



**2018-2019  
ELEMENTARY  
HANDBOOK**

*“Making a World of Difference for Our Students...*

*Every student...*

*Every way...*

*Every day!”*

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## **COLDWATER COMMUNITY SCHOOLS MISSION STATEMENT**

The Coldwater Community Schools provides a supportive and challenging learning environment where every student is prepared to succeed in a global society.

### **THE ELEMENTARY HANDBOOK**

The Coldwater Community School District's Board of Education, Administration and Staff realize a responsibility to the parents of children in the district. This book is made available so that parents may become better acquainted with school rules, regulations and operations, which are necessary to enable students to learn and grow and reflects the Coldwater Community Schools Board adopted policy.

#### **\*\*\*ELEMENTARY SCHOOLS\*\*\***

<b>Jefferson Elementary School</b> 15 Vans Ave. Coldwater, Michigan 49036	517-279-5970
<b>Lakeland Elementary School</b> 519 Otis Rd. Coldwater, Michigan 49036	517-238-2105
<b>Max Larsen Elementary School</b> 25 Parkhurst Ave. Coldwater, Michigan 49036	517-279-5960
<b>Administration Office</b> 401 Sauk River Dr. Coldwater, Michigan 49036	517-279-5910
<b>Bus Garage</b> 180 Green St. Coldwater, Michigan 49036	517-279-5950

## **STUDENT RESPONSIBILITIES**

The following are responsibilities which students are expected to accept:

**Quality of Work:** Students are expected to do their best each day and complete assigned lessons including homework and assignments missed because of absence. Daily class work is important for a student's success in school.

**School Rules:** Each student is expected to conform to school rules and regulations, and to accept the leadership of school personnel. A student's behavior is important to learning.

**Relationship to Others:** Good citizenship in school includes respect for the rights of others. Students are required to respect the rights and privileges of each person in the school. This includes respect for the property of individuals and of the school.

## **RESPONSIBILITIES OF PARENTS**

The ultimate responsibility for a child's behavior rests with the parents. The following are specific responsibilities for the parents.

1. Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part.
2. Send students to school with proper attention having been given to health, diet, personal cleanliness and neatness of dress. Maintain an active interest in the student's daily work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and suitable conditions for study.
3. Support the school's requests. This includes reading carefully all communications, signing and returning them as requested.
4. Participate with the school by attending conferences set up for exchanging information on student's progress in school.
5. Maintain a positive attitude towards teacher and school.
6. Continually stress importance of good education for the student's future.
7. Maintain contact with the school to share your concerns and ideas.

# BOARD OF EDUCATION

## STUDENT - RIGHTS AND RESPONSIBILITIES POLICY

A primary responsibility of the schools of Michigan and their professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

The school is a community and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Statutory law authorizes the establishment of rules and regulations by a School Board.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The Principal is authorized by statute to suspend students for cause. The following rules, regulations and due process procedure statement are designed to protect all members of the educational community in the exercise of their rights and duties.

## MISCONDUCT

Assuming the responsibility granted to it by law, the Board of Education established the following categories of misconduct (while a student is under jurisdiction of the school) as those which may result in detention, in-house suspension, temporary separation, suspension, expulsion, or probation by Coldwater Community Schools. Some policies are specific in nature and are so noted in the school district policy manual. The following outline relates to offenses giving rise to disciplinary action. It is not intended to be all inclusive of other potential offenses that would result in disciplinary action. Violations may be referred, when appropriate, to legal authorities and immediate exclusions from school, suspension, or expulsion proceedings will be initiated.

Categories:

- Alcohol
- Arson
- Assault/battery
- Bullying
- Burglary
- Cheating
- Conduct disruptive to orderly school operation
- Defacing school property
- Disrespect to school personnel or students
- Distribution of unauthorized materials on school property
- Drugs and / or look alike - possession, use, transfer, or sale
- Explosives and / or look alike - illegal use or possession
- Extortion- blackmail or coercion
- Failure to identify self
- False fire alarms
- Fighting
- Forgery
- Gambling
- Gang related activities
- Harassment
- Indecent behavior

- Insubordination
- Interference with school authorities in the pursuit of their duties
- Intimidation
- Loitering
- Lying
- Misuse of books, materials, and equipment
- Plagiarism
- Persistent disobedience and/ or breaking of school rules
- Profane, obscene, foul or abusive language/behavior
- Robbery
- Tardiness (persistent)
- Theft
- Threats to students or school employees
- Tobacco- possession or use
- Trespassing
- Truancy
- Unauthorized use of student or school property
- Vandalism
- Weapons and / or look alike- possession or use

## **DRUGS AND UNAUTHORIZED SUBSTANCES**

Students are prohibited from possession, misuse or selling of any mind/ mood altering or illegal substance in any school or school related activity. Mind / mood altering or illegal substances include but are not limited to:

1. Tobacco and Alcohol (see Tobacco / Alcohol)
2. Marijuana, hashish, or any similar cannabis derivative
3. Amphetamines (speed, white cross, cocaine)
4. Phencyclidines (PCP, angel dust)
5. All hallucinatory chemicals (LSD, mescaline, and others)
6. Barbiturates
7. Opiates
8. Prescription drugs without the authorization of the Principal
9. All other illegal substances or mind / mood altering chemicals which have the potential to hinder the student's ability to learn and which could cause damage to a student's health

## **LOOK-ALIKE DRUGS**

Students are also prohibited from using, selling, attempting to sell, delivering, attempting to deliver, or causing to be sold or delivered, a non-controlled substance which the student represents to be a controlled substance or recipient to display, sell, distribute or use the substance as a controlled substance. (School Board Policy)

## DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Efforts shall be made to resolve problems in cooperation with the student and parent or guardian.
3. For short-term suspension and minor disciplinary infractions, it is unnecessary for the school district to allow a student to have an attorney present. Due process only requires that the student be given oral or written notice of the charges against him or her, an explanation of the evidence that the authorities have, and an opportunity to present his or her explanation of the incident(s). (Per School Board Policy)
4. Permanent exclusion of a student from school can be imposed only by Board action. (Per School Board Policy)



## **RULES AND GUIDELINES**

### **ALCOHOLIC BEVERAGES AND / OR INTOXICANTS**

The possession or use of alcoholic beverages and / or intoxicants shall be strictly prohibited in any school building, or on school grounds, or at any school-sponsored function, even if such function is held away from the school premises. The appearance of students in school or at school-sponsored functions who are to any degree under the influence of intoxicants is likewise strictly prohibited. Any student violating this regulation, regardless of age, is subject to temporary separation and / or suspension from the school.

