

# Moccasin Elementary School

## Parent/Student Handbook

2nd, 3rd, and 4th Grade Level Center



2020-21 School Year

***Dr. Michael Dunn, Principal***

Welcome to the Moccasin Family! To help us achieve our mission and maintain a safe and orderly learning environment, please take the time to review our school expectations, policies, and general information contained in this handbook. If you have questions or concerns, please don't hesitate to call the school office, 695-8408. Thank you for being a part of our Moccasin family. We hope it's your best year ever.

Buchanan is a Promise community. Promise programs seek to transform communities by making a long-term investment in education through place based scholarships. They work to expand access to and ensure success in higher education, deepen the college going culture in both the K-12 system and community as a whole, and support local community economic development. Students may receive up to \$2500/year for four years, for a maximum of \$10,000. Graduates who have attended school in the Buchanan District and lived in the district for a minimum of four years receive a scholarship equal to 70 percent of the grant, with a sliding scale for those in between.

### ***Our Mission Statement***

*The Moccasin School Family will work as a team to provide each individual child with the opportunity for academic, physical, and social growth. Development will be measured through appropriate testing, active participation, and observations. It is the responsibility of the Moccasin School staff, students, parents, and community members to help us accomplish this goal so that no child is left behind.*

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## **Moccasin Elementary Staff Directory**

### **MOCCASIN ELEMENTARY SCHOOL**

410 Moccasin Avenue, Buchanan, MI, 49107

Phone: 695-8408 Fax: 695-8427

### **PRINCIPAL**

Dr. Michael Dunn, Ed.D.

Email: mdunn@buchananschools.com

### **ADMINISTRATIVE ASSISTANT**

Kathryn Lolmaugh

### **BUILDING STAFF**

Lisa Gregory	Rm. 210	Grade 2
Lindsay Harroff	Rm. 207	Grade 2
Deb Kline	Rm. 209	Grade 2
Robin Staup	Rm. 208	Grade 2
Michelle Horvath	Rm. 205	Grade 2

Cindy Bowerman	Rm. 214	Grade 3
Hayley Burks	Rm. 213	Grade 3
Kris Rettig	Rm. 204	Grade 3
Nicole Teshka	Rm. 206	Grade 3

Erica Amiel	Rm. 113	Grade 4
Brenda Hemphill	Rm. 105	Grade 4
Heidi Holloway	Rm. 111	Grade 4
Erin Kratky	Rm. 104	Grade 4
Rebekah Wiersma	Rm. 112	Grade 4

Christine Ewell	Rm. 211	Special Education
Cheryl Warner	Rm. 107	Special Education
Brittany Mohney	Rm. 300	Speech/Language
Maggie Patnoudes	Rm. 300	Speech/Language

Karen McGuirt	Rm. 212	Intervention
Belinda Vaz	Rm. 212	Intervention
Marilyn Harmon		Paraprofessional
Patricia Smith		Paraprofessional
Vicki Toms		Paraprofessional

Sarah Castelluccio	Rm. 110	Art
Jessica Leenhouts	Gym	Physical Education
Caitlyn Lustila	Rm. 103	Music
Laura Henckel	Rm. 114	Counselor
Amanda Lemler	Rm. 203	Media Specialist
Amber Breden	Rm. 103	Library

Kasey McBeth	Rm. 102	Literacy Coach
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Judy Heckathorn		Kitchen Manger
Samantha Bentley		Cook

### **BUS TRANSPORTATION DIRECTOR**

bucksbus@buchananschools.com

695-8402

### **SUPERINTENEDENT OF SCHOOLS**

Mrs. Patricia Robinson 695-8401

### **BOARD OF EDUCATION**

Dr. Harvey Burnett

Mrs. Ruth Writer

Mrs. Sandy Tobler

Mr. James DeVlaminck

Mrs. Kelly Laesch

Mr. Dennis Wentworth

Mr. Chris Lee

## **VISION STATEMENT**

*In order to improve academic achievement, every student at Moccasin Elementary will have a parent or a parent substitute who is empowered to participate actively in all aspects of his or her education.*

*Moccasin Elementary will actively solicit and welcome parental participation and advocacy in all aspects of the educational process.*

Moccasin Elementary School recognizes that parental involvement is key to academic achievement. **The term “parent” refers to any caregiver/guardian who assumes responsibility for nurturing and caring for their children.** When parents are involved in their children’s education, the attitudes, behaviors, and achievement of students are positively enhanced.

In order to enhance parental involvement, six essential elements shall be promoted:

1. **Communication** between home and school is regular, two-way, and meaningful. Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child’s strengths, challenges and accomplishments. To communicate effectively, both parties must be aware of and address issues such as cultural diversity, language differences and special needs. Appropriate steps shall be taken to allow clear communication between participants.

**Forms of communication shall take place in the following manner:**

- Hold an annual meeting to inform parents of the Parent Involvement Plan.
  - Provide for parents, a child’s individualized assessment results, reading results, progress reports and parent conferences.
  - Provide through school website, the curriculum in use at the District.
  - Distribute bi-weekly newsletters informing parents of upcoming events.
  - STAR Folders and student planners will be a daily communicator of assignments and events for grades 2, 3 and 4.
  - Access to student academic progress through PowerSchool.
2. **Responsible parenting** is promoted and supported: The family plays a key role in a child’s educational environment. School personnel and program staff shall support positive parenting by respecting and affirming the strengths and skills needed by parents to fulfill their role. Parents shall be linked to programs and resources within the community that provide needed support services. These programs may include, but will not be limited to:
    - PTM Meetings
    - Monthly Parent Activities
    - Parents as Teachers Workshops
    - Parent literature available through school counselor

Parents play an integral role in assisting student learning. Student achievement increases when parents are actively involved in the learning process. Moccasin shall therefore provide opportunities for parents to learn effective ways to support their child’s educational needs, including information about how parents can support student behaviors, such as punctuality and regular attendance, which are closely tied to student success in school. Parents can assist student learning in the following ways:

- Reading all communications from the school
- Reviewing and signing the Parent/ School compact
- Monitoring homework completion
- Observing classroom activities
- School newsletter for periodic parenting tips
- Attending PTM meetings
- Attending Parent/Teacher Conferences (Fall and Spring)
- Participating in home reading programs (RIF, Reading Recovery, Book-It)

3. **Parents are welcomed as volunteers** in Moccasin School. Parent volunteers are essential for advancing student achievement. Therefore, parents shall be welcome and invited to volunteer at all educational levels. Volunteer opportunities shall capitalize on the expertise, interests and skills of the parents, and have a direct connection to school and district goals. Volunteer opportunities may include, but are not limited to, the following:

- Reading to students
- Chaperones for field trips and school activities
- School fundraisers
- Classroom helpers
- Technology classes
- After-school programs
- Picture Day

4. **Parents are full partners in the decisions** that affect their children and families: Parents and educators have a mutual responsibility to make informed decisions related to all aspects of the education provided to our students. Schools shall actively enlist parent participation in decision-making. Efforts shall also be made to recruit and support participation by parents representing diverse student groups such as: limited English proficiency, special needs, gifted and talented, and homeless. The role of parents in decision-making shall be continually evaluated, refined and expanded at the district and school levels.

Opportunities for parents in the decision making process are in the following areas:

- School Improvement Plan
- Annual review of Parent Involvement Policy
- Participation in PTM
- Discussions between parents, administrators and staff to address problems and find solutions for individual students having difficulties either academically or socially

5. **Parents, school and community collaborate** in order to enhance student learning, strengthen families, and improve schools. Parents, educators, and community members will work together in order to promote and effectively increase educational opportunities for children.

**STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The Buchanan Community Schools complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Buchanan Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, gender/sex, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education, Coordinators for Affirmative Action and review of Federal requirements are as follows: Section 504 and ADA, Karin Falkenstein (Buchanan Community Schools, 695-8401); Title IX, Title VI, and Civil Rights, Brian Pruetz (High School Assistant Principal, 695-8404).

**ANNUAL NOTICE TO PARENTS OF CHILDREN ATTENDING TITLE 1 SCHOOLS**

In accordance with Federal law concerning schools serviced by Title 1 funding, parents have the right to request information on teacher qualifications. Moccasin School is a school-wide Title 1 funded school. Please direct all inquiries to the Superintendent’s Office at 401 W. Chicago, Buchanan, MI 49107.

Each student, teacher, and parent/guardian is required to sign the ***Student/Teacher Parent Compact*** and return it to school. This page is a commitment made by our students, staff, and parents to work as a team in providing the best learning environment for our students.

**School-Home Communication**

The staff at Moccasin Elementary School eagerly acknowledges our partnership with parents and community in maximizing educational opportunities for our students. To make that partnership work, please share with us your thoughts, ideas and concerns.

Please note that, as in any professional organization, concerns involving a staff member should be addressed with that person prior to involving their supervisor. In our organization, the first question that you may be asked when you call a supervisor is, “Have you addressed the person involved about your concern?” Please feel free to call the office any time to arrange an appointment to meet with any of our staff.

**Where Does A Parent Go With A Question or Concern?**

<p><b>Coach</b> Questions or concerns regarding a sport should first be directed to the coach involved ↓</p>	<p><b>Teacher</b> Questions or concerns regarding instruction practices in your child’s classroom should be directed to his/her teacher ↓</p>	<p><b>Bus Driver</b> Questions about lost items on the bus, speak first to the bus driver ↓</p>	<p><b>Food Svs. Workers</b> Questions about the menu for your child, account info? If you are in the building, you can have the food service worker check this out for you ↓</p>
<p><b>Athletic Dir.</b> If more information is needed or you still have questions or concerns, a meeting with the athletic director should be scheduled ↓</p>	<p><b>Building Principal</b> If more information is needed or you still have questions or concerns, a discussion should be scheduled with your child’s principal (695-8408) ↓</p>	<p><b>Transportation Director</b> Questions about transportation for your child should be directed to the Transportation Director (695-8402) ↓</p>	<p><b>Food Service</b> Questions about food service for your child should be directed to the Food Service Director (695-8415) ↓</p>
<p><b>Building Principal</b> If more information is needed or you still have questions or concerns, a discussion should be scheduled with your child’s principal. ↓</p>	<p>↓</p>	<p><b>Business Mgr.</b> If more information is needed or you still have questions or concerns, a meeting with the Business Manager should be arranged (695-8400) ↓</p>	<p><b>Business Mgr.</b> If more information is needed or you still have questions or concerns, a meeting with the Business Manager should be arranged (695-8400) ↓</p>
<p><b>Superintendent</b> A conference with the Superintendent of Schools is most appropriately held if questions or concerns have not been resolved at earlier levels (695-8401). ↓</p>			
<p><b>Board of Education</b> The last level of contact with the district about a question or concern is the Board of Education.</p>			

**Parent Communication Binders**

We work hard at maintaining good communications. Please discuss with your child the importance of bringing home the school’s communication tool, your child’s STAR folder! Parents should look through the STAR folder every day. Our bi-weekly newsletter generally published on Friday’s, reports on activities, class information, important dates and many other items. We encourage you to have this newsletter on your refrigerator each week and use it at home in your family’s activity planning.

## **ALL MOCCASIN DOORS ARE LOCKED!**

For the safety of our students, all doors are locked during the school days. To gain permission to enter the building, please use the buzzer to the left of the front door. When you are admitted, you must stop in at the office sign in and receive a visitor's pass. Even if you visit the school before or after the school day, you still need to sign in and receive a visitor's pass.

## **SCHOOL HOURS**

Please remember that it is the responsibility of the parent to have their children in school and on time.

**Students who walk:** With your child's safety in mind, please time your child's departure from home to arrive no earlier than 10 minutes before the first bell. Students who habitually arrive too early may be asked to return home.

Remember, if your child is arriving early, that means s/he is crossing busy streets without the benefit of crossing guards or safety patrols as well as standing outside school unsupervised. All students are required to follow the directions of adult and student crossing guards as well as all staff.

Students should go directly home (or to a sitter) at the end of the school day. Students should always use approved crosswalks.

- 8:20 Students eating breakfast may enter building**
- 8:45 Students may enter the building**
- 8:50 School begins**
- 3:45 Students are dismissed**

**Moccasin dismissal time for all half days of school is 12:10**

### **Inclement Weather**

Announcements regarding any change in the normal operation of the schools will be made over the radio stations and television stations listed under 'Emergency Closings' in this handbook.

### **2 Hour Delay Procedures**

A district-wide 2-hour delay may be called due to inclement weather. The school day begins 2 hours later than a regular day and ends at the regular time. This counts as a school day and does not need to be made up. **NO breakfast will be served.**

School bus schedule will be 2 hours later than the normal pick-up time. School will start at 10:50. Doors will open at 10:45. Students may not arrive at the normal school starting time, as there is no adult supervision.

## **EMERGENCY CLOSINGS**

School closings because of inclement weather or equipment failure will be announced on major radio and television stations. Unscheduled closings during the school day may also occur. Each child should know where to go if an emergency arises and school is dismissed early.

In the event of a tornado warning, students will be released only to their parents or official guardian if such persons come to the shelter area and request the release of their child(ren). Students may not be released to a friend, neighbor, or relative. The building principal or his/her designee must approve all releases of students.

The following radio and TV stations will announce any school closings:

<b>WNIL/WAOR</b>	<b>1290 AM or 95.0 FM</b>
<b>WHFB</b>	<b>1060 AM or 99.9 FM</b>
<b>WNDU</b>	<b>1490 AM or 93.0 FM</b>
<b>WSBT</b>	<b>960 AM or 101.5 FM</b>
<b>WNDU</b>	<b>CHANNEL 16</b>
<b>WSBT</b>	<b>CHANNEL 22</b>

### **ALERT MESSAGES (School Messenger)**

Moccasin School will be using the School Messenger Announcement System. This will allow the school to contact all parents simultaneously via phone and/or email regarding school closing, delays, weather and other emergencies. Look for more information in your child's STAR Folder that will be sent home the first day of school.

### **POWERSCHOOL**

The most important person in a child's education is the parent. Parents of our 2<sup>nd</sup>-4<sup>th</sup> graders are encouraged to access **PowerSchool** through the district website to monitor their child's progress, especially for late or missing assignments. All new students and students entering 2<sup>nd</sup> grade will receive an information packet in the fall addressing how to set up a PowerSchool account. Students and parents are given passwords for confidentiality of grades. Call the school office if you need assistance accessing PowerSchool.

### **TELEPHONE MESSAGES**

The office telephone is a business phone and should be used by students in emergencies only. Whenever possible, parents are requested to make all arrangements with students before they depart for school. Telephone messages received during the day will be delivered as time permits.

### **VISITING**

**All visitors should stop at the school office to sign in and receive a visitor's pass before going to any of the classrooms.** You will also need to sign out when leaving so in the event we have an emergency we will know if we have to find you to take you to safety. We ask that you do the following:

1. Call the office for an appointment so that we can insure the people you need to see will be available.
2. When picking up your child, please check into the office and sign your child out.
3. Please do not engage a teacher in discussion during or following a classroom visitation while a class is in session. Teachers have responsibility for all children during school hours and discussions with parents during this time disrupt the classroom environment and instructional program.

