

SUPERIOR CENTRAL ELEMENTARY STUDENT HANDBOOK 2023-2024 School Year



Superior Central School Song

*Hail to the conquering Cougars
Hail to the blue and silver
We'll hold our heads up high
And show our loyalty!
Cheer for the mighty Cougars
Cheer for the flying colors
Fight, fight, with all your might
For victory, tonight!*

www.superiorcentralschools.org
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FORWARD

Dear Elementary Students and Parents:

Welcome to Superior Central Elementary School for the 2022-2023 school year. The staff and administration welcome the opportunity to serve you.

The student handbook was created to provide detailed information about certain Board policies and procedures and to answer many of the questions that are commonly brought up throughout the school year. The student handbook contains essential information that you need to know; please become familiar with it and keep it available for reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the principal.

The guidelines and procedures of the school are intended to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and fair treatment as long as they respect those same rights of their fellow students and staff. Students will be expected to follow teacher/staff directions and obey all school rules.

A complete copy of all Superior Central School Board of Education policies is available at the Superintendent's Office.

NOTE: District policies may be revised periodically by the Board of Education and, as revised, students are accountable. All policies and procedures are applicable to students at all times.

Sincerely,

A handwritten signature in cursive script that reads "Susan Korpi".

Susan Korpi
Elementary Principal

Adopted by the Superior Central Board of Education on August 21, 2023.

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Superior Central School District Calendar

2023-2024



August	29	First Day of School for Students 8:15 A.M. to 3:11 P.M.
September	1-4	No School – Labor Day weekend
	20	Picture day – Elementary
	21	Picture day – MS/HS
	22	11:48 dismissal – no lunch served
October	13	11:48 dismissal – no lunch served
	16	No School – Teacher Professional Development
	31	11:48 dismissal—no lunch served
November	3	End of 1 st marking period
	9	11:48 dismissal-no lunch served
	9	Fall Parent/Teacher Conferences 1:00-5:00 and 6:00-8:00
	10	11:48 dismissal—no lunch served
	22	11:48 dismissal – no lunch served
	23-24	No School- Thanksgiving Break
	28	Picture Retakes
December	8	11:48 dismissal – no lunch served
	21	11:48 dismissal – no lunch served
	22	No school – Holiday break begins
January	3	School Resumes
	12	11:48 dismissal – no lunch served. Teacher Professional Development
	18-19	1:30 dismissal – MS/HS Exams
	19	End of 2 nd marking period and 1 st semester
February	9-12	No School
	23	11:48 dismissal – no lunch served. Teacher Professional Development
March	8	11:48 dismissal – no lunch served. Teacher Professional Development
	22	11:48 dismissal – no lunch served
	22	End of 3 rd marking period
	25-April 1	No School - Spring Break
April	2	School Resumes
	12	11:48 dismissal—no lunch served
	26	11:48 dismissal – no lunch served
May	10	11:48 dismissal – no lunch served
	24	11:48 dismissal – no lunch served
	24	Graduation 7:00 PM
	27	No School – Memorial Day
June	4-5	1:30 dismissal – MS/HS Exams
	5	Last day of School (provided we do not exceed 6 snow days)
	6	All day Teacher Professional Development

Elementary Personnel

ADMINISTRATION

Mr. Bill Valima – Superintendent/6-12 Principal	(906) 439-5532 ext. 244
Mrs. Susan Korpi Elementary Principal	(906) 439-5532 ext. 236

ELEMENTARY OFFICE

Mrs. Barbara Wells – Elementary Secretary	(906) 439-5532 ext. 201
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BUSINESS OFFICE

Mrs. Teri Lintula – Business Manager	(906) 439-5532 ext. 223
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TECHNOLOGY

Mr. Scott Tiziani – Technology Director	(906) 439-5532 ext. 222
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SPECIAL PROGRAMS COORDINATOR

Mrs. Erin Beaupied	(906) 439-5532 ext. 251
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MAINTENANCE

Mr. Tony Decet – Auxiliary Services Director	(906) 439-5532 ext. 211
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FOOD SERVICES

Mrs. Gabrielle Trader – Food Service Director	(906) 439-5532 ext. 238
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TRANSPORTATION

Mr. Craig Anderson – Bus Mechanic	(906) 439-5995
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ATHLETICS/ACADEMIC & CAREER ADVISING

Mrs. Brierra Workman – Athletic Director/Academic & Career Advisor	(906) 439-5532 ext. 205
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TEACHING STAFF

Kindergarten	Ms. Heidi Patrick
1 st Grade	Ms. Martha Saberniak
2 nd Grade	Mrs. Christy Knaus
2 nd Grade	Ms. Kimberly Freitas
3 rd Grade	Mrs. Meredith Thompson
4 th Grade	Ms. Victoria Hill
5 th Grade	Ms. Samantha Stebelton

Cont. on next page

Title I	Mrs. Lorna Miller Ms. Jessica Fisher (parapro) Mrs. Robin Maki (parapro)
Special Education	Mrs. Marcey Carlson Ms. Danielle Holland Mrs. Dulcie Lintula (parapro) Mrs. Cathy Taylor (parapro) Ms. Anna Armstrong
Music P.E. Library	Mrs. Kristy Frederick Mr. Luke Rutter Mrs. Tamryn King
Social Work Speech Therapy Occupational Therapy	Mrs. Erin Beaupied Mrs. Breanna Benson Ms. Britta Carlson

Section I – General Information

INTRODUCTION

The Superior Central School District is located in the Upper Peninsula of Michigan. The district was formed in 1987 through the consolidation of the Mathias Township School District, the Rock River Limestone Township School District, and a small portion of Au Train Township.

MISSION STATEMENT

Superior Central Schools are committed to excellence in teaching and learning for all students. We believe that all students can achieve mastery of basic skills and that our school's purpose and our responsibility is to educate all students while fostering positive growth in social/ emotional behaviors and attitudes. We will provide effective instructional leadership, responsible fiscal management, and quality learning environments. We share with our community and parents the responsibility for educating our students so as to enable them to live and work in a rapidly changing world.