### **APPEARANCE**

Dress, grooming, and appearance may not be disruptive of the educational process, damaging to property, or violate reasonable elementary school standards of safety, health, hygiene, or decency. Decisions regarding appropriate appearance differ; however, building administrators will be responsible for enforcement of this policy.

### **ATTENDANCE**

Students are expected to be punctual and to regularly attend each full day of school. Truancy is considered missing more than 20% of the days students are expected to be in attendance. (This includes tardies and excused or unexcused absences). In case of an absence, a satisfactory written explanation from the parents or guardians must be provided to the school. A student's attendance pattern and punctuality in the early elementary grades sets future attitude toward school and work obligations. A phone call to the school on the day a child is absent is appreciated. Parents are encouraged to call as early as possible.

#### **Absences/Tardies:**

Students are expected to be in their classrooms on time at the beginning of each school day. A student arriving after school begins but no more than 30 minutes after the start of the school day will be marked as tardy. Students arriving at school after their designated lunch time will have a similar 30 minute time frame to be marked tardy. Students being picked up early will be marked absent if they are picked up from school 30 minutes before the end of the school day.

#### **Prolonged Absence:**

Extended absences should be reported immediately to enable teachers to assist in scheduling of student assignments. Parents are reminded that there is compulsory education in the State of Michigan until the age of 18 years.

#### **Taking Children from School:**

No child is permitted to leave or be taken from the school property during the time school is in session by anyone other than an authorized parent or guardian. The release of students during school hours is to be handled through the school office only. Children may not be released to persons whose names do not appear on the emergency form, unless otherwise authorized by a parent. The office reserves the right to hold children in the office or classroom until proper approval from an authorized person can be made. The office also has the right to ask for identification from those picking children up from school, and may refuse to release students to adults who do not provide proper identification.

Parents **MUST** wait in the school's authorized area when picking up children from school, unless specifically told differently by office personnel. When parents remain in these areas until authorized to do differently it assures the safety of all children and a smooth transition at the end of the day.

#### **Children Changing Daily Routine:**

It is of utmost importance that we know where our students are at all times of the school day; therefore, there is a necessity for notes/contact from parents whenever children vary their daily routines. We will send students home from school in the "normal" way unless we have written notice from a parent or a phone call stating different arrangements. This includes the changes in transportation arrangements to and from school. Notes or phone calls to the office about changes in how students are to go

home must be received at least 30 minutes before the end of the school day. This gives us time to inform children of the changes and assure that bus garage is aware of the changes.

### **Absent Excuses:**

On a child's first day back at school he/ she should bring a written excuse from parents telling the dates and reasons for absence. If a student must leave during the day, a note/contact from home is necessary stating the date, time, and reason for leaving. If someone other than the parent or a pre-arranged designee is picking up the student, a note/contact is required.

## **CAFETERIA AND LUNCH PERIOD**

This procedure is designed for the convenience of the parents and students. The lunch program is administered and provided by Chartwells. We know that things get forgotten so we allow a student to charge A SCHOOL MEAL ONLY up to five times. After 5 charges, Elementary students will still receive a PBJ sandwich and milk until they pay their charges; they will not go without eating.

In the middle of May, we cut off all charging and request that parents' pay off all debt owed before the end of the school year. All charges not paid before the end of the school year will be carried forward into the next school year even if your child(ren) changes buildings.

STUDENTS MAY NOT LEAVE THE GROUNDS DURING THE LUNCH PERIOD without permission from school administration. Students are expected to clear their table disposing of trash in designated receptacles. To avoid unnecessary cleanup problems, food and drinks are not to be taken from the cafeteria or brought into the building and consumed in hallways or classrooms. Students are expected to observe proper behavior in the cafeteria. Food may NOT be taken from the lunchroom to the playground.

Parents who want to join their child for lunch must report to the office and may be asked to eat with their child in a designated area (in some cases outside of the lunchroom). This is up to the discretion of the building principal.

## **CELL PHONES**

At the elementary level, cell phones become distracting to the educational process. In our experience they are too often lost, stolen, damaged or used inappropriately. As a result, students are not allowed to have cellphones in school.

If a parent needs to contact a child in the event of an emergency, they should call the school office and they can be placed in direct contact with their child within seconds via our system of classroom phones. It is not uncommon for a parent to want to contact their child after school hours if they are not returning home where they can readily access the phone. If this is the case, you can be accommodated by having the child's cell phone dropped off in the school office before school where the child can access it at the end of the day. If the child is a bus rider the phone must remain in his/her book bag until they exit the school bus.

## **CLOSING OF SCHOOL**

Due to the unpredictable and harsh nature of our weather, it sometimes becomes necessary to cancel or delay school.

