

Dear Parents,

This handbook has been prepared for your guidance. It contains essential information about the Rapid River Elementary School and the rules under which the school operates.

The education and progress your child makes depend equally on the interest and cooperation provided by you, as well as the care and concern each teacher has for his or her pupils. Progress in your child's education can best be achieved by complete cooperation between parents, teachers, and school. Cooperation insures that the child has a positive experience, resulting in greater and permanent educational values.

We sincerely invite and encourage all parents to participate in the functions and the activities of your school. Together we can make your child's stay here a profitable and happy experience.

Sincerely,

Rachal Gustafson  
Elementary Principal

## **STATEMENT OF COMPLIANCE**

The Rapid River Public Schools complies with all Federal laws and regulations of the U.S. Department of Education. It is the policy of the District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefit of, or otherwise subjected to discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Inquiries or complaints may be addressed to the Rapid River Public School District Coordinators as follows:

Rachal Gustafson  
Title IV, Title IX, Section 504  
Liaison for Homeless Children & Youth  
Civil Rights & Freedom of Information  
Rapid River Public Schools  
10070 US Highway 2  
Rapid River, MI 49878

## **ELEMENTARY STAFF DIRECTORY**

Dr. Jay Kulbertis, Superintendent  
Mrs. Rachal Gustafson, Principal  
Mr. William Warning, Assistant Principal

### **Rapid River Elementary – 474-6411, Ext. 6507**

Ms. Kelli Anderson, Kindergarten Teacher

Mrs. Katey Huber, 1<sup>st</sup> grade teacher

Mrs. Kim Viau, 2<sup>nd</sup> grade teacher

Mrs. Vicky Kirby, 3<sup>rd</sup> grade teacher

Mrs. Carla Meyer, 4th grade teacher

Ms. Beth Larson, 5<sup>th</sup> grade teacher

Mr. Marty Collier, Facilities, Grounds, & Transportation Manager

## **DAILY SCHEDULE**

### **Kindergarten -Fifth Grade**

|   |               |
|---|---------------|
| 8:00  | School Starts |
| 10:10 – 10:30   | Recess        |
| 11:25 – 12:20   | Lunch/Recess  |
| (Lunch times are staggered for grades K– 5:<br>Lunch/recess periods are 35 minutes) |               |
| 1:55 – 2:15   | Recess        |
| 2:50  | Dismissal     |

## **ACCIDENTS AND INSURANCE**

Students involved in minor accidents (small cuts, scratches, etc.) will be cared for by the school nurse or school personnel. Please be reminded that the school does not pay any medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for payment of such bills.

## **EMERGENCY INFORMATION**

Please be sure your child's emergency information is kept up-to-date. **ONLY** those people listed will be contacted and allowed to pick up your child. Be sure that all telephone numbers listed are working numbers. Notify the school **IMMEDIATELY** when your home or work telephone number changes during the school year.

If parents cannot be reached, the person designated as the emergency contact will be notified. If neither parent can be reached, the principal or school nurse will have to decide what to do. If, in the principal or school nurse's judgment, the child needs a doctor, the child will be taken to a local doctor. In all cases, every effort will be made to reach and notify the parent of the child's condition.

## **ANIMALS AND PETS**

In all cases, parents must contact and consult with the teacher before sending any animals to school. **Animals are not to be taken to school on the bus. They must be transported by the parent or guardian.**

## **ATTENDANCE POLICY**

Attendance in school is required by State Law: Section 731 of the Michigan General School Law. It is our belief that attendance and participation in class is necessary for academic achievement. **When a student returns from an absence, he/she must bring a note from a parent or the parent must call the school to explain the reason for the absence within 48 hours. If a note or telephone call is not received 48 hours, the student will not receive credit for his/her make-up work.** Parents are encouraged to schedule their child's appointments during non-school hours when possible. **Please remember students are considered tardy when they are not in their room when school begins. Beyond 10 minutes late is considered an unexcused absence, unless a parent calls to excuse the student.** PowerSchool, a web-based student information system is used to record attendance and grades. Please check with the elementary office if you do not have your child's password to access PowerSchool. Attendance is recorded in "real time" and is updated daily on the system.