VISION STATEMENT

The vision of the Superior Central School District is to build an outstanding learning community by focusing on the assets of students, parents, staff, and the community as a whole. Superior Central will be one of the top-rated academic schools in the state of Michigan. It will be the most desirable school in Alger County, having the highest percentage of "schools of choice" enrollment in the Upper Peninsula. It is essential that we preserve our school as the "heart" of our community. Superior Central will lead the state and nation in becoming the most environmentally friendly "green" school and in having the most technologically advanced campus. Our district will provide a safe and productive learning environment that will enable students to become lifelong problem solvers that will cultivate productive and responsible global citizens.

Students, parents, teachers, school staff, administration, the Board of Education, and the community are all equally accountable for the education in the Superior Central School District.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the building principal.

PARENT INVOLVEMENT

The Board of Education believes that 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 Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a Parent Involvement Plan for the District by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parent Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- A. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- B. Provide a description and explanation of the curriculum in use at 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 each school's discipline plan.
- C. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- D. Provide opportunities for parents to share concerns and desires, to better improve the school environment and student achievement. This may result in the formation of an advisory council of staff, parents and students to assure parents and students are involved in an organized, ongoing and timely way, in the planning, review and improvement of the Parent Involvement Plan.
- E. Maintain a consistent, District wide effort to communicate regularly with parents. Communications may include phone calls, emails, notes home sent with student or through the mail.
- F. Schedule at least one (1) student conferences annually with the teacher(s) to inform parents of student's progress.
- G. Encourage parents to serve as chaperones for class field trips and other school activities.

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, 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 Board 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 schools in maintaining discipline and 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 the 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.

PARENT/STUDENT RIGHTS AND RESPONSIBILITIES

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care need(s) should deliver written notice about such need(s) along with proper documentation by a physician to the school office.

ENROLLING IN THE SCHOOL

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The elementary secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without verbal or written permission by the custodial parent(s) or guardian.

SCHOOL CANCELLATION

Should it be necessary to cancel school due to adverse weather conditions, announcements to that effect will be made over the following media:

Superior Central App Superior Central Facebook WLUC-TV6 WQXO 97.7

This announcement will be made by 7:00 a.m. or shortly after. If a two-hour delay is called, buses will run two hours later than their usual time. When school is cancelled due to weather, all after school activities are cancelled. After January 20th, High School competitions may be played at the discretion of the administration. Decisions on High School competitions will be made no later than 12:00 p.m.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the elementary secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the elementary secretary.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

Definition

Medication includes both **prescription and non-prescription medications** and includes those taken by mouth, taken by inhaler, taken through injection (epi-pen), applied as drops to eye, ear, or nose, or applied to the skin.

Procedures

1. The student's parent or guardian must provide the school with a written permission form to administer medication. Forms are available in the office.
2. Written instructions that include the student's name, name of medication, dosage, frequency of administration, time to be administered, method of administration, duration of administration, and expiration date, must accompany the medication.
3. Prescription medication must be in the original prescription container. The prescription container must be labeled and display the information in number two (2) above plus the data issued, name of prescribing physician, and pharmacy name, address and phone number.
4. Medication must be administered by one adult in the presence of a second adult, with both individuals being designated by the school administrator. Medication must be administered in the presence of a second adult except in an emergency that threatens the life of the student.
5. Medication must be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.
6. Where the district has, or believes it might have, reason to verify amounts of medication brought to school, (e.g. Ritalin or other controlled substances), the amount of drug received should be immediately counted and the count recorded by designated school staff. The amount of drug should be recounted on a regular monthly basis and this count reconciled with the prior count and medication administration log/record.

7. All medication, except those approved for keeping by students for self-medication, will be kept in a designated location in the school office.
8. A log of medication administration, by individual must be kept. The log will contain the name of the student, the name of the medication, the dosage to be given and the time to be given. The person administering the medication must record the date and time of the administration of medication and initial the log. If an error is made in recording, the person who administered must line out, initial the error, and make the correction in the log. The individual student log shall be kept in the student's records.
9. If an error is made in administering medication, such error shall be reported immediately to the building administrator. The building administrator shall report the medication error to the parent/guardian and suggest consultation with the physician/pharmacist. A report of the error shall be made and filed.
10. If any adverse reaction to medication occurs, the parent/guardian shall be notified and if necessary, 911 shall also be called.
11. No dosage or time administration changes shall be instituted except by written instruction from the physician after the initial request.
12. Parental or guardian request, permission, and physician's instructions shall be renewed annually, or more often, if necessary.
13. Prescription and medication supply renewal shall be the responsibility of the parent/guardian.
14. All efforts shall be made by the parent/guardian to schedule administration of medicine while the student is at home.
15. Any staff person designated to administer medication shall receive training on all district policies and procedures related to this responsibility.

Medication Self-Administration and Self-Possession

Self-administration means that the student is able to consume, apply prescription or non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of a physician the student may carry medication on his or her person to allow for immediate and self-determined administration.

1. The student's parent/guardian must provide written permission and request to the school to allow the student to self-possess and self-administer medication.
2. Written instructions, which include the name of student, name of medication, dosage, frequency of administration, time to be administered, method of administration, duration of administration, and the physician or provider instruction that the student may self-possess and/or self-administer must be provided to the school.
3. The parent/guardian request permission and physician's instructions must be renewed annually, or more often, if necessary.
4. Students are permitted to self-administer over-the-counter medication with the completion of an authorization form specifying the instructions included in number two (2) above.
5. All medication must be kept in the original, labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration.
6. The building administrator may discontinue the student self-administration privilege upon advance notification to the parent/guardian.
7. Within the School Code, Section 380.1178 Administration of medication to pupil; liability states:
 "A school administrator, teacher, or other employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct."

Disposal of Medication

All medication left over at the end of the school year must be picked up by the parent/guardian within seven (7) calendar days. If not picked up within this time period, the school will appropriately dispose of the medication and record this disposal of the medication log. A second adult shall witness disposal.

