

*Gaylord Community Schools*

**Elementary  
Parent-Student Handbook**

Title I Services

Parent-Student-Teacher Compact

***North Ohio Elementary School  
2022-2023***

**Gaylord Community Schools  
Elementary Handbook  
2022-2023**

## **Administration**

Jim Cracraft, Superintendent  
Mandy Bolen, Principal, North Ohio Elementary School  
Therese Hansen, Principal, South Maple Elementary School

## **Contact Numbers**

<b><u>Building</u></b>	<b><u>Phone Number</u></b>	<b><u>Fax Number</u></b>
Board of Education	(989)705-3080	(989)732-6029
Bus Garage	(989)705-3022	(989)732-2524
North Ohio Elementary	(989)731-2648	(989)731-3387
South Maple Elementary	(989)731-0648	(989)731-0095

## **Gaylord Community Schools Website**

**<http://www.gaylordschools.com>**

## PARENTS WELCOME!

This handbook is provided to inform you about the policies and procedures of the Gaylord Elementary Schools. It is important for parents to review the contents with their children.

This booklet is not meant to take the place of personal communications between home and school. Call us whenever questions arise regarding the school's programs and/or procedures.

All of our rules and procedures are established to ensure the safety and well-being of our pupils. *Students come to school to learn.* We ask parents to reinforce this concept, as well as policies established that enable us to provide a safe and nurturing school environment.

We want all students and families to have a great school-year! Please find out how you can be involved in our learning process by contacting the school either in person or by phone.

Mandy Bolen, Principal, North Ohio Elementary School

### GAYLORD COMMUNITY SCHOOLS VISION STATEMENT

"Each and every Gaylord Community School student is empowered to excel by being adaptive and innovative, graduating with the academic knowledge and social skills needed for an ever changing global community."

### GAYLORD COMMUNITY SCHOOLS MISSION STATEMENT

"Our mission is to provide a quality education that inspires each and every student to achieve their potential and become productive citizens."

Gaylord Community Schools has earned continuing accreditation from the North Central Association Commission on Accreditation and School Improvement (NCA CASI), an Accreditation division of AdvanceED.

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## **NOTICE OF TITLE I SERVICES**

Title I is a federally funded program that provides additional services to students who need additional help in order to achieve success at school.

These services are provided to all core curriculum areas: language arts, mathematics, science and social studies. If a teacher feels a child needs extra help in any of these subjects, help is available from the Title I staff.

Parents of children who are serviced by this program are asked for both feedback and participation. If you are interested please contact the building principal. If a teacher feels a child needs some extra help in any of these subjects, help is available from the Title I staff.

At North Ohio School we have teachers and instructional assistants whose role is to provide Title I help. Parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s) and/or relevant instructional assistants. If any parent has questions or concerns about the Title I Program they should contact: Mandy Bolen, Principal.



## **NOTICE OF SPECIAL EDUCATION SERVICES**

Under state and federal law those students deemed impaired under IDEA regulations can have services provided to them that will allow them to better participate in school programs.

# **Criteria Table for Identifying Students Eligible for Title I Services**

## **North Ohio Elementary School**

In order to ensure equity with access to Title funded dollars, the following procedure is used when determining student eligibility for services.

- Each student will take the reading, math, and writing school-wide assessments in September, January, and May. Any student scoring below grade level benchmarks will automatically be placed in Title funded intervention programs that address the specific need. Progress monitoring will be done on a bi-weekly basis for strategic students and on a weekly basis for intensive need students. The student will remain with this intervention until he or she reaches the grade level benchmark. At this point, a teacher can make the determination if the student is capable of maintaining grade level progress without the intervention continuing. If subsequent school-wide testing shows lack of progress, the student will re-enter the program automatically.
- District grade level math assessments are scheduled regularly. They are based on the State Common Core Standards. If a student scores below grade level, a teacher may place the student into a Title funded intervention or work on interventions within the framework of her regular education class.
- Students struggling with the reading of expository text in Science or Social Studies are eligible for Title I support.

If any parent has questions or concerns about the Title I Program, they should contact Mandy Bolen, Principal. In addition, we are asking parents to serve on our Title I committee to review board policy and discuss adjustments that need to be made in the program. Please take a few minutes to call the school to join this group.