## **TRUANCY**

Parents need to establish a good attendance pattern beginning in kindergarten. A student will be considered truant each day or part of the day that he/she is absent from school without an excuse. A student shall be considered a "habitual truant" when, in spite of warnings and parent's efforts to ensure attendance, the student has accumulated ten (10) trancies a year. The following action will take place. Parent/guardian will be contacted by the teacher. If attendance does not immediately improve, the principal or designee will closely monitor future attendance by calling the parent/guardian and/or write a letter of the problem. A copy of the letter will be put in the students records. If truancy continues, referral to a truancy officer or court proceedings may occur.

## **PRE-ARRANGED FAMILY VACATIONS**

**Any homework requested in advance by the parent needs to be completed by the student upon return to school from a vacation.** Upon the student's return to school, the teacher will check any written assignments and give earned credit for the work. For any authorized release of more than 5 days, the teacher will notify the parent or guardian of the basic material to be covered during this extended period, i.e. pages, chapter, etc., in the subject area. The teacher will not give any detailed written or reading assignments for this extended period. It shall be the parents' and students' responsibility to cover this material on their own and to be responsible for the material, which may appear on future tests or assignments.

## **STUDENT RELEASE**

Children are NOT allowed to leave school grounds without permission from parents. The school must be notified if someone other than the parent will be picking up a student from school. If a student is going anywhere other than home, a parental note or telephone call is needed. If there is no parental note or telephone call from home, the student will be expected to return home at the end of the school day. **When you need to pick up your child or are dropping off your child after the school day has begun, please stop in the elementary office to do so.**

In emergency situations where it is necessary for your child to leave school during the day he/she will be excused through the elementary office and must be called for at the office.

## **STUDENT PICK UP AND DROP OFF POINTS**

Parents and guardians who are picking up or dropping off their students need to do so in front of the building, parking close to the tennis courts in the visitor's parking lot. **Please do not park in the back of the building. Buses are loading and unloading and there is no parking available in that location.** Parents may walk students into the office in the morning; students will proceed to their classrooms independently. If a child needs assistance getting to their classrooms, a staff member will assist them. Parents must wait in the designated entry way for their child at the end of the school day. Your child must have a note or they will be sent home on the bus.

## **BICYCLES**

Students in grades Kindergarten through Fifth grade who normally walk to school may ride their bicycles. **A parent permission slip must be on file before this can occur. Slips are available in the office.**

Parents should discuss with their children the need for safety when riding bicycles.

1. Bicycles are to travel on the side of the road with traffic, not on the sidewalks.
2. Bicycles should be parked in the proper area during school hours.
3. Bicycles are not to be used during school hours.
4. For security reasons, we recommend that bicycles be locked. We cannot assume responsibility for loss or damage.

## **BUILDING HOURS**

Students should not arrive earlier than necessary. The elementary office entrance is unlocked at 7:30 a.m. If students are dropped off earlier than that, they will not be able to enter the building. **Any student or group of students remaining in the building after 2:54 p.m. or on a weekend must be supervised by an adult. School staff do not assume responsibility for students after hours. Arrangements must be made in advance for students to remain in the building after 2:54 p.m. unless attending a scheduled practice or adult supervised meeting.**

## **BIRTHDAY PARTIES**

Birthday parties are left to the discretion of the teacher. At most, it is only a treat and should not interfere with the instructional program. Contact the teacher before sending treats to the school. Parties held after school should be planned outside of school. Invitations should be taken care of away from school to avoid hurting the feelings of those in the classroom that may not be invited. Transportation to the birthday party is the responsibility of the parents.

## **BUS RULES**

Practice Good Bus Manners:

1. Stay as far off the road as you can.
2. At the bus stop, do not wait in the street. Wait until the bus comes to a full stop before boarding. If

the bus stops on the opposite side of the road from your house, do not cross the road until the bus has stopped and all traffic has stopped. Cross in front of the bus. All students will board in an orderly manner.

3. Stay in your seat until the trip is over and the bus comes to a full stop.
4. Act as you would in a classroom..... no loud talking, so the driver can hear traffic sounds.
5. Do not talk to the driver except in emergencies. They must pay attention to driving.
6. No talking when the bus is near a railroad crossing. The driver must be able to hear the train.
7. Save snacks and homework for later..... a sudden stop can send an apple core or pencil flying into you or others.
8. Your head, hands, and backpacks are safest inside. Do not stick anything out of the window.
9. Do not stand up until the bus comes to a complete stop.
10. Line up on the way out.... If everyone tries to get off at once, it slows things down.
11. Watch your step as you leave the bus. Do not jump or take "giant" steps.
12. Get away from the loading zone quickly. If you wait for friends, get back from traffic.