HEALTH, ILLNESS, FIRST AID, HEALTH RECORDS, PERSONAL HYGIENE

The elementary school teachers emphasize a regular health program for children – care of skin, teeth, hair, proper rest, foods, etc.

The school has the responsibility of keeping up to date health records for all students. We ask parents to notify the school of any major change in health that occurs with their child. **A medical authorization/emergency conditions form** has been given to all students. We ask that this form be updated as soon as possible, if necessary.

In the event of accidents, we notify parents as soon as possible, and in the case of minor bumps, bruises, scrapes, etc., we administer first aid in the elementary office. Parents are expected to pick up their students when they need to be returned home.

PEDICULOSIS (HEAD LICE)

Upon report of a known case of pediculosis, all members of that student's class will be examined by trained school personnel. If a student is identified with pediculosis, these steps will be followed:

- Parent/Guardian will be notified and the student will be sent home for treatment.
- Parent/Guardian will be given information regarding the treatment of the affected student, other family members, and the home.
- A head lice alert letter will be sent home with all students in the affected class or classes. The letter will:
 - encourage the parent to check his/her child's head frequently
 - provide information about pediculosis
 - ask the parent to notify the student's school if head lice is suspected
- An affected student may return to school after:
 - treatment with a special pediculosis shampoo or rinse
 - removal of all nits
 - school personnel examines the student's head to ensure that the student is free of nits.

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 guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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 ensure 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.

Noncasual-contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); 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.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide 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 who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Programs Coordinator to inquire about evaluation procedures and programs.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- Name of student
- Address of student
- Phone number
- Date of birth
- Name of parents
- Year in school
- Classes taken
- GPA
- Class rank
- Honors received
- Previous educational institutions attended
- Participation in recognized activities and sports.

In the case of sports, heights of players may be published. Parents are to notify the district by the beginning of the semester if they do not want any information published about their child. Notification should be made to the principal's office.

INTERNET

Superior Central is on the internet at: <http://www.superiorcentralschools.org> and on our Facebook page: www.facebook.com/superiorcentralschools.

The purpose of the school on the internet is to inform people about our school and to share work created by students and staff.

The district may put student photos, writing, or other work on the internet. If names are used, only first names will be included. **Parents are to notify the district by the beginning of the semester if they do not want any information published about their child on the internet.** Notification should be made to the principal's office.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfast and lunch available to students. Breakfast and lunch is available to students at no cost. "Doubles" and ala carte items may be purchased as an additional cost. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Milk is available for a fee of \$.50.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The signal for fire drills consists of an alarm sound.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA system.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Maintenance Office upon request.

VOLUNTEER ADMINISTRATIVE GUIDELINES

For the protection of our students, all volunteers must complete a volunteer registration form and the criminal history check/record affidavit prior to volunteering in the District. A volunteer is defined as a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Also included in this definition are those who help on a one-time basis transporting or working with children without the direct oversight of District staff. Volunteer activities requiring a criminal record clearance and/or fingerprinting in addition to other specific requirement include, but are not limited to: coaching, one-on-one tutoring, attending or chaperoning overnight school-sponsored trips, transporting students in a private vehicle. Volunteer forms are available at the District offices.

Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

STUDENT VISITATION

Visitation is allowed only for prospective students and for specific classroom or school projects or events.

LOST AND FOUND

The lost and found area is outside of the elementary school office. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the end of the school year. If any parent has a sure way of securing a child's mittens and hat to their coat, please call us immediately! Each winter, large numbers of mittens, hats and boots are turned in to the lost and found. If you believe your child is missing an article of clothing, please call or send a note to school. **Placing your child's name on the clothing will help in identification.**

ARRIVAL/DEPARTURE FROM SCHOOL

School begins at 8:15 a.m. Students are not allowed in the building until 7:55 a.m. Students are to report to their classrooms upon entry.

School is dismissed at 3:11 p.m. Students who are involved in activities that begin right after school are to report to their room immediately and remain there unless otherwise instructed. Students are not allowed in the building or on the school grounds to wait for evening school functions to begin. The reason for this is that there is no after-school supervision.

CONFERENCES

One (1) scheduled Parent/Teacher conferences will be held in the fall after the first marking periods. Notification will be sent home via your child's teacher. We hope parents will make every effort to attend these conferences.

Often times, special conference with teachers and parents will be necessary. We ask you to please call the teacher so a time can be set up and information gathered. Throughout the year, situations occur where parents would like to call the principal or teacher. We stress that you do so even if you believe your concern isn't very important. All parent concerns are important to us, and communication is what keeps our school running smoothly.

SCHOOL CELEBRATIONS

- **BIRTHDAY PARTIES**

Birthday parties are left up to the discretion of the teacher. At most, only a “treat” should be given, and should not interfere with the instructional process. A preference for store purchased treats in the classroom allows for easy identification of allergens. In regard to birthday parties, unless every member of the class is invited, invitations may not be distributed in school. If you are not inviting the entire class to a party in your home, please invite by phone or mail.

- **HOLIDAY PARTIES**

Room parties for different occasions are held at various times during the year. Individual classroom teachers do the planning of the party.

TELEPHONE

A telephone is located in each classroom. It is available for student use for **emergencies and sickness only**. *It is not for use to call home to ask permission to go to a friend’s house, etc.* That type of thing must be planned before school, and a note brought from home written by a parent or guardian.

SCHOOL ISSUED SUPPLIES/BOOKS MATERIALS

A student is responsible for the care of school issued books and materials, and for the return of such to the proper school official. Failure to return such items or returning them in an unsatisfactory condition, will result in a fee being charged equal to that of a suitable replacement of the item. Classroom library books will be assessed at the value of the book.

FIELD TRIPS

Occasionally a class may take a field trip in conjunction with an area of study in the classroom. When this is planned, information will be sent home to parents. Depending on the nature of the trip, parent chaperones may be requested.

PETS/ANIMALS BROUGHT TO SCHOOL

Before any pet or other animal is to be brought to school, permission must be granted from the teacher. If a student wishes to share an animal with classmates, the animal must be brought in and shared by an adult and taken home immediately after.

