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**Tri County  
Elementary  
Handbook  
2023-2024**

# TRI COUNTY ELEMENTARY 2022-2023 HANDBOOK

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## TRI COUNTY BOARD OF EDUCATION

Jennifer Arnold	Chad Bice
Brian Campbell	Jill Fennessy
Janet Powell	Madonna Princer
Brian Stewart	

## SCHOOL ADMINISTRATORS

Allen Cumings	Superintendent /Director of Curriculum	(616) 636-5454
Steve Seward	Director of Curriculum, Teaching & Learning	(616) 636-5454
Melissa Clegg	Director of Special Ed. Services	(231) 937-4391
Taylor Merchant	Accounting Department	(616) 636-5454
Tim Goheen	High School Principal	(231) 937-4338
Hans Daum	High School Assistant Principal	(231) 937-4338
Phil Butler	Athletic Director	(231) 937-4338
Joe Williams	Middle School Principal	(231) 937-4318
Andrew Buikema	Middle School Assistant Principal	(231) 937-4338
Julie Scott	Elementary Principal	(231) 937-4380
Jason Rykse	Elementary Assistant Principal	(231) 937-4380
Steve Garrison	Elementary Assistant Principal	(231) 937-4380
Lisa Newton	Food Service Director	(231) 937-4338
Dan Clegg	Director of Technology	(231) 937-4338
Thomas Phinney	Director of Facilities	(616) 636-5454
Lana Hackbardt	Director of Transportation	(231) 937-4386

## TRI COUNTY TRANSPORTATION

(231)937-4386

TRI COUNTY ELEMENTARY                      Ph: (231) 937-4380  
21502 Kendaville Rd.  
Pierson, MI 49339

Website: [www.tricountyschools.com](http://www.tricountyschools.com)

**DISCLAIMER:** This student handbook is composed of most of the rules and regulations that students need to know while attending Tri County Area Schools. However, it does not include every rule, regulation, qualification, or other relevant information of the district or buildings. Tri County Area Schools will not waive students' responsibilities simply because a state regulation, district, or building policy is not included in this handbook. We will make every reasonable effort possible to see that students are informed either verbally or in writing. However, it is the students' responsibility to know the rules they must abide by while at Tri County Area Schools.

Any changes made in state law, such as restorative justice practices, and/or school board policy after this handbook has gone to press may require information in the handbook to be amended. An addendum reflecting changes in policy or state law will be issued as soon as possible. We apologize for any inconvenience this may cause. This does not exempt students or parents from making themselves aware of and follow rules and policies added to the student code of conduct.

## **TRI COUNTY AREA SCHOOLS MISSION STATEMENT**

Educate. Encourage. Empower.

## **WELCOME TO TRI COUNTY ELEMENTARY!**

At Tri County Elementary we believe in maintaining high expectations for all learners in safe, nurturing, and welcoming environments. We believe in fostering a growth mindset in our students through developing strong, positive relationships and fostering this through a restorative setting. Collaboration between school and the home is integral in helping all of our students realize their best future.

We look forward to working with you this year and to watching our students grow as learners and as individuals! Please do not hesitate to contact our office if you have any questions or concerns.

Julie Scott, Principal  
Sand Lake Elementary

## **INTRODUCTION**

The rules and policies of the Tri County Area Schools District apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.

## **SCHOOL IMPROVEMENT GOALS**

**MATH:** Sand Lake Elementary will be at or above the state average for proficiency (47.55%) and student growth (50.7%) in Math by 2024-2025 as measured by NWEA and MSTEP.

**ENGLISH LANGUAGE ARTS:** Sand Lake Elementary will be at or above the state average for proficiency (60%) and student growth (57.9%) in English Language Arts by 2024-2025 as measured by NWEA and MSTEP.

**SCIENCE:** Sand Lake Elementary will be at or above the state average for proficiency and student growth in Science by 2024-2025 as measured by MSTEP.

**SOCIAL STUDIES:** Sand Lake Elementary will be at or above the state average for proficiency and student growth in Social Studies by 2024-2025 as measured by MSTEP.

## **ELASTIC CLAUSE**

**The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not** covered in the handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the final list should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

The policies and regulations within this handbook apply for all school sponsored activities, including those held before or after school and those held away from Tri County Area Schools.

**PARENT NOTIFICATION RIGHT TO REQUEST & REVIEW:  
INFORMATION REGARDING TEACHER QUALIFICATIONS/ASSIGNMENT OF NOT HIGHLY QUALIFIED TEACHER**

As a parent/guardian of a student in the Tri County Area School District, please be aware that only licensed and certified teachers and paraprofessionals are hired to serve our students. As part of the No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their child's classroom teachers. As a parent/guardian of a student in Tri County, you have the right to know when your child has been assigned to or has been taught, for four or more consecutive weeks, by a teacher who is not highly qualified. You also have the right to request the following information:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Information on how to request the qualifications of your child's teacher(s) will be provided by their building principal.

**NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.  
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Tri County Area Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

**STATEMENT OF NON-DISCRIMINATION**

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status.

