

# **Arvon Township School Student Handbook 2021-2022**



**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. 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 in reading-language arts, mathematics, science and social studies as designated by Michigan Standards.
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**

Lead Teacher K. - 2<sup>nd</sup> grades  
Teacher 3<sup>rd</sup>-6<sup>th</sup> grades  
Instructional Aide  
Music

Kristina Waara  
Jane VanBuren  
Kristin Hemmila  
Alexander Frazier

## **SUPPORT STAFF**

Business Manager  
Maintenance / Cleaning  
Bus Driver

Andrea Olsen  
Tammy Hollon  
Mary Mervar

## **SCHOOL BOARD**

President	Mary DeLine
Vice President	Natalie Wahmhoff
Treasurer	Kristy Laramore
Secretary	Linda Griffith
Trustee	Kyle Wiseman

## **INTERMEDIATE SCHOOL BOARD**

Superintendent	James Rautiola (906) 482-4250
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## **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:

1<sup>st</sup>- warning- Student(s) will discuss problem/solution with teacher. Appropriate apologies will be made as necessary.

2<sup>nd</sup>- Student will complete a Plan for Better Choices with teacher. Appropriate apologies will be made as necessary. A copy will be sent home to parents/guardians.

3<sup>rd</sup>- School-home communication either by phone or in writing or teacher request to meet with parents and student.

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

7:50-8:00	Morning Routine
8:00-9:30	Reading/Writing
9:30-9:45	Snack
9:45-11:15	Math
11:15-11:45	Recess
11:45-12:15	Lunch
12:15-2:00	Science/Social Studies
2:00-3:05	Specials (May include: Physical Education, music, art, library)

*Technology will be integrated throughout other subject areas*

## **Curriculum**

<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
Reading	K-6	Math	K-6
English or ELA	K-6	Science	K-6
Social Studies	K-6	History/Geography	K-6
Music	K-6	Art	K-6
Physical Education	K-6	Phonemic Awareness	K-2
Phonics	K-2		

## **Course Guide**

In-person instruction is the preferred method of content delivery for the 2021-2022 school year. Attendance will be taken daily.

All traditional seated courses may be delivered as online, two-way interactive courses or a combination thereof, for the 2021-2022 school year if safety measures need to be elevated or quarantine must occur. Families will be notified to pick up chromebooks from the school if two-way interactive learning must occur. All two-way interactive courses have two-way communication requirements and attendance policies will be enforced.

Attendance will be taken twice each day and excused and unexcused absences will be recorded. Parents are asked to follow student handbook policies regarding absences. Students will receive written information on expectations when participating in two-way interactive courses including, but not limited to: safety, procedures and classroom rules and expectations. At the beginning of the school year lessons will be taught regarding proper and safe use of technology by students.

Parents and other family members agree that all interactions between students and teachers remain private and are protected by FERPA regulations. Discussion of another child within the community is not permitted. Questions or comments should be directed to the principal.

## **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 report is self-explanatory.
2. Grades 3 – 6 Report Cards – The regular grading system of A, B, C, D, and E are 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

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 fundamental skills and grade objectives. If satisfactory progress is being made, the child will be promoted.

## **Testing Program**

M-STEP is a summative assessment and is administered to students in the spring in the following subject areas: English language arts, mathematics and social studies and science. Students in grades kindergarten through second grade will participate in early literacy testing. Dynamic Indicators of Basic Early Literacy Skills (DIBELS) testing and Acadience Math testing and/or progress monitoring and Lexia (Core 5) are currently also used by classroom teachers.

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.

## **Attendance Policy**

Attendance is recorded daily. Teachers mark students as either present, absent or tardy. Students are expected to arrive at school by 7:55 a.m. and be ready to work by 8:00 a.m. Students will be marked tardy if they have not arrived by 8:00 a.m. and they will be marked absent if they have not arrived by 8:25 a.m. **Parents should call or email the school if their child is absent unless prior arrangements are made. If no contact is made with the school, the absence will be considered unexcused. Parents are encouraged to plan appointments and vacations around school schedules. Phone or email contact should occur before 8:00 a.m.**

## **Excessive Absences**

Excessive absences from school are defined as ten or more days absent (excused or unexcused) and /or ten or more tardies.