## WHICH SCHOOL DOES MY CHILD ATTEND?

To ensure safety and minimize transportation time and the number of students transferring busses, elementary attendance zones have been established. The following guidelines will help to determine which school a child will attend.

### Location

North Ohio Elementary School: West of Old 27  
South Maple Elementary School: East of Old 27

### Class Size

If a grade level is filled at one school and not at the other, a child may be assigned to the school outside of their attendance zone. Attendance in another school zone will be determined by the building principals. Keeping siblings together in one school will be a priority.

## SCHOOL HOURS

<u>School</u>	<u>Student Arrival</u>	<u>Student Dismissal</u>
North Ohio Elementary School	8:00 a.m.	2:55 p.m.
South Maple Elementary School	7:40 a.m.	2:24 p.m.

Students arriving between 8:20 am and 8:50 am will be marked tardy. Any child arriving at school after 8:50 am will be marked half day absent. Attendance records will reflect any students arriving late or leaving early.

## VISITORS

All visitors will enter/exit through the main entrance. All visitors must have a previously scheduled appointment, and must stop at the office to sign in and then wear an identification sticker. Parents and visitors are not to go to classrooms without this identification. Students will walk independently to their classroom.

## VOLUNTEER PROCEDURE

Each year we are very fortunate to have parents, grandparents and guardians volunteer to assist with classroom activities, field trips, etc. All volunteers will be required to fill out a volunteer clearance form at least two weeks prior to event/volunteering. We appreciate your compliance and understanding. If you have any questions, please check with your child's building secretary or classroom teacher.

## SCHOOL REGULATIONS

1. If a child will be absent or tardy, parents should call the school office between 7:00 and 8:30 a.m. with this information.
2. Children are expected to go outside when recess is held. Requests that children be allowed to stay indoors must be accompanied by a physician's statement.
3. All children should wear boots and mittens when appropriate.
4. **Tag or clearly mark all boots, sweaters, hats, lunch boxes, or other articles brought to school.**
5. Use of the telephone is permitted only when it is of the utmost importance and the child is given permission by the teacher. Children or teachers will NOT be called out of the classroom to answer the telephone except in an emergency.
6. Parents desiring a list of make-up work should call their child's school. Work may be picked-up the following school day. Work is not put together unless a child will be missing 3 or more days.
7. The possession of water pistols, play guns, or knives, and any other such items are prohibited about and in the school. These will be taken away and returned to parents only. Bringing in a weapon of any kind can result in suspension according to Michigan State law.
8. Only older children should ride bikes to school. Parents should make sure that the child has the ability to ride safely. Permission to ride a bike to school must be obtained from the building principal.
9. Children will be expected to participate in all programs planned by the school, including art, music, and physical education, unless other arrangements have been made with the school.
10. Children from other schools who are visiting in your home may not visit school with your child.
11. Each learning environment has different rules for students. There are individual rules for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
12. In the event that school is called off or dismissed early because of weather or other unpredictable circumstances, word would reach you through the local radio, TV stations, and automated system. In the event of an early dismissal, children will be expected to go home as usual (whether by bus, walking, or being picked-



up) unless parents notify the school in sufficient time.

13. If you plan to move away from the school district, please return all school property (books, supplies, library books, other Media Center materials).

14. Regular attendance is critical to success in school. Parents are discouraged from taking students out of school for extended vacations, appointments, etc. Excessive absenteeism will result in a letter from the school. Students should not be picked up early for activities that start after school or to be taken to a sitter.

15. Students are not to bring personal property to school that is not needed for educational purposes such as: electronic devices, cell phones, toys, trading cards, and any other items that may distract from the educational environment. The school is not responsible for any of the above items.

16. Celebrations within the classroom are structured at the discretion of the classroom teacher.

17. For the safety of all students, and to protect classroom instructional time, birthday treats will not be allowed at school.

18. Field trips are an essential component to the school experience. Student behavior is a factor in deciding if a child is to participate in a field trip.

19. If you change important information such as phone numbers or address, you need to call and let our office know as soon as possible. It is vital that we have accurate contact information. The office must have a current proof of residency.

## **ATTENDANCE POLICY**

Parents can expect a consistent attendance policy throughout Gaylord Community Schools. State Law (MCL712 A.2 and MCL380.1561) states that children must attend school on a regular basis. These statutes outline that it is the responsibility of the parents to make sure that minor children comply with this law.