Any person having inquiries concerning the Tri County Schools’ compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

Mr. Allen Cumings  
Tri County Area Schools  
94 Cherry Street  
Sand Lake, Michigan 49343

Discriminatory harassment of any form is unacceptable to this school district and subject to disciplinary action.

**ENROLLMENT**

Michigan law requires that a person enrolling a student in school provide the local or intermediate school district with a copy of the student’s birth certificate and reliable proof of residency.

**IMMUNIZATIONS**

Michigan state law requires that each new student provide verification of completed immunizations as required by the Michigan Department of Health. Students who have not received the required immunizations will be excluded from school until parents provide proof that all required immunizations have been given or have a waiver on file.

**RESIDENCY**

“District of residence” means the district in which a pupil’s custodial parent or legal guardian resides [MCL 388.1603]. If a student’s parent or legal guardian reside in different districts, either district may enroll the student as a resident, regardless of which parent or legal guardian has custody [MCL 380.1148a]. A student who has reached age 18 or who is an emancipated minor is a resident of the district which he or she resides. Out of district students may apply for “schools of choice” with participating districts within the specified time frame.

**UNIVERSAL SCREENERS**

Throughout the school year, students will partake in academic, social-emotional, and health (vision/hearing) screeners. Their screeners are universal for all students. If parents/guardians choose not to have their student(s) participate, please contact, in writing, the building administrator to decline screeners.

**VISITORS**

For the protection of our students, all doors except the main entrance will be locked. All visitors are asked to report to the office and sign in before going anywhere in the building. Parents bringing things in for students are asked to bring them to the office and the items will be delivered. We ask that parents wait for their children outside at their child’s designated pick-up area.

## **VOLUNTEERS**

The Superintendent may direct that appropriate screening processes be implemented to assure that adult volunteers are free of criminal convictions for any offences involving children. Such processes may include the requirement for a criminal background check, application forms that require disclosure of any criminal convictions for crimes involving children, gathering of personal references, and other methods to assure that adult volunteers are suitable and acceptable for accompanying children on field trips, excursions, or as a classroom volunteer.

When serving as a chaperone for District field trips, the parents/guardians, or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of, and agree to, these District rules before being allowed to accompany students on any field trip or excursion. Any chaperone found to have violated these rules shall not be used again as a chaperone for any District sponsored field trips or excursions. Employees found to have violated these rules may be subject to disciplinary action.

## **MEDICATIONS**

### **Medication Policy: TCAS Policy # 5330, 5330.01, 5335**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date of a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c)

And

- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

And

- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

### **EMERGENCY SCHOOL CLOSINGS**

Classes will be held whenever possible. If a situation arises where school has to be cancelled or closed early, parents will be notified via the School Messenger automated calling system along with area radio, TV stations, and Social Media.

### **SAFETY DRILLS**

Tri County Area Schools recognize that there are certain types of emergencies other than weather related that can occur in our society today. Therefore, we will conduct periodic safety drills, sometimes known as "Code Red Drills".

### **TORNADOES**

The occurrence of a tornado during regular school hours is extremely unlikely. However, since the possibility exists, reasonable safeguards will be taken.

The weather bureau issues the following tornado alerts:

1. Tornado Watch - indicating conditions exist which may result in a tornado
2. Tornado Warning - indicating that a tornado has been sighted in the area

In case of a tornado watch, children will remain at school until the normal dismissal time. In case of a tornado warning, children will remain in school until the warning is lifted. If the warning extends beyond normal dismissal time, dismissal will be delayed, and busses will not run until the warning is lifted.

### **FIRE DRILLS**

Fire drills are held regularly to acquaint everyone with a system of clearing the building as safely and quickly as possible.

### **ATTENDANCE POLICY**

**Revised School Code SEC 1561.** (1) Except as otherwise provided in this section, every parent, guardian or other person in this state having control /charge of a child from age six to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

**Revised School Code SEC 1588.** The Attendance Officer, after giving formal notice prescribed in Section 1587, shall determine whether the parent or other person in parental relation has complied with the notice. The attendance officer shall make a complaint against the parent / other person who fails to comply to the court. The court shall issue a warrant upon the complaint and shall proceed to hear and determine it.

**Revised School Code SEC 1599.** A parent / other person who fails to comply with this part is guilty of a misdemeanor, punishable by a fine and/or imprisonment for not less than 2 nor more than 90 days or both.

**Revised School Code SEC 1586.** (2) If a child is repeatedly absent without a valid excuse or is failing in schoolwork or gives evidence of behavior problems and attempts to confer with the parent or other person in parental relationship to the child fail, the attendance officer may request the parent or other person in parental relationship to attend a meeting to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities.