All visits should be arranged with the school at least 48 hours ahead of time, to prevent you visiting on days with testing, many specials, etc. Student visitors are not permitted. Please note that during the regular school day, only the main entrance will be open for public access.

Also, parents are requested not to pick up students from the playground or buses without checking in at the office.

If you would like to have a conference with the principal or a teacher, please call the school (695-8408) for an appointment anytime.

Due to the disruption caused, small children, babies, or students from other buildings or district are not encouraged to visit. If you'd like to visit, but need childcare, please discuss this with the principal before your visit so arrangements can be made.

### **STUDENT FEES, FINES AND SUPPLIES**

Moccasin School will provide all basic supplies needed to complete the required course curriculum. The student's family may choose to purchase their own supplies if they desire to have a greater quantity, or quality of supplies, or desire to help to conserve the limited resources for use by others. Additionally, if there is a need for field trip money the family cannot afford, please notify the office and request a scholarship from the PTM to cover these expenses.

Students who fail to return fundraiser or picture money or pay for lost or damaged text or library books may not be able to participate in those activities until the fines are paid and may also not receive classroom books or check books out of the library if the lost/damaged fees are not paid. Fines can be avoided if students are responsible for their school loaned materials.



## ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. The exception is a student enrolling under the District's open enrollment policy.

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:

- ▶ Legal birth certificate
- ▶ Court papers allocating parental rights and responsibilities, or custody
- ▶ Proof of residency (Acceptable documents listed)
  1. Driver's license with district address
  2. Homeowner-deed to property, closing statements, etc. Renter-signed current lease
  3. Any 2 of the following:
    - a. Gas/electric bill
    - b. Telephone or cellular phone bill
    - c. Cable or satellite television bill
    - d. Renter's or homeowners insurance policy
    - e. Bank or credit card statement
    - f. Current auto registration or insurance policy or statement
- ▶ 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.

For students enrolling from another school, the enrolling district will request records from the previous school.

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. Contact Stacey Denison, District Homeless Liaison at 695-8408.

A student who has been suspended or expelled by another public school 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.

## IMMUNIZATION AND BIRTH CERTIFICATE POLICY

**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, waivers or other health-related questions should be directed to the principal.

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.

**Birth Certificate:** A certified birth certificate must be presented at registration.

## **EMERGENCY FORMS**

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. Emergency forms are necessary because we need the telephone numbers of responsible adults who can be reached during the day in case a child becomes ill or has an accident. **Please inform us of any changes in phone numbers during the school year.** Updated emergency forms are mandatory. A student may be excluded from school until this requirement has been fulfilled.

## **SCHOOL RECORDS/USE OF DIRECTORY INFORMATION**

The school principal is the Custodian of Records and is responsible for the supervision of student records at the school. The school principal's office is located at 410 Moccasin Street or can be reached by calling 695-8408.

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

A parent or adult student has the right to:

1. Inspect and review the student information in education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
2. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
4. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
5. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA (Family Education Rights and Privacy Act) and PPRA (Protection of Pupil Rights Amendment). Parents and/or eligible students who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquires may be sent to the Family Policy Compliance Office via the following e-mail addresses:  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

6. Obtain a copy of the District's policy and administrative guideline on student records (#8330).

**The District has established the following information about each student as "directory information":**

*Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. Telephone numbers will be provided only for inclusion in school or PTM directories.*

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days from the date of this notification that s/he will not permit distribution of any or all such information.

## **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 school office for specific details.

## **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. **When making the following year's placement decision, the final decision rests with the principal.** Your child is placed in the classroom s/he is in based upon these major factors:

1. Demonstrated student achievement in reading on a daily basis
2. Child's learning needs (matching style of teacher to learning style of student)
3. Quality of student's citizenship
4. Student's work and study habits (work independence)
5. Students reoccurring discipline problems, if any
6. Whether a student is a leader or follower (leadership potential)
7. How his/her personality fits with others in the class (peer relations)
8. Boy-girl ratio in each class
9. Level of parent involvement in the student's education
10. Similar class size in each room
11. Mixture of students. Each classroom must have a blend of children to allow for efficient use of instructional time. This allows students to learn and grow from one another. We also want to maintain a balance of students with special needs. Other times there may be a need to separate or unite specific students. Group dynamics should maximize the learning process for all students.
12. Demonstrated student achievement on district benchmark assessments in math, reading, writing, science and social studies
13. M-STEP test scores (grades 2-4)
14. Personality/cohesiveness of entire classroom group
15. Pace at which student works
16. Special education services for the student
17. Personality match between teacher and student

## **PROMOTION/RETENTION POLICY**

Students are expected to learn and grow as students and citizens at Moccasin School. Students are expected to complete and turn in assignments on time. Students are expected to participate in class discussions, projects, etc. Students are expected to give their best effort and to discuss work they do not understand with their teacher. Decisions regarding student progress will be made by the teacher and parent working together. Promotion to the next grade is determined by current level of achievement, potential for success at the next grade level, and emotional, physical and or social maturity.

## **REPORT CARD/CONFERENCES**

At Moccasin School, we strive for 100% attendance at our Fall and Spring Parent/Teacher Conferences. Please make every effort to attend your assigned appointment time. If you cannot make it, arrangements can be made for teachers to make a home visit or to provide transportation for you to attend. Report cards are given to parents during Fall and Spring Parent- Teacher conferences. Report cards will be sent home with students the week following semester break (in January) and on the final day of school.

## **EVALUATION SYSTEM**

Grades 2, 3, 4	A	Excellent (90% -100%)
	B	Very good (80% - 89%)
	C	Average (70% - 79%)
	D	Needs improvement (60% - 69%)
	E	Fails to accomplish minimum essentials (below

For all: + indicates strength, - indicates need for improvement and no mark indicates satisfactory progress.

## **HOMEWORK POLICY**

Although most schoolwork is completed during the school day, teachers may assign homework on a daily, weekly, or special project occasions. We feel homework plays an important role in developing responsibility, self-discipline, and proper study habits. We, therefore, encourage parents to check with their children on a daily basis concerning homework. Homework may include work assigned but not completed during the school day. Generally, students are given ample time to complete daily work. If your child frequently brings home regular daily work to complete, this may be a sign that your child is not using class time wisely. Contact your child's teacher if you have any concerns about homework.

## **NON-CUSTODIAL PARENTS**

Unless prevented by a court order, non-custodial parents have a right to receive report cards and parent-teacher conference appointments. Non-custodial parents may make arrangements to receive this information at the school office where their child attends. They may stop by the school to pick up such information, or it can be mailed to them additionally if requested. Other school information such as newsletters, flyers, etc., can be mailed if parents supply their child's teacher with self-addressed stamped envelopes.

## **SCHOOL YEAR TESTING**

M-STEP (Michigan State Assessment Program) tests will be given to all 3<sup>rd</sup> (reading and math), 4<sup>th</sup> (reading, math, science and writing) in the spring of each year.

NWEA (Northwest Evaluation Association) is given three times a year for grades 2<sup>nd</sup>-4<sup>th</sup> in the areas of reading and mathematics. This is a computer web-based program that assesses grade level learning standards.

DIBELS Next and PSI Testing assessments are given to all students throughout the school year, in the area of reading and writing. Delta Math is given three times a year. This is a computer-based system to monitor math progress.

