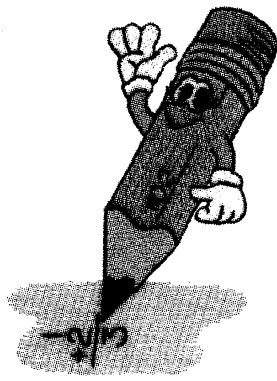


# Montabella



# Elementary

**2009-2010**

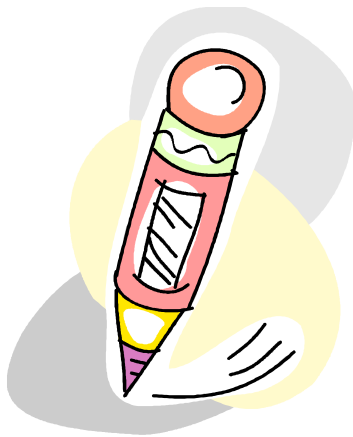
*Student-Parent Handbook  
1456 E North County Line  
Blanchard, MI 49310  
Ph. (989)427-5414, Fax (989)427-5602*

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**2009/2010**



## **Elementary Staff**

**Principal**  
Shelly Millis

**Curriculum Coordinator**  
Jacki Fredricks

**Secretaries**  
Amparo Gonzalez  
Kim Wilcox

**Social Worker**  
Mike Kattreh

**Counselor**  
Mary Gaffield

**Special Ed. Teachers**  
Heather Quackenbush  
Cyndy Fletcher

**Title 1**  
Jill Decker  
Julie Gould

**Speech Teacher**  
Bailey DeBlaey

**P.E. Teacher**  
Chris Kelsey

**Music Teacher**  
Patty Renne

**Band Teacher**  
Chris Gormley

**Media Center**  
Katrina Gormley  
Cindy Howard

**Preschool Teachers**  
Miranda Milet  
Katie Baliko

**Kindergarten Teachers**  
Lori Smith  
Michelle Leak-Rensland  
Karen Garvey\*

**1<sup>st</sup> Grade Teachers**  
Sherri Miel  
Rhonda Gilbert  
Stacy Ferguson

**2<sup>nd</sup> Grade Teachers**  
Beth Garcia  
Deb Lackie  
Sharon Smith

**3<sup>rd</sup> Grade Teachers**  
Pat Carrier  
Dawn Fenton

**4<sup>th</sup> Grade Teachers**  
Christine Moore  
Drew Reynolds

**4<sup>th</sup>/5<sup>th</sup> Grade Teacher**  
Jen Adgate

**5<sup>th</sup> Grade Teachers**  
Karen Deja  
Catherine Schreur

**6<sup>th</sup> Grade Teachers**  
Cam Gatrell  
MaryAnne Heller  
John Hoyle

**Para Pros:**  
Susan Darling  
Pam Delamater  
Margo Ellis  
Ronda Ervin  
Teresa Graham  
Vicki Groce  
Connie Hansen  
Mari Jensen  
Beth LaCroix  
Tracee LeFever  
Kelly Rose  
Tracy Stratton

**Food Service**  
Judy Ferguson  
Cindy Hughes  
Priscilla White  
Monica Withey

**Custodians**  
Bonnie Aldrich  
Cheryl Bass  
April Moody

**Teacher Aides**  
Julie Davidson  
Gina Delo  
Laurie Korte  
Megan Nartker



\*Dev. Kdg

# Montabella Elementary Mission Statement

Learning for All in a Safe and Orderly Environment.

## School Board Members

Linda Binkley, President  
Tim Eldred, Vice-President  
Emily Longnecker, Secretary  
Bryan Smith, Treasurer  
Chris Rasmussen, Trustee  
Jann LaPointe, Trustee  
Dennis Stratton, Trustee

## School Song

Cheer, Cheer for old MHS,  
To her great name we'll always say yes.  
Sing her praises up on high.  
Shake down the thunder from the sky.  
Whether the odds be great or small,  
Our MHS will win overall.  
As her loyal students go marching onward to  
Victory!

## School Colors

Navy Blue and White  
May be trimmed in red

## *Message from the Principal*

*Welcome to Montabella Elementary, an organization of which you are a very important part. Montabella Elementary is organized and arranged to help you become a better student and a better person by helping you to learn important skills and to discover and develop the talents with which you have been blessed.*

*Your teachers will be working hard to help you have a successful year and a successful future. They will do so in many ways among which will be helping you to become a better reader and problem solver. As Principal I want you to know your success is important to me and I wish to help you any way I can. Please do not hesitate to ask me for assistance. I wish you the best.*

*Shelly Millis  
Principal*

## ATTENDANCE

The Michigan School Code states that it is the responsibility of the parents to see that their child between the age of six and sixteen be in regular attendance at school. Furthermore, the Montabella Schools extend the expectation that all students, regardless of age should attend 100% of all scheduled instructional days. Students are expected to be in all class sessions, study halls, assembly programs, etc. to which they are assigned. If a student needs to leave the school during the day, he/she must obtain an early dismissal slip or other means of authorization from the school office before leaving the building.

Participation in musical programs is a privilege, which allows students additional opportunities to grow physically, socially, and emotionally toward adulthood. It is expected that students attend a full day of school in order to participate in after school activities scheduled on that date.

Absences from cocurricular public performances in music classes may result in a lowering of the grade for the marking period.

Absences other than those resulting from participation in school activities will be recorded on the student's permanent record (C.A. Files). Excused absences are limited to reasons of personal illness (accompanied by a doctor's note), professional appointments, observances of sacred holidays, matters of suspension, and other personal/family emergencies (i.e. funeral).

Teachers are expected to maintain accurate, daily attendance records. When excessive absences occur, both teachers and administrators are responsible to be in communication with parents/guardians to effectively address the concern. If chronic attendance problems persist, the building will contact the county attendance officer and/or juvenile authorities for further assistance.

### Parent Responsibilities for Notification of Student Absence

It is the responsibility of the parents to ensure that the school is promptly notified when a student is absent. It is expected that the office will receive written notification from the parent

upon the student's return to school. If the student fails to bring a note explaining the absence, it will be unexcused automatically after 3 days. **Ten (10) absences can be excused by a parent with a phone call, thereafter official doctor notes are required to excuse absences.**

### Pre-Arranged Absence

In the event that a student is aware of an absence that will occur in the future, and is of three or more days in length, the parent must notify the **office** at least two days in advance of planned absence with a written note stating the date, duration, and reason for the absence. Make-up work may be due immediately upon the student's return.

A student needing to leave school during the day must be signed out in the office by the adult picking them up. For the protection of the student, adults may be asked for identification and/or authorization and parents may be contacted prior to release of the student.



### Tardiness

Students are expected to arrive at school and follow their full assigned class schedule promptly.