## **PHILOSOPHY**

- A. The Tri County Board of Education promotes a policy of high expectations and academic achievement for all students. It is important that children learn the value of prompt and regular attendance.
- B. Frequent absences from school disrupt the continuity of instruction and learning. When the student is absent frequently, the benefit of regular classroom instruction is lost and cannot be entirely regained. The process of education requires a continuity of instruction, classroom participation, learning experience and study in order to maximize each child's educational opportunity. This is the well-established principle of education that underlies and gives purpose to the requirement of compulsory school in this state.
- C. Attendance and punctuality in class are proper educational values and are part of the behavior expected of the student both in his/her academic setting and his/her community at large. A specific attendance procedure has been adopted by the Tri County Board of Education that is understandable and reasonable in its expectations of students and parents.
- D. Restorative practices could be used to foster student and staff relationships. Relationships are the key to the growth and development of our students and staff.

## **EXCUSED ABSENCES**

- A. A student receives an excused absence whenever he/she is given permission by the school principal/school attendance officer to leave or be dismissed from one or more classes, school-sponsored program or school-related activities. A student receives an excused absence when he/she is absent from school for the following reasons:
  - 1. Serious illness of a family member;
  - 2. Death in the family;
  - 3. Illness, injury, dental or medical services of the student. If a student has been absent from school because of illness and is at a school activity that day after school is dismissed, at a job, etc., he or she will receive an unexcused absence from school unless prior arrangements have been made with the school principal.
  - 4. A required appearance in court;
  - 5. A required observance of a holiday or ceremony of the student's religion; or
  - 6. Planned absences for personal reasons that the principal or his/her designee may consider justifiable when requested in advance. Planned absences for justifiable personal reasons will be based on the student's current academic performance and a pattern of regular school attendance. The student's teachers may be asked to review the request, but the final decision will rest with the principal or his/her designee. If the student does not meet the above-mentioned criteria, the request will be denied. If the student chooses to leave after the request has been denied, all days absent will be unexcused. Passing all classes will be considered an important criterion for favorable approval. If a student leaves school or class before the end of the regular school day for any reason without checking out in the office, they will be unexcused for the time missed unless the principal determines that extenuating circumstances exist that warrant an excused absence. Planned absence request forms may be obtained from the office.
- B. Absence for any reason other than the six (6) above-listed categories will be unexcused unless the principal determines that extenuating circumstances exist. Homebound teachers are provided on an extended illness; pregnancy is not an extended illness.
- C. The verification of an absence shall be made in accordance with any reasonable method that establishes the fact of the reason for absence, including the following:
  - 1. phone call from parent;
  - 2. note or personal visit from parents;
  - 3. note from physician
- D. Parents/guardians must contact the school by phone or note within 24 hours following an absence to report the reason for absence. Excuses should be presented in the office before classes begin in the morning. The administration reserves the right not to excuse a student's absence if the excuse is known to be invalid.
- E. For an excused absence, a student will be allowed (3) days from their return to complete missed assignments. Full credit will be given for these assignments.

- F. It is the parents'/guardians' responsibility to make arrangements for securing schoolwork early enough during an extended absence in order for the student to maintain academic progress. Parents/guardians are to contact the school office before 9:00 a.m. to request their student's books and assignments. Students out of school for four (4) weeks or more may be provided with a homebound teacher.
- G. The principal and/or the individual classroom teacher will schedule a conference with the student and/or parent to develop an attendance contract to resolve sporadic absence or attendance problems.
- H. Students who have excessive excused absences may be asked to provide a doctor's statement for any future absences.
- I. Students arriving 30 minutes after the beginning of the school day OR 30 minutes prior to the conclusion of the school day will be marked as absent for that part of the school day.

### **UNEXCUSED ABSENCES**

Attendance guidelines per MAISD regarding unexcused absences:

- A. Once your child has accumulated three (3) unexcused absences, the school truancy referral process will be started. You will receive a letter, phone call, home visit, or possibly all three, to alert you that your child is missing too much school. The school may refer to Department of Human Services for prevention/intervention and/or may request MAISD Truancy Officer intervention.
- B. Five (5) accumulated unexcused absences, the school refers the case to the MAISD Truancy Officer for follow up.
- C. Eight (8) accumulated unexcused absences, the school and MAISD Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

Any student who is absent without proper verification will be considered truant (unexcused).

### **PROJECT FIND**

In Michigan we know that education begins at birth. We also know that some of our children need extra help or other related special services along the way. That's why Michigan's special education system helps children as young as newborns and up to age 26. Project Find provides information about special education programs and services and helps arrange free evaluations to find out if a child is eligible for extra help from Michigan's public schools. If your child, or a child you know is struggling in school or has a physical, emotional or communication problem that might help prevent success in school, please contact your building principal or Melissa Clegg, Tri County Area Schools Special Education Coordinator, at 231-937-4391.

### **CHILD ABUSE / NEGLECT**

Schools and other institutions shall cooperate with the Family Independent Agency Department during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child. However, the department shall notify the person responsible for the child's health or welfare about the department's contact with the child at the time or as soon afterward as the person can be reached. The department may delay the notice if the notice would compromise the safety of the child or child's siblings or the integrity of the investigation, but only for the time those conditions exist. If the department has contact with a child in a school, all of the following apply:

- a) Before contact with the child, the department investigator shall review with the designated school staff person the department's responsibilities under this act and the investigation procedure.
- b) After contact with the child, the department investigator shall meet with the designated school staff person and the child about the response the department will take as a result of contact with the child. The department may also meet with the designated school staff person without the child present and share additional information the investigator determines may be shared subject to the confidentiality provisions of this act.
- c) Lack of cooperation by the school does not relieve or prevent the department from proceeding with its responsibilities under this act.