TITLE I

Title I is a federally funded reading, math, science and social studies program. All students are eligible to receive Title I services.

SPECIAL SERVICES

Our district currently offers the following services for students who qualify:

1. School Social Work
2. Physical therapy
3. Occupational therapy
4. Speech therapy
5. School Psychologist evaluations
6. Teacher consultant
7. Other consultants

ATHLETIC FUNCTIONS POLICY

Students are expected to remain in the gymnasium during all home basketball and volleyball games, except to purchase concessions. The concession stand should be visited only during half time and between activities. When attending functions in the gym, students are encouraged to remain in their seats. **Students are encouraged to display good sportsmanship at all school functions.** *Any misbehavior will result in the loss of the privilege to attend the next home game. Students in kindergarten through third grade must be accompanied by an adult when attending any Superior Central sporting event.* We ask parents to please go over this policy with their child, as we expect students who come to a game to watch it.

SCHOOL PICTURES

Each year, we arrange for school pictures to be taken early in the school year through a photographer offering the best cost/package. Information is sent home approximately one week before the sitting. Pictures are usually in by the end of November.

SCHOOL NEWSLETTER

Several newsletters are mailed to residents containing information about upcoming events and newsworthy items happening at school. Please watch for it! If you do not receive one, please call the school. Items of interest to elementary and secondary students are welcome, as well as information on community activities and programs for students.

SECTION II – ATTENDANCE PROCEDURES

ATTENDANCE/TARDINESS RULES

Parents of students in grades K through 5 are required to call the Elementary School office (906-439-5531 x 201) by 9:15 a.m. whenever their son or daughter is absent from school. Parents may also leave a message on school voice mail or send an e-mail (bwells@superiorcentralschools.org) to inform the office of their son or daughter's absence. If prior contact is not possible, the parents should provide a written or emailed excuse. After 48 hours, if no excuse is provided, the absence will be unexcused and the student will be considered truant. Unexcused absences will not be changed after 48 hours. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

The school day begins at 8:15 a.m. Students are expected to be in their classrooms and seated at that time. Students who are not (unless excused), will be marked as tardy. Consistent tardiness is not only teaching irresponsibility to the child, but is disruptive to the classroom and learning process. Parents are asked to stress being on time to their children. A morning tardy becomes an absence after 9:45 a.m. and an afternoon tardy becomes an absence after 1:45 p.m.

Regular attendance by all elementary students is expected. Students with problem absenteeism will be referred to the Department of Human Services or Probate Court.

EXCUSABLE REASONS FOR ABSENCE

The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the administrator and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness - The administrator may require a doctor's confirmation if s/he deems it advisable.
- B. Illness in the Family
- C. Quarantine of the Home - This is limited to the length of the quarantine as fixed by the proper health officials.
- D. Death of a Relative
- E. Observance of Religious Holidays - Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- F. Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parents;
2. the student shall report back to school immediately after his/her appointment if school is still in session.

STUDENT VACATIONS DURING THE SCHOOL YEAR

Family vacations are discouraged during the school year. Vacation absences will count toward the total attendance record and will not be considered for an attendance waiver. When a family vacation must be scheduled during the school year, the parents should contact the student's teacher to make necessary arrangements. The teacher should be notified at least one week in advance in order to make appropriate plans. Assignments should be obtained before the vacation, when possible, and completed upon return. It is the family's responsibility to keep the student up with class work during the vacation.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit.

Truancy demonstrates a deliberate disregard for the educational program and IS considered a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated ten (10) trancies during a school year.

Truant students are to be reported to the Department of Human Services.

ATTENDANCE WAIVERS

The superintendent/principal must approve any exceptions to this attendance policy. In some cases, approval is upon confirmation by parents, guardian, or medical/legal authorities for absences beyond the control of the parents or student. Written documentation will be required for all attendance waivers.

STUDENT RELEASE DURING SCHOOL HOURS

Situations arise during the year where students must be released from school during the day. If you can call ahead, or send a note to school, we will have your child ready for you. **This is important so the teacher can arrange homework assignments or be sure the student does not miss a test, etc.**

STAYING AFTER SCHOOL

No students are allowed to stay in the building after school, unless they are:

1. Waiting for their bus if instructed to stay indoors.
2. Waiting for parents to pick them up. **Note: Students are not allowed to stay in the building after 3:30 unless arranged specifically with the principal.**
3. Taking part in an organized activity with an adult supervisor (scouts, basketball practice, etc.). **Students must have a note from home or they will not be allowed to stay. Please communicate directly with your child's teacher to avoid any confusion at dismissal.**

SECTION III – ACADEMIC PROCEDURES

GRADING PROCEDURES

Each teacher has a grading procedure that they feel accurately reflects the students' progress. Please feel free at any time to make an appointment with the teacher to discuss their rules for grading your child.

HOMEWORK

The assignment of homework can be expected. Homework provides practice and the opportunity for parent support. It is also a part of the student's preparation for the MSTEP and a tool to teach organizational skills and strategies and lifelong responsibility. Homework will not generally be used for disciplinary reasons, but only to enhance the students' learning. Homework completion is always expected. To be considered acceptable, assignments must be finished, handed in on time, relatively neat, and show sincere effort. It is understood that unforeseen circumstances may arise with homework completion, so procedures for dealing with the resolution of such problems can be established with the individual teacher if necessary.