The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers.

### **BUS SAFETY**

Officially adopted by the Rapid River Board of Education on 10/12/74. Riding a bus to school is a special service provided by the Rapid River Board of Education to those students who live beyond a reasonable walking distance as spelled out in the State Code. Safety is a major factor involved in transporting of students to and from school. Consequently, every possible precaution must be taken to insure safety at all times. Both students and parents are requested to cooperate in this very important matter.

### **CELLULAR TELECOMMUNICATIONS, OTHER ELECTRONIC DEVICES AND HEADPHONES**

Students may possess cellular radio telecommunication devices, including but not limited to **cellular telephones, apple watches, and other such devices** as well as **headphones** on school property. Even though a student may possess these devices during the school hours, use is restricted and must adhere to the following conditions:

- a. Use is **PROHIBITED DURING SCHOOL HOURS**, except with prior approval of the Principal.
- b. Students may use such devices before or after school hours.
- c. If students bring such items to school, they must be put in their backpack at the beginning of the day and left there throughout the school day.

Possession of a cellular telephone or other telecommunication device is a privilege which will be forfeited by anyone who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

#### **1<sup>st</sup> Offense**

Students using electronic devices during school hours will have them taken away by any staff member. If the student is courteous and/or cooperative with the staff member who asks for the device; the student may pick up the device from the Principal or Assistant Principal at the end of the day. **If a student is not courteous and/or cooperative, it will be considered a 2<sup>nd</sup> Offense and a parent/guardian must meet with the Principal or Assistant Principal in order to have them returned.**

#### **2<sup>nd</sup> Offense**

Students using electronic devices during school hours will have them taken away and parents must meet with the Principal or Assistant Principal in order to have them returned.

#### **3<sup>rd</sup> Offense**

Subsequent inappropriate use of these devices could result in other disciplinary measures.

Failure to comply with this policy will result in disciplinary action and/or confiscation of the device(s) in accordance with the District's disciplinary policy. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or other such devices brought on school property.

### **COMPUTER USE**

Elementary students who will be working in the computer lab (grades K-5) will be advised by their instructor of the rules and guidelines for the use of the lab. They, and their parents, will be asked to sign an agreement with the school for the use of Network and Internet access. The student's parents will reimburse the District for any fees, expenses, or damages incurred because of their child's use or misuse of the Network or equipment. Students may also lose computer privileges for any or all the school year depending on the severity of the problem.

### **CRISIS MANAGEMENT**

A crisis management procedure is in place. We will use the media to notify parents of any scheduling changes that may occur.

### **DIRECTORY INFORMATION**

Please be informed that the Family Educational Rights and Privacy Act requires that school districts publicly notify parents that certain student directory information will be released upon request unless the district is notified in writing by the parent or adult student not to do so. Such written notification should be directed to the building principal. The following is a summary of those items identified by board policy as being student directory information.

The 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, scholarships, and telephone number.

The school communicates by various means including sending emails, text messages, and phone calls for emergency purpose using the information you provide to us. Unless otherwise noted, you agree that this information can be used for other important and relevant notifications pertaining to your student(s) including but not limited to: attendance, grades, school news, events, and lunch balances. Your contact numbers and notification preferences can be updated any time by logging in to the "Parent Portal" of PowerSchool at <https://ttsps.dsisd.net/public/>

### **DISCIPLINARY POLICY**

#### **Procedure:**

- Step 1. Minor discipline problems will be taken care of by the classroom teacher or the playground supervisor. If a student continues to refuse to follow the rules then a Conduct Report will be filed and the student will be asked to report to the Principal's Office. The Principal will try to contact the parent by phone, establish the degree of discipline and will send a copy of the report home to the parent. Serious offenses can result in immediate suspension.
- Step 2. After three (3) discipline slips are received that result in detention for a student, a conference may be held with the student, parent, teacher, and Principal and further consequences will result. If this negative behavior continues, Step 3 will be implemented.
- Step 3. If necessary, the same procedure will be followed as in Step 2, except there may be a suspension of up to five (5) days. A meeting with parents and Principal will be required. Depending on the degree of the offense, Steps 1 and 2 may be altered. Suspensions may be in-school or out-of-school as determined by the Principal.