In order to comply with this responsibility and to deal fairly with all parties throughout the school district, we have devised the following procedures:

1. Parents should call the school office (with the reason why) when their child will not be in attendance. It is okay to let the teacher know, but you must also notify the office.

2. When a child has missed ten days of school, a letter will be sent to the parents notifying them that their child has missed ten days of school.

3. When a child has missed 15 days of school another letter will be sent home along with a parent contact regarding the missed days. A mediation meeting will be scheduled.

4. When a child has missed 20 days of school (without a valid reason) a reference will be made to either The Department of Human Services and/or the Prosecuting Attorney's Office to pursue legal action against the parent(s) due to the infraction of the Michigan School Code.

If a child is sick for an extended period of time, the parent has the responsibility to contact the school office and make them aware of the situation. Extended illness or injuries of which the school is made aware will be considered before referring students to these offices.

### **STUDENT DISMISSAL**

Due to our ongoing efforts to enhance student safety, the following procedures have been put in place. Please read and follow these procedures carefully to help us maximize student safety.

1. For the safety of our students, parents need to select bussing, pick-up, or latchkey as the method of departure for their children to follow at dismissal. If a parent needs to make a change to this daily routine a phone call must be made directly to the school office before 1:00PM. It is the responsibility of the parent to contact the school office. If the office does not receive information of a change, then the child will go home as scheduled. If the process involves the Transportation Department, a call must also be made to inform transportation at (989) 705-3022 of the change. The transportation office opens at 6:00 a.m. The school office opens at 7:00 a.m. Please remember that the beginning of the day is one of our busiest times. If you are sent to voicemail, please call back and speak directly with a secretary.
2. Students need to be picked-up from the school they attend. Please do not have your child walk to a different location to meet you.
3. All students will be released through the office if they are being picked up before dismissal. Upon parent arrival in the office, the classroom teacher will be contacted to release the student. Please be prepared to show identification at pick up.

### **LATE ARRIVALS AND EARLY DISMISSALS**

It is important that children attend school for the full day. However, we do realize that emergency situations occur and it may be necessary to excuse a child during school hours. The following procedure is for the safety and protection of your child:

1. All students must enter and exit through the office when arriving late or leaving early.
2. Students arriving 15 minutes after start time must be walked into the building to be signed in.
3. Parents must check in at the office when entering the building to sign out a child.

## PLAYGROUND REGULATIONS

Outside play must be on the playground only. Students may not play in front of the school building or near the driveway. Students must take care of restroom needs before going out for recess. Children will be expected to be on time for their class when recess is over. **INAPPROPRIATE LANGUAGE WILL NOT BE TOLERATED.** When students are outside for play, they are to stay away from the school building (exception- when an assistant places them there for time-out) and they are not to go inside the building until they are directed to do so by the teacher or recess assistant.

1. Students must sit in the swings. Do not stand, twist or jump out of the swings while moving. One person on a swing at a time.
2. Students must sit down, facing forward while using the slides. Do not stand at the top or form a train to slide down.
3. Climb down the monkey bars, making sure no one is below you as you climb down. Students may not jump off or walk across the top of the monkey bars.
4. Students may not engage in play that may injure another student.
5. No visitors will be allowed on the playground.

\*The building administrator reserves the right to modify or add to the list of playground regulations as he/she sees fit in order to maintain an environment safe for all students.

## SCHOOL/HOME COMMUNICATIONS

Two-way parent-teacher communication is encouraged. Procedures include:

1. **Report Card**

Reports are given to parents three times a year in grades K-3. The report is objective based giving information about the child's progress.

2. **Parent-Teacher Conferences**

Conferences are scheduled during the school year. Parents may initiate conferences with the teacher should they have concerns regarding their child's progress.

3. **Classroom Newsletters**

These give the parent general information of what the class and child are doing in school.

4. **School Newsletters**

A school-wide newsletter is distributed monthly.

5. **Phone Calls, Letters, Post Cards, Home Visits**

Various approaches are used at the teacher/principal discretion as needs arise.

## BOOKS AND SUPPLIES

All books, workbooks, and teaching supplies are furnished by the Board of Education along with a reasonable supply of paper and pencils. These materials remain the property of the school. We strongly urge care and safe-keeping of these materials. A charge would normally be made for loss or damage.