A decision to delay or cancel school is based on a number of factors some of which we do not control. School officials drive some of the rural roads and streets of our school district to determine if a school bus can safely transport students while being mindful of wind chill as well as visibility of students waiting for a bus or walking to school. After consulting with area law enforcement agencies, the road commission, and neighboring school district officials regarding the safe transport of students on a school bus, a decision to close or delay school has to be made. That information is then conveyed to media outlets by 5:00 a.m. This early deadline is necessary in order to provide adequate time to broadcast information to parents, students, and school bus drivers.

Weather conditions are sometime unpredictable and can change for better or worse after a decision to cancel or delay school has been made by 5:00 a.m. It is also possible that the weather conditions can be different around inland lakes than the northern region of our district. Some parents may not feel comfortable driving in or allowing a child to drive in certain weather conditions.

We understand that viewpoint. The ultimate responsibility for a child's attendance in school belongs with the parent or guardian. If a parent or guardian believes it is not safe to be on the road, we understand and respect their decision to keep their child home. Your child will be given an excused absence providing the absence is not circumventing mandatory school attendance law.

We know that all parents will not always agree with our decision to delay or cancel school, but we do very much appreciate your cooperation and understanding.

School closing or delays will be broadcast on local radio/television stations. School will be called off when weather is too severe due to snow, ice, tornado, etc. Announcements of school closing will be made over these radio and TV stations:

- AM 1590 & FM 95.5 WTVB (Coldwater)
- WIN 98.5 (Battle Creek/Coldwater)
- 100.3 WLKI (Angola)
- WCSR (Hillsdale)
- 95.3 WBCK-FM & Mix 104.9 (Battle Creek)
- WWMT Newschannel 3 & CW7 (Kalamazoo)
- WOOD-TV 8 & WOTV 4 Women (Grand Rapids)
- Fox 17 (Grand Rapids)
- WILX-TV 10 (Lansing/Jackson)
- HOME.fm 106.9 (Spring Arbor) & 97.1 (Coldwater)
- CCStv (Charter channel 189, CBPU Skitter TV channel 60)

In the event of a TORNADO WATCH or EMERGENCY EVACUATION, students may, if appropriate, be dismissed early. Parents should review with their children what steps they would like them to take in the event of an early dismissal. Please do not direct your child to use the school phone and do not call the school unnecessarily.

During such an emergency situation, it is important for our telephone lines to remain open. Parents may, if they wish, pick up their child from school.

Children are sometimes sent home early due to severe approaching storms or an emergency in the building such as loss of heat or water. YOUR CHILD SHOULD KNOW EXACTLY WHAT TO DO AND WHERE TO GO IN THE EVENT OF AN EMERGENCY Please discuss this possibility with your child and remind them periodically. Emergency closings will be made over these radio and TV stations:

- AM 1590 & FM 95.5 WTVB (Coldwater)
- WIN 98.5 (Battle Creek/Coldwater)
- 100.3 WLKI (Angola)
- WCSR (Hillsdale)
- WWMT Newschannel 3 & CW7 (Kalamazoo)
- WOOD-TV 8 & WOTV 4 Women (Grand Rapids)
- CCStv (Charter channel 189, CBPU Skitter TV channel 60)

The plan outlined by parents on the early closing form will be followed.

## CONFERENCES

We encourage an open line of communication between school and home. If you would like an appointment to meet with your child's teacher, please contact them at the school. Parent-Teacher conferences are scheduled in the fall, coinciding with the first marking period. Teachers are not required to conduct separate conferences for separated or divorced parents.

## DISMISSALS

### Scheduled Release:

There are times during the school year that school is in session half days. Please make sure you have made arrangements with your child as to where they are to go. If they are to take a different bus, you must call the bus garage to make those arrangements in advance. You must notify your child's teacher that there is a change in routine (note/contact). Without a contact from home, your child will be placed on his or her regular bus.

### Early Release:

Children can only be released to a parent or guardian. Grandparents, brothers, sisters, friends, etc., will not be allowed to pick up your child without your permission or being listed on the emergency form. All children will be released only through the office.

## FALSE FIRE ALARMS

Fire alarms are placed in the building for the safety and well-being of all students. With this in mind, fire alarms are to be used on an emergency basis only. Any student found setting off an alarm without proper reason will be subject to appropriate disciplinary action.

## FORGED NOTES OR CALLS

Any student submitting a forged note or call related to excusing an absence or requesting release from the building or relating to a request for bus transfer will be subject to appropriate discipline.

## HEALTH GUIDELINES

In the best interest of your child, the following guidelines have been established to address health issues. These guidelines have been drawn up as a result of consulting with the Health Department, researching medical resources, and through previous experience. Please consider them when determining whether to send your child to school/or pick up from school.

- Children need to stay home at the beginning of an illness.
- Children who are ill may pass the infection to others.
- Children who stay home on the **first** day of an illness may decrease the risk of a lengthy illness. Your child will learn more if he/she feels well. A sick child is often uncomfortable and irritable making it difficult for he/she, and others around them to learn.
- The **law** requires the school to send home a child who is ill.
- When your child show signs of an illness, it is important for you to cooperate with your school and local public health officials by keeping your child home.

*Watch for these signs of illness: chills, cough, headache, rise in temperature, runny nose, skin eruption, sore throat, unusual flush, vomiting. **At the first sign of illness, put your child to bed and call your family doctor for instruction.***

Children with the following illnesses should be kept home- and will be sent home-until treated: scabies, ringworm, impetigo, head lice and pink eye. These diseases are highly contagious and can be spread from student to student. (It is highly recommended that other members of the family be examined and treated as well when these illnesses are present in the child.)

Please be aware that when your child is sent home from school, these guidelines have been considered and that the well being of your child (**as well as the other children**) has been considered. Fevers above 100.2 will be sent home immediately; fevers below that level may be sent home as well, if the child is showing other signs of illness.

For further guidelines regarding communicable diseases, please ask in the school office or at the Health Department for more extensive brochures and information.