## **ATTENDANCE POLICY**

Attendance is important. A student who is not in his/her assigned classroom by the tardy bell shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Being in school on time is your child's job and will help your child learn an important life-skill for later work in a paying career.

Any absence for illness, injury, death in family, doctor's appointment or other such emergency shall be recognized as excused. Parents are requested to call the office or send a note to school with their child explaining the reason for the absence.

On occasion, the school recognizes that it may be necessary or convenient for parents to take their children with them on vacations during the school year. The school feels the proper place for students during the school year is in their classrooms. Parents should notify the school at least one week in advance if such an absence is necessary, receive work to be done by the student and return such work completed to the teacher, when the student returns from school.

When absences from school become too frequent, letters will be sent to parents after 5, 10, 15 days and may cause a truancy report to be filed with the Berrien County Intermediate School District for necessary legal actions as we are required to do by law. Please make sure to have your child in school every day.

**Early Dismissal:** Because of our concern for the safety of our students, no student is to leave the school grounds without the permission of the principal. Parents must check into the school office when picking up their child for any excused absence. The following guideline will apply:

- A. No child will be released to a person other than a parent or guardian or authorized adult (as listed on the emergency card) during school hours, without the written permission of the parent or guardian.
- B. The person to whom the child is to be released will be required to sign a log in the office indicating the time of the release.
- C. No child will be permitted to walk home, walk to a babysitter or to an appointment during school hours. For safety reasons the parent/guardian or authorized adult must pick up the child at the school office.

A parent without custody may have his/her child released to him/her only with written permission of the parent with custody. **Custodial parents should inform the school in writing of custody arrangements – especially if conditions change during the school year.**

**Transfer Out of the District:** Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the school, the parent must notify the principal. 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 principal for specific details.

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

### **INJURY AND ILLNESS**

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

A student who becomes ill during the school day may request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Homebound Instructions:** The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction.

### **BUS RIDING POLICIES**

For questions or concerns about transportation, including routes should be directed to Angela Portt at 695-8402.

A parent wishing their child to go on another bus home or to walk with another student or to ride home with another adult, must send a note granting his/her permission for the change. This note should be brought to the office before school is dismissed to be signed by the office personnel and then shown to the bus driver.

#### **Bus Rules**

Students are expected to behave on the bus as they would at school. Students shall maintain appropriate behavior on the bus and abide by the following bus rules:

1. THE DRIVER MAY ASSIGN SEATS.
2. For the safe operation of the school bus, noise on the buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossing and other danger zones as designated by the bus driver.
3. Students shall remain seated while the school bus is in motion and keep all parts of their bodies inside the bus and out of the aisles. They will follow the driver's directions the first time they are given.
4. Students shall not throw items inside of the bus or out the bus windows and should not hold anything so that it extends out of the bus windows.
  
5. Students shall not tamper with or open a school bus emergency door unless directed to do so by the driver.
6. Eating or littering is not permitted on a school bus and use of tobacco is strictly prohibited.
7. Students should not use abusive or profane language, loud talking, pushing, tripping, or fighting on the bus. They should be courteous to the driver and the other riders.
8. The following cargo is forbidden to be transported on a school bus. Pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives or any other dangerous materials or objects. If there is a question, the Transportation Director should be consulted.
9. No vandalism of the bus or others' possessions.
10. No cell phone use of ANY KIND on the bus. They are to be turned off prior to boarding the bus.

## **Bus Discipline Policy**

Riding the bus is a privilege, not a right. Students will be expected to behave on the bus as they would at school. Those students who misbehave will be issued a Bus Conduct Card. **The card must be signed by the parent and returned to the driver before the student will be allowed back on the bus.** The parents of elementary students will also receive a letter from the Director of Transportation noting the consequences the student is on and if applicable, the dates of suspension from bus service.

The Director of Transportation or his designee will determine consequences. Recesses may be lost or lunch may need to be eaten in isolation for bus infractions. Due to the severity of some offenses, some consequences may be by-passed. Multiple bus cards will result in long-term loss of bus privileges.

If a student loses bus service because of a discipline problem, it is the responsibility of the parent to get their child to and from school. **If a child loses bus service to and from school, s/he cannot ride the bus for a school trip during that period of time.** The intention is not to deny anyone transportation service, but to provide the safest and most pleasant service possible. Help us to make our children safe!

## **Eligibility to Ride the Bus**

It is the policy of the Buchanan Board of Education to provide student transportation to the level that funding permits. Students, Preschool through 12<sup>th</sup> grade, whose distance from the school makes this service necessary, within the limitations established by State law and the regulations of the State Board of Education shall be served by this system. Children living beyond the following walking limits from the nearest school will be entitled to bus transportation.

- |                        |           |
|------------------------|-----------|
| A. Kindergarten        | 0.5 miles |
| B. Grades 1 through 4  | 1.0 miles |
| C. Grades 5 through 12 | 1.5 miles |

Only Preschool students will be permitted to ride the bus that operates within the city limits due to available space and funding rules of these programs. A bus aide is provided when 8 or more preschool children are riding a bus. Buses are shared with other elementary children. Bus pickup for preschoolers is usually in front of their home.

The Department of Social Services rules require that all preschool and kindergarten students must have someone present to meet them at the bus or the parent/guardian must be seen visually by the bus driver before the child will be allowed to get off the bus. Otherwise, the child will be returned to their school and the parent or guardian will need to pick the child up from their school.

Kindergarten students living within the city limits and more than .5 mile from their assigned school are eligible for bus service. Such service is not automatically granted, but must be requested by the parent to the Director of Transportation. The Transportation Director will measure the distance from the child's home or childcare provider to the school using the most direct route. Exceptions to the most direct route will include areas without sidewalks and streets that the Police Department and the school have deemed unsafe to cross without the aid of an adult traffic guard.

## **Parent Responsibilities for Bus Riders**

1. Parents are responsible for the safety of their child while going to or from the bus stop and while waiting for the school bus.
2. Parents are to have students ready and at the designated stop at least 5-10 minutes before or after the scheduled pickup time. The bus will not wait if the student is not at his/her designated stop on time. Parents will also keep animals away from the loading areas.
3. Parents are responsible for damage to the school bus, personal property or public property caused by their child.
4. The district will assume that arrangements have been made to have someone at home to receive elementary students. **Preschool and kindergarten students will not be dropped off at an unattended home. NO visible adult means the child will be returned to school and will need to be picked up by the parent or other designated person listed on the emergency card.**
5. Call the Transportation department in advance if the student will not be riding the bus due to illness or other reasons.
6. Give written authorization if the student is not returning on the bus or is to be dropped off at another location.
7. Call the Transportation department when there are problems or questions. The drivers are not allowed to make route or stop changes without authorization.

### **Learning to Ride the School Bus Safely**

1. Wait for the bus in a safe place
2. WALK as you get on and off the bus. Don't run.
3. Keep the aisles clear of books and bags.
4. Obey the driver.
5. On the bus, remember to stay in your seat at all times and talk quietly.
6. Keep your hands and head inside the windows.
7. If you must cross the road, look at your driver to see when it is safe.
8. If you should drop something, NEVER go back to pick it up.

### **BICYCLES**

Any student may ride a bicycle to school if the parent judges him/her competent to do so. Students should walk bikes after crossing Fourth Street, Moccasin Street, or Main Street coming to or leaving school grounds.

**Students are required to park bicycles in the racks provided.** The school assumes no responsibility for the bicycle.

Students are encouraged to use bike locks to secure their bike. Students who disobey safe bike rules will be asked not to ride their bike to school. The principal may confiscate the bike; parents will be called to pick up the bike.