Students are expected to be seated and ready for instruction at the start of class. A student will be considered tardy upon arrival in the classroom after the teacher in charge officially calls the class to order.

\*\*\*\*\*

## TRUANCY

Skipping school is in violation of the State of Michigan Compulsory Attendance Law, which requires all students to be in school each day until they become 16 years of age. Students who skip school will be disciplined.

### Absent for three (3) unexcused absences

Warning letter is sent home.

### Absent for five (5) unexcused absences

Referral sent to MAISD attendance officer.

### Absent for eight (8) unexcused absences

MAISD truancy officer refers the student/parent truancy to the Prosecuting Attorney for judicial review/action.

*Extenuating circumstances will always be considered prior to referrals.*

*Family emergencies, childhood diseases, or communicable diseases supported by a physician's statement, will be taken into consideration when making a determination as to whether a student will be reported to the MAISD for truancy. Thus, it is imperative that parents contact the office whenever a child is absent.*

Research has found that truancy patterns start as early as kindergarten. Students who miss too much school often struggle throughout their academic career. Therefore, this program is **cumulative from year to year**. The only options are to improve attendance and therefore avoid moving on to the next step or continue being truant until you, your child or both of you are **referred to court**. We ask that parents take this process seriously and **keep your child in school**.



## MAKE-UP WORK

It is the student's responsibility to make arrangements with his/her teachers upon the

first day back to class to make up assignments missed during the period of excused absence. The make-up work may not be due any earlier than the day after the student returns to class unless the student's first day of absence in a given instance occurs on a date previously announced by a teacher as a due date for a project, presentation, report, test, etc. In this case the work is due on the first day of return. Otherwise, students will have one more day than the number of days missed to complete assignments.

Arrangements to make up work should be made in consideration of the reason for the absence. The parents share responsibility to ensure that the student completes the assignments in a timely manner. While the school will attempt to expedite the process, at least 24-hour notice is necessary to provide the students with a full set of make-up assignments due from all teachers involved.

In the event of an extended illness or other circumstances that result in considerable time lost from school, a maximum of six weeks (from the date of return) will be granted for completion of the make-up assignments.

**All students on suspension are required to make up all assignments missed**, or the equivalent as determined by each teacher. The principal may require the student to complete the work while serving the suspension. If not, it is the student's responsibility to make arrangements to make up the work with his/her teachers upon the first day back in class. Failure to complete the assignments within the time allotted by the teacher will result in loss of credit for the work.

## HOMEWORK

The primary purpose of homework at Montabella Elementary School is to help students become self-directed, independent learners. Homework assignments support clearly defined school and classroom objectives and is used to reinforce or enhance school learning experiences. An additional purpose of homework is to acquaint parents with what students are learning in school and to invite the parents help at times.

Five objectives which homework addresses are:

1. giving practice needed for a particular skill,
2. extending or enriching learning,
3. providing an activity not possible in the classroom,
4. developing initiative, responsibility, self-direction, and
5. developing productive use of leisure time.

Teachers will define their homework policies in a letter sent home at the beginning of the year. Teachers will notify parents of their expectations at the Open House in September. Daily schoolwork that is not completed may be considered homework.

Homework is an extension of school, and a responsibility that each student should undertake independently. Use of the FAX machine for return of homework is not appropriate. Your cooperation with the school in encouraging completion of homework is appreciated. **In the event of student absence, the homework request must be made by 10:00 AM for pickup the same day.**

### **EMERGENCY CLOSING OF SCHOOLS**

In the event that school is closed or delayed due to inclement weather, the information will be broadcast on the following television and radio stations:

#### Radio

WFYC - Alma 1280 AM/105 FM  
WSCG - Greenville 1380 AM/106.3 FM  
WCFX - Mt. Pleasant 95 FM  
WCUZ - Grand Rapids 1230 AM/105.7 FM

#### Television

WLNS – TV6  
WOOD – TV8  
WWTV – 9 & 10 Cadillac  
WJRT – TV 12 Flint  
WZZM – TV 13 Grand Rapids

Information is also available through the Montabella Community Schools webpage ([www.montabella.com](http://www.montabella.com)) and our automated phone system (989) 427-5149. The greeting will indicate whether school is closed or delayed for the day.

When it is necessary to close early because of weather conditions, the same stations will be called in advance of dismissal. For example, the message on the TV/radio may state, "The Montabella Schools will be dismissed 2 hours early." Therefore, if you normally pick up your child/ren at 2:55 p.m., you should plan to be there at 12:55 p.m. Bus drop-off time of your child/ren will also change based on the time of early dismissal. Parents and students should discuss the procedures to follow in case there is no one at home after an early dismissal.

\*\*\*\*\*



## ELEMENTARY SCHOOL CURRICULUM

The curriculum is formatted with regard to educational needs and characteristics of students. The curriculum is balanced with academic goals and other developmental needs. The climate for learning and the instructional processes used are nearly as important as the content itself. The curriculum must emphasize both process and product.

The intended courses of study are under continuous evaluation by the Board of Education, the administration, teachers, and the Curriculum Council.

\*\*\*\*\*



## PARENT-TEACHER CONFERENCES

Conferences are scheduled in the fall and the spring during the school year. Parents are encouraged to participate in this meeting because they play an important part in their child's education.

Parents should not hesitate to contact the teachers at school to arrange a personal conference if they are concerned about their child's academic or social progress. Teachers may also contact parents to discuss an academic or social concern. Open communication between the school and parents is essential for a good overall learning environment.

\*\*\*\*\*

## REPORT CARDS

Students will receive a scholastic grade for each class one week after the end of each 12 week marking period. Progress reports are developed every 6 weeks.

### Scholastic Grades

The scholastic grades A, B, C, D are passing and F denotes failure. An Incomplete (I) must be made up not later than two weeks after distribution of report cards, or it automatically becomes an "F" (failing) grade.

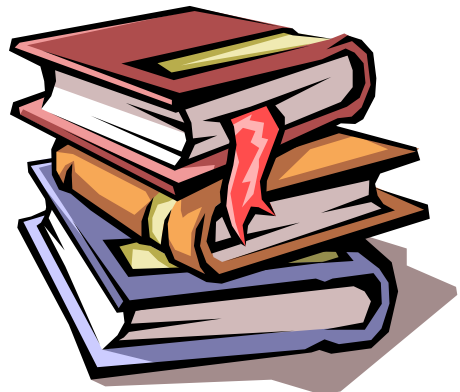
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## MEDIA CENTER

The purpose of our Media Center is to strengthen the intellectual, cultural, and social development of each student and to provide materials that supplement and enrich the school curriculum. Good library citizenship will result in better and more efficient library services for all.

Most printed materials in the Media Center may be checked out. The due date is stamped in each book and it is the student's responsibility to know when the book is due. Fines will be charged for overdue materials. Fine moneys will be used to purchase additional books and materials for student use. Abuse of the checkout system or non-payment of fines will curtail the student's freedom to borrow materials.