- Chicken Pox- Incubation 2-3 weeks. Spread by secretions of the nose and throat and discharges from skin lesions; scabs are not infectious. Early signs: Fever, skin eruptions which look like water blisters. Child needs to be excluded from school. They may return when lesions are dry and crusted at least one week after eruptions first appear.
- Common Cold- Incubation 1-3 days. Spread by direct contact, secretions of nose and throat. Early signs: running nose, eyes water, slight fever, feels bad. Child needs to be excluded from school if a fever is present.
- Fifth's Disease- Incubation 4-15 days. Spread by personal contact of droplet spray. Early signs: usually an initial rash, may spread to extremities and trunk. Parents need to check with doctor. May return to school with approval of physician.
- German Measles- (Rubella) Incubation 14-21 days. Spread by secretions of nose and throat. Early signs: mild symptoms of head cold for 1 or 2 days followed by eruptions of face and body. Child needs to be excluded from school after diagnosis by physician. They may return upon recovery, minimum of 4 days.
- Measles- (Rubella) Incubation 10-15 days. Spread by secretions from nose and throat. Early signs: include moderate fever, puffy, watering eyes, lining of cheeks and lips studded with blue and white spots. Usually one to two days later rash appears. Child needs to be excluded from school. They may return upon recovery, minimum 4 days.
- Mononucleosis- Incubation 30-50 days. Spread by saliva passed by hands or kissing. Early signs: severe sore throat with marked enlargement of glands in neck, weakness / tired. No exclusion if under treatment. May return to school with written approval of physician.
- Mumps- Incubation 12-26 days. Spread by secretions from nose and throat. Early signs: swelling of glands in neck and in front of ears. Excluded from school upon diagnosis of physician. They may return when swelling and fever have gone down, usually one week after appearance.
- Pediculosis (Head Lice)- Incubation variable. Spread by infected persons or their clothing. Early signs: lice and nits. Any child found with either will be excluded from school. They may return after prescribed treatment in accordance with district lice policy. [\(See Head Lice Policy\)](#).
- Pink Eye- Incubation 2-5 days. Spread by discharge from eyes and nose. Early signs: red eyes and lids. If observed in a child he/she will be excluded from school. May return when treated.
- Ringworm- Incubation 4-14 days. Spread by direct contact with infected articles of personal contact. Early signs: circular patches of dry skin on any part of the body or scalp. Excluded from school until treated by physician. May return with doctor's slip as evidence student is being treated.
- Scabies- Incubation several days to a week. Early signs: extreme itching where mites have burrowed under skin.
- Excluded from school. May return after prescribed treatment by physician or Health Department.
- Scarlet Fever- Incubation 2-5 days. Spread by discharge from upper respiratory tract. Signs: sudden onset usually with fever, sore throat, vomiting and headaches. Excluded from school. May return with written authorization from physician or Branch County Health Department.
- Impetigo- Incubation 1-3 days. Spread by discharge from lesions. Early signs: blister appearing sores on skin. No exclusion with evidence of treatment. May return to school upon satisfactory treatment or recovery.
- Influenza- Incubation 1-3 days. Spread by discharge from nose and throat. Early signs: fever, distress, aching in back, limbs and sore throat. Excluded from school. May return when recovered.
- Hepatitis- (Hepatitis A) Incubation 15-60 days (average 30 days). Spread by contaminated water or food or feces and blood from infected person. Early signs: person is usually tired with yellowish complexion. Excluded from school.
- The student may return with written approval from physician including limitations.
- Other Diseases - Handled on an individual basis in consultation with the student's physician and/or with the Branch County Health Department.

## **HOMEBOUND OR HOSPITAL STUDENTS**

Homebound and hospitalized services are provided to students unable to attend school because of a medical condition that will keep them from attending school for a period of more than 2 weeks. A physician's certification that the student is unable to attend school because of illness or injury is required provided the pupil is physically capable of participating in instruction.

The school will make arrangements for the service to begin within three (3) days of being notified by the parents. Students will receive a minimum of two 45-minute periods per week and a maximum of three (3) hours per week.

## **HOMEWORK**

Students are expected to complete their daily academic assignments. Work not completed in school will be sent home for completion. Specific rules may vary from school to school.

## **LEAVING SCHOOL GROUNDS**

Parents must inform the school office if a student is to leave the school grounds any time during the school day. Students must inform the school office before leaving the building or school property. Failure to comply is considered a serious offense and will result in appropriate disciplinary measures.

## **LOST AND FOUND**

Parents are urged to mark all personal belongings of students with the child's name in ink. The school maintains a lost and found area where children may claim their articles. Many times, items presumed to have been "taken" are located in the lost and found. At the end of each semester, lost and found items are donated to needy organizations.

## **MEDICATION**

State Law requires that we have written permission from a parent or guardian before administering medication. Forms are available in the office. All medication is to be in the original labeled container. Prescriptions must bear the pharmacist's label of contents with physician's instructions. Prescription and non-prescription medication must be brought to school by an adult and kept in the office.

## **OFF CAMPUS EVENTS**

Students at school-sponsored, off-campus events shall be governed by school district, rules and regulations and are subject to the authority of the officials in charge of the event. Failure to obey the rules and regulations and /or failure to obey the lawful instruction of officials may result in action under the discipline code.

## **PETS TO SCHOOL**

Students wishing to bring a pet to school to share with their class must first receive permission from the building principal. After permission is granted, arrangements must be made to have the pet brought to school by a parent for the "show and tell" period. The pet will then leave with the parent. Pets may NOT be brought on a school bus.

## **PROGRESS REPORTS**

There are four marking periods during the school year. Parent- Teacher conferences are held in the fall of each school year. Parents can request a conference at any time with the teacher or principal.