The State of Michigan required that all members of licensed institutions be on the lookout for, and report to the State, any and all cases of suspected abuse or neglect of a child. The staff and other professionals that provide services to Tri County Area Schools are therefore obligated by law to report any suspected cases of child abuse and/or neglect.

### **BULLYING**

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, coaches, 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. To view our complete policy regarding bullying, please refer to our Board Policy, 5517 & 5517.01, which is available on our website, [www.tricountyschools.com](http://www.tricountyschools.com). 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 is determined to interfere 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/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any formal complaint. The results of the investigation to the extent consistent with student confidentiality requirements will be reported. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **IMPLEMENTATION**

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

### **PROCEDURE**

Any student who believes he/she 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 staff member or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit 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/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a completed 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.

### **GRIEVANCE PROCEDURES FOR HARASSMENT**

#### **(How to File a Harassment Complaint)**

**It is a violation of the law and of school rules for any student or staff member to harass or intimidate another student or staff member.**

Step 1: If you are the recipient of unwanted behavior, communicate to the offender 1) what you are feeling, and 2) that you expect the behavior to stop. The importance here is your sense of safety. Thus, the following options are available for you to do the above: 1) Tell the person directly to stop the unwanted behavior, 2) communicate to the person in writing to stop the unwanted behavior, or 3) go to a safe contact person, such as your school counselor or a teacher, for support in telling the person to stop the unwanted behavior.

Step 2: If the unwanted behavior is repeated, go to a person in authority such as the principal or assistant principal. Document exactly what happened. Give a copy of your written record to the person in authority and keep one for yourself.

Your document should include the following information. Use exact quotes where appropriate and whenever possible.

1. What happened
2. When it happened
3. Where it happened
4. Who did the harassing
5. Who the witnesses were (if any)
6. What you said and/or did in response to the harassment
7. How your harasser responded to you
8. How you felt about the harassment

Step 3: If the unwanted behavior is repeated, go back to the principal or assistant principal documenting the behaviors stated in Step 2. Give a copy of your written record to the person in authority and keep one for yourself.

Step 4: If unwanted behavior does not stop, you may either go back to the principal or assistant principal or go to a person in higher authority, such as the superintendent or a school board member documenting the behaviors stated in Step 2. Give a copy of your written record to the person in authority and keep one for yourself.

### **BEHAVIORS AND CONSEQUENCES**

*Behavior is often a form of communication especially with our youngest learners. There are many developmental factors that need to be taken into consideration. As a result, administrators will use professional judgment when discerning consequences for behavior.*

**ACADEMIC DISHONESTY**— Students found to be guilty of “cheating” or plagiarism on assignments and/or tests

- 1st offense- Notify Parents and assign a detention

**ALCOHOL/ILLEGAL DRUGS** – Possession of, use of, under the influence of alcohol, narcotics, prescription drugs, inhalants, or drugs, including look-a-like drugs or what is represented as a drug, or any other related paraphernalia, (including rolling papers, such as “zig zags”, pipes, etc.)

- Notify Parents/notify Police
- 1st offense – Up to a 10-day suspension which may be reduced to 5 days with alternative follow up
- 2nd offense – Immediate suspension and refer to Board of Education for hearing with possible expulsion

**ALCOHOL/ILLEGAL DRUGS/ TRANSFER & SALE OF** – Transfer or sale of alcohol, narcotics, prescription drugs, inhalants, or drugs, including look-a-like drugs or what is represent as a drug, or any other related paraphernalia, (including rolling papers, such as “zig zags”, pipes, etc.)

- Notify Parents/notify police
- 1st offense: Up to a 180-day suspension and refer to Board of Education for hearing

**ARSON** - (or attempt thereof) on school property or a district-related event

- Notify Parents/notify police
- Immediate suspension pending a hearing which may lead to an expulsion pursuant to PA 328 of 1994; MCL 380.1311
- Refer to criminal district of juvenile delinquency system and the appropriate county dept. of social services community mental health agency

#### **ASSAULT –VERBAL**

Making a bomb threat or similar threat directed against a school building, school property or a school related event; or making a verbal threat of serious bodily injury directed at a staff member, volunteer, or student

- Notify Parents/notify Police
- Possible suspension of up to 10 days and a possible referral to Board of Education for expulsion hearing

#### **CRIMINAL SEXUAL CONDUCT**

- Notify Parents/notify Police
- Immediate suspension pending hearing which may lead to an expulsion pursuant to PA 328 of 1994; MCL 380.1311
- Referral to criminal district of juvenile delinquency system and the appropriate county dept. of social services or community mental health agency