1. 10 days absent and/or 10 tardies, parents will receive a letter stating the number of days absent and/or tardy. (Exceptions may be made for illness)
2. At 15 days absent and/or 15 tardies, parents will receive a second letter indicating days and dates of absences and/or tardies. Parents must supply a written letter explaining the dates absent and/or tardy. The principal will then meet with the parents to determine further action. A truant officer may be called at this time to help determine the necessary action.
3. Any absences and/or tardies occurring after the first two steps the principal will determine whether to contact the truancy officer for resolution or to determine an alternate remedy.

State law requires attendance in school. State law also mandates sending parental notification letters on all excessive absences and/or tardies whether excused or unexcused.

## **Homework**

Homework will be given to students on an increasing basis as they progress in school. Parents may wish to set aside time each evening for children to read, practice spelling or math, or do assigned homework. The amount of time required will vary with each child (approximately 10 – 15 minutes per grade level). Children will also bring home any work not finished in school. This should be completed and returned to school the following day. This is an important pattern in responsibility to establish with young children.

In the event of an illness, make-up work will be provided when the student returns to school. The student will have the days missed plus two days to complete assignments. **Missed class work and homework will be recorded as a zero if the student work is not turned in on time.**

## **Hot Lunches**

Hot lunch is available for each student. The price of a lunch is \$1.15 for regular lunch, 40 cents for reduced lunch, and 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 lunchroom. No loud or boisterous talking or noise in the waiting line will be permitted. After eating, students are expected to sit and visit quietly until excused. Then they will return to their classrooms.

## **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 call the school by 8:00 a.m. if their child will be absent. If a phone call is not made a written excuse for their child if he/she has been absent or tardy, stating the reason, 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.

## **2112 – PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

Durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. Establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. Establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. Providing for the proper health, safety, and well-being for their child;
- F. Developing English language proficiency.

The Parental Involvement Plan for the District shall include, but not be limited to, the following strategies:

- A. A positive invitation will be given to explain the District's commitment to the parent's right to be involved in the education process of their child.
- B. Provide child's individual assessment results, reading results, progress reports, report cards and parent conferences.
- C. Provide a description and explanation of the curriculum in use in the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide the school's discipline plan along with a tardy plan in the Handbook.
- D. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- E. Parent involvement meeting dates will be sent home in communication envelopes, by email and/or letters home.
- F. Send home a parent-student-teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children. The compact shall be discussed and revised as necessary at least annually at school meetings.
- G. Establish and maintain a home reading program such as Book-It (October-March) with reading stipulated 20 minutes daily.
- H. Maintain a consistent, District wide effort to communicate regularly with parents. Teachers contact new students by making phone calls or mailing welcome notes.
- I. Make phone calls, use email letters and/or monthly newsletter and additional notes as needed for teachers and administrators to communicate with parents.
- J. Encourage continued positive partnership involvement throughout the community by staff and administrators.



- K. Encourage parents to serve as chaperones for class field trips and other school activities.
- L. Have school administration and staff provide test data and interpretation meetings to allow parents to ask questions at conferences or as needed.
- M. Provide opportunities for discussions between parents, administrators and staff to discuss problems and find solutions for students having difficulties, either academically or socially as needed. This may be facilitated through ISD staff as necessary.
- N. Establish and make reasonably available a parenting resource center.
- O. Use planners to inform homes of various assignments and activities. Some subjects are available on-line.

## **Relations with Parents**

The District encourages parents to assume and exercise responsibility for their children's behavior. During school hours, the District, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the District encourages parents to support their child's career in school by:

- A. Participating in school functions, organizations, and committees;
- B. Supporting the teachers and the school in maintaining discipline in a safe and orderly learning environment.
- C. Requiring their child to observe all school rules and regulations;
- D. Supporting or enforcing consequences for their child's willful misbehavior in school;
- E. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. Reading all communications from school, signing, and returning them promptly when required;
- H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

## **Classroom Visitation Protocols**

\*Parents are always welcome and encouraged in classrooms for special events, parties or assemblies.

\*Please sign the volunteer/guest book upon arrival.

\*Please remember that while participating in school activities we expect that all student and family information remains confidential.

\*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**

Inclement weather or unexpected situations sometimes force schools to delay, cancel or close early. On stormy or icy days, please listen to local radio stations or watch local news stations for information. When stations announce all Baraga County Schools are closed or closing, we are included in that.

In the event of an early dismissal, **do not expect to be contacted by phone**. Students will be dismissed according to the information provided on their early release form. Be prepared in advance! Make a plan with your child that should be followed if there is an early dismissal.