A teacher or recess supervisor may take away a student's recess privileges for less serious, negative behaviors or for not completing work. A student should not come to school without homework completed planning to use recess time to finish work.

Examples of disruptive and serious non-acceptable behavior are:

**Repetitious misconduct**

- Continual bus behavior problems
- Violations of rules and regulations
- Continued class disruptions
- Distribution of unauthorized printed and non-printed pornographic material
- Forgery, false reports
- Absenteeism
- Disrespect-talking back to the adult in charge
- Foul Language
- Possession and use of tobacco within specified non-smoking areas
- Theft
- Fighting

For the following offenses, Step 3 could be invoked immediately:

- Arson, vandalism, destruction of property
- False fire alarms
- Explosion of fireworks and explosives
- Possession or use of alcohol, marijuana, or drugs not prescribed by a doctor
- Carrying or using weapons or dangerous instruments
- Other similar acts which impose a potential danger to persons or property
- Aggressive physical or verbal threats to any faculty or staff member
- Leaving the designated school grounds
- Any unlawful activity

**DUE PROCESS FOR SUSPENSION**

1. The student shall be informed of the specific charges that could be basis for the disciplinary action to be taken against him/her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended, the school administrator will notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
4. If the parents or guardians are dissatisfied with this action, they may appeal to the superintendent or his designee to review the decision.
5. If, after the first three steps have been taken, the suspended student's parents or guardian are dissatisfied with the administrative action, they may request a review of the action by the Superintendent or his designee (not from the administration of the school in question), and at this review they may be advised by a person of their choosing.
6. Suspension for a period of more than ten days shall be discussed under Due Process for Expulsion.

**DUE PROCESS FOR EXPULSION**

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian. Included within this notice shall be a statement of the time and place for the hearing, which shall be agreeable to the parties involved.
2. Parent or guardian shall be present at the hearing if they so desire.
3. Legal counsel may represent the student, parent, or guardian.
4. The student shall be given an opportunity to give his/her version of the facts and their implication. He/She shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education. Its determination shall be based solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing as to whether or not the student charged is guilty of the conduct charged and the decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
10. The student and his parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate authority.

### **DRUG FREE SCHOOLS**

In accordance with Federal law, the 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 events. 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 will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officers. Students and their parents should contact their school official or counseling office whenever such help is needed.

### **EDUCATIONAL MATERIAL**

In accordance with school policy, parents have the right to inspect any education materials.

### **HEALTH AND SAFETY**

#### **Fire/Tornado/Lockdown Drills**

We will have fire drills periodically throughout the school year. We will also have tornado drills and practice lockdown drills. The teachers will explain which exits to use and where to go once they are outside. They will also explain what students need to do during a lockdown drill. It is important for parents to sign in at the elementary office before proceeding further in the building.

### **HEAD LICE**

If your child is diagnosed with head lice, the child must be properly treated and nit free before returning to school. Otherwise, parents will be called and children will be sent home.

### **HEALTH RECORDS**

The school is charged with keeping an up-to-date health record for all students. We urge parents to notify the school of any significant changes in health that occur to the child.

Michigan Law requires that all Michigan students, at the time of enrolling in any public school in Michigan for the first time, shall submit a signed statement by a physician that the child has proper immunization. An original birth certificate must also be presented when enrolling a student.



## **HEARING AND VISION SCREENING**

Hearing tests and vision tests are given periodically to elementary students based upon a schedule established by the school nurse. If parents and/or teachers have a hearing or vision concern regarding a child, they may refer students to the school nurse.

## **IMMUNIZATION**

Please check your child's immunization record to be sure it is updated. If you are not certain about your child's record, call your family physician or the local health department (786-4111). In early 2015, Michigan instituted an administrative rule change on nonmedical waivers for childhood immunizations. Parent/guardians seeking to obtain a nonmedical immunization waiver for their child/children who are enrolled in school or licensed childcare programs are required to attend an educational session, where they are provided with information about vaccine-preventable disease and vaccinations.

## **STUDENT HEALTH**

It is important that students get the proper rest and nourishment to assure a good academic outcome. This means that an established bedtime is extremely important.