## SCHOOL DRESS

Children are encouraged to wear clothing appropriate for the activities in which they are involved. This includes tennis shoes or soft rubber-soled shoes for gym activities (preferably not black-soled shoes). Flip flops are discouraged. Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Parents should consider weather conditions and safety of children as they relate to rainwear, boots, warm clothing and ankle length dresses. Hats and hoods are not to be worn in the building during the school day.

## BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are served every day. Hot lunches can be bought daily for \$3.00 and breakfast for \$2.00. Parents may pay in advance for as many meals as desired. Additional milk may be purchased separately for \$0.50 per carton. There is no charging for breakfast and lunch. **Breakfast is served from 7:40-8:10 AM.**

Children may carry their lunch to school. Milk is available for purchase in the cafeteria. If thermos bottles are sent, they should be ones children can handle easily. Metal zip-top cans should NOT be sent as they are difficult for children to handle and are a safety hazard. If your child does not have funds on their lunch account, they will be given a courtesy lunch.

Rules and regulations regarding student behavior in the lunchroom are explained to every student at the beginning of the school year and compliance with these rules is expected. Applications for free and reduced lunches (based on family income and family size) are available in each elementary school office. This information is confidential. Reduced costs are \$0.30 for breakfast, \$0.40 for lunch.

**Lunch Charges:** Excessive amounts of overdue lunch charges will be managed by the food service director. Communication and payment options will be made available directly to the parent/guardian of the student. If resolution cannot be made, the superintendent may authorize the food service director to provide an alternative nutritional lunch for that student until resolved.

**Bad Debt:** Bad debt incurred through the inability to collect lunch payment from students will be managed by the food service director. Communication and pay-

ment options will be made available directly to the parent/guardian of the student. If resolution cannot be made, the superintendent may resolve debt using alternative district resources.

## **FIRST-AID**

The Gaylord Community Schools Board of Education has adopted the following policy:

Schools are responsible for giving first aid or emergency treatment in case of sudden illness or injury to a student. Further medical attention to students is the responsibility of the parent/guardian, or of someone the parents/guardian designate in case of an emergency.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Michigan Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

## **ADMINISTERING MEDICINES TO STUDENTS**

The Gaylord Community Schools Board of Education has adopted policy regarding the use of medications. The following guidelines incorporate provisions for the safety and protection of pupils on medication, his/her classmates, and the school personnel involved:

1. Pupils requiring medication at school shall be identified by parents to the administrator. The administrator shall assume authority for involving designated school personnel in administration of the medication.
  2. Written statements shall be required of:
    - a. Parents requesting and authorizing the designated school personnel to give medication shall submit a statement identifying the type of dosage, side effects, and purpose of the medication. This statement shall be reviewed at a minimum of every semester by the administrator or designee.
    - b. If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and the protection of the pupil on medication, the principal shall contact the physician directly.
  3. The physician or pharmacist shall provide the parent a labeled bottle of medication for school authorities. The label on the bottle shall contain the name and telephone number of the pharmacy, the name of the pupil, name of the physician, name of drug, and the dosage to be given at school. Taking the medication shall be supervised by designated school personnel at a time conforming with the indicated schedule. The prescribed medication shall be kept in the office.
- If medication must be broken (cut in half), it is the responsibility of the parents to do this.
4. It is important that an accurate and confidential system of record keeping be established for each pupil receiving medication. The classroom teacher and school personnel may be asked to document any unusual behavior while the student is on medication.
  5. School personnel under NO circumstances shall provide aspirin or any other medicine to students without meeting the criteria of one through four above.
  6. It is the parents' responsibility to get medications to and from school. Under NO condition is medication to be transported on the school bus.

## **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or a substance that could be considered a “look-a-like” controlled substance. Compliance with this policy will be subject to disciplinary action, in accordance with due process and as specified in this Parent-Student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

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

### **ELEMENTARY PROMOTION / RETENTION**

The Gaylord Community Schools Board of Education has adopted the following policy: The promotion or retention of a student should be based upon the child’s total performance and status. Consideration should be given to the child’s academic, social, and physical development. The decision should be made jointly by the administrator, teacher, and parent. When a parent is opposed to the school’s recommendation, the final decision should be made by the principal, taking into consideration the effect upon the child.

While a decision about retention should not be made at the very beginning of the school year, concerns about the student’s progress should be shared with the parent as soon as problems arise. Appropriate instruction should be initiated immediately with early involvement of the parent in remedial activities.