#### **CLASSROOM DISRUPTION/DEFIANCE OF AUTHORITY/INSUBORDINATION**

- Notify Parents
- 1<sup>st</sup> offense: detention
- 2<sup>nd</sup> offense: 1-day suspension
- 3<sup>rd</sup> offense: 3-day suspension
- 4<sup>th</sup> offense: up to 10-day suspension – possible Board of Education hearing

**DRESS CODE VIOLATIONS** – Failure to follow dress code policy

- Notify Parents
- 1st offense: change inappropriate clothing
- 2nd offense: change inappropriate clothing and parent contact

#### **FIGHTING/AGGRESSIVE BEHAVIOR**

- 1st offense: up to 3-day Out-of-School Suspension
- 2nd offense: up to 5-day Out-of-School Suspension
- 3rd offense: possible 10-day Out-of-School Suspension – refer to Board of Education for hearing

**FALSE ALARMS** – Setting off fire alarm; deliberately breaking glass or triggering an alarm or removal and/or discharge of fire extinguisher. This policy shall also encompass such actions as bomb threats, or intentional calls to falsely report a dangerous condition

- Notify Parents/notify Police
- Payment of damages
- Up to a 10- day suspension or possible expulsion

**FORGERY**

- Notify Parents
- 1st offense: Office referral
- 2<sup>nd</sup> offense: Up to 3-day Out-of-School Suspension

**GROSS MISBEHAVIOR** – Deliberate or willful conduct detrimental to normal functioning of any school activity

- Notify Parents/possibly notify Police
- Up to 10-day suspension
- Possible referral to Board of Education for hearing with possible expulsion

**HARASSMENT (taunting, bullying, stalking, and or intimidation) \*-** Deliberate or willful conduct that may lead to/involve physical, emotional or verbal abuse includes emails, instant messaging, etc.

- Notify Parents/notify Victim’s Parent
- Possible notification of Police
- Grievance Procedure for Harassment
- Investigation per Board of Education Bullying Policy

**RACIAL OR ETHNIC INTIMIDATION/HARASSMENT**

- Notify Parents/notify Police
- Up to 10-day suspension or possible expulsion

\*Tri County Area Schools will not tolerate harassment of any students or staff member. Incidents of this nature will result in serious consequences upon the establishment of responsibility.

**INAPPROPRIATE USE OF COMPUTER TECHNOLOGY**

- Notify Parents
- Possible loss of computer privileges

**LOOK ALIKE WEAPONS/PYROTECHNICS**

- Notify Parents/possible notification of Police
- Confiscate
- Up to 10 day suspension or possible expulsion

**MALICIOUS DESTRUCTION (\$100 and over)**

- Notify Parents/notify Police
- Up to a 10-day suspension or possible expulsion

**PHYSICAL CONTACT or HORSEPLAY (not at a fight level)**

- 1<sup>st</sup> offense: Notify Parents and detention
- 2<sup>nd</sup> offense: 1-day Out-of-School Suspension
- 3<sup>rd</sup> offense: 3-5 day suspension
- 4<sup>th</sup> offense: Up to 10-day Out of School Suspension – Board of Education hearing

**POSSESSION OF NUISANCE ITEMS DISRUPTIVE TO THE EDUCATIONAL PROCESS:** Ex: squirt guns, lighters, matches, radios, electronic devices, chains, etc. Knives of any length are not allowed at school

- 1st offense: Notify Parents, item confiscated and held until the end of the day
- 2nd offense: Notify Parents, item confiscated and held for parent to pick up

**PROFANITY/OBSCENITY**

- 1<sup>st</sup> offense: Detention
- 2<sup>nd</sup> offense: 1-day suspension
- 3<sup>rd</sup> offense: 3-5 day suspension
- 4<sup>th</sup> offense: Up to 10-day suspension – Board of Education hearing
- *If directed toward staff member, 3-day suspension*

**RUDE/MEAN BEHAVIOR**

- 1<sup>st</sup> offense: Notify parent
- 2<sup>nd</sup> offense: Detention
- 3<sup>rd</sup> offense: Up to 1-3 days out of school suspension
- 4<sup>th</sup> offense: Up to 10 days out of school suspension – Board of Education hearing

**STEALING (LESS THAN \$100.00)**

- 1st offense: Detention/Notify Parents
- 2nd offense: 1-3 day suspension
- 3rd offense: 3-5 day suspension
- 4th offense: Up to 1-day suspension/Board of Education hearing

**LARCENY (OVER \$100.00)**

- Notify Parents/possible notification of Police
- Return or repayment of stolen item (s)
- Up to a 10-day suspension

**TOBACCO/E-CIGARETTES/VAPES (POSSESSION OR USE)**

- Notify Parents/notify Police
- 1<sup>st</sup> offense – Up to 5-day suspension
- 2<sup>nd</sup> offense – Up to a 10-day suspension
- 3<sup>rd</sup> offense – 10-day suspension - Refer to Board of Education with possible expulsion

**TRANSPORTATION SAFETY:** The bus and bus stop are an extension of the school day. Any conduct detrimental to the safety of the transportation of students/staff to and from school and including school sponsored events up to permanent removal from bus. SEE TRANSPORTATION HANDBOOK

**WEAPONS-** Any device or instrument used in a threatening manner that could cause injury or bodily harm. (i.e., pins, needles) Tri County is a Weapon-Free school. Any item that could be used to cause injury or harm is not allowed on school grounds or at school events. Knives of any length are not allowed on school grounds.