## **HOMEWORK**

It is generally conceded that homework should be an extension of the regular school program and a responsibility the student undertakes independently, whether at home or outside of class periods in school. Homework is flexible and the individual instructional responsibility of the teacher. Homework assignments should be well-planned and reasonable in length to allow time for family living and social development.

The following recommendations are kept in mind when assigning homework:

1. Have a definite purpose.
2. Be within the capability of the individual student.
3. Assignments should be clear and understood so all students know what they are expected to do. When possible, the homework assignments should be started under the supervision of the teacher.
4. All homework should compliment, supplement, and reinforce classroom learning and should not introduce new materials.
5. All homework is checked to insure that assignments have been done completely and correctly.

Homework is due on the day and time set by the teacher. If a student's homework is unfinished on the due date, the teacher may require the student to stay in during recess to finish it. It is still the responsibility of the student to get late homework finished and handed in. Late homework will be graded as such with the grade reflecting that it has been handed in late.

## **LIBRARY RULES**

Elementary students visit the Library in class groups on a regular weekly schedule. Because the library is a "quiet place" to be used for study and research, students are asked to observe certain rules of behavior: Always speak in a soft voice and always walk quietly. If it is necessary to speak to a student a second time, they will be asked to leave the library for the day. K-3 students are allowed to check out one book on each trip to the Library. Students in grades 4 & 5 are allowed to check out two books. (If a student needs an additional book for a class project, an exception is made.) The books are stamped due back one week from the day of checking out. If a student wants to use a book for a longer period of time, he may renew it on his next weekly visit. Fines are not charged for overdue books. If a book is lost, the student is asked to pay for the book, and if the book is later found, the money will be returned.

**REPEATED LOSS OF BOOKS WILL RESULT IN LIBRARY PRIVILEGES BEING WITHDRAWN.**

## **LOCKERS**

Students in grades 1-5 will be assigned lockers by their teachers at the beginning of the school year. These lockers **do not** have locks. The lockers are the property of Rapid River Public Schools and are subject to inspection by authorized personnel. The school is not responsible for lost, stolen, or damaged property.

## **LOST AND FOUND**

Children are constantly losing things. It will help a great deal if you will have all of your child's things plainly marked with his/her name. A lost and found basket is kept in the hall.

## **HOMELESS STUDENTS**

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as inhibit the enrollment, attendance, or school success of homeless children.

## **HOT LUNCH AND BREAKFAST PROGRAM**

Our school provides a hot lunch and breakfast program. For the 2023-2024 school year breakfast and lunch will be **FREE TO ALL STUDENTS**. An adult lunch is \$5.00 and an adult breakfast is \$2.90. For those who carry a bag lunch or would like additional milk with their hot lunch, the cost is \$0.50. Please continue to fill out free/reduced lunch forms. While there is no cost this year, those forms enable the district to be eligible for other programs. So, please continue to fill them out.

## **LUNCH ROOM RULES**

1. Students are to go to the lunchroom in a single line in an orderly fashion.
2. Stand quietly while waiting in line for your lunch.
3. Follow the directions of the lunchroom supervisors.
4. Clean up the area where you were seated before leaving.
5. Throw all paper products in the trash cans.
6. Walk; do not run, in the lunchroom.
7. **Food is not to be taken or eaten out of the lunchroom.** After you have finished your lunch, return quietly to your classroom, pick up outside clothing and proceed outdoors.
8. After breakfast return promptly to the classroom by 8:00 am.

## **MEDICATIONS**

Oral medicine of any kind cannot be given to students by school personnel. This includes aspirin, antibiotics, or cough syrup. If it is necessary for a student to take prescription drugs during school hours, the following procedure must be followed.

1. The student must obtain a "permission to dispense drugs" form from the office. This must be completed by the parents and doctor and returned to school before drugs can be administered.
2. The original drug containers are to be brought in and kept in the office. They must be clearly marked with the child's name and the proper dosage.
3. Medication shall be brought to school in one or two week amounts. Daily carrying of medication is to be avoided.
4. Any changes in medications must be accompanied by an updated physician's order.

Parents will be notified if additional health services are required as indicated by Board policy.