### **STUDENT DRESS** **BOARD POLICY #5511**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preferences. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

Prohibited student dress or grooming practices are those which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program (such as bare midriffs; short shorts; extra short skirts, shirts, skorts (must be fingertip length); clothing with suggestive writing across the area of the child's bottom; muscle sleeveless shirts; skimpy tank (shoulder straps must be 1" wide); crop and halter tops; pants that fall below child's natural waistline; outrageous hair colors or haircuts; use of make-up);
- C. cause excessive wear and damage to school property (cleated shoes or roller-skate shoes);
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
- E. represent the district in uncomplimentary manner at a public event (obscene or sexually suggestive language or clothing);
- F. advertise any product or service not permitted to minor by law;
- G. intends to insult or harass

Students should consider the following questions when dressing for school:

- ▶ *Does my clothing expose too much?* (no)
- ▶ *Does my clothing advertise something that is prohibited to minors?* (no)
- ▶ *Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?* (no)
- ▶ *Would I interview for a job in this outfit?* (yes)
- ▶ *Am I dressed appropriately for the weather?* (yes)
- ▶ *Do I feel comfortable with my appearance?* (yes)

Note : Due to the active nature of our playground, we highly discourage students wearing flip-flops to school. **Principals have final say on appropriate dress.**

Students will be responsible for dressing appropriately for outdoor recess. Your child should dress for the weather as you have taught him/her at home. This is especially true for boot/hat/jacket/snow pants and mitten wearing in cold weather. These decisions are best made by the child, along with parental support.

## **GYM SHOES**

For safety reasons, your child will need gym shoes (tennis shoes) to participate in gym class. NO platforms, flip-flops, sandals, or dress shoes can be worn for gym class. Leather soled shoes or stocking feet have a tendency to slip on a highly polished floor, causing accidents. Gym shoes may be left at school to assure your child's participation in physical education classes.

## **ELEMENTARY FOOD SERVICE PROGRAM**

Breakfast and lunch are available on a daily basis. Prices include milk. Free or reduced-price lunches are available for those children whose families qualify. Families must complete a new application each year.

### **Applications for Free and Reduced Priced School Meals**

Applications for free/reduced price school meals will be available online starting the first day of school. Log in at <http://www.buchananschools.com> and click onto the food service icon. A username and password are needed in order to use the Food Service Web Portal. If you need a username and password for your family, contact Mrs. Kaltenbach at [shendershott@buchananschools.com](mailto:shendershott@buchananschools.com) or at 695-8415. Paper applications will be given to elementary students in their enrollment packets. Paper applications will also be available at open house, school office, the food service office, and the school kitchen. Only one application needs to be completed per household. Households that qualify for subsidized meals through Direct Certification do not need to complete an application. Students who qualified for free or reduced price meals in the prior school year may maintain that status until mid-October. A new application must be on file by October for benefits to continue.

### **School Lunch and Milk Program**

All Buchanan Schools will begin lunch and milk service the first day of school. Lunch Prices: \$2.20 full-price student lunch  
\$.40 reduced-priced  
Milk - \$.50 if purchased without a meal  
Adult Lunch - \$3.00

The school lunch menu includes milk.

### **School Breakfast Program (begins at 8:20 a.m.)**

All Buchanan Schools will be offered a before school breakfast program the first day of school. Breakfast Prices: \$1.00 full-price student breakfast  
\$.30 reduced-priced  
Adult Breakfast - \$1.75

The school breakfast menu includes milk and 100% juice or fruit. A variety of cereals are available as another entrée choice.

If your child will be arriving late, you must call to order a lunch for that day. If you do not call, your child must bring a sack lunch. Our lunchroom and playground supervisors are in charge during lunchtime. All students are expected to follow the directions of these supervisors within the rules and policies established for student conduct here at Moccasin. Infractions will result in disciplinary action, which may include one or more detentions, note to parents, suspension from lunchroom, or child being sent home for lunch.

Each student has a personal food account and a bar coded name tag. Outstanding student balances from the previous school year's breakfast/lunch program will be carried into the next school year's student account. Credit may be applied toward the student's account in a monetary figure of the parent's choice. Checks should be made payable to Buchanan Community Schools. NSF checks will be assessed a \$20 fee. If there is no money in the student's account, s/he may charge a meal. The charge limit is \$11.00. Negative balance letters are sent home each Friday.

### **Our Food Service Policy for Peanut Allergies:**

With the frequency of more peanut allergies in all of the elementary schools our kitchens no longer prepare or serve anything with peanut butter. Students may still choose to bring peanut butter items in their own lunches so we will still have a peanut free table. Some students have airborne allergies to peanuts and we are hopeful that by eliminating any open peanut butter in the kitchen students will feel safer when eating their meals. Another option for peanut butter is sun butter.



## **PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS**

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide children the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

An elementary student (Grades kindergarten – fourth) may charge up to \$10 and receive 3 alternative lunches. An alternative lunch consists of a peanut butter (or soy butter) jamwich, fruit, and milk. Prior to meal service the student's teacher will be given a note to let the student know they will be receiving an alternative lunch that day and to allow them to attempt to contact their parent one (1) more time. This will eliminate any surprises on the child's part and provide the parent with one (1) more opportunity to pay the student's charge balance.

At least once a week, parents of elementary students with delinquent meal accounts will receive a letter from the Food Service Department regarding the amount of money owed. Parents may also view the activity in their child's meal account via the Internet through the District's Food Service web portal. The web portal may also be used to make payments for school meals. There are no Internet service fees.

**\*Note: No charging will be allowed during the last two full weeks of the school year in order to allow time for all meal accounts to be brought into good standing before the end of the year.**

At the discretion of the Food Service Department, a private service fund may be established to pay for a student's charged meals, rather than to offer the alternative lunch. The Food Service Director will work with the family to determine a payment schedule for these meals.

## **SNACK FOODS AND BEVERAGES AT SCHOOL**

Snack time is an important part of the day for children. Foods and beverages offered for snack at school give teachers, parents, professionals, and the community an opportunity to teach children lifelong healthy eating habits. Therefore, snacks need to be consistent with the *Dietary Guidelines for Americans 2010* and with the *Dietary Reference Intakes*.

Suggested foods include fruits, vegetables, whole grain, and related combination products and low-fat and fat-free dairy that are:

- \* limited to 200 calories per serving
- \*no more than 35% of total calories from fat
- \*less than 10% of total calories from saturated fats
- \*zero trans fat
- \*35% or less of total weight from sugar
- \*sodium content of 230 mg or less

Due to the nutrient density of nuts (1 oz.), seeds (1 oz.), cheese (1 oz.), and other low-fat and fat-free dairy products (up to 8 oz.) are exempt from these standards. The dairy that services our school meal program has ice cream products that meet the standards. Food Service can order these products for you if given a week's notice.

Other snack ideas: whole-grain cereal, bagels, whole-grain crackers, graham crackers, pretzels, fat-free yogurt, fig bars, bread sticks, fresh vegetables & low-fat dip, flavored air-popped popcorn, vanilla wafers, rice & marshmallow bars, low-fat pudding, fruit shakes, dried fruits, rice cake and light cream cheese, English muffin with fruit spread, baked tortilla chips & salsa, baked cheese puffs, low-fat granola bar, reduced-fat cookies, baked chips, cherry tomatoes, low-fat cottage cheese & fruit, frozen fruit bars, nonfat frozen yogurt, fruit salad, soy chips, pita wedges & hummus, oat bran muffin, natural peanut butter on celery, fruit smoothie, string cheese

Guidelines for beverages include:

- \*water without flavoring, additives, or carbonation
- \*lowfat and fat-free milk (not to exceed 28 grams of sugar per 8 oz. serving)
- \*100% fruit juice or 100% juice/water blends, with no added sugar (up to 10 oz. portion)
- \*caffeine-free, with the exception of trace amount of naturally occurring caffeine substances.