If retention is being considered, a parent-teacher conference must be held no later than March 1. Reasons for retention, dates of parent-teacher conferences, and parent responses should be documented, signed by the parent and principal, and placed in the student’s permanent record.

## **SCHOOL PROGRAM**

The Gaylord Community Schools offers a comprehensive elementary program. Instruction is provided by certified classroom teachers. Instruction in reading, spelling, writing, language, math, science, health, and social studies is based upon the State of Michigan Benchmarks/Grade Level Content Expectations/Common Core. Art, music, and physical education is taught by appropriately trained and certified teachers. Special Education services are available for students with special needs.

## **SCHOOL IMPROVEMENT PROCESS**

The District School Improvement Team is made up of representatives from each school building, the community, school board, parents, and students. This group meets on a regular basis to establish broad district goals. Each of the district's buildings has also formed a school improvement team. Parents and community members interested in serving on a school improvement committee should contact any school office.

## **PARENT-TEACHER ORGANIZATION**

Participating in your school's Parent-Teacher Organization (PTO) will help you know your school and its staff better. PTO meetings are scheduled once a month. Detailed program announcements will be sent home during the school year. You are encouraged to make your talents known and become an active participant in planning and carrying out projects.



# **NORTH OHIO ELEMENTARY DISCIPLINE POLICY**

## **Responsible Thinking Process (RTP)**

The North Ohio Elementary discipline policy teaches students to be responsible for their behavior. The Responsible Thinking Process is a very sound, scientifically proven, effective program that reduces disruptions within the classroom, allowing learning to take place. The program enhances students' abilities to resolve problems through the creation of effective plans. Visits to RTC should be interpreted as an opportunity to learn the proper response or reaction to a situation that caused inappropriate behavior, not as a punishment.

### **Our Discipline Policy**

The North Ohio Elementary staff believes that all students are responsible for their own actions and must respect the rights of others. Teachers have a right to teach and students have a right to learn in a safe environment. No student has the right to disrupt at school, regardless of where s/he is, but especially if they are preventing other students from learning or threatening the safety and rights of others.

### **Classroom Rules**

No child is allowed to hinder the learning process in class or anywhere in or around the school. Therefore our school uses the "I Care Rules" as a guide to help children learn the rules that need to be followed. When children disrupt and break one of these rules they are questioned and then asked to compare their actions to the rules or standards of wherever they are. If they cannot identify the inappropriate action(s), the adult helps them. If they persist in breaking the rules (i.e. more than two disruptions in a day), they are removed from that situation and location to the Responsible Thinking Classroom (RTC), where they stay until they indicate to that staff member that they are willing to work on a plan to help them become successful in that situation in the future. While in the RTC they are taught by the RTC coordinator how to work out a plan, which they will use to negotiate their return with the person who was in charge of wherever they were disrupting. Students are permitted to go to all other classes and other areas where they've been responsible, such as library, cafeteria, etc. If there is a severe disruption (i.e. fighting, spitting, biting, threatening) they are automatically sent to the principal for possible suspension from school. Disruptive behavior while in RTC will result in a trip to the principal's office with the likely consequence of being sent home. If a student is suspended from school, that student cannot return until s/he comes in with a parent/guardian to meet with the principal to discuss and plan how s/he will change behavior to be successful in the class.

Of the schools where this has been successfully adopted, 65% of the students never use this room. Another 25% choose to disrupt only one to three times, and after having made a successful plan for following school rules, never return. However, a small percentage (2-5%) have difficulty following rules, in which case we plan with the parents and staff to help these children succeed in school. We have seen this process work in other schools with very positive results. We have found that students develop an increased sense of self-discipline and respect. This process is based on the books *Discipline for Home and School Books I and II*, by Edward Ford. These books, along with a video are available to parents. If you have any questions, please feel free to contact us.