\*\*\*\*\*



## SPECIAL EDUCATION

Students are enrolled in specialized programs for various disabilities or impairments when qualified according to the Michigan Special Education Rules and Regulations. Services to be provided are specified at an Individualized Educational Planning Committee meeting and generally include a combination of regular and special classes.

Students who are suspected of qualifying for such services are generally referred by the classroom teacher, principal, other professional staff member, or parents. More information can be obtained by calling the school principal.

\*\*\*\*\*

## CODE OF STUDENT CONDUCT

### Elementary Level Summary

The primary purpose of the school is teaching and learning. In order to protect each student's rights to the fullest educational opportunity available in the school system, rules and regulations governing student conduct and discipline have been developed. It is the purpose of the Code of Conduct to outline those standards of behavior which, if violated, will lead to some form of discipline - up to and including expulsion from school.

There are inherent rights belonging to an individual that are guaranteed by the Bill of Rights and the Fourteenth Amendment. Educators accept their responsibility of informing students of these rights and encourage the exercise of these liberties. The school also has a fundamental function to provide a sense of responsibility and good citizenship on the part of its students.

With clear understanding and acceptance of their rights, comes the realization that the preservation of these rights depends upon the acceptance of responsibilities to self, to parents, to other students, to school rules and regulations, to personal and public properties, and to society in general. It is the mature acceptance by students of these responsibilities, which guarantees the rights of all students to pursue education without interference, intimidation or injury. Provisions of the Code

of Conduct are in effect before during and after daily classroom and/or building programs, including all field trips, out-of-state or international trips, extra/cocurricular activities, and other activities that are school-sponsored or school related.

The following information includes a list of unacceptable student behaviors and the consequences, which will result for any students, regardless of age, who are under the schools' jurisdiction. This list is offered as an example of categories of misbehaviors to provide clarification for students, and is not intended to be all-inclusive.

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## STUDENT RESPONSIBILITIES

In order to insure each student's rights to educational opportunity in the school system, various policies, procedures, rules and regulations governing student's conduct and discipline have been developed. **It is the responsibility of the student to be aware of those specific regulations and interpretations.** Discipline is the joint responsibility of students, parents, and the school. When a student is apprehended for violation of a school regulation, the support and cooperation of both student and parent is essential to the school in disciplinary measures.

\*\*\*\*\*

## DEFINITION OF TERMS

Terms used in this, and all other policies, procedures, rules, and regulations are defined as follows:

**Detention:** the assignment of a student to a designated area within the school for a specific period of time prior to or after the regularly scheduled school day, or during lunch. Transportation arrangements become the responsibility of the student and/or parent.

**Suspension:** the exclusion of a student from school from a particular class, or from attending regular classes while reporting to an assigned place within the school. The suspension is for a specific period of time or until the fulfillment of a specific set of conditions. Suspension for a period of time beyond ten (10) school days may result in recommendation to the Board of Education for expulsion. Types of suspension include:

A. Removal from Class - The permanent removal of a student from a class for academic attendance or behavioral reasons. A failing grade for the course is issued to the student.

B. In-School Suspension - The exclusion of a student from regular classes with the student serving the suspension in a designated area in the building.

C. Out-of-School Suspension - the exclusion of a student from school premises for a specific period of time.

*A student on out-of-school suspension will not be allowed to attend his/her/ regular classes or participate in extra/cocurricular activities of any kind (i.e. school parties, athletic games, practices, plays, etc.) during the dates of the suspension.*

**Expulsion:** the exclusion of a student from school by the Board of Education.

\*\*\*\*\*

## CHARACTER EDUCATION

Although character education is, first and foremost, an obligation of the family, it is also an important responsibility of society as a whole. Working together with families and other community groups, it is the aim of Montabella Elementary to instill in its students the desire and abilities to be persons of character.

## ACADEMIC EXPECTATIONS

Students are expected to be in the classroom prepared for class work. Students who disrupt the classroom routine or who distract teachers or students will be removed from class. Each student is expected to prepare assignments and take tests in accordance with the teacher's instructions. Because of the nature of certain classrooms, teachers may establish specific regulations to apply to individual situations and will inform students of the consequences.

\*\*\*\*\*

## **DRESS AND GROOMING** **EXPECTATIONS**

The Montabella Elementary dress code provides a framework for the maintaining of a safe and positive school climate and the advancement of the pillars of good character.

These standards provide assistance to the parents and students attending Montabella Elementary in making personal choices that are acceptable. We believe the guidelines provided herein accommodate a wide range of clothing and personal tastes.

**If the staff and administration feel clothing or accessories to be disruptive, unsafe, or unhealthy, students will not be permitted to appear with such items on campus.**

Students are expected to be neat, clean, and appropriately dressed for learning. Coats, jackets, blankets and outside vests are NOT to be worn in the classroom. Shoes must be worn at all times.

### **The following items are prohibited:**

- Tank tops with less than 2" shoulder width.
- Shirts with big/loose sleeve openings
- Spandex clothing
- Mesh shirts
- Bare midriffs/torsos
- Lowcut/revealing clothing
- Shorts and skirts finger length when arms are at side
- Going barefoot or stocking feet
- Any item of clothing with vulgar or offensive imprinting
- Headgear (hats, bandanas and sunglasses)

***Clothing will also be considered inappropriate if what you are wearing allows undergarments to show. Students who wear inappropriate clothing will not be allowed to return to class until acceptable clothing is obtained. Students who fail to follow staff direction in changing clothes will be considered insubordinate and disciplinary actions will result.***

Clothing, tattoos, face painting, or accessories that advertise, display or promote any drug (including tobacco and alcohol), sexual

innuendo, violence, weaponry, profanity, hatred, or bigotry towards any group is not allowed. Clothing that displays symbolism and/or insignias that are satanic or seductive in nature or suggest illicit behavior, gang affiliation, or abuse are prohibited.