- 1st offense: Notify parent, notify police, up to 180-day suspension or permanent expulsion

**WEAPONS (dangerous)-** A student will not possess, handle, transmit, or use dangerous instruments or tools. A dangerous weapon means: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches, pocketknife opened by mechanical device, iron bar or brass knuckles.

- 1st offense: Notify parent, notify police, up to 180-day suspension or permanent expulsion.

**WEAPONS (dangerous instruments)-** A student will not possess, handle, transmit or use a dangerous instrument. Dangerous instruments include but are not limited to: Chemical mace, pepper gas, stun guns, air guns, BB guns, pellet guns, razors or box cutters.

- 1st Offense: Notify parent, notify police, suspension or up to 180-day expulsion.

## **DUE PROCESS**

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Administration. Such action is generally taken upon the recommendation of the principal. The principal's recommendation shall be communicated to the Superintendent in writing, signed by the principal and accompanied by the student's cumulative file. Excepting cases stemming from extreme overt behavior, it is expected that parental

conferences would have been held at the building level prior to the expulsion recommendation. The following procedure shall be followed:

- A. Written notice of charges against a student shall be supplied to the student and his/her parents/guardians by certified mail. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.
- B. Parents/guardians may be present at the hearing and may be represented by legal counsel.
- C. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- D. The student, his/her parents/guardians or legal agent shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- E. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing, whether open or closed.
- F. The Board of Education by majority vote shall state within a reasonable time after the hearing its findings as to whether or not the student charged and its decision to expel. A majority vote of the Board may be obtained by those present at the meeting.
- G. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents/guardians.
- H. The student and his/her parents/guardians shall be made aware of the right to appeal the decision of the Board of Education to the appropriate judicial authority.  
Efforts shall be made--but not guaranteed--by the school to provide alternate means by which a student under extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

## **SCHOOL TRANSPORTATION**

Please refer to Tri County Transportation Handbook.

## **FOOD SERVICE**

Sand Lake Elementary serves meals every school day. If it is determined that your child has a disability, and the disability would prevent the child from eating the regular school meal, the school will make any substitutions prescribed by a doctor at no extra charge. The MDE forms for this food substitution are in the school office.



## **EDUCATIONAL MATERIAL FOR PARENTS AND STUDENTS (CONTENT MEETS MDCH REQUIREMENTS)**

### **WHAT IS A CONCUSSION?**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **IF YOU SUSPECT A CONCUSSION:**

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated

- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

#### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

#### **DRESS AND GROOMING**

Students need to be dressed appropriately for school. The failure of a student to present himself/herself at school in a presentable manner, or any student dressed in extreme or disruptive attire, as judged by teachers and principal, may result in a student being sent home to change and face possible suspension from school. All shorts, culottes that look like shorts, tank tops, short skirts, tops or pants that do not cover completely are not allowed. Students may not wear clothing which advertises alcohol, tobacco, nudity, drugs or displays gang symbols. Any buttons or clothing with off-color or suggestive writing and/or pictures are not considered appropriate school dress. Shorts need to be long enough so that they come down to the children's fingertips when their arms are held down at their sides. Hats are not to be worn during class or lunch time. In purchasing shoes, please consider non marking soles. These types of soles help keep our halls cleaner.

We do not encourage students to wear sandals/flip flops to school. If your child chooses to wear this type of footwear, please make sure he/she has a pair of covered shoes (athletic, etc.) to change into for recess/gym class.

#### **DRUG FREE CAMPUS**

The Tri County Area School District is a tobacco, smoke free and drug free campus. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Our school district clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of any of its activities.

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers.

Discipline sanctions (consistent with local, state, and Federal law), up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. A description of those sanctions is listed under Student Discipline Code of Conduct.

#### **TCAS AGREEMENT FOR ACCEPTABLE USE FOR TECHNOLOGY RESOURCES**

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and

external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

- C. The District's Technology Resources are intended for use only by registered users. You are responsible for
  - 1. Your account/password and any access to the Technology Resources made using your account/password.
  - 2. Any damage or liability arising from the use of your account/password is your responsibility.
  - 3. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- D. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
  - 1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
  - 2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
  - 3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
  - 4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- E. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Bullying Policy, (5517 & 5517.01 Neola).
- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
  - 1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or

- perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
  3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:
    4. Bullying (as defined in paragraph E).
    5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
    6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
    7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
    8. Unauthorized copying or use of licenses or copyrighted software.
    9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator?
  10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
  11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
  12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
  13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
  14. Misusing equipment or altering system software without permission.
  15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Acceptable Use & Internet Safety Policy (#7540.03 Neola).
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students.