Food Service has some excellent resources for healthy snack ideas and recipes. Please contact the Food Service Director at [shendershott@buchananschools.com](mailto:shendershott@buchananschools.com) or 695-8415.

## **MEDICATIONS**

With the exception of specific asthma inhalers, students are not permitted to carry any medications to school with them. Medications that must be given during school hours will be dispensed through the school office. Parents of students who must take prescription medication during the school day are required to provide the school with a completed Medication Administration Form 5330 PRIOR to bringing medication to school for the child. This form is available from the school office and must be completed and signed by both parent/guardian and prescribing physician.

Medication must be provided in the original pharmacy container that lists the correct dosage and labeling (most pharmacies will provide an extra labeled bottle upon request). Students who take medications on a long-term basis may use one medication form for the whole year, unless the dosage or other instructions change. If a child requires medication that will not typically be given by the office, such as an asthma inhaler that needs to be with the child at all times, the Medication Administration Form must include the physician's instructions and permission for self-medication.

**Prescription medication may not be transported to and from school by students.** The school office will notify parents when a medication supply becomes low, and a new supply must be brought to the office by the parent. **Over the counter medication may not be dispensed by school staff without a physician's prescription.**

Students with appropriate written permission from the physician and parent may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

The parent(s) shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

## **HEAD LICE POLICY**

In compliance with the Michigan Head Lice Manual, produced cooperatively by the Michigan Department of Community Health and the Michigan Department of Education, Buchanan Community Schools will observe the following:

1. Whenever a student is found to be infested with head lice, s/he may remain in school until the end of the school day but shall be restricted from activities involving close head-head contact or sharing personal items with other children.
2. The student may not be readmitted to school until the parent completes Form 8450 F3 and, upon, examination by the school, no live lice are found. If a student has no live lice, but has nits closer than one quarter inch from the scalp, s/he shall be re- checked for lice and nits on each school day until no live lice and no nits within one quarter inch of the scalp are found.
3. The necessary at home treatment for lice is contained in Form 8450A F1. Form 8450A F1 and the cover letter (form 8450A F2) shall be provided to the parents/legal guardians of the student.
4. In situations involving continued active infestation appropriate treatment, persistent infestation after six consecutive weeks, or three separate cases within one school year, a multidisciplinary group consisting of parents, teachers, administrators, social workers, school nurse and/or other appropriate persons will convene to determine the best approach..

If your child should be diagnosed with head lice, you can call the Berrien County Health Department (684-2800), or your personal physician for information and guidance.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English Language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of the District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational program offered by the District. Parents should contact the Moccasin office at 695-8408 to inquire about evaluation procedures offered by the District.

### **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. A student can access special education services through the proper evaluation procedures. Parental involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Karin Falkenstein, Special Education Director, at Buchanan Community Schools (695-8401) to inquire about evaluation and programs.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school and district guidelines.

Students participating in fundraising activities off school property should not do so without parent supervision or another adult authorized by that parent.

### **PERSONAL VALUABLES AND CARE OF PROPERTY**

The only time a student should bring toys, games, etc., to school is when the teacher gives permission for them to do so (show & tell). The student will assume responsibility for any item brought to school.

Items that distract from a child's learning in school should be left at home. **NOT TO BE BROUGHT TO SCHOOL includes cell phones (without parent permission), electronic games, radios, camera, tape recorders, trading cards, walkman players, electronic games or other such equipment, toy guns or toy knives.** Sports equipment should also be left at home. Such belongings can be lost or broken at school and the school does not assume liability for any such items.

Additionally, students should refrain from bringing, trading, giving away or selling personal items or services at school. All children do not know the value of such items. Sometimes the trades are lopsided and later children feel cheated.

Damage to another student's clothing, belongings, etc. or the school's equipment or facility undermines respect for our school. If damage or loss to the school or another person occurs, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss is intentional, the student will also be subject to disciplinary action.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY**

Buchanan Community Schools provides student Internet access through its network to enrich and augment student education and training. The primary use of the district's computers is to support the academic programs of the district and to allow bona fide research to support school-related activities. The district's *Student Network and Internet Acceptable Use and Safety Policy* is an agreement between parents, students and the district to ensure appropriate use. The policy is required by Federal law. In this age of immediate worldwide access, the safety of your child is a paramount concern. The policy addresses four areas that require individual parent approval. You may select any, all or none of the permissions.

- A child account will be created to access the Internet at school. Student email accounts are not allowed unless provided by the district.
- Permission to use your child's image for district web pages using only their first name to help protect their identity.
- Permission to use your child's images in "live" video such as group video conferences between other schools or educational sites.
- Permission to use your child's written work, using only their first name to identify them, on district web pages.

**You must sign the agreement annually to allow your child Internet access.** Please contact the school office (695-8408) in the event you have questions or would like to change the policy permissions for your child.

### **SAFETY PATROL**

Members of the Moccasin Safety Patrol are on duty for the protection of the students. Students should cross at locations where safety patrol members are stationed. Safety Patrol members have the responsibility to assist students. Patrol members have the right to expect cooperation from the students. It is a privilege to serve on the Safety Patrol and only those who demonstrate responsibility will be asked to serve. Adult Crossing Guards are also on duty and students are expected to follow their directions.

### **PESTICIDE SPRAY NOTIFICATION**

As part of the Buchanan Community Schools' Integrated Pest Management Program, pesticides may occasionally be applied. Advance notice of pesticide application will be made in two ways: posting at the entrance to the school and on the district's website: [www.buchananschools.com](http://www.buchananschools.com). Parents are entitled to receive the notification by first class mail postmarked three days before the application if they so request. If you need prior notification, please contact the Director of Building and Grounds at 695-8400.

### **WEAPON-FREE SCHOOL ZONE**

Under PA 158, any person who assaults another person with less than the intent to commit murder or to inflict great bodily harm, with a gun, revolver, pistol, knife, iron bar, club, brass knuckles, or other dangerous weapon in a weapon-free school zone, is guilty of a felony punishable by one or more of the following: imprisonment for not more than four years; community service for not more than 150 hours; and/or a fine of not more than \$6,000.

A parent of a minor is guilty of a misdemeanor if he or she has custody of the minor, the minor has a weapons violation in a weapon-free school zone, and the parent knows that the minor would violate the firearms act or acts to further the violation. The misdemeanor is punishable by one or more of the following: fine of not more than \$2,000; community service for not more than 100 hours; and/or probation.

The law also provides that anyone in possession of a weapon in a weapon-free school zone is guilty of a misdemeanor punishable by one or more of the following: imprisonment for not more than 93 days; community service for not more than 100 hours; and/or fine of not more than \$2,000.

### **Open Carry Firearms in Schools**

On December 16, 2013, the Buchanan Board of Education passed a firearms resolution and submitted to state officials. Until further notice: "Per the Buchanan Community Schools Crisis Management Plan, a person (other than law enforcement personnel) entering a Buchanan Community School building with an open carry firearm will result in a 911 call and that building entering lockdown status; therefore disrupting the educational environment."