TESTING

A variety of tests are administered in the elementary school. The results are intended primarily for use by teachers in diagnosing students' strengths and weaknesses. Parents who have an interest in learning about their child's performance in the testing programs should contact the classroom teacher. Three times a year, all students in grades K-5 will take the NWEA Measurement of Academic Progress (MAP) Test, STAR Reading, and STAR Math tests. These tests monitor individual student growth throughout the year. Students in grade 3-5 will also take the Michigan Student Test of Educational Progress (M-STEP) in the spring. Below is a chart of the state assessment dates:

Spring 2024 Testing Schedule for Summative Assessments

Assessment	Week of															
	2/5- 2/9	2/12- 2/16	2/19- 2/23	2/26- 3/1	3/4- 3/8	3/11- 3/15	3/18- 3/22	3/25- 3/29	4/1- 4/5	4/8- 4/12	4/15- 4/19	4/22- 4/26	4/29- 5/3	5/6- 5/10	5/13- 5/17	5/20- 5/24
M-STEP Online grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11										6 weeks						
M-STEP Grade 3 (ELA only)										4 weeks						
M-STEP Paper/Pencil grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)										4 weeks						
MI-Access Alternate Assessments										7 weeks						
College Entrance: SAT w/Essay										3 weeks						
Work Skills: ACT WorkKeys										4/11 Only		4/25 Makeup				
Accommodated Testing Windows										Initial 4/11 – 4/24 Makeup 4/25 – 5/1						
PSAT 8/9 (Grade 8)										3 weeks						
PSAT 8/9 (Grade 9)										3 weeks						
PSAT 10 (Grade 10)										3 weeks						
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	7 weeks															

Note: The testing dates provided for Spring 2024 Summative Testing are accurate as of February 2023.

GRADE REPORTING

Report cards are issued every nine weeks on the Friday following the end of a marking period. When brought home, parents should take time to review them closely and contact the teacher with any questions. A conference may be scheduled if needed. Parents should sign the report card envelope and have it returned to the teacher within a couple of days.

MAKE-UP WORK

Occasionally a student will miss enough school so that he/she is unable to do the make-up work by report card time. When this happens, the student will receive an incomplete (I) and be given as many days as they were absent to make up the work. If the work is not done within this time period, the incomplete will be change to an "F" (failure) grade for that marking period. Since it is impossible to makeup classroom instruction, discussions and cooperative learning activities, daily attendance is encouraged. If possible, please schedule appointments at the end of the school day, on scheduled early dismissal days, or when school is not in session.

ELEMENTARY RETENTION POLICY

Retention occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team (SIT) with the concurrence of the Principal. A Student Intervention Team (SIT) is to be appointed by the Superintendent/Principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team should include:

1. classroom teachers,
2. counselors and other support staff,
3. building Superintendent/Principal,
4. parents.

When the Student Intervention Team is convened, the following criteria shall be considered:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, social maturity

In monitoring the progress of all students, the following timeline will be followed:

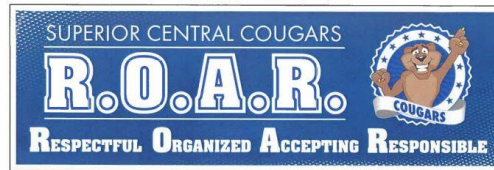
- Before Parent/Teacher Conference: Principal will review grade placement procedures with teachers.
- October-January: Teacher should inform parents of student progress.
- Early March: Teacher will notify the Principal if an alternative grade placement or retention is being considered. The Student Intervention Team (SIT) will be convened by the Principal.
- Early April: If placement or retention is still being considered, parents should be notified by this time and commitment to the decision secured.
- May-June: Decision on placement or retention is made and student grade placement recommendation is completed.

Final decisions on student promotion, placement, or retention rest with the building Superintendent/Principal.

SECTION IV – STUDENT CONDUCT

Code of Conduct

A major component of the educational program at Superior Central is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.



Elementary students are taught the acronym R.O.A.R and are expected to be Respectful, Organized, Accepting, and Responsible. These traits are important in all areas of the school day and in everyday life.

The R.O.A.R. rubric below provides examples of the expectations in all areas of our school building. This rubric is taught and retaught on a daily basis.

	Arrival	Hallway	Classroom	Cafeteria	Playground	Bathroom	Dismissal	Bus
R Respectful	Say "Good Morning" Walk directly to classroom – level 1	Transitions – No talking – level 0 Quiet feet	Listen respectfully Use manners	Inside voice – level 2 Use manners Walking feet	Outside voice – level 3 - no screaming Be NICE	Whisper voice – level 1 Respect privacy Quick and quiet	Be considerate of others in line	Greet the driver Thank the driver when you leave
O Organized	Bring all items you need for school with you in your backpack.	Stay in line to the right Lockers neat and closed Keep floor neat	Take care of materials and belongings Respect personal space	Two hands on tray Only take food you will eat Throw trash away when dismissed	Use equipment correctly Line up when the bell rings Keep personal space	Flush Wash hands – 1 pump of soap, 2 paper towels	Clean hallway, lockers closed Put belongings in backpack	Sit with your bottom and back on the seat Keep belongings in your seat area Sit in your assigned seat
A Accepting	Do morning work when you get to classroom Ready for learning after the pledge	Respect other learners in their classroom	Encourage others Sustain effort Ask for help when needed	Invite others to sit with you Stay seated and raise your hand for help and when finished	Follow adult directions Share and take turns Be KIND	Take turns – only 1 person in a stall	Get ready in a timely manner	Safety matters – stay seated for the entire ride Follow driver requests
R Responsible	Walk from bus to doorway Walk in hallways Hands/feet to self	Walking feet Hands to self	Keep hands and feet to self Stay on task Be the best you can be	Eat your food and clean up after yourself	Use equipment appropriately Be careful of others Respect nature	Clean up after self Throw trash away	Walking feet to bus	No food or drink on the bus Keep hands and feet to self