## **PROMOTION / PLACEMENT / RETENTION:**

Because the Coldwater Community Schools are dedicated to the best total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to meet their academic, social, and emotional needs.

Pupils will normally progress annually from grade to grade. Exceptions may be made when in the judgment of the professional staff such exceptions are in the best educational interest of the pupils involved.

A placement is based upon social factors, age, or a previous retention. This action is taken with the knowledge your child does not have the academic skills required for the next highest grade.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection between students is deemed inappropriate.

## **SEARCH AND SEIZURE - SCHOOL PROPERTY INSPECTION**

School principals have the right and duty to search a student's person and property if there is a reasonable suspicion that drugs, weapons, dangerous, illegal or prohibited matter, or stolen goods are likely to be found. It is the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. Lockers are the property of the school and may be subject to searches.

## **TEXTBOOKS / WORKBOOKS / LIBRARY BOOKS**

Textbooks, workbooks, and library books are supplied by the school. Students will be assessed for books that are lost. Students also will be assessed for damages to the books entrusted to their care. Specific rules may vary from school to school.

## **TRANSPORTATION**

Proper student conduct is a most important factor in the safe and orderly operation of the transportation program. The Board of Education and administration expect the same level of appropriate student behavior while riding a school bus as they would in the classroom or any public place. Therefore, it is of utmost importance that bus drivers, the director of transportation, principals, and parents continually work together cooperatively and promptly to assure the best possible student behavior.

"The School Code" does not intend transportation to be an absolute privilege available under all circumstances that could not be forfeited by some act on the part of the student. Students should be aware of the consequences of misconduct and, therefore, understand that certain misbehaviors might result in the loss of their bus riding privileges.

School bus transportation is provided for most students living within the boundaries of the school district. Bus privilege may be denied to any student for improper conduct while riding the school bus. The length of this bus suspension may vary from one day to the complete school year, depending on the number of referrals and/or seriousness of the misconduct.

The school bus driver is in charge of the bus at all times when it is in operation and has the authority to require the observance of proper student conduct on the school bus. A proper amount of discipline must be maintained on the bus in order to permit the driver to maintain adequate composure for the safest operation of the school bus. The bus driver or the school administration will not tolerate a rowdy, noisy, or destructive student. Each driver is given authority to stop the bus to talk with a student who is not conducting himself or herself properly and to report the student to the supervisor of transportation and principal. Proper disciplinary action will be taken against the student and a report of the incident will be kept. Repeat offenders will be asked to secure their own transportation to and from school.

A student who disobeys the bus rules will be given a misconduct notice by the bus driver stating the offense. The child must return the misconduct notice signed by a parent before he/she will be permitted to board the bus again. When a child is denied bus-riding privileges, it is the responsibility of the parents to find alternate transportation for their child. Parents are reminded that there is compulsory education in the state of Michigan until the age of 18 years. Only students of the Coldwater Community Schools or those persons who qualify by state law are permitted to ride regular bus runs.

## STUDENT CONDUCT ON SCHOOL BUSES

### RULES FOR SAFE CONDUCT TO BE FOLLOWED BY ALL STUDENTS (K-12) ON ALL COLDWATER COMMUNITY SCHOOL BUSES

1. Students must be at the bus stop before the bus arrives and wait for the bus off the road a distance of at least 10 feet and shall conduct themselves in an orderly manner. The bus shall come to a complete stop before students move toward it.
2. Students must not rush between buses when they are loading or unloading.
3. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to exit the bus. The driver may assign a specific seat for the student.
4. Keep the aisle clear! Do not block it with books, musical instruments, lunch pails, feet, legs or other items.
5. Head, hands and feet shall be kept inside the bus at all times.
6. Normal conversation is permissible except when the bus stops for railroad crossings, red lights and stop signs. At these times there shall be no talking.
7. Throwing any article inside the bus, at the bus, or out the window is strictly prohibited.
8. Students will not cause excessive noise or engage in rowdy conduct on the bus.
9. Lighting of matches, lighters, smoking or fire of any kind on the bus is strictly prohibited.
10. No animals, (dead or alive) are allowed on the bus.
11. No glass containers or soda pop are allowed on the bus.
12. Students will not use profane or foul language at any time.
13. Passengers shall not deface or damage the bus. Anyone guilty of such acts will pay **the cost of repair**.
14. Passengers will not open emergency doors except for emergencies when instructed by the driver to do so.
15. Students who must cross the road after being dismissed from the bus must cross in the front of the stopped school bus.
16. Students shall not go to their mailbox until the bus has left the stop and has turned off the flashing red light.
17. Students will be dismissed from the bus only at the designated stop.
18. Only students and authorized personnel are permitted to ride their assigned school bus.
19. No eating or drinking on the bus.



## **CITY BUSING PLANS (YOUNG FIVES-FIFTH GRADE)**

City pickup times for Young Fives through Third Grade will vary between 7:20 a.m. and 8:15 a.m. Bus stop changes may occur after school starts. Pickup times for Fourth and Fifth Grade students will vary based on the bus route.

All **elementary** students who live within 1 mile of MAX LARSEN ELEMENTARY will walk to Max Larsen Elementary. If the student attends Jefferson, or Lakeland, the student will be transported from Max Larsen School to the assigned school. Exception: Students living east of Marshall Street will have a bus stop at the southeast corner of Abbott Avenue and Hudson Street.

All **elementary** students who live within 1 mile of LINCOLN SCHOOL will walk to Lincoln School. If the student attends Larsen, Jefferson, or Lakeland, the student will be transported from Lincoln School to the assigned school. Exception: Students living north of the railroad tracks will be transported from E. Washington Street between S. Hudson Street and Elm Street, and on Pearl Street between S. Jefferson Street and Sprague Street.