## STUDENT CODE VIOLATIONS

<u>UNACCEPTABLE BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p><b>Affection, Inappropriate Public Displays of:</b> students are expected to conduct themselves as responsible individuals adhering to the principles of good character (no kissing, inappropriate touching, fondling, grabbing, etc.)</p>	<ul style="list-style-type: none"> <li>• Loss of privileges (ie-recess) - 1 to 3 days</li> </ul>
<p><b>Alcohol &amp; Drugs:</b> possession of, use of, under the influence of alcoholic beverages, narcotics or drugs, including look-alike or what is represented as a drug or alcohol, inclusive of any related paraphernalia (empty beer or liquor containers or substance container, etc.)</p> <p>(See also the section on the rules/regulation for participants in extra/cocurricular activities)</p> <p><b>Transferring or Sale:</b> of alcohol beverages, narcotics or drugs, including look-alike or what is represented as a drug or alcohol, inclusive of any related paraphernalia</p>	<p><b>Possession or Use:</b></p> <p><u>1st Offense</u></p> <ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 3 to 5 days</li> <li>• Meeting with Guidance Counselor, must follow his/her recommendations satisfactorily</li> </ul> <p><u>2nd Offense</u></p> <ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 5 to 10 days</li> <li>• Drug assessment maybe required</li> <li>• Meeting with Guidance Counselor, must follow drug assessment recommendation satisfactorily</li> </ul> <p><u>3rd Offense</u></p> <ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 10 days or expulsion (This action may be indefinitely postponed if the student participates in and adheres to a substance abuse treatment program)</li> </ul> <p><b>Transferring or Sale:</b></p> <p><u>1st Offense</u></p> <ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 5 to 10 days or expulsion (this action may be indefinitely postponed if the student participates in and adheres to a substance abuse treatment program)</li> </ul> <p><u>2nd and further Offense</u></p> <ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 10 days or expulsion</li> </ul>
<p><b>Arson:</b> purposefully setting fire on school property</p>	<ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 5 days minimum or expulsion</li> <li>• Payment of damages</li> </ul>
<p><b>Assault:</b> striking or threatening to use physical force with school personnel, students, and others on school property or at school sponsored events</p>	<ul style="list-style-type: none"> <li>• Removal from class, loss of privileges</li> <li>• Suspension 1 to 10 days</li> <li>• Referral to Police (if so desired by victim)</li> </ul>
<p><b>Disobedience, Persistent or Disorderly Conduct:</b> continued disregard for, and repeated infraction of, school regulations; inappropriate behavior and non-compliance with the reasonable requests from school personnel</p>	<ul style="list-style-type: none"> <li>•</li> <li>• Removal from class, loss of privileges</li> <li>• Detention or suspension - 1 to 10 days</li> <li>• Likely recommendation for expulsion</li> </ul>

<p><b>Disruptive Items, Possession or Use:</b> any items that interfere with the educational process will not be allowed. Nuisance items include but are not limited to chains, squirt guns, water balloons, MP3 players walkmans, CD players, music CDs, tape recorders, Game Boys, electronic games, computer CDs, pagers, cellular phones, hair freshener, toy guns, paint guns/balls, pogs/trading cards, etc.</p>	<ul style="list-style-type: none"> <li>• Confiscation of item (parents required to pick up if desired)</li> <li>• Detention or suspension - 1 to 3 days</li> <li>• Referral to Police, if appropriate</li> <li>• Loss of Privileges</li> </ul>
<p><b>Extortion:</b> taking money or items of value through force, illegal activity, or ingenuity</p>	<ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 1 to 10 days</li> <li>• Restitution</li> </ul>
<p><b>False Alarms:</b> fire alarms, the removal of or tampering with fire extinguishers, or placement or threat of a bomb</p>	<ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 5 days minimum</li> </ul>
<p><b>Fighting:</b> on school property, to or from school, or at school sponsored activities</p>	<ul style="list-style-type: none"> <li>• Immediate removal from class</li> <li>• Suspension - All parties 1 to 10 days</li> <li>• Possible recommended expulsion</li> <li>• Referral to Police (if so desired by victim)</li> </ul>
<p><b>Forgery:</b> fraudulent means to use or obtain use of school related documents</p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention or suspension – 1 to 3 days</li> </ul>
<p><b>Harassment:</b> interfering with school personnel, students, or others with unwelcome or unwanted comments, threats of force, violence, or vandalism at any time or place, whether or not on school property or at school-sponsored events</p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Conference with Principal and/or Counselor</li> <li>• Referral to Police</li> <li>• Suspension - 1 to 10 days</li> <li>• Loss of Privileges</li> </ul>
<p><b>Indecency:</b> offending acts against recognized standards of propriety and good taste (as interpreted by the school administration). This may include items of clothing that the administration determines to be inappropriate.</p>	<ul style="list-style-type: none"> <li>• Student will be required to correct the condition - <b>immediately</b></li> <li>• Possible Detention or suspension - 1 to 5 days especially but not limited to repeated offense</li> </ul>
<p><b>Insubordination or Insolence:</b> defiance of authority, the refusal of any student to comply with the reasonable requests of any school employee, or attitudes or behaviors demonstrated by insulting or contemptuous speech or conduct</p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Removal from class</li> <li>• Conference with Principal and/or Counselor</li> <li>• Detention or suspension - 1 to 10 days</li> <li>• Loss of Privileges</li> </ul>
<p><b>Intimidation:</b> the intentional, malicious intimidation or harassment of another person out of disrespect for that person or because of that person's race, color, religion, gender, or national origin</p>	<ul style="list-style-type: none"> <li>• Suspension - 1 to 10 days</li> <li>• Possible Police referral</li> <li>• Possible recommended expulsion</li> </ul>
<p><b>Loitering:</b> to remain in an area for no authorized or appropriate reason</p>	<ul style="list-style-type: none"> <li>• Immediate order for removal</li> </ul>
<p><b>Lying:</b> marked by or containing falsehoods</p>	<ul style="list-style-type: none"> <li>• Detention or suspension - 1 to 3 days</li> <li>• Consultation with Principal and/or Counselor</li> <li>• Loss of Privileges</li> </ul>
<p><b>Obscenity:</b> vulgar acts in verbal or written form, pictures or gestures</p>	<ul style="list-style-type: none"> <li>• Detention or suspension - 1 to 5 days</li> </ul>
<p><b>Pyrotechnics:</b> the use, possession, and/or production of any explosive, smoke or odor producing device is prohibited in or on school property</p>	<ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 1 to 10 days</li> </ul>