You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will not be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

- I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.
- I also agree to follow all rules in the District's Acceptable Use & Internet Safety Policy
- Any additional rules, regulations, and policies are available in the building offices.
- As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.
- I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

#### **STUDENT INSURANCE**

Parents will be offered the opportunity to purchase insurance coverage for their children. Forms are available from the school secretary.

#### **PHONE USE**

Children may use the school phone for emergencies. Phone calls asking to remain after school are discouraged. Please help us keep the phones available for school business and emergencies only.

#### **BICYCLE USE**

Students who ride their bikes to school should park their bikes in the provided bike racks.

#### **CURRICULUM**

The English Language Arts, Math, and Science curriculums at Tri County Area Elementary Schools are based on the Michigan State Standards. Reading and Writing instruction is based on a workshop model and the instructional resource used for Math instruction is *Go Math*. Science and Social Studies curriculums is based on Michigan's Grade Level Content Expectations (GLCE). In addition to the core content areas, students also receive instruction in Technology, Art, Music, and Physical Education. Copies of curriculums are available in the principal's office of your child's school.

#### **SCHOOL SUPPLIES AND TEXTBOOKS**

All textbooks are provided by the school. They should be returned in as good a condition as when they were received taking into account normal wear. Should a book be lost or damaged, a charge will be made to cover the cost of replacement. Materials needed to meet classroom requirements such as pencils and paper are provided.

#### **MONEY**

All money sent to school should be in a sealed envelope with your child's name, the teacher's name, and the purpose of the money written on the outside of the envelope.

## **NEWSLETTERS**

Periodically, newsletters are sent home with students to keep families informed of school activities. We hope you will read them and note the coming events.

## **LOST AND FOUND**

Every year we accumulate many unclaimed articles of clothing. If all articles were labeled it would help us to return them to the owner. Twice a year (spring and after last of school) lost and found items are taken to a local charity.

## **TOBACCO**

It is illegal to use a tobacco product on school property. It is also the policy of the school that possession or use of tobacco products is prohibited. The first violation of this policy will result in a three (3) day suspension from school. A second violation will result in a five (5) day suspension and possible notification of authorities. A third offense will result in a ten (10) day suspension and mandatory notification of police. A fourth violation will result in recommendation for expulsion.

## **ALCOHOL AND DRUGS**

Alcohol and drug policies apply to anywhere in the school, on school grounds and at any school event at Tri County or away. Any sale or promotion of drugs, look-a-like drugs or alcohol will result in an immediate ten school day suspension from school and all school activities; notification of law enforcement officials; recommendation for extended suspension pending disposition by court; expulsion upon establishment of guilt. Any use or possession of drugs, look-a-like drugs or alcohol for a first violation will result in an immediate ten school day suspension from school and all school activities; notification of law enforcement officials; recommendation for expulsion.

## **SEXUAL HARASSMENT**

Sexual harassment is a violation of Title VII of the civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, independent contractor or volunteer (subsequently "Employee"), male or female, to sexually harass another employee, student or volunteer. The complaint procedure is available in the principal's office, superintendent's office, and/or guidance office.

## **HAZING PROHIBITED**

The act of "hazing" is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any "hazing" incidents. Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Code of Conduct as would apply to any other student violation of State law.

## **PARENT PORTAL WEB**

Tri County Area Schools is happy to offer an online portal to your student's schedule, attendance, and grades. You can call the school office to receive your username and password so you can follow your student's progress, as well as receive email alerts for both attendance and disciplinary referrals.

## **STUDENT RECORDS**

### **Introduction**

Every student at Sand Lake Elementary has a cumulative folder (CA60). The record was started beginning elementary school. Included in the cumulative folder are the student's identification information, health records, academic transcript, standardized test scores, behavioral history, and other documentation relating to the student's school experience.

Under the Family Education Rights and Privileges Act, 1974, the parent/guardian of a student under the age of sixteen years, and a student eighteen years or older, have the right to examine records and data of the school district that is personally related to the student. They have the right to challenge the contents of such records as to their accuracy and

fairness.

The procedures for examination and challenge of school records are contained in Board of Education policy and may be obtained from the Tri County Area Schools Superintendent.

#### **Right to Object To Release of Directory Information**

In general, school officials will obtain written permission from the parent of a student before releasing information from the student's school records.

Federal law allows school districts to disclose directory information about students without parental consent. Directory information includes: student name, gender, address, date of birth, major field of study, participation in extra-curricular activities, height and weight of members of athletic teams, dates of attendance, and awards received.

A parent may request that directory information about the student be released only with written permission.

#### **ELECTRONIC POLICY FOR STUDENTS**

Use of electronic devices for the purpose of entertainment are prohibited during school hours (includes, but not limited to: TV, digital cameras, video games, iPods, MP3 players, electronic games, etc.) Cell phones must be turned off and kept in backpacks during school hours.