Sincerely,

Behavior Committee  
North Ohio Elementary School

## **Gaylord Community Schools Transportation Guidelines 2022-2023**

*“Our mission is to transport students safely and in a timely manner to their destination helping to make sure they are physically and emotionally ready to learn.”*

### **Please Remember.....**

- To ride on the school bus is a privilege and not a right.
- The bus driver is the sole authority on the bus while students are being transported.
- Inappropriate bus conduct may result in loss of bus riding privileges. A student’s conduct should not jeopardize the health, safety, comfort, or well-being of others, on or off the bus.
- The driver may assign seats for elementary, middle, and high school students.
- **No Students Transfers.**

### **Parents are responsible for:**

- The safety of their child while waiting at the designated stop for the school bus.
- Their Child being at the bus stop at least five (5) minutes prior to the scheduled pick up and drop off time. (Do not attempt to catch up to the bus in your car. Do not have your child run after the bus. Do not drop your child off at any place except their designated stop.)
- Damage by your child to the school bus, personal property, or public property. If a student causes damage, (example: damages a bus seat) the cost of repair must be paid before your child may return riding.
- Knowing their student’s bus driver name and bus route number.

### **Basic Rules for students:**

- Follow directions and obey the bus driver at all times.
- Cooperate and be courteous.
- Harassment, profanity, obscene gestures, disrespectful language or bullying will not be tolerated.
- Do not be destructive, throw objects or litter on the bus.
- Stay in the seat and face forward.
- Keep head, hands and feet inside the bus.
- Talk quietly.
- Food, beverages, aerosol containers, matches, lighters or cologne **are not permitted.**
- Tobacco, inhalants, or any controlled substances are not permitted. Possession will be dealt with accordingly.
- A student may keep his/her personal communication device (PCD)/cell phone “on” with prior approval from the bus driver. Cameras may not be activated or utilized at any time, in any situation. Students who listen to music must wear ear buds, pods or earphones. Students are solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto the school bus.

### **Transportation Guidelines/Policy:**

- All students must be registered to ride a school bus. A transportation form must be completed by the parent. Forms are available at all **Gaylord Community School buildings and online at [www.gaylordschools.com](http://www.gaylordschools.com); select the resources tab, then** select transportation.

- Routing can accommodate one (1) am pick up and one (1) pm drop off location. In a case of **joint custody/shared parenting, a copy of court papers must be provided to the transportation department.**
- Parents must notify the school of all end of day changes **no later than 1:00pm.**
- Parents may not remove a student from a bus, after the student has boarded.
- If your address, telephone number or emergency contact information changes, you must call your child's school. It is vital that we have accurate contact information.
- Students will ride to and from school on their assigned bus only. This must be a Monday through Friday schedule. If you have an emergency, you will need to make other arrangements to transport your student. Students will not be allowed to ride another student's bus.
- Notes written by parents requesting a different drop off or pick up location on their route will not be accepted by the driver. A student cannot change a bus schedule for any reason. The parent must notify the transportation office.
- Students not riding for three (3) consecutive days may need to contact the transportation office to resume pick up.
- If your child is suspended from riding the school bus for any reason, it is the parent's responsibility to provide alternate transportation.
- The intermediate school student pick-up in the afternoon is located on the East side of the building. Parents are not allowed to park on the West side of the intermediate school where buses are lined up to transfer students.
- **Students are not allowed to exit the buses while they are parked at the intermediate school.**
- Articles being brought to/from school should fit in a backpack and kept on your student's lap. Larger items are not allowed on the bus and must be transported by parents.

### **Disciplinary Procedures:**

When a serious rule violation has occurred or a child does not respond to repeated efforts of the driver, or a pattern seems to have developed, a school bus driver will complete an incident report. The intent is to maintain a safe environment for students riding buses to/from school or school sponsored activities, and/or to notify parents of misconduct of their children. The transportation director in coordination with building administrators will adjudicate all behavior problems. The following are standard actions that will generally be applied uniformly in response to documented incidents:

**1st Incident** – Student verbally warned. Driver will document on daily memory log.

**2nd Incident** – Driver fills out incident report, submits to transportation director for review with driver, parent, and school administrators, if applicable. The severity of the Incident will determine the discipline.

**3rd Incident** – Repeat offenders will follow the 2nd incident process which may include a more severe level of discipline.

At the discretion of the transportation director, extreme disruption or behavior may result in automatic suspension of bus transportation privileges. This could include loss of bus transportation privileges for the school year.

All transportation related questions and/or concerns can be directed to the transportation department at (989) 705-3022.

## **Bullying Policy 5517.01**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. Policy 5517.01 protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

### **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 intentional false reports may result in disciplinary action as indicated above.

**Aggressive behavior** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being.

Behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

**Bullying** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- Verbal – taunting, malicious teasing, insulting, name calling, making threats.