All **elementary** students who live within 1 mile of JEFFERSON ELEMENTARY will walk to Jefferson Elementary. If the student attends Larsen or Lakeland, the student will be transported from Jefferson School to the assigned school.

All **elementary** students who live in the fourth ward will be transported from the following designated stops; S. Polk Street, Monroe Street between Peckham Street and Park Ave, Jackson Street between Peckham Street and Pearl Street, and at the driveway of Old Mill Race Apartments.

In order to have minimal ride time, a transfer station may be used as necessary.

For more information regarding school transportation, please call 517-279-5950.

## SCHOOL POLICIES

### BULLYING POLICY

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.

Please refer to the Coldwater Community Schools policy, **5517.01 BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**, which can be found on our district website at: [www.coldwaterschools.org](http://www.coldwaterschools.org). A copy of this policy can also be obtained at each elementary school office.

### EMERGENCY PREPAREDNESS

Prior to September 11, 2001 (twin towers, New York) the focus of emergency preparedness in our schools was centered primarily on fire (8), and tornado (2) drills. However, in 2006 the Governor signed into law a bill that now requires schools to stage a minimum of (2) drills a year in which occupants are restricted to the interior of the building and the building is secured. These drills must be conducted at all schools that operate any of the grades kindergarten to 12, with security measures that are appropriate to an emergency, such as the release of a hazardous material or the presence of an armed individual on or near the premises.

Each of the buildings in the Coldwater Community Schools has a Crisis Incident Response Plan. The plans were developed under the direction of the Coldwater Police Department and outline the responsibilities of the staff and procedures that should be followed in the event of an emergency.

### HARASSMENT POLICY

Sexual harassment of students, employees, School Board members, volunteers, and contractors is prohibited. Forms of prohibited harassment may be verbal, non-verbal, or physical. Disciplinary action will be taken against offenders.

### HEAD LICE POLICY

Coldwater Community Schools will defer to recommendations from the Centers for Disease Control, Michigan Department of Community Health and the Michigan Department of Education as to managing head lice in the schools. The recommendations are as follows:

- Studies indicate if a child has head lice it is likely that the infestation has been for a period of time and prompt removal from class is normally not necessary.
- Any student with live lice or nits one-quarter inch or less from the scalp, may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination by school personnel. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school.
- Any student with nits (farther than 1/4" from scalp) should be allowed in school
- Parents should remove nits daily and treat if live lice are observed.

### PROCEDURES

When a case of head lice is identified, the parents of the infested child will be notified. Immediate removal of the child is unnecessary and the child can be sent home at the end of the day. Only on rare occasions will the student need to be removed from the school environment immediately. If a student is identified with head lice, a note will be sent home with students in that classroom as notification to all parents. Parents in the impacted classroom are encouraged to promptly check their own children upon receiving the notification. School administrators will determine any further action that may be deemed necessary at the school.

In no case will Coldwater Community Schools personnel administer head lice medication to students. However, upon request, school personnel may provide informational literature about lice-removal and demonstrate to parents/guardians or students the use of non-medicinal means of lice-removal.

## PARENTAL ROLES AND RESPONSIBILITIES

**Parents have the ultimate responsibility for the care of their children.** This includes assisting in the prevention and management of head lice through regular checks of their children’s hair and starting immediate treatment when head lice are detected. When head lice are found, nits should be checked for and removed daily. School personnel may be utilized as a resource for further assessment and education.

Maintaining a positive approach in dealing with head lice will facilitate cooperation and preserve good parent-school-health relationships. No child or parent should be made to feel that head lice reflects on the cleanliness of the individual or the home environment. The district will take steps that are reasonable and necessary to keep a healthy environment for all students and staff.

## IMMUNIZATION POLICY

### *Michigan Department Of Public Health Immunization Requirements*

A teacher or principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of 1 dose of an immunizing agent against each of the diseases specified by the department has been received and certified to by a health professional or local health department. A parent, guardian, or person in loco parentis having a child registered with only these minimum doses of immunizing agents shall present an updated certificate of immunization within 4 months after initial attendance showing that the immunizations have been completed as prescribed by the department.

<i>IMMUNIZATIONS</i>	<i>AGES 4-6</i>
<i>DTAP, DTP, DT Diphtheria, Tetanus, Pertussis (Whooping cough)</i>	4 doses required. One dose must be on or after 4 years of age.
<i>POLIO</i>	4 doses are required. ** If a third dose was administered on or after 4 years of age, only 3 doses are required.
<i>MEASLES, MUMPS, RUBELLA (MMR)</i>	2 doses are required on or after 12 months of age.
<i>VARICELLA (Chicken Pox)</i>	2 doses at or after 12 months of age OR current lab immunity OR reliable history disease
<i>HEPATITIS B</i>	3 doses are required. The series must be started before entering school.

### *Vaccination*

Children who have not received the required immunizations will be excluded until they are received.

\*Rules related to Parts 51 and 92 of Public Acts 368 of 1978, as amended.

\*\*Children ages 4-6 must have a signed waiver for Pertussis on file if Pertussis vaccine was not given with DT vaccine.

### **Exemptions.**

- (1) A child is exempt from the requirements of this part as to a specific immunization for any period of time as to which a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.
- (2) A child is exempt from this part if a parent, guardian, or person in loco parentis of the child presents a written statement to the administrator of the child's school or operator of the group program to the effect that the requirements of this part cannot be met because of religious convictions or other objection to immunization.