<p><b>Sexual Harassment:</b> unwanted and unwelcome sexual behavior, which interferes with a person's life. Sexual harassment is included by not limited to: sexual comments, touching, pinching, grabbing or acts of indecent exposure</p>	<ul style="list-style-type: none"> <li>• Conference with Principal</li> <li>• Mandatory session with Counselor</li> <li>• Suspension - 1 to 10 days and/or expulsion</li> <li>• Referral to Police with possible court action</li> </ul>
<p><b>Tardiness/Truancy:</b> excessive tardiness, skipping classes, or skipping school or excessive absences</p>	<ul style="list-style-type: none"> <li>• Detention or suspension</li> <li>• Referral to Juvenile Authorities</li> </ul>
<p><b>Theft:</b> the act of stealing and/or possessing stolen goods</p>	<ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 1 to 10 days or expulsion</li> <li>• Restitution</li> </ul>
<p><b>Tobacco:</b> possession or use of tobacco in any form, including look-alike/facsimile or what is represented as tobacco, any related paraphernalia (empty tobacco containers or substance containers), or in the presence of visible smoke, is prohibited on school property, to or from school, or at any school event regardless of location.</p>	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 3 to 5 days</li> </ul> <p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Suspension - 5 to 10 days</li> <li>• Meeting with Counselor, must follow his/her recommendations satisfactorily</li> </ul>
<p><b>Unauthorized Leaving of School Property:</b> student may not leave school ground without authorization form the school office.</p>	<ul style="list-style-type: none"> <li>• Detention or suspension - 1 to 3 days</li> <li>• Referral to Police</li> </ul>
<p><b>Vandalism:</b> defacing or destroying the property of the staff, students, or the district</p>	<ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Detention or suspension - 1 to 10 days or expulsion</li> <li>• Payment of damages</li> </ul>
<p><b>Weapon, Possession of:</b> possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by the administrators</p> <p><b><u>MICHIGAN LAW EXCEPTION:</u></b> A student who brings a dangerous weapon to school may not be expelled if the student can show in a clear and convincing manner that (a) the object was not possessed for use as a weapon, (b) the weapon was not knowingly possessed by the student, (c) the student did not have reason to know the object constituted a dangerous weapon, or (d) the weapon was in the student's possession with permission of school police authorities</p>	<ul style="list-style-type: none"> <li>• Referral to Police</li> <li>• Recommended expulsion</li> <li>• Superintendent case by case review</li> </ul> <p>Reinstatement: For pupils in kindergarten through grade five - reinstatement is possible after 90 school days. For students in grades six and above the waiting period is 180 school days.</p> <p>The school board will appoint a committee to be comprised of two board members, one administrator, one teacher, and one parent to consider reinstatement and a recommendation to the Board of Education. The Board will make all final decisions.</p>

## **DANGEROUS WEAPONS**

The following are the Administrative Rules for policy adopted by the Board of Education on December 19, 1994. Such policy is required by State and Federal Laws.

.....

Students in possession of dangerous weapon/firearm, who commit arson or rape on district grounds, in district buildings or at district or school sponsored events shall be recommended to the Montabella Community School Board of Education for permanent expulsion, provided that:

1. The superintendent shall review each student situation on a case-by-case basis.
2. The dangerous weapon is a firearm, dagger, dirk, stiletto, knife with a blade over three inches, pocketknife opened by a mechanical device, iron bar or brass knuckles, incendiary devices.

*Exceptions:*

A student who brings a dangerous weapon to school may not be expelled if the student can show in a clear and convincing manner that: a) the object was not possessed for use as a weapon, b) the weapon was not knowingly possessed by the student, c) the student didn't have reason to know the object constituted a dangerous weapon, or d) the weapon was in the students possession with the permission of school or police authorities.

### **REINSTATEMENT**

For pupils in kindergarten through grade five - reinstatement is possible after 90 school days.

For students in grade six and above, the waiting period is 180 school days. The school board will appoint a committee to be comprised of two board members, one administrator, one teacher, and one parent to consider reinstatement and a recommendation to the Board of Education. The Board will make all final decisions.

### **DUE PROCESS**

Students will be offered the right of due process and will: a) be given a notice of the policy and law through this regulation and its insertion in each student handbook, b) students are entitled to a hearing before an impartial decision maker, which cannot be the person bringing the charges against the student, c) the student will be notified of the reasons expulsion is being considered, d) students will have the right to an open or closed hearing before the Board of Education.

### **SPECIAL EDUCATION STUDENTS**

The Individuals with Disabilities Act (IDEA) will be followed. If the weapons ban is violated by a special education student and the violation involves behavior related to the child's disability, the student may be placed in an interim alternative placement for a maximum of 45 school days. The individualized education program determines the appropriate alternative placement for a special education student.

### **PHYSICAL ASSAULT – STUDENT TO**

**ADULT.** Revised School Code Section 1311A adds the category of physical assaults upon school employees, volunteers, or contractors to the misconduct for which a Michigan public school student must be expelled. Similar to the mandatory expulsion for dangerous weapons, CSC, arson, any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. The statute defines “physical assault” as “intentionally causing or attempting to cause physical harm to another through force or violence.”

### **PHYSICAL ASSAULT – STUDENT TO**

**STUDENT.** Section 1310 of the School Code extends the mandatory expulsion provision to physical assaults by a student upon another student, which occur on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade 6 or above commits a physical assault against another student, and the assault is reported to the board or administration, the school board shall expel the student for up to 180 days. The administrator must forward reports of those physical assaults to the school board.

## **MONTABELLA DISTRICT POLICY.**

Verbal assaults committed by students against school personnel: Any student in grade 6 or above who commits a verbal assault (any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury) on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer, as defined by board policy, or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

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### **PLAYGROUND BEHAVIOR**

Use of good common sense governs many of the activities that take place on the playground. The playground is equipped with a variety of devices designed for healthy, physical use by students. In the interest of safety, each piece of equipment is to be used only in the manner for which it is intended. The playground is always supervised during noon periods and recesses to ensure the safety of students.

For violation of playground rules a student may be asked to sit out the recess or write a behavior improvement plan. For serious infractions, such as fighting, students will be sent to the principal's office for determination of consequence.

### **GENERAL PLAYGROUND RULES**

1. Follow the directions of supervisor/s.
2. Do not throw sticks, stones, sand, pine cones, or snowballs anywhere on the playground.
3. Do not use bad language
4. NO fighting, pretend fighting, or wrestling is allowed.
5. Always stay within the boundaries of the playground.
6. The whistle or bell is the signal to immediately stop play and line up by the door.

7. Any problem on the playground should be reported to the supervisor on duty.
8. No sliding on the ice.
9. Use playground equipment safely.
10. With the exception of playing catch, football is forbidden.
11. Children may play softball or kickball on the school grounds. Baseballs (hardballs) and standard baseball bats are not allowed. Students are permitted to use rubber softballs, whiffle balls, and whiffle bats.
12. Children may play soccer, but no tripping or pushing will be allowed.
13. Playing "tag" is limited to open area and will not be a game permitted on any equipment.

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### **STUDENT SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of the students and school personnel, school authorities may search a student, student lockers, and student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband material discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

#### **Personal Searches:**

A student's person and/or personal affects (i.e. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A referral will be made to the police.

#### **Locker Searches:**

Student lockers are school property and remain at all times under the control of the school, however, students are expected to assume full responsibility for the contents of their lockers.

**Seizure of Illegal Materials:**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**School Authorities:**

As used in this policy, "school authorities" means a school principal or any other school employee designated by the principal to conduct inspections or searches of students, student lockers, or automobiles.

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**GENERAL SCHOOL LAWS OF MICHIGAN**

"Suspension or expulsion of pupils; handicapped pupils, evaluation: The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience. If there is reasonable cause to believe that the pupil is handicapped, and the School District has not evaluated the pupil as accordance with rules of the State Board, the pupil shall be evaluated immediately by the Intermediate School District of which the School District is constituent in accordance with section 1711. (MCL 380.1311)

"Regulations generally: The Board of a School District shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the Public Schools of the District, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school. (MCL 380.1300)

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**SUSPENSION OF SPECIAL EDUCATION STUDENTS**

Handicapped students who have been placed in an appropriate program in the least restrictive environment may be suspended for violation of reasonable school policies so long as Special Education Law is not violated.