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

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

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

### **Notice of Privacy Rights under FERPA**

The Gaylord Community Schools has compiled records to provide appropriate education programs and services. The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights include the following:

1. Your right to access education records, which include the right to inspect and review them, to request explanation or interpretation of portions you do not fully understand, and to request copies or portions thereof.

2. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading and therefore, violate their confidentiality, and your rights to a due process hearing.

3. Your right to limit disclosure of education records which includes the right to know persons or agencies which shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed. Unless you provide written objection, the following information shall be made available for publication in directories, school catalogs, sport programs, etc.: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, telephone numbers for inclusion in school or PTO directories, school photographs or videos of students participating in school activities, events or programs.

4. Your right to refuse disclosure of any or all "directory information".

5. Your right to refuse disclosure of "directory information" to military recruiters.

6. Your right to request the destruction of education records, if and when educational agency has decided that records are no longer needed for the educational and/or administrative purposes for which they were collected, including your right to be notified at such times as graduation or other forms of termination of enrollment or when your child reaches age 26.

7. Your right to protest if you think that the administrative procedures of the Gaylord Community Schools are not in compliance with the law, to:

The Family Educational Rights  
and Privacy Act Office  
United States Department of Education  
330 Independence Avenue, S. W.  
Washington, D.C. 20201

More information regarding FERPA can be found at: [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

### **Notice of Rights under NCLB (No Child Left Behind)**

Parents may request, and the District will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers.

Parents have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent.

More information regarding NCLB can be found at: [www.ed.gov/esea](http://www.ed.gov/esea)

## **NOTIFICATION OF RIGHTS UNDER PPRA (Protection of Pupil Rights Amendment)**

Gaylord Community Schools has developed and adopted policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Gaylord Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Gaylord Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Gaylord Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification for the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue,

SW Washington, D.C. 20202

More information regarding PPRA can be found at: [www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html](http://www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html)

### **Parental Right to Review Educational Materials – Board Policy**

Parents have the right to inspect instructional materials. Parents should complete and submit a written request to the principal. Upon receipt of the request, the principal will contact the person making the request within ten (10) business days to schedule an appointment for the person to come to the District to review and inspect the material indicated.

## STATEMENT OF NONDISCRIMINATION

It is the policy of Gaylord Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, marital status or any other legally protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. Inquiries should be addressed to: Civil Rights Coordinator, 615 S. Elm Street, Gaylord, MI, 49735, (989) 705-3080.

## GRIEVANCE PROCEDURES

FOR  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

### Section I

Any person believing that the Gaylord Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, or (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

**Civil Rights Coordinator  
Gaylord Community Schools  
615 S. Elm Street  
Gaylord, MI 49735  
989/705-3080**

### Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

#### Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

#### Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Office of Civil Rights for information and/or assistance at 216/522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.



## **NETWORK/INTERNET ACCESS AGREEMENT FOR STUDENTS**

### **PLEASE READ BOTH SIDES OF DOCUMENT**

Please read this document carefully before signing. The signature(s) at the end of this document are legally binding and indicate(s) that the signing party(ies) has (have) read all of the terms and conditions of this policy carefully and understand(s) their significance.

The purpose of this agreement is to establish guidelines for access by Students to the Internet, electronic mail and electronic bulletin boards (hereinafter referred to as the "Guest Network"). Access to the Guest Network is provided to the Student for educational purposes.

In exchange for the privilege of using the Guest Network, the undersigned agree(s) as follows:

- A. The use of the Guest Network is a privilege, which may be revoked by the District at any time and for any reason or for no reason. Improper use of the Guest Network may also give rise to further disciplinary action consistent with this agreement and/or the student handbook code of conduct.
- B. The Student and his or her parents and/or guardians acknowledge that it is not possible for the District to restrict access to all controversial material on the Guest Network.
- C. The Student and his or her parents acknowledge that the Student does not have a reasonable expectation of privacy in his or her use of the Guest Network. The District reserves the right to monitor the Guest Network, including but not limited to Internet use and electronic mail.
- D. Guest Network access is provided only for educational use by the Student. Use of the Guest Network for commercial purposes or other unauthorized purposes is expressly forbidden.
- E. Guest Network resources are intended for use exclusively by registered users. The Student is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the Student. Use of an account by someone other than the account holder is forbidden and may result in loss of access privileges. Any loss of security in an account password or in access privileges must be reported immediately to an appropriate Guest Network administrator.
- F. Any misuse of Guest Network access privileges may result in suspension or revocation of access privileges and/or disciplinary action as determined by the District. Misuse includes but is not limited to the following:
  1. Intentionally accessing or attempting to access files, data, or information without authorization
  2. Impersonating another user on the Guest Network.
  3. Activity which is detrimental to the stability and security of the Guest Network, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software
  4. The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening, or obscene material; material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy, or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin or religion
  5. Use of recreational programs or communications during the school day.

