then the officials of the school shall not allow that access to the student's directory information. The Board shall notify students, parents, and guardians of the opportunity to deny release of directory information. The election will remain until revoked in writing. Request Form 8330F13.
- F. file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington D.C. 20202-4605.
- G. obtain a copy of the District's Policy 8330 and AG 8330 on student records.

**Directory Information**

The District has established the following information about each student as “directory information”:

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: student’s name, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls and/or scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian or adult student notifies the School in writing within thirty (30) days from the date of this notification that s/he will not permit distribution of any or all such information.

**POLICIES AVAILABLE FOR PUBLIC REVIEW**

School policies on Blood Born Pathogens, Crisis Intervention, Drug-Free Schools, School Health Comprehensive Model, Sexual Harassment and Weapons Policy are available for public viewing at the school library upon request.

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*Please sign, detach, and return*

**Parent and Student Contract**

**My/our child/children and I have reviewed the Arvon Township School 2009-2010 Handbook. We are aware of the general procedures and policies under which the school operates and our rights and responsibilities therein.**

**Parent[s] Signatures**

**Student signatures**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_