**PRINCIPAL'S RESPONSIBILITY IN NOTIFYING PARENTS OF SUSPENSION**

The building principal or person so designated has the authority to suspend a student and establish the conditions under which the student will be readmitted. A suspension may be "in-school" where provisions are made for the student to remain assigned within the building but not in regular classes.

Out-of-school suspension shall restrict the student from the school premises for a specific period of time.

The principal shall attempt to notify the parent or guardian of the suspension prior to the time the student is instructed to leave the school premises.

If the parent or guardian cannot be contacted, the student shall have the responsibility to inform the parent of the suspension and request that the parent contact the building principal. In all cases of suspension, the building principal shall notify the parent or guardian by mailing a written notice.

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**RIGHTS TO EXPULSION HEARING**

A student being considered for expulsion from school will be notified of his/her right to have a formal hearing before the Board of Education. (a) The student and his/her parents or official guardian will be given a written notice of the hearing by certified mail. The hearing notice will include information on the specific charges the student and/or parent must be prepared to meet. The notices will specify the time and place of the hearing. (b) The student and his/her parent or guardian will have the right to hear and react to documentation provided by the School district. (c) The student and parent or guardian will have been notified of their right to be represented by a person of their choosing.

If a student and/or parent or guardian can demonstrate and document a change in the student's home or personal circumstances, he/she may appeal for entry to school prior to the previously set term of expulsion.

It is the student's responsibility to familiarize him/herself with the rules of the school as stated in the student handbook.

## MATTERS RELATED TO CRIMINAL ACTS

The violation of federal, state, or local laws or ordinances is grounds for suspension or expulsion when such violation occurs on school property, in school buildings, on buses or at school-related and school-sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

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## CODE OF CONDUCT CONCLUSION

The preceding statements form the Code of Student Conduct for the Montabella Elementary. It is the purpose of this Code to outline those standards of behavior which, if violated, may lead to some form of disciplinary action - up to and including expulsion from school.

Provisions of the Code of Conduct are in effect before, during, and after all daily classroom and/or building programs, including all field trips, out-of-state and international trips, extra/cocurricular activities, and other activities that are school-sponsored or school-related in nature.

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## MONTABELLA TRANSPORTATION BUS BEHAVIOR POLICY

Bus drivers are responsible for transporting your children to and from school **safely**. In order to accomplish their job, they are in charge of the bus at all times. **Students are expected to follow all bus rules and respond promptly to directives given by the bus driver.** Drivers are to be treated with due respect.

**Safety is the number one priority.** Please discuss the following essential rules with your children and stress their responsibility in the overall safety of bus transportation.

### Responsibility of Passengers

**PROMPTNESS IS ESSENTIAL. BUSES CAN NOT WAIT.** Passengers are to arrive at their designated bus stop ten minutes before the bus is due to arrive. Wait in a safe spot away from the road.

When the bus arrives, line up single file 20 feet back from the roadway. The bus will stop ten feet away from the stop. When the bus has come to a complete stop and all traffic has stopped, approach the bus to board when the driver opens the service door. Board the bus in single file quickly, but without pushing or shoving. Hold the handrail while stepping up into the bus. Go directly to your chosen/assigned seat. Sit facing forward with feet on the floor in front of you, and hold all belongings on your lap.



When it is time to deboard after arrival at school, rise with all your belongings, and file out single file with out pushing or shoving. Passengers are expected to walk in the unloading areas of the school.

When disembarking at the bus stop, wait until the bus has come to a complete stop before rising with all your belongings and walking to the front of the bus. Exit the bus when the driver opens the door. Go immediately ten feet away from the bus and go directly home. Checking mailboxes before the bus departs and is out of sight, is unacceptable and a safety hazard. If you must cross the road at your bus stop, go immediately ten feet away from the bus and ten feet forward. Stand on the shoulder of the road, look at the driver, and wait for his or her signal before beginning to cross the road. When you arrive at the middle of the road at the driver's side of the bus, stop and look both ways before continuing to cross the road. If no traffic is passing from either direction, in compliance with the stop law, continue to cross the road. If any traffic from either direction is passing, in violation of the stop law, wait until the street is clear before crossing. If the driver warns you by sounding the horn or another pre-arranged signal of danger, go immediately back to the shoulder of the road you just left or follow the driver's directions to move in a particular direction or to stay put.

### **Rules while a Passenger on the Bus**

The following rules are to be followed on the school bus. The school bus driver is authorized to enforce these rules of behavior and report any infractions of these rules. Privilege to ride the bus may be revoked for a limited time or permanently if the passenger does not practice safe school bus habits.

Eating, drinking, chewing gum, smoking, and use of drugs are not permitted. There is to be no littering or defacing property on board the school bus. Passengers can be held financially responsible for intentional damages to property. All passengers must sit facing forward with feet on the floor in front of them, and hold all belongings on their lap. Passengers with large items that cannot be held on the lap will need to make other arrangements to transport those items. Bus aisles must be kept clear at all times. Passengers must remain seated throughout the bus ride.

Passengers must receive permission to open windows. Passengers will not place any part of their body out of the school bus window, nor will they spit or throw objects out of the window. Loud and boisterous behavior is forbidden. Quiet conversation, only, is permitted. Courtesy is required at all times. Profane or abusive language is not permitted.

No throwing of objects inside or outside of the bus.

Horseplay, teasing, hitting others, and fighting will not be tolerated.

Passengers will not have on their possession illegal items that pose a safety hazard such as, but not limited to, weapons, alcohol, drugs, cigarettes, lighters and matches. The proper authorities will be contacted if the passengers are found to have these items.

### **Parental Responsibility**

Parents need to discuss the bus rules with their child and stress their responsibility in the overall safety of bus transportation.

Parents are to have their children at the bus stop, ready to board the bus, prior to the arrival of the bus. For children in second grade or under a present needs to be visible to the driver when the child departs the bus at the end of the school day.

**Parents should contact the Transportation Department at (989) 427-5024 if a change in transportation is necessary. Changes should be kept to a minimum. Students are allowed one morning pick up location and one drop off location.**

### **Discipline Procedures**

**Safety is the number one priority.** If a passenger does not follow the rules of the bus, the driver will issue a Warning Slip. The penalties for misbehavior are as follow:

**Courtesy Notice:** This warning is used for elementary students, for non-severe items and is intended to give parents notification that the child has been misbehaving and provide a chance to correct the problem before further misbehavior occurs. Parent needs to talk to the child and stress the importance of following the rules of the bus. The child must return the Courtesy Notice, signed by a parent, to the driver before being allowed to resume riding.