**Note: Students should be kept home from school if they have had a temperature over 100, diarrhea, or vomiting within the last 24 hours.**

### **MONEY AND OTHER VALUABLES TAKEN TO SCHOOL**

When money is being sent to school, for any reason, parents should realize the responsibility this places on the child. It would be wise to:

1. Place money in an envelope.
2. Include a note inside, stating reason for the money being sent.
3. Place a teacher's name and child's name on outside of the envelope.

We would like to discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value taken to school by students are normally questioned by members of the staff. In most cases, we will call or contact the home to check if this situation occurs. Students do not have an area where they can lock up or store valuable material while at school, and there is always the possibility of theft or breakage. Therefore, there are some things that should not be brought to school. These items include:

1. Radios (and other electronic equipment)
2. Expensive toys (and toys with small parts)
3. Expensive jewelry

### **MOVING FROM AREA**

Please notify the school, by phone or by note, when you move from the area. **The teacher and office needs to know your new address and date of leaving.** When you register your child at the new school, that school will request your child's school records from us via mail.

### **PARENT CONTACTING SCHOOL**

Parents should contact the school when they have concerns. Also let the school know when your child needs glasses, if your child needs medication or if your child may be emotionally upset because of something changing in your household. Calling or emailing the teacher directly with concerns or issues is the best way to contact them.

### **PARENT TEACHER CLUB (PTC)**

We urge all parents and teachers to become active participants in the PTC. The success of the PTC is dependent on an active membership. PTC meets each month. Notes will be sent home with the students and notices will be posted on the school website/social media of the meetings dates and times.

### **PARENT-TEACHER CONFERENCES**

Regularly scheduled parent/teacher conferences are held at the end of the first marking period. These conferences are by appointment and you will be notified well in advance of your appointment. We hope you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you.

### **PLAYGROUND INFORMATION**

1. Playground rules will be reviewed at the start of each school year.
2. Playground equipment is to be used as it was designed to be used. Follow the rules of the playground supervisors.
3. Hallways are to be used to get to and from the playground. Students are to be outside during the recess time. Students who are not outside must have their teacher's permission to be elsewhere.

4. Outdoor recess occurs on a daily basis. Be sure students are dressed appropriately. Playground supervisors will determine if recess is to be inside or outside.
5. Recess provides an opportunity for students to run off energy, stretch, visit, etc. No “rough-housing” is permitted.

### **INSIDE (NOON RECESS) RULES**

There are times when weather makes it necessary to stay inside during noon recess. Because of the confined space and number of children, the types of activities that will be allowed in the classroom will be determined by the supervisors.

### **POWERSCHOOL GRADING/ASSIGNMENTS/COURSE INFORMATION/CONTACT INFORMATION**

PowerSchool is a web-based student information system (SIS) that is available to students, parents, and teachers during the school year for grades K-12. The information available to students and parents is “real time”. This means that grades and attendance are available immediately after they have been entered in the system over the Internet. Parents gain immediate access to their children’s grades, and students can track their own progress. School news is posted on PowerSchool under “Daily Bulletin”. Please take the time to view this for reminders about meetings and other school activities you and your child may be interested in. Ask one of our offices how you can have the Daily Bulletin e-mailed to you daily.

Teachers will post on PowerSchool weekly assignments by 4:00 p.m. Monday of every week or they will post in their google classrooms. Assignment grades will be posted in a timely manner. Contact information of the teacher will also be provided. Parents are encouraged to access PowerSchool regularly and maintain good communication with their child’s teacher(s). This helps to ensure a successful partnership between home and school and leads to academic success and good attendance.

Reminder: It is important to keep your student’s password in a safe place and not to share it with others. If your child does not receive a password at the beginning of the school year, please call our elementary office to obtain it. Also, parents who do not have Internet access are welcome to use a computer in our school library that is available for parents and students to check PowerSchool for attendance, grades, class work, and hot lunch information.

### **PROCEDURE FOR HANDLING COMPLAINTS**

1. Any person having a complaint against an employee of the Rapid River Public Schools should contact that employee and attempt to resolve the problem.
2. If this fails, they should contact the immediate supervisor of the employee involved and he/she shall attempt to find a solution.
3. If the immediate supervisor is not successful, the complaint should be brought to the Superintendent of Schools.
4. If the Superintendent is unable to find a satisfactory solution, the person with the complaint may request to be placed on the agenda and make a presentation to the Board of Education.
5. The Board of Education will not consider cases that have not followed this appropriate procedure.