### **SMOKING PROHIBITED**

Moccasin School is a smoke free environment. No one is allowed to smoke inside the building at any time. Smoking is prohibited on all school grounds at all times. **This policy covers all school and non-school athletic events.** Thank you for your cooperation in helping us set a good example for our children.

### **SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

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

The district is concerned about any student who is the victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. The drug-free zone is 1000 feet from the school.

## **FIRE/LOCKDOWN/TORNADO DRILLS**

We pride ourselves on keeping your child safe at school. Moccasin 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 teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Five (5) fire drills/evacuations are conducted each year.

Tornado drills will be conducted during the tornado season using procedures provided by the State. Two (2) drills are conducted each year. Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. Our procedures for each of the three drills are posted in every room in the school.

## **PARENT TEACHER ORGANIZATION**

The Moccasin Parent-Teacher Organization (PTM) meets regularly at Moccasin School. Please check our bi-weekly newsletter or the building calendar on the district website at [www.buchananschools.com](http://www.buchananschools.com) for meeting dates and times. Come and be a part of the exciting programs at Moccasin Elementary School. Parent involvement is a key to our success here at Moccasin. For more information, call the school office.

## **FIELD TRIPS**

Siblings and other children that are not Buchanan students, may not ride on the bus along with parents on field trips. Please obtain childcare for your younger children so that you can join us and give your full attention to your Moccasin child and your responsibilities as a chaperone.

## **CHAPERONE DUTIES**

The chaperone's responsibilities are two-fold. One is to assist the bus driver and teachers in maintaining order on the bus. The second is to assist the teacher in maintaining order during the activities included in the outing.

### **Responsibilities on the Bus**

Chaperones are expected to assist in the maintenance of order on the bus by seeing that students observe the bus rules (posted in the bus), remain seated, and use correct exits. Chaperones should spread throughout the bus and not cluster together.

Students who are observed breaking bus rules should be confronted immediately in a positive, non-threatening manner. If repeated warnings, the behavior is still inappropriate, do not correct the situation yourself. The teacher should be notified and s/he will handle the problem.

### **Responsibilities During Activities**

During scheduled activities, chaperones are expected to assist in the maintenance of order. Chaperones will usually be assigned a small group to monitor. All rules and common courtesies of the area being visited should be enforced by the chaperone (i.e. Fernwood-quiet voices, no picking plants, etc.) If repeated warnings or other normal disciplinary techniques do not solve the problem, the teacher in charge should be notified. At no time should a group be left without adult supervision.

### **Expectations for Chaperones**

**All volunteers attending field trips must have an approved Volunteer Release Form completed in order to attend. Forms must be turned in to the school office 7 days prior to attending a field trip.**

Chaperones are expected to conduct themselves appropriately while on a field trip. This includes the following:

- using acceptable language at all times
- refraining from using tobacco and alcohol
- limiting cell phone use
- refraining from touching, grabbing, restraining students.

Notify school employee immediately if there is a problem. Remember you, as an adult, are a model for not only your own child, but other parents' children as well.

The following general rules would apply to all students on all outings:

1. Stay with your group
2. No running
3. Quiet voices
4. Use good manners
5. Observe all area rules
6. Follow the directions of your chaperone

If an emergency occurs, the teacher(s) in charge should be notified immediately. Buses carry first-aid kits and a first-aid kit should accompany extended field trips. The chaperones should use good judgment in summoning emergency assistance if the teacher cannot be immediately contacted.

Working together as chaperones and parents, we can assure our students of a safe and educationally rewarding field trip. Thank you for your support and volunteer spirit!

### **MICHIGAN SCHOOL SAFETY LAWS**

The Michigan legislature has enacted several new laws dealing with school safety and the protection of our children. These laws went into effect on January 1, 2006. The Buchanan Board of Education will request annually a criminal history check on all school volunteers from the Central Records Division of the Michigan Department of State Police.

Parents who are enrolling their child in the Buchanan Preschool Program will be asked, according to School Board Policy and Michigan State Law, to submit to a criminal history check as a volunteer requirement of the program.

### **RELEASE OF STUDENT DURING FIELD TRIP**

Parents on a field trip or at an event wanting to take their child from a field trip before it is over or to avoid having the child take the bus ride home need to give the teacher in charge a written note stating you will provide transportation for your child at the end of the trip.

### **STUDENT CODE OF CONDUCT**

Discipline is a process, not a product or a punishment. Children are helped to learn how to conduct themselves in an acceptable manner and to accept responsibility for their own behavior.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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 post office mail or delivering the information by person may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Because the children at this school have a right to learn in an environment that is conducive to learning and is safe for all, no one will be allowed to disrupt his/her own or other student's opportunity to learn. Students who have problems following the rules may be asked to stay in from recess, have recess in a designated spot, stay after school, be referred to the principal, or face other appropriate consequences.

#### **1. School-Wide Behavior Program:**

Please review the expectations below. We use a school-wide behavior program called CHAMPS. You will see behavior charts in every classroom. The charts reflect our approach to helping students develop positive lifelong behavior habits. At our school we have three expectations: **Be Respectful - Be Responsible - Be Safe**

## 2. **Expected Student Behaviors:**

- A. Students will listen to and be respectful toward all adults and peers.
- B. Respect posted voice levels in all areas..
- C. Students will always think **safety first**. Keep hands and feet to yourself.
- D. Students will talk softly and walk in the building. When in the hallways or on the stairs, stay to the right-hand side.
- E. Students will wait quietly in lines.
- F. Students will use proper language.
- G. Students will refrain from gum chewing and candy (exceptions-special occasion).
- H. Students will solve problems peacefully without fighting.
- I. Students will have respect for and use all school property correctly and safely.
- J. Students will refrain from bringing to school skateboards, roller skates, roller blades, iPod's, walkman radios, etc. Heelies (roller blade tennis shoes) are also not allowed in school.
- K. Students will refrain from bringing to school dangerous objects, such as knives, guns, matches, caps, etc. Immediate suspension may be a result if any one of these items is brought to school.
- L. Students will recognize that an adult raising their hand as a signal for immediate quiet.

## 3. **Playground:**

The following playground activities are prohibited: tackle football, scuffling and/or fighting, snowball throwing, baseball, and any other activity deemed hazardous by the playground supervisor on duty.

Parent, please note: Students who fail to follow safe playground rules may lose some or all of their playground privileges for one or more days.

## 4. **Building:**

- A. Students requested to remain after school for any reason will be notified in advance. Bus students will be given one-day notice to arrange their own transportation in the event detention is assigned to them.
- B. It is not unusual that teachers call parents to discuss student behavior or academic progress.
- C. Conferences may be arranged at the request of a parent or teacher at times other than the regularly scheduled conference periods.
- D. Teachers will notify parents by written behavior logs of problems which may occur at school. The logs are used to ensure parent/guardian knowledge of what happens at school because often telephone contact cannot be made. Notes to indicate both problems and improvements are used.
- E. All Moccasin teachers have posted school-wide expectations which students are to follow. These are discussed with students. Parent/guardians are also informed either in writing or at Parent/Teacher conferences.

**Students who do not obey classroom rules may be sent to the principal.**

### **Office Referrals**

Parents will be notified when students are sent to the office by their teacher for disciplinary reasons. Typical consequences for such referrals range from:

Warning and parent notified

Recess detention 1-3 days, parent notified

After-school detention 1-3 days, parent notified

After-school detention 3-5 days, parent notified

In-school suspension 1-3 days, parent notified\*

Additional in-school or out-of-school suspension, mandatory parent meeting before student may return to class. Parent, principal, and teacher will work out an adaptive plan to help the student be successful.\*\*

Steps may be skipped depending on the severity of the student's actions.