#### **PARENT'S GUIDE FOR COMMUNICATING CONCERNS**

Parents should contact the school by telephone, email, or visit the office to address any concerns. Please check our website [www.tricountyschools.com](http://www.tricountyschools.com).



## Tri County Area Schools 2023-2024 Calendar

Tuesday-Thursday	August 22-24	New Staff Orientation (8:30am-1:00pm)
Monday	August 28	1 <sup>st</sup> day for All Staff (8:30am-2:30pm)
Tuesday	August 29	PD Day – Teaching Staff (8:30am-2:30pm)
Wednesday-Thursday	August 30-31	Staff Workdays (8:30am-2:30pm)
Friday-Monday	Sept 1-Sept 4	No School – Labor Day Holiday
<b>Tuesday</b>	<b>September 5</b>	<b>First Day for Students</b>
<b>Monday</b>	<b>September 25</b>	<b>No School for Students/PD Day – Teaching Staff (8:20am-2:30pm)</b>
<b>Monday</b>	<b>October 16</b>	<b>P/T Conferences – High School 5:00-8:00 pm</b>
<b>Tuesday</b>	<b>October 17</b>	<b>P/T Conference – Middle School 5:00-8:00 pm</b>
<b>Wednesday</b>	<b>October 18</b>	<b>P/T Conferences –Elementary 5:00-8:00 pm</b>
<b>Thursday</b>	<b>October 19</b>	<b>Early Release*/P/T Conferences – All Bldgs</b> P/T Conf: HS/MS 11:20am-1:20pm, Elementary 12:30-2:30pm
<b>Friday</b>	<b>October 20</b>	<b>Early Release* for Students &amp; Staff</b>
	<b>October 16-31</b>	<b>2 hrs Flex Conference Time – All Instructional Staff</b>
Friday	October 20	End 1 <sup>st</sup> Quarter (HS/MS)
<b>Wednesday</b>	<b>November 1</b>	<b>No School for Students/PD Day – Teaching Staff (8:20am-2:30pm)</b>
Friday	November 17	End of the 1 <sup>st</sup> Elementary Term
<b>Wednesday-Friday</b>	<b>November 22-24</b>	<b>No School - Thanksgiving Break</b>
<b>Monday</b>	<b>December 18</b>	<b>Early Release*/PD Day</b>
<b>Tuesday</b>	<b>December 19</b>	<b>Early Release*/Work Day</b>
<b>Wednesday</b>	<b>December 20</b>	<b>Early Release* for Students &amp; Staff</b>
<b>Thursday-Tuesday</b>	<b>December 21-Jan 2</b>	<b>No School - Christmas Break</b>
Wednesday	January 3	School Resumes
Friday	January 5	End of the 1 <sup>st</sup> Semester
<b>Friday</b>	<b>February 16</b>	<b>No School for Students/PD Day – Teaching Staff (8:30am-2:30pm)</b>
<b>Monday</b>	<b>February 19</b>	<b>No School for Students/PD Day – Teaching Staff (8:30am-2:30pm)</b>
Friday	March 1	End of 2 <sup>nd</sup> Elementary Term
<b>Monday</b>	<b>March 11</b>	<b>P/T Conferences – Middle School 5:00-8:00 pm</b>
<b>Tuesday</b>	<b>March 12</b>	<b>P/T Conferences – High School 5:00-8:00 pm</b>
<b>Wednesday</b>	<b>March 13</b>	<b>P/T Conferences – Elementary 5:00-8:00 pm</b>
<b>Thursday</b>	<b>March 14</b>	<b>Early Release*/P/T Conferences – All Bldgs</b> P/T Conf: HS/MS 11:20am-1:20pm, Elementary 12:30-2:30pm
<b>Friday</b>	<b>March 15</b>	<b>Early Release* for Students &amp; Staff</b>
	<b>March 11-23</b>	<b>2 hrs Flex Conference Time – All Instructional Staff</b>
Friday	March 15	End of 3 <sup>rd</sup> Quarter (HS/MS)
<b>Friday</b>	<b>March 22</b>	<b>No School for Students &amp; Staff</b>
<b>Monday-Friday</b>	<b>March 25-Mar 29</b>	<b>No School - Spring Break</b>
Monday	April 1	School Resumes
Thursday	May 23	Graduation - Class of 2024
<b>Friday</b>	<b>May 24</b>	<b>Early Release* for Students &amp; Staff</b>
<b>Monday</b>	<b>May 27</b>	<b>No School - Memorial Day</b>
<b>Monday</b>	<b>June 3</b>	<b>Early Release*/PD Day (2 hrs PD)</b>
<b>Tuesday</b>	<b>June 4</b>	<b>Early Release*/Work Day</b>
<b>Wednesday</b>	<b>June 5</b>	<b>Last Day/Early Release* for Students &amp; Staff</b>

**School Start & End Times: HS/MS 7:30am-2:25pm, Elementary 8:30am-3:30pm**

**\*Early Release Times: HS/MS 7:30am-11:10am, Elementary 8:30am-12:10pm**



*Educate • Encourage • Empower (E<sup>3</sup>)*