### **RIGHT TO ACCESS AND PRIVACY RECORDS**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the students. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. The procedure for such examination and challenge, including hearings on a challenge, is to submit to the counselor or school principal a written request. The request will be handled within

45 days. No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parent or guardian of a student under 18, except:

1. The teachers and officials of this school district who have legitimate educational interest in such information.
2. There has been a federal request for submission of student records concerning the student's application for financial aid. The student or parent will be notified if officials of a school, to which a student intends to enroll, desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER CONDITIONS AND EMERGENCIES**

In case of school closing due to severe weather, etc., the official announcement may be heard over the local radio and TV station or check the school Facebook page. You should also receive a "robocall" using the information you filled out in the beginning of the year. Please do not call the school or radio station. Parents/guardians are able to sign up for school closings and many other alerts. Please refer to the instructions in your return to school packets or contact the office.

## **SCHOOL DRESS**

We believe that it is the student's and parent's responsibility to promote the highest level of student behavior in all areas including dress. To this end, it is required that:

1. Students should avoid inappropriate extremes and dress in good taste while attending school and school-sponsored activities.
2. Health and safety standards must be maintained at all times.
3. If dress is unhealthy, unsafe, or curtails the education process, the student will be excluded from school classes until dress is corrected.
4. Clothing alluding to drinking, drugs, or sex is not acceptable.

## **SMOKE-FREE CAMPUS**

Rapid River Public Schools is a smoke-free campus. Use of tobacco and vape products on school property is banned at all times for students and adults; this includes after school hours and weekends. Thank you for your support in creating a healthy environment for our students, staff, and community.

## **SPECIAL CONFERENCES**

Parent conferences are welcomed by the staff. Arrangements can readily be made by contacting the student's teacher. Please give advance notice to teachers prior to visiting the school to set up a mutually agreeable time to meet.

## **STUDENT ARRIVAL AT SCHOOL**

To ensure there is adequate adult supervision on the school grounds before school starts in the morning, we are asking children not to arrive before 7:40 a.m. For the safety and security of our students and staff, we closely monitor access to the building. Parents are asked to drop students off in the office and students will walk to class independently. If a student needs assistance in getting to his or her class, staff will gladly assist as necessary.

## **STUDENT HARRASSMENT**

Harassment by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the District. For further information, please refer to **Board Policy number 5517 "Harassment of Students"** and **Board Policy number 5517.01 "Bullying and Other Aggressive Behavior Toward Students"**. It should be

noted that updated Board Policy includes harassment by means of electronic devices, such as the Internet, e-mail, cell phone, telephone, etc.

### **SURVEY**

Parents will be notified of any surveys, analyses, and evaluations and will have the right to an inspection upon request. Parents will also have the option of excluding their student from any of the above.

### **TELEPHONE**

The telephone may be used by students only with written permission from their teacher. It is requested that students must make arrangements ahead of time if they want to stay for a sporting event or go to a friend's house after school.

### **TEXTBOOKS AND WORKBOOKS**

Textbooks and workbooks are supplied by the school. Textbooks and workbooks that are lost are the responsibility of the student. The cost of lost or severely damaged textbooks/workbooks will be the purchase price of a replacement book.

### **TITLE I**

Title I is a federally funded program that is designed to help disadvantaged children meet high academic standards. It is to help children who are failing or most at risk of failing to meet the district's core academic curriculum standards. Title I teachers are highly qualified under the guidelines of No Child Left Behind. Title I compacts are a component of the program. They are signed by the student, teacher, and parent pledging to work together to provide support, communication, and high quality curriculum and instruction to each student.

### **VISITORS**

Parents are asked to make appointments with their child's teacher before visiting the classroom. Parents needing to enter the building must sign in at the office with a staff member and obtain a visitor pass. We appreciate your understanding and cooperation in this school safety measure. From time to time, we receive requests to allow friends from out of town to come to school with a child. As much as we would like them to visit, we must deny the request.

### **WEAPONS**

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of person. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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.

### ***Notification***

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

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

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

### ***Reporting***

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

### ***Implementation***

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### ***Procedure***

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant 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.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.



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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within seven (7) school days after a report or complaint is made.

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

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

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

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

### ***Prevention/Training***

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

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

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

### ***Definitions***

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

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

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

**"Staff"** includes all school employees and Board members.

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

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

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M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education