Elementary Behavior Response Rubric

	<i>Example Behavior</i>	First Offense	Second Offense	Third Offense
Level 1	<i>defiance</i> <i>disrespect</i> <i>disruption</i> <i>inappropriate language</i> <i>non-serious physical contact</i> <i>property misuse</i> <i>playground conflict</i> <i>technology violation</i>	<ul style="list-style-type: none"> • Verbal redirect by teacher • Reteach expectation using R.O.A.R. matrix 	<ul style="list-style-type: none"> • Verbal redirect by teacher • Reteach expectation using R.O.A.R. matrix • Restorative Recess: Complete/discuss a "Think About My Actions" form – send home to parent 	<ul style="list-style-type: none"> • Verbal redirect by teacher • Reteach expectation using R.O.A.R. matrix • Restorative Recess: Complete/discuss a "Think About My Actions" form – send home to parent • Call home
Level 2	<i>pattern of level 1 offenses</i> <i>insubordination</i> <i>profanity</i> <i>abusive language</i> <i>sustained disruption</i> <i>stealing</i> <i>harassment</i> <i>cheating</i> <i>property damage</i>	<ul style="list-style-type: none"> • Verbal redirect and reteaching of R.O.A.R. expectations • Restorative Recess: Complete/discuss a "Think About My Actions" form – send home to parent • Call home 	<ul style="list-style-type: none"> • Verbal redirect and reteaching of R.O.A.R. expectations • Office Write up: Lunch/ Recess Detention • Referral to school social worker • Principal call home 	<ul style="list-style-type: none"> • Verbal redirect and reteaching of R.O.A.R. expectations • Office Write up: ISS ½ day • Referral to school social worker • Principal call home
Level 3	<i>pattern of level 2 offenses</i> <i>physical contact to cause harm (non-accidental)</i> <i>verbal, written, or electronic intimidation</i>	<ul style="list-style-type: none"> • Office Write up: Consequence based on behavior • Referral to school social worker • Principal call home • Schedule meeting with teacher, parent, school social worker, principal, student (when applicable) 	<ul style="list-style-type: none"> • Office Write up: Consequence based on behavior • Referral to school social worker • Principal call home • Schedule meeting with teacher, parent, school social worker, principal, student (when applicable) 	<ul style="list-style-type: none"> • Office Write up: Consequence based on behavior • Referral to school social worker • Principal call home • Schedule meeting with teacher, parent, school social worker, principal, student (when applicable)

*This rubric is provided as a guide and each incident will be handled on a student-by-student basis.

STUDENT RULES AND REGULATIONS

- Cougars R.O.A.R. – students are expected to be Respectful, Organized, Accepting and Responsible.
- Students are to respect and take direction from all school personnel. Any disrespect will be brought to the principal's attention.
- Students are to abide by national, state, and local laws as well as the rules of the school.
- Students are to be prompt to school and attentive in class.
- Students are expected to work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Students are expected to complete assigned tasks on time and as directed.
- Students are expected to help maintain a school environment that is safe, friendly, and productive.
- Students are expected to act at all times in a manner that reflects pride in self, family, and in the school.
- Students are expected to remain on school grounds during school hours unless they have written permission from their parents or the office.
- Students must show written permission from the parent/guardian to their teacher before they may ride bikes to school.
- Students are not allowed in the high school unless they receive prior permission from their teacher.
- Dangerous objects such as knives, guns, etc. are not allowed in school, including toy knives, guns, bows, etc. (This includes during Halloween and other holiday activities.)

- Headwear will NOT be allowed in the school building, with the exception of religious attire.

DRESS AND GROOMING

While fashion changes, 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.

- Undergarments should not be visible or worn as shirts. Shirts with open backs, spaghetti straps, or plunging necklines will not be allowed. Crop tops (belly shirts) must reach the top of the pants when standing naturally, with arms at sides.
- Shirts with inappropriate slogans, mottos, or pictures are not allowed. This includes but is not limited to alcohol, drugs, tobacco, or sexual references, even if veiled, or shirts with similar implications; swear words; or messages of acts of hate, intolerance, or immoral acts.
- Jackets are to be kept in lockers and not to be worn in class. (Teacher can make an exception in winter months or when temperatures in classrooms warrant a jacket)
- Length of shorts or skirts must reach the middle of the thigh, between the inseam and the knee. Slits in skirts must be no higher than this level.
- Headgear (hats, hoods, bandanas, etc.) are not to be worn in the building during school hours.
- Shoes or sandals must be worn at all times.

LUNCHROOM RULES

1. Gum is not allowed in the lunchroom.
2. All food is to be eaten at the lunch table.
3. Saving places, cutting in line, excessive noise in line or in the cafeteria is not permitted.
4. Students are to clean up after themselves.
5. Students are to get all the food they will want on their first time through the kitchen. They will not be permitted to re-enter the kitchen area once they have gone through the lunch line.

LUNCHROOM PROCEDURE

Students are to pick up their milk, silverware, napkins, and straws as they go through the lunch line. Students are to be seated quietly and in an orderly fashion. Lunchroom supervisors will direct the students to the proper table. General rules are as follows:

- a. Students are to remain seated while eating lunch.
- b. Students are allowed to talk at a normal tone while eating. Yelling, food throwing, etc., will not be tolerated and a student may lose lunchroom privileges.
- c. Students are to quietly raise their hand if they need help.
- d. Students are expected to leave the table clean, and scrape their plates in the garbage can provided.
- e. Students who bring their own lunch are seated with their classmates and can get utensils from the lunch line.
- f. When students leave the lunchroom, they are expected to get their coats, etc., and go immediately outside to recess, unless instructed differently. **Students should use the bathroom at this time.**
- g. No food is to be taken from the lunchroom.
- h. Students are not allowed to borrow from each other's lunch accounts.
- i. No pop or candy is allowed for lunch. **This applies to students eating either hot or cold lunch.**
- j. All students must eat hot or cold lunch daily. A menu is provided; please go over it with your child.

PLAYGROUND RULES

1. Follow R.O.A.R. behavior expectations to be safe and have fun.
2. Treat equipment and each other with respect.
3. One at a time on ropes, monkey bars and swings.
4. Do not walk up the slide. Sit when coming down.
5. Sit on the swings. One person may push. No jumping off of the swings.
6. The following are not allowed: climbing trees, tackle football, king of the mountain, red rover, throwing snowballs, bark chips, or any other objects.

Playground supervision is provided at all times. Students are to report any accidents or unsafe or unkind actions they may see to the supervisor immediately.

PLAY AREAS

1. Any area to the north of the elementary building is off limits.
2. The school building and fence are the boundaries. Students are not allowed in the woods or on the fence at any time.
3. The sidewalk in front of the elementary building is off limits.
4. The parking area is off limits at all times.
5. The ditch is the boundary to the east. No student is ever to cross the road or be on or near the road.