\*Detention and in-school suspension may be served either in the office, another classroom, or other appropriate areas of the school.

\*\*Repeated or serious referrals may result in longer suspension or out-of-school suspension.

**Automatic referrals to the principal:**

- Hitting, roughing, physical abuse
- Open defiance of authority
- Abusive/profane language
- Repeated dishonesty or stealing

**School rules concerning behavior are also applicable to any student attending a school-sponsored event.**

**STUDENT ETHICS**

**CHEATING** – Intentional distortion of the truth. Cheating could be copying answers from another student's worksheets or tests, changing rules of a game to benefit oneself, lying under any circumstances, asking for or giving answers to others, and looking at work of others during testing (State and school testing). Instances of cheating will be reported to parents and the principal for disciplinary action.

**PLAGIARISM** – Presenting someone else's work as your own is a form of cheating. Copying another author's work in whole or in part is plagiarism, including internet research. Any phrase, sentence, paragraph or passage taken directly from any source should be enclosed in quotation marks, followed by the author's name and the page number of the source in parentheses. Failure to do so is plagiarism. Any paper that contains examples of plagiarism will receive a grade of "F". In addition, instances of plagiarism will be reported to parents, and the principal may impose additional penalties.

**FORGERY** – Falsely signing a parent's name to a note sent home or signing a classmate's name to a document is a form of lying. Instances of forgery will be reported to parents and the principal for disciplinary action.

**PROFANITY**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

**DANGEROUS WEAPON**

House Bill 4428 states the following: "If a dangerous weapon is found in the possession of a pupil while in attendance at school or at a school activity or while on a school bus, the superintendent or designee, must immediately report the finding to the parent(s) or legal guardian and local law enforcement agency. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, look alike weapons, air rifles (BB guns) sling shots, and objects intended for use as a weapon are also prohibited, such as padlocks, pens, pencils, laser pointers, jewelry and so on. Students are then disciplined under PA 158. Discipline may be up to and including expulsion from school."

**DANGEROUS THREATS**

Threats are taken seriously by school staff. If your child is being threatened, report the incident immediately to your child's teacher or principal.

Verbal assault at school against a school employee, volunteer, or student or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Physical assault at school against a District employee, volunteer, or contractor, which may or may not cause injury may result in charges being filed, and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Extortion is the use of treat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

*Knowledge of Dangerous Weapons or Threats of Violence*

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.



**CELL PHONE/ELECTRONIC COMMUNICATION DEVICES**  
**BOARD POLICY #5136**

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours (**in the child's backpack**) and on a school vehicle the cell phone or other ECD remains off.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight. The use of cell phones and other ECDs in locker rooms is prohibited.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or ECD.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

**SEARCH AND SEIZURE**

According to Board Policy #5771, "Reasonable suspicion for search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place or thing will lead to the discovery of evidence that the student:

- A. has violated or is violating a rule or behavior norm contained in the student handbook, or
- B. has violated or is violating a particular law, or
- C. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property.

All lockers, desks and other storage areas provided for student use remain the property of the District. These lockers, desks and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no exception of privacy in that area or the contents contained therein. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. No student shall lock or otherwise impede access to any locker, desk or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The principal or his/her designee may search student lockers, desks and other storage areas and the contents contained therein at any time for any justifiable reason.

The personal search of a student may be conducted by the principal when s/he has reasonable suspicion for a search of that student. Authorized searches of the student's person are: the student's pockets; purses, briefcases, or other object in the possession of the student; a "pat down" of the exterior of the student's clothing and the removal of any item identified; removal of an article of exterior clothing such as a jacket. Strip searches are forbidden. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same gender as the student shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

The principal may, at any time, request assistance of the Buchanan Police Department having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers, desks and storage area and the contents contained therein. The Board has authorized the use of specially-trained dogs to detect the presence of drugs and other devices.

**HUMAN DIGNITY POLICY**  
**BOARD POLICY #2262**

The Board of Education, recognizing that we are a multi-racial and multi-ethnic school district, believes it is part of our mission to provide a positive, harmonious environment in which respect for the diverse make-up of the school community is promoted. A major aim of education in the Buchanan School District is the development of a reasoned commitment to the core values of a democratic society. In accordance with this aim, the school district will not tolerate behavior by students or staff, which insults, degrades, or stereotypes any race, gender, intelligence or economic status disability (handicap), physical condition (height/weight/glasses, etc.), ethnic group, or religion. Anyone found to have violated this policy shall be subject to disciplinary action up to and including suspension or expulsion from the District.

**HARASSMENT/BULLYING/AGGRESSIVE BEHAVIOR**  
**BOARD POLICY 5517.01**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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.

Harassment/bullying/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. 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. This would include such activities as stalking, bullying, name-calling, taunting, making threats, intimidating, menacing, coercion, hazing and other disruptive behaviors with electronic devices such as a telephone, internet (My Space, Facebook, Twitter, etc.) or cell phone texting.

**Bullying** – intimidation of others by acts such as, but not limited to:

- a. threatened or actual physical harm;
- b. unwelcome physical contact;
- c. threatening, demeaning or taunting (making fun of others/cut downs) verbal written or electronic communications causing personal degradation;
- d. taking or extorting money or property;
- e. damaging or destroying property;
- f. blocking or impeding student movement/excluding students from activities.
- g. fear for personal safety.
- h. spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

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 counselor 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.

**SEXUAL HARASSMENT POLICY**  
**BOARD POLICY #3362A**

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

- A. **VERBAL** - the making of offensive written or oral sexual innuendos, suggestive comments, posters, cartoons, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow student, staff member or other person.
- B. **NON-VERBAL** - Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member or other person.
- C. **PHYSICAL CONTACT** - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member or other person.

Examples are:

- **Calls out obscene names**, whistles or shouts sexual suggestions to a student walking by;
- **Passes "dirty" notes** or pictures, or puts them in a person's book or locker;
- **Calls someone at home** and makes obscene suggestions or noises;
- **Tells "dirty" stories** near someone who doesn't want to hear them;
- **Stares** at a person's body in a sexual or unwanted way;
- **Purposely bumps into someone**, stands too close, or blocks the way;
- **Writes graffiti or starts rumors** about someone's sexual behavior or orientation;
- **Hugs, grabs, pinches or touches** someone sexually or in an unwanted way.

**The one basic rule is** -- if the action is unwanted and unwelcome and makes the person feel uncomfortable or threatened, it is sexual harassment. It doesn't matter what the harasser intended.

Students should ask themselves these questions to see if they are a harasser:

- Am I making the person uncomfortable?
- Would I do the same things in front of a parent, a teacher, or others I respect?
- Would it be okay if someone did the same thing to a sister, brother, or other relative of mine?
- How would I feel -- and how would my family feel -- if my actions were reported in the local news?

Here are ways you can help out at home:

- **Set a good example.** Treat everyone with respect. Show how people can work and live together without harassment.
- **Encourage children to talk.** Create a relationship that promotes honest and open communication. Talk with your children about sexual harassment, and offer them your complete support if they are ever victimized.
- **Teach values.** Help teach your children by your words and actions to respect the feelings of others.
- **Build self-esteem.** Help children feel good about themselves. A strong self-image helps kids stand up to sexual harassment.

Any student who has a complaint of sexual harassment or a violation of the Human Dignity Policy at the school should bring the matter to the attention of the school principal or school counselor. Anyone found to have violated this policy shall be subject to disciplinary action up to and including suspension or expulsion from the District.