## 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. We require a form to be completed at the beginning of the year, but new information must be provided by parents to update our files.

## 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 or sports lessons.

## 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 and plan for the supervision and pick-up of your child during this time.

## School Library Books

1. A student may sign up to two books out for one week. They can be renewed after this time.
2. Charges for lost books are:
  - a. Soft covered: \$5.00
  - b. 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. If lost books are not paid for, students will not be permitted to check additional books out of the library.

## Student Medications

If it becomes necessary for your child to take medication at school, arrangements can be made with the school. **Children are not permitted to keep medication of any kind on their person, in their lunch boxes or in their desks.** All medication will be dispensed from a locked

cupboard. Parents of students needing medication during school hours must fill out and sign all appropriate forms. These forms are available in the office.

### **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 and/or emergency services will be contacted. Parents are urged to notify the school of any significant change in health that occurs in a child.

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 care 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.

In accordance with state health regulations, all students must be immunized from communicable diseases. Proof of immunizations must be provided at the time of registration. Michigan parents and caregivers who wish to sign a non-medical waiver exempting their children from immunizations will be required to obtain those waivers from their local county health department.

All communicable diseases must be reported to the school including German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis, scabies and lice. Students will not be permitted to attend school if they are acutely ill, have a fever, have a severe/persistent cough, are vomiting or have diarrhea. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Should head lice be found on a student, school staff will contact the parent or guardian and the student will be sent home. Children who have been out of school due to lice need to be checked by school staff. Parent or guardian must accompany the child to school until appropriate personnel determine that the student may return to school. After a child returns to school, head checks will continue until personnel determine there is no longer a problem.

### **Fire, Evacuation, Lockdowns and Severe Weather Drills**

Necessary fire, evacuation, lockdowns and severe weather drills will occur throughout the school year. These drill practices are necessary to assure the safety of everyone in the event a real emergency does occur. Teachers will explain drill procedures to students and directions for drills are available in each classroom.

## **Child Abuse or Neglect**

All instances of suspected child neglect or abuse must be reported to the Michigan Department of Human Services as required by 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 other school property 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.

A video monitoring system may be used on school busses and video monitoring systems are used in public areas of the school building. These systems have been put into place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, a copy of the tape may be provided to law enforcement personnel.

## **Bullying and Other Aggressive Behavior**

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

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

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored or school-related activity or function, such as field trips or athletic

events where students are under the school's control, or when an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## **Bullying Policy**

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Implementation**

The school board and principal are responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

Any student who believes he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator or board official. Complaints against the principal should be filed with the board on advisement from the superintendent of the Intermediate School District. Complaints against the superintendent should be filed with the board president.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals. The principal shall submit a compiled report to the board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

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

**“Aggressive behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**“At School”** is defined as in a classroom, elsewhere on the school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or

telecommunications service provider that occurs off school premises if either owned or under the control of the District.

**“Bullying”** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand-held device that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual or substantial detrimental effect on a student’s physical or mental health;  
and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different status, rural areas, city, etc.)

**“Intimidating/Menacing”** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person’s movement without good reason.

**“Staff”** includes all school employees and board members.



“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

## **Sexual Harassment and Intimidation**

The school board has agreed to maintain an environment in the district, for all employees and students, which 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

Title IX coordinators/contacts at Arvon Township School are Kristina Waara and/or Jane VanBuren. They can be reached at 524-7336.

## **Weapons Policy**

According to Section 1311 (2) of the Revised School Code, a pupil who is in possession of a dangerous weapon/firearm, commits arson in a building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the district permanently, subject to possible reinstatement after a specified period has passed. A pupil who is expelled under Section 1311 is considered to be expelled from all public schools in the state. A student who is permanently expelled from school will be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

The Arvon Township School Board reserves to itself the authority to expel students. Each student subject to the expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis. The individual may petition for reinstatement after 150 school days from the date of expulsion but may not be reinstated before the expiration of 180 school days after the expulsion date.

## **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 to 6<sup>th</sup> 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 self 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 school office.

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

Mrs. Kristina Waara 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 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.
- 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 notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” Notice will be provided annually in the Arvon Township Student Handbook.

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. Request Form 8330F13.

## **Policies Available for Public Review**

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

**Please Sign, Detach, and Return**

**Parent and Student Contract**

My/our child/children and I have reviewed the Arvon Township School 2021-2022 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**

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

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