RECESS DRESS

Students are required to go outside for recess during the school day, and must be **dressed properly, particularly during the winter**. Students will remain indoors for recess when the temperature is 0° or below. Daily outdoor recesses are valuable in promoting healthy classroom conditions. **Reasonable requests for your child to stay indoors during recess will be honored. Simply “not wanting to go out” is not a valid reason.**

SECTION V – EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

WEAPONS/FIREARMS AND EXPULSION

Students in possession of a dangerous weapons/firearms, who commit arson or rape on district grounds, in district buildings or at district or school sponsored events may be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

The board directs the building principal to suspend from school for a period of ten days, any student in violation of this policy. As the board reserves to itself the authority to expel students, the board will schedule a special meeting within the ten-day suspension period to proceed with the expulsion process. Each student subject to expulsion shall have his or her situation reviewed by the superintendent on a case-by-case basis.

USE/POSSESSION OF TABACCO/MARIJUANA/VAPE

Tobacco products, e-cigarettes, vaping, juuling, and marijuana products are a danger to a student’s health and to the health of others. The District prohibits the sale, distribution, use, or possession of any form of these products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violation of this rule could result in suspension or expulsion. “Use of tobacco” shall mean the uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other material or substance that contains tobacco, in addition to papers used to roll cigarettes.

BOMB OR WEAPON THREATS

If a student actively participates in or is an accomplice in a bomb, weapon, or other emergency alarm threat, it will result in an automatic ten-day suspension. In addition, the School Board will meet during the suspension to determine if expulsion is appropriate.

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.

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally

protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant to the principal.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/ or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et.seq.

Bullying

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, school-approved or school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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 Superintendent is 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 s/ he 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 or Social Worker who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. 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 the 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, to the Superintendent. The Superintendent 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.

Prevention / Training

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

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, s/he 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 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 by 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 and 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, verbal, 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 state, rural area, city, etc.).

"Intimidation/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 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.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516.

M.C.L. 380. 1310B (Matt's Safe School Law, PA 241 of 201 1)

Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

Section VI – Transportation

Bus Transportation

The Board of Education is responsible for the efficiency and economy of the school bus system as determined by the selection of bus routes, the scheduling of bus trips, and the authorization of bus stops.

The Administration is responsible for establishing proper standards of safety in the operation of buses and shall ensure their enforcement by the bus supervisor.

The Administration shall be responsible for the execution of the transportation policy and regulations adopted pursuant thereto. They may delegate this duty to the transportation manager.

Parents are responsible for the safety of their children while walking or riding in vehicles other than school buses between home and school or home and the authorized bus stop. Parents are also responsible for the behavior of their children while waiting at the bus stop.

Bus routes will be established so that an authorized bus stop is available within a reasonable walking distance of the home of every resident student entitled to transportation.

Any student needing to ride a different bus for the day or a short period of time **must provide a written note** from a parent/guardian to the appropriate driver before he/she is to board a different bus. These arrangements should be made with your child before they depart for school. In addition, please notify your child's teacher to ensure your child gets on the correct bus. **Emergency situations** may come up during the day which will make it necessary for a student to ride a different bus or get off at a different stop. When this happens, we ask that you call the elementary secretary at (906) 439-5532 x201 and give the student's name and teacher, along with the message. These calls need to be limited to emergency situations only. We ask that you try to call as early in the day as possible. Bus stops are arranged both for safety and for bus fuel economy. Anyone having questions about bus routes should contact the bus garage by letter or by calling (906) 439-5995.

Bus Loading and Unloading Procedures

1. Stay off the traveled roadway at all times while waiting for the bus.
2. Wait until the bus has come to a stop before attempting to get on or off.
3. Leave the bus only with the consent of the driver.
4. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. Cross the road, if necessary after leaving the bus, in the following manner:
 - a. Make sure the bus is stopped.
 - b. exiting the bus, go to the front of the bus within sight of the driver and wait for proper signal for crossing.
 - c. Look both to the right and left and proceed across the road in front of the bus.
 - D. Walk (not run) in FRONT of the bus when crossing the road.

Disciplinary Procedures

1st violation	Driver / student conference with parent contact, written warning in student file
2nd violation	Student bus privilege revoked for one (1) day, with notice to parent
3rd violation	Student bus privilege revoked for up to three (3) days with notice to parent
4th Violation	Driver notifies principal of continuing problem. Principal may remove student from bus for remainder of semester with notice to parent

Michigan Law – Stopping for School Buses

- You are required to stop when overtaking or meeting a school bus, which has stopped and is displaying two alternative flashing red lights.
- Stops must be made at least 10 feet in front of or to the rear of the bus and you may not proceed until: (a) School bus resumes motion or (b) Visual signals on bus are no longer actuated.
- You need not stop for a stopped school bus at an intersection controlled by a police officer or stop-and-go signal, but may pass the bus at a speed not greater than 10 miles an hour and with due caution.
- The driver of a vehicle upon any highway which has been divided into two roadways by leaving an intervening space, or by a physical barrier, or clearly indicated dividing sections so constructed as to impede vehicular traffic, need not stop upon space, barrier or section.
- The school bus driver is required to actuate two amber flashing lights for the purpose of receiving or discharging school children. Cars may pass, with caution, a school bus preparing to stop, while it has amber lights flashing. Upon stopping the school bus, driver is required to actuate alternate flashing red lights until children are safely on the bus. Vehicle traffic from both directions must stop for buses when red lights are flashing. In some instances where a school bus can stop without interrupting traffic flow, buses may be stopped only with amber lights flashing. Motorists may pass a stopped school bus with amber lights flashing.
- The key for motorists is simple:
 - Amber lights mean caution. Red lights mean stop!
 - Michigan law now requires new school buses to be equipped with a stop arm in addition to flashing lights. This arm will project from the driver's side of the bus and will be another indication that all traffic should stop.
 - The law says that children alighting from a school bus who must cross the roadway shall do so in front of the bus. However, children are unpredictable and impulsive and will not always do what the law says. So just as you must depend on other motorist to protect your children or your friend's children, please protect theirs by being especially careful and expecting the unexpected when a school bus is stopped.
 - Rear end collisions occur all too frequently when vehicles strike other vehicles, which have already stopped for stopped school buses. Such accidents often happen when the motorist is inattentive or driving too fast for conditions. This means the presence of a school bus is a warning that preceding traffic may come to a stop and you should be prepared to do likewise.