**1<sup>st</sup> Warning:** Parent must discuss the problem with their child and stress the importance of following the rules on the bus. The child must return the Warning Slip, signed by a parent, to the driver before being allowed to resume riding.

**2<sup>nd</sup> Warning:** Child's transportation privileges will be revoked for one (1) school day. Parents must discuss the problem with their child and stress the importance of following the rules on the bus. The child must return the Warning Slip, signed by a parent, to the driver before being allowed to resume riding. A meeting between the parents, driver, and administrator may be held at the parents' or supervisor's request.

**3<sup>rd</sup> Warning:** Child's transportation privileges will be revoked for three (3) school days. Parent must discuss the problem with their child and stress the importance of following the bus rules. The Warning Slip, signed by a parent, must be returned to the driver prior to returning to the bus.

**4<sup>th</sup> Warning:** Child's transportation privileges will be revoked for five (5) school days. A discipline meeting must be held with a parent, driver, and transportation supervisor, if the child is to resume riding the bus.

**5<sup>th</sup> Warning:** Child's transportation privileges will be revoked for ten (10) school days. A discipline meeting must be held with the parent, driver and administrator before the student is allowed to resume riding the bus.

**6<sup>th</sup> Warning:** Child will lose transportation privileges for the remainder of the school year.



To schedule a bus discipline meeting, contact the Transportation Department at (989) 427-5024. Meetings will be scheduled from 8:00 a.m. until 2:30 p.m.

Parents are to provide transportation should transportation privileges be revoked due to misbehavior.

**FOR EXTREME MISBEHAVIOR** a child may lose bus-riding privileges for the remainder of the school year, even if it is the 1<sup>st</sup> or 2<sup>nd</sup> offense. **ALL WARNING SLIPS/PENALTIES** given during the last two weeks of school could carry-over into the next school year. Extreme violation of the bus rules could also include suspension or expulsion from school.

Students who have lost bus privileges through misbehavior may be allowed at the discretion of the building principal, to use district transportation for participation in extra curricular activities and field trips. This flexibility is given in the belief those extra curricular activities and field trips are an important part of the educational experience. It is to be understood that additional supervision of the student may be required by the principal.

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### HEAD LICE

On a random basis, children are checked for head lice. Any child infected with live lice or nits will be sent home to be treated. The school will contact the parent/guardian or emergency contact to come take the child home. Medicated shampoo rinse for treating head lice may be obtained from the health department or a pharmacy. The treatment must be used correctly. Not all remedies are applied in the same way or for the same length of time. Questions about directions should be referred to a doctor or nurse. Overuse may be harmful.

*Students may return to school 24 hours after the treatment, or as otherwise stipulated on the prescribed directions. Parents must accompany their child to school upon return.* Home remedies are not considered an acceptable treatment. Hair and scalp will be examined upon return prior to a student being admitted to class to ensure that students have no lice or nits (lice eggs).

To minimize the chances of recurrence, it is important to thoroughly clean the entire home. Clothing and bedding should be washed in hot water. Upholstery drapes, and carpeting should also be cleaned or treated. Please contact the county health department for complete information.

## **TITLE 1**

Title I is a federally funded program designed to provide additional help as well as enrichment for students.

Title 1 support is available for all students at Montabella Elementary. Students may work outside the classroom with Title 1 staff, or a Title 1 staff member may assist students within the classroom.

A child's success in school is directly related to the quality of communication and shared commitment which exists between the home and school. In order to emphasize this point and to respect the Title 1 guidelines, a school/parent compact, or statement of mutual understanding, is put forth. The purposes of the compact are to identify conditions that are supportive of academic success and to highlight areas of shared responsibility in your child's school experience.

## **TEACHER REQUESTS**

Each May, the staff confer with one another on student placement for the following year. If a parent has a preference for a particular teacher, the parent MUST submit a written request to the office. The request should be submitted to the office between March 31 and May 1 each school year. Parent requests will be limited for each classroom to allow the school to balance each classroom academically and socially. Parent requests will be dated as they are received and will be honored on a first-come, first-served basis.

While placement cannot be guaranteed, every attempt will be made to honor parent requests for each classroom. There are times when numerous factors affect a particular student's placement and an alternate decision must be made. Therefore, the school reserves the right of placement when such factors exist and may affect a classroom as a whole. Please note that telephone, verbal, or late requests will not be accepted.

## **FAMILY RIGHTS AND PRIVACY ACT**

The Educational Rights and Privacy Act of 1974 requires school districts to make available to parents and students the contents of student records maintained by the school.

A procedure has been established which allows **parents** who are interested in examining their child's record to contact the building principal where the child attends school to make arrangements for the examination. If, after examination, the parent (or student who has reached the Age of Majority) concludes that the file is in error or in any way disagrees with the contents, they are afforded the opportunity to challenge the record. Further, a due process hearing is afforded, if desired. Those who examine the records and conclude that they would like a copy will be able to obtain one from the school at a nominal fee.

The official administrative student records contains such information as the record of academic work completed, level of achievement, intelligence and achievement test scores, attendance dates, teacher or counselor ratings, etc.

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## **TITLE IX, EDUCATION AMENDMENT OF 1972**

In 1972, the congress of the United States passed and the President signed into law legislation designed to insure that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Montabella Community Schools does not intentionally discriminate in employment and the education programs and activities which it operates. The Montabella Community Schools is required by Title IX of the Educational Amendments of 1972, as amended and Part 86 of the Rules and Regulations issued by the Departments of Health, Education, and Welfare that it not discriminate in education programs and activities and that this protection extend to and includes employment with the school district.

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## MANDATORY IMMUNIZATION

Enforcement of Immunization Law (Act. No. 368 of the Public Acts of 1978. The Michigan Law requires that each student upon entry into kindergarten or into a new school district (1<sup>st</sup>-12<sup>th</sup>) possess a certificate of immunization **at the time of registration or no later than the first day of school.**

Age/Vaccine	4 yrs-6yrs	7yrs-18yrs
DTP/DtaP	4 doses	4 doses D and T or 3 doses Td if #1 given on or after 7 yrs. Must have 1 doses within last 10 yrs.
Polio	4 doses, if dose 3 administered on or after 4 yrs, only 3 doses required	3 doses
Measles, Mumps, Rubella	2 doses on/after 12 months	2 doses on or after 12 months
Varicella (chickenpox)	1 dose if given on or after 12 months and prior to 13 <sup>th</sup> birthday	OR 2 doses if initiated on or after 13yrs OR current lab immunity OR reliable history of disease

Contact the local health department for more information.

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## MEDICATIONS

Students should not self-administer any medication. All medication should be appropriately registered and administered in the office. School officials cannot provide aspirin or other patent medicines to students without a medical authorization form, which may be picked up in the office, on file.

## COUNSELING & GUIDANCE SERVICES

The Guidance Office is staffed with professional educators with specialized training in counseling and related guidance services. The counselor's major concern is to address the normal developmental needs and problems of students.