## RECESS (EXCLUSION FROM) POLICY

### Keeping Students In From Recess

Just as our children are getting over colds and the like, we are often presented with the difficult decision of just exactly when a child should return to school. Parents are sometimes torn between a child's need to be in school every day and the need to recuperate from an illness. In our zeal to ensure a child misses as little school as possible, we sometimes send children with notes requesting they be kept in from recess. This can often create a very difficult situation for us here at school. During the recess periods teachers may have special assignments, meetings, lessons, to prepare, etc., which would cause them to be away from their rooms. The principal is in transit and the office secretary is busy conducting office business. Also, students that come to school ill spread the germs they carry.

We have three pressing responsibilities to you as parents regarding this issue: 1.) We need to take every effort to ensure the wellness of your child and that they not be exposed to illnesses. 2.) We need to deliver our School Board adopted school day to your child every day that they are in attendance (this includes gym, music, and recess). 3.) We need to ensure proper supervision of your child at all times.

Please support us in this effort by dressing your child for the weather. If your child is in the final stages of an illness, perhaps keeping him / her home until their "sniffles" are gone would be in the best interest of all of our students. If you have a specific need where a doctor's directions need to be supported, please let us know. We will be happy to honor a parent request to keep a child in the office on a given day, if appropriate; however, after one day, a written doctor's excuse will be required.

### Indoor Recess

On days of inclement weather, students will remain in their classrooms for recess. Quiet games and artwork may be conducted. No yelling or running or the throwing of objects, including balls, is allowed. (Inclement weather days include rain, ice conditions, and wind chill temperatures below 10 degrees Fahrenheit) extenuating factors prompt the building principal to bring / retain students indoors at a warmer temperature. During indoor recesses supervision is not required by teachers, as this is own their preparation time. Inside recess supervision will be provided for students and though we will strive to make sure adult to recess space is a 1-to-1 ratio every moment, there is often the need for supervisors to relocate for short periods of time to assist other areas.

## SEVERE STORM POLICY (TORNADO)

When a tornado WATCH is in effect, the following procedure will be followed:

1. The Weather Alert Monitor will be attended until an "All Clear" is reported by the Branch County Civil Defense
2. Directory, Sheriff's Department, or until all children have left the building.
3. The custodian will be posted in such a way as to observe the sky in the southwest.
4. Buses will operate as usual unless the administration deems weather conditions to be severe enough to warrant a change.  
In this event, children will be held at school.

When a tornado WARNING is in effect, the following procedure will be followed:

1. All students will be moved to the designated areas of protection should there be a tornado sighting.
2. No buses will operate.
3. No children will be sent home.

No children will be released except to a parent who appears in person at the office. Exception: Previous written notice to the office designating another adult with whom you want the child sent).

## **STAFF / STUDENT RELATIONSHIPS POLICY**

Staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be seen not as dictators or controllers, but as resource people, aides and guides in the learning process. Students shall be treated with courtesy and consideration; neither insults nor sarcasm shall be used before students' peers as a means of forcing compliance with the staff member's requirements or expectations.

Likewise, each student shall respect staff members as individuals who have specific knowledge and capabilities and who are employed by the school district to direct the learning process. Students shall respect all teachers whether or not they are members of their classes or classrooms, and shall recognize that all teachers have authority to direct and / or reprimand them.

In the best interests of the education and welfare of students, close personal relationships between a staff member and an individual student shall be avoided. Cultivating such relationships could lead to disciplinary action.

## **STUDENT PLACEMENT POLICY**

Coldwater Community Schools and its elementary schools understand the importance of matching students with teachers/classrooms. Classroom placements are based on identified student strengths and needs. Administrators and teachers use their best judgment to place students in balanced classes. Our focus is on improving student achievement by meeting their needs and forming well-balanced classes across the grade level. Although parent requests will be taken into consideration we cannot possibly honor all requests for specific teachers. Parent requests for teachers are NOT a guarantee of placement. We believe we have assembled the BEST TEACHERS who are committed to ensuring a successful school year for your child. Toward the end of each school year, new and currently enrolled students will be arranged by the building staff for the following school year's class placement. Placement considerations will be made on:

- Learning and personality styles of the student and teacher
- Gender balance of the class
- Social/emotional needs of the student
- English Language Learner balance
- Teacher/parent input as it relates to potential impact on student learning
- Parent request for teachers must include:
  - Valid academic concerns
  - Social/emotional needs of the student
  - Personality/motivational concerns
  - Requests must be based on specific teacher traits
  - Must be made, in writing, on the form provided by the school office and addressed to the building principal by April 30th of the current school year.
  - Requests that include only 1 teacher name will NOT be considered. Parents listing specific teacher names must include at least 3 choices. Choices must have all the same ranking/value.

Once school begins, if your child is having any difficulty, parents must contact your child's teacher to share your concerns and discuss ways to better meet your child's needs. If after a minimum of 3 weeks your child is still having difficulty, please schedule a specific conference with your child's teacher. Our teachers want to discuss ways to work together with you to ensure a positive learning experience for your child. If after a minimum of 2 weeks after the conference with your child's teacher concerns continue, you may contact the building principal to schedule a meeting between, parent, teacher, and principal (when appropriate the student can be invited as well). Ultimately, the final decision of student placement rests with the building principal.

## **VISITORS POLICY**

School personnel are excited to share the building and programs with visitors. All visitors must check in at the office upon arrival. Parents and guests may make an appointment to observe or review programs with staff members. Parent visitors should not bring preschool aged children when visiting the classroom. All classroom volunteers and chaperones for field trips must have a clear background check at least one week prior to participation. Forms are available in each elementary office.