Rules Governing Students Riding the Bus

It is the objective of the Superior Central School District to provide safe, pleasant transportation to and from school for all of the eligible students in the District. When a student steps on a bus, he or she is under the authority of the School District. The building Principal or is responsible for dealing with inappropriate student conduct exhibited while riding school transportation. The bus driver has the same authority in the bus that a teacher has in the classroom. Any breach of rules that the drivers deem serious enough will be referred to the student's principal. The rules for riding buses at Superior Central are:

1. All students will sit in seats as assigned by the driver. No one will move after they are seated.
2. Students will use a normal tone of voice when talking. No shouting.
3. All students will obey the driver's command properly and promptly.
4. Students shall wait in designated places for buses.
5. It is each student's responsibility to help keep the bus clean.
6. Students lining up to board the bus must avoid pushing and crowding and the lead student in line must not move toward the door of the bus until the bus has come to a complete stop.
7. Students will not leave the bus by the rear door, unless it is an emergency situation.
8. Always cross in front of the bus when crossing the road.

9. Each student must ride the bus to his or her own stop. If a student rides to a place other than their usual stop, they must have written consent from one of their parents.
10. Students will keep hands and head inside the bus at all times.
11. Keep all belongings in your seat area.
12. Keep hands and feet to self.
13. No food, drink, or candy of any kind is allowed on the bus.
14. All rules regarding student behavior at school are in force during transportation.

SECTION VII – TECHNOLOGY AGREEMENT

Student Technology Usage Agreement

Superior Central School District is dedicated to becoming a technologically advanced school district so that the students we teach can leave here feeling prepared and up-to-date in the technology field. As we see technology rapidly changing, we also see the misuse and problems that can occur if not properly addressed prior to use. With the threat of computer viruses hindering our ability to use technology to its fullest extent, student e-mail use is unacceptable and Internet use will be highly monitored and restricted.

The following guidelines have been set by the Superior Central Technology Team in accordance with the administration to ensure that the students of Superior Central receive only the best during their K through 12 education. These guidelines address Intranet and Internet policies, other electronic devices, and student accountability. The Technology Team, along with district and school administration, reserves the right to update and revise these policies as technology changes.

Please read the guidelines and sign the agreement on the last page of this document indicating that you will follow the policies in this agreement.

INTRANET / INTERNET

Internet access is available to students, staff, and authorized outside users of the Superior Central School system through the Marquette-Alger RESA. The use of Internet is a privilege, not a right, and inappropriate use of the Internet will result in disciplinary action.

With access to networks and people all over the world comes the availability of material that may not be considered suitable in the context of a school setting. Filtering will be provided for all Internet-enabled computers used by students, staff, and authorized outside users. Filtering will be disabled only for legitimate research or other lawful purposes. The Superior Central School District cannot prevent the possibility that users may discover controversial information while searching the Internet. The Superior Central School District also believes that the value of the information and interaction available on the Internet outweighs the possibility of inappropriate use.

Acceptable Use

The use of your account **must** be related to education and research in accordance with the educational objectives of Superior Central School, and will be monitored by school staff.

Unacceptable Use

- Using e-mail outside of approved classroom activities or curriculum
- Using chat rooms or instant messaging (IM) outside of approved classroom activities or curriculum
- Hacking and other unlawful activities (such as circumventing school firewall protocols)
- Using another's Internet/Intranet account and/or password (students are responsible for any action that occurs under their account)
- Using school access outside of approved classroom activities or curriculum for commercial purposes
- Attempting to harm or destroy data of another user or the Internet, including the uploading or creation of computer viruses
- Transmitting material in violation of any U.S. or state regulation, including but not limited to: personal identification information; copyrighted material; threatening, racist, sexist, pornographic, and obscene material; or information protected by trade secret
- Using abusive or otherwise objectionable language
- Other actions as deemed unacceptable by the school district

Netiquette

Users are expected to abide by the generally acceptable rules of network etiquette.

ELECTRONIC DEVICES

As the push on technology increases each day, students find themselves becoming a part of the change by using and buying cell phones, digital cameras, laptops, and other electronic devices. Superior Central School wants to be a part of this change and encourage students to become familiar with the latest technology. However, some guidelines and restrictions must be set in order to protect students from material that is not considered suitable in the context of a school setting.

Unacceptable Electronic Devices

These are electronic devices that are prohibited in grades K-5:

- Cell phones
- iPods
- Pagers – special considerations will be made on a case by case basis for emergency reasons
- Portable Compact Disc (CD) players
- Devices deemed unacceptable by administration

All electronic devices may not be used during school hours and must remain in school lockers, unless the devices are part of an approved classroom activity, school activity, or curriculum.

Superior Central School District is not responsible for lost, stolen, or broken items.

ACCOUNTABILITY

The following terms and conditions and accountability apply for school equipment.

Students who abuse the Internet will be able to use designated computers that are not network capable for classroom assignments only.

Any violation is subject to administrative review to determine the level and severity of the penalty.

Misuse

The administration, faculty and staff of Superior Central School District may request the technology coordinator to deny, revoke or suspend a specific user account if misuse is suspected.

Hardware abuse or destruction is unacceptable and will be dealt with using the school disciplinary code as a guideline. All items addressed in the disciplinary code, such as replacement costs, are to be followed when dealing with physical abuse and destruction of Superior Central School District's computer or electronic equipment.

School-Issued Chromebooks

Students will have access to Chromebooks to use throughout the school day. All Chromebooks issued to students must be returned with no more than "normal" wear and tear. If a Chromebook is damaged due to neglect, a fine will be assessed based on the repair needed.