Through counseling, students are helped to understand themselves in relation to their world. They learn to accept themselves, to develop personal decision-making skills and

to resolve special problems. It is the aim of the counselor to help students to discover and develop their potential and to cope with everyday challenges through rational decision making.



The guidance services consist of helping students with various problems they may encounter in their school situations as well as outside of school. This may range from small difficulties such as locker adjustments to larger matters such as coping with peer pressure or difficult home environment. Areas such as social relationships, decision-making skills, self-concept development, career education, and standardized testing are included as well.

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## GENERAL INFORMATION

### After School

During after-school hours students will not be permitted in the building unless participating in a supervised activity with a sponsor or coach present. Such sponsors or coaches must be district approved.

### Assemblies

Student assemblies are scheduled periodically throughout the school year. Such assemblies are ordinarily provided for one of two purposes: (1) to provide the faculty and administration an opportunity to communicate with students regarding the general operation of the school and/or to inform the students regarding specific matters and policies, (2) to offer the students some means of change from the routine classroom.

Students are expected to be attentive during any and all assemblies and to refrain from making excess noise, whistling, etc. When the speaker(s) or those providing the entertainment or information indicate that they are about to begin, all talking should end.

When dismissed for assemblies, student should WALK. Students entering the assembly area should go to the designated location and be seated.

### **Bicycles, roller blades, scooters, etc.**

Students who ride bikes to school should park them in the designated area and lock them. No riding is allowed during the school day.

Roller blades, heelys, roller skates, skateboards, and scooters are not allowed on school property.

### **Building Opening and Closing**

Each school building has established opening and closing times, which are based on the length of the normal school day. Students are not permitted to be in the building at any other time unless under the direct supervision of a staff member or other qualified adult.

### **Cell Phones**

Cell phones brought to school must be housed in a student locker. Students must report to the office and be given permission from the secretary to use a cell phone during the school day. Students who use a cell phone without permission will be disciplined as follows:

1<sup>st</sup> offense: Phone confiscated and returned at the end of the school day

2<sup>nd</sup> offense: phone confiscated and phone picked up by a parent.

3<sup>rd</sup> offense: Phone confiscated and phone picked up by the parent and suspension assigned.

### **Closed Campus**

Students are required to remain on school property as defined after their arrival in the morning and until dismissal at the end of the day. If they need to leave for any reason, they are required to check out with the main office.

### **Computer Use**

Policies and guidelines for access to the school district's computer system and use of the internet are set forth by Montabella Community Schools. Students and parents are expected to sign the use policy.

### **Electronic Devices**

CD Players, music CD's, MP3 players, tape recorders, GameBoys and other electronic games may only be used before school and after school. The remainder of the school day the devices must be in student's backpack/bag or in the locker.

### **Fire and Disaster Drills**

Fire drills, indicated by a long uninterrupted blast of the fire alarm, are held periodically in order that all persons housed within our building will have practiced and be familiar with a logical and orderly procedure for exiting the building. Instructions for the exit of each room will be posted and teachers will provide further explanation of the plan early in the school year. Tornado drills will likewise be scheduled at appropriate times within the school year. Such drills are signaled by an announcement over the intercom. Prior to such drills students will be provided with instructions as to the area to which they should proceed and the route and fashion used in getting there.

### **Hall Passes**

Students coming from the office or late from another class are required to have a pass upon entering the classroom.

### **Lockers**

Lockers remain the property of the school district and students are permitted to use them without charge. At the same time, students are reminded that they are responsible for the condition of the locker (inside and out) for the school year. No adhesives may be used on/in lockers.

Students are expected to keep assigned lockers reasonably clean. A charge may be assessed by the school when damage has occurred to a locker. Lockers are school property and subject to search at any time.

## **Lost and Found**

The cafeteria has a “Lost and Found” box. Items will be discarded at the end of each marking period. Do not bring large sums of money to school.

## **Lunch**

Montabella Elementary lunches are provided by Chartwells. The school has a policy of compliance with current regulations dealing with free and reduced lunches for eligible students. Applications are available in the office.



Students are expected to cooperate in the cafeteria by observing the following rules:

1. All lunches are to be eaten in the cafeteria. No food is allowed in the hall/locker areas or gym.
2. All dishes, trays, etc. must be properly disposed. Tables should be left as neat as possible. Spillage will be cleaned up by the student(s) involved.
3. Smashing milk cartons, banging silverware, popping bags, throwing food or other objects, and other attention getting behavior is not permitted. Students who initiate this may lose cafeteria privileges.
4. Students are not permitted “cuts” in lines.
5. Students may be assigned seats if they cannot follow the cafeteria rules.

Students who violate cafeteria rules may be required to serve as cleanup helpers, spend some time in detention, and/or lose their cafeteria privileges.

## **Motor Vehicles**

Mopeds, scooters, and other motorized vehicles are not to be brought to school.

## **Sales in School**

Students are not permitted to sell any items in school (candy, gum, etc.) except as a member of an approved school group. Sales

by school-sponsored groups are permitted only when given prior permission by the principal.

## **Textbooks and Other School Materials**

Textbooks and other materials are issued by the school for students’ use. Some of these may be issued for long periods of time while others may be checked out overnight from the classroom teacher. Students are expected to care for any school materials issued to them and return these materials in reusable condition. Students will be expected to pay the replacement cost for materials lost or damaged. Lesser charges may also be made for items returned which show damage in excess of normal use.

## **Visitors**

Students are not permitted to bring visitors to school during the first and last two weeks of school. Students may bring a visitor for one day providing permission is received in advance and the visiting student is not wrongfully absent from his/her own school. Visitors are to receive a permission slip from the principal’s office and are the responsibility of the host student.

All adults visiting the school, for any reason, are asked to check in at the main office.

## **Schedule Reminders**

The school cannot be responsible for children on school grounds prior to the start of the school day or after dismissal at the end of the day.

Children not riding a bus should arrive at school no more than 10 minutes before the scheduled starting time.

Teachers are available for parent meetings by appointment 30 minutes before classes begin or at other pre-arranged times.

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## **PARENT TEACHER ORGANIZATION**

The purpose of the PTO is to promote the general welfare of our youth by bringing a closer relationship between the home and the schools. It also helps provide supplemental, educational, and recreational activities not available through the existing facilities and staffing. The PTO provides volunteer staffing for special projects throughout the year such as Open House, VIP Day, book fairs, holiday programs, and RIF.

Monies to support PTO projects are solicited through cooperative fundraising efforts.

Meetings for the PTO are held throughout the school year on the second Monday of every month at 7:00p.m. at the high school. Parent involvement is a necessity not only to help implement programs, but to help in the discovery of new ways to enrich children's school years. Child care service during the meeting is available at a cost of \$1.00 per family.

Please try to attend the PTO meetings and/or volunteer your time to help provide the "extras" for Montabella's elementary students.