## WEAPONS

The Coldwater Community School Board of Education will not tolerate the possession of weapons by anyone while on school property or at a district-related event. In implementing this policy, the district will comply with Public Act 211, which prohibits students from possessing "a firearm, dagger, dirk, stiletto, knife with a blade three inches or over in length, pocket knives opened by a mechanical device, iron bar, or brass knuckles", or other devices designed for or used with the intent to inflict bodily harm while in attendance at school or a school activity or in route to or from school. For the purposes of application and enforcement, a BB gun or pellet gun is considered a weapon. Procedures shall include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a student, school employee or visitor. Student violations shall include:

- **First Offense:** Expulsion referred to police when there is a suspected violation of criminal law. The Superintendent shall prepare procedure to ensure immediate reporting to the parent or guardian and the local law enforcement agency. Reinstatement will be subject to formal board approval pursuant to Board Policy.

## **PUBLIC ACTS**

### **TITLE VI – CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the grounds of race, color, sex, national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Any person believing that their rights under this act have been violated should contact their building principal. If the matter is not resolved satisfactorily, then contact should be made with the Superintendent of Coldwater Community Schools, 401 Sauk River Dr., Coldwater, MI, 49036 phone (517) 279-5910, for the name of the hearing officer for this law.

### **TITLE IX – DISCRIMINATION AND SEXUAL HARASSMENT**

#### **The School Board’s Title IX Policy:**

Pursuant to Title IX of the Education Amendments of 1972, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Using the guideline of Title IX, the Coldwater Community School Board of Education is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior.

It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the school board to harass or discriminate against a student based upon sex. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities or field trips.

#### **Sexual Harassment Defined:**

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interfere with an individual’s education; or limit an individual’s ability to participate in or benefit from the education program. Such conduct includes, but is not limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Sexually motivated or inappropriate hugging, kissing, patting, massages or pinching
- Sexual behavior or words, including demands for sexual favors
- Implied or overt threats accompanied with demand for sexual favors
- Remarks of a sexual nature about a person’s clothing or body
- Fondling or grabbing
- Spreading sexual gossip
- Subjecting someone to sexual materials
- Sexual assault or rape

#### **Gender Discrimination Defined:**

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Coldwater Community School Board prohibits gender discrimination in areas including, but not limited to:

- Educational assistance, i.e. tutoring, after-school learning; counseling services; receiving college preparation materials; receiving preparatory materials for school testing; physical education and athletics; student rules and policies; and extracurricular activities.

The School Board is committed to providing both genders with a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator. The Title IX Coordinator will then notify the school principal of the alleged acts.

**Complaints should be directed to:** Ms. Terry Ann Boguth, Superintendent, 401 Sauk River Drive, Coldwater, MI 49036. Phone 517-279-5910, or, Mr. Gary Dancer, Principal, 519 Otis Rd., Coldwater, MI 49036. Phone 517-238-2105, **Title IX Coordinators.**

## **NO CHILD LEFT BEHIND (NCLB)**

Under The No Child Left Behind (NCLB) Act of 2001, parents of students attending Title 1 schools are required to be notified of certain provisions and standings of schools, teachers, and opportunities to participate. The following descriptions are intended to meet these requirements.

### **Highly Qualified Teachers**

All teachers must be “highly qualified” for the subjects they teach by June 30, 2006. This requirement specifies that teachers must be certified by the State of Michigan for the subjects they teach and must have the equivalent of 30 semester hours of college coursework in the subjects.

Parents have the right to check on the certification status of their child’s teacher. This can be done by logging onto the State web site at <http://meis.mde.state.mi.us/teachercert/srteaCerts.asp>, and entering the teacher’s last and first name. Clicking on their certificate number provides all relevant information. Parents may also contact the building principal to request the information.

Coldwater Community Schools are required to identify teachers of core academic subjects who are not highly qualified and to notify parents.

## **PARENT NOTICES:**

The Board of Education looks upon parent involvement as an integral component of the education of its students. The Board of Education encourages active support and participation of parents to foster the decision-making process. Parent representation will consist of participation on various school improvement committees. Parents will assist in the planning, development, implementation and evaluation of the school programs including, but not limited to, Title 1, Gifted and Talented, Special Education and Core Curriculum. In recognizing the value of parent support and participation, the Board of Education wishes to emphasize the role of parents as active contributors in the learning process. Parents are encouraged and expected to visit schools, attend meetings and conferences, and actively engage in the learning experience of students in the Coldwater school system.

## **EDUCATIONAL SERVICES TO HOMELESS AND MIGRANT CHILDREN AND YOUTH**

Homeless students- Students who qualify as homeless by the state guidelines are eligible for immediate enrollment and educational services, with or without required entry documents.

Migrant students- Students whose families have moved within the past 36 months to obtain temporary employment in agriculture or fishing are eligible for regular school year and summer programs designed to provide basic instruction in the core curriculum. Priority will be given to those who have moved during the academic year and are in jeopardy of not meeting the academic standards core curriculum.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Parents may inspect and review educational records of their students within 45 days of making a written request to the building principal.

Parents may request that records be amended by the school where there is a belief that inaccuracies exist. Such requests shall be made in writing and directed to the building principal.



The school may disclose the contents of a student's educational records to school officials having a legitimate educational interest without parental consent. School officials include administrators, supervisors, counselors, teachers, support staff members, a school board member, or a person or company contracted by the district to perform a special task.

The School may release directory information without parental consent unless the parent has filed a written objection to releases with the superintendent of the Coldwater Community Schools, 401 Sauk River Dr. Coldwater, MI 49036. Directory information about a student includes: name, address, telephone number, date of birth, photograph, major field of study or grade, participation in school activities, dates of school attendance, honors and awards, and other general information generally found in yearbooks.

Parents have a right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education.

The above parental rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA governs the administration to students of a survey analysis, or evaluation that concerns one or more to the following eight protected areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondent have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

If such surveys are funded by the U.S. Department of Education prior written parent approval must be received before the survey is administered. Non-department funded surveys may be conducted without written parental permission provided there is prior notification to the parent indicating the purpose, approximate dates of administration, and an opportunity for the parent to opt their student out of participation.