6. Illegally installing, downloading, copying or using copyrighted software.
  7. Intentionally interfering with the use of the Guest Network by others.
  8. Intentionally wasting District information technology resources such as disk space, printer ink or paper.
  9. Using the Guest Network and District information technology resources for non-educational uses.
  10. Using the Guest Network and District information technology resources for cyberbullying, harassing, sexting of other students, staff or members of the school community, or other prohibited purpose(s).
- G. The District does not warrant that the Guest Network will meet any specific requirements that the Student may have, that service will not be interrupted or that information obtained on the Guest Network will be accurate or complete. The District will not be liable for any direct or indirect, incidental or consequential damages (including but not limited to lost data, information or time) sustained or incurred in connection with use of inability to use the Guest Network by the Student. Use of the Guest Network and any information or data obtained through use of the Guest Network is at your own risk.
- H. The Student agrees to delete messages from his or her personal mailbox on a regular basis in order to avoid unnecessary use of disk space.
- I. The Student may not transfer files, shareware or other software from the Internet or electronic bulletin board services. The Student will be liable to pay any costs or fees incurred as a result of any transfers without express permission from a Guest Network administrator regardless of whether the transfer was intentional or accidental.
- J. The Student must have prior approval from an appropriate Guest Network administrator for any subscriptions with any electronic mail lists or news groups.
- K. Users violating any provisions of this Network Access Agreement face disciplinary action. The District reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:
1. Suspension or revocation of Guest Network access.
  2. Requiring additional training as a precondition to continued use of the Guest Network.
  3. Financial restitution for any unauthorized expenses or damages.
  4. Confiscation of inappropriate materials.
  5. Additional disciplinary action consistent with the student handbook or code of conduct.
- In addition, the District may refer violations to appropriate law enforcement authorities. Nothing herein shall be construed as providing that the District must find a violation of the agreement in order to suspend or revoke the access privileges of a Student. Use of the Guest Network is a privilege and not a right, and the District reserves discretion to suspend or revoke access privileges for any reason or for no reason.
- L. This Network Access Agreement is subject to change without notice. Any changes to the Network Access Agreement will be posted in an appropriate location on the Guest Network by a Guest Network administrator.

# GAYLORD COMMUNITY SCHOOLS

An NCA Accredited School District



Form 7540.03 F1a / Page 1 of 1

## STUDENT/PARENT AGREEMENT SIGNATURE PAGE

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

### ➤ NETWORK / INTERNET ACCESS AGREEMENT FOR STUDENTS

In consideration of the privilege of using the Network, I hereby release the District, its employees, agents and individual members of the Board of Education, from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. I agree to use the Network responsibly and to abide by the rules and regulations set forth herein and as may be added from time to time by the District.

I have reviewed this Network Use Agreement with my parent or legal guardian (or I have reached the age of 18).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

The following section must be completed for all students who have not reached the age of 18.

As the Student's parents or legal guardian, I have read and agree to this Network Access Agreement and have discussed it with my son or daughter. I understand that Network access is a privilege provided for educational purposes. I understand that it is impossible for the District to restrict access to all controversial material. I hereby release the District, its employees and agents and individual members of the Board of Education from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. In addition, I agree to indemnify the District for any fees, expenses or damages incurred as a result of my child's use or misuse of the Network or Network equipment.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

### ➤ FIELD TRIP PERMISSION

My child's class may be taking field trips during the school year. When field trips require transportation, children will be transported by bus.

I give permission for my child to participate in class field trips.  YES  NO

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

### ➤ ACKNOWLEDGMENT OF STUDENT HANDBOOK

We have received and read the Parent/Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

**UNDERSTANDING CONCUSSIONS**  
**Educational Material for Parents and Students**  
**(Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE), National Athletic Trainers Association

Some Common Symptoms				
Headache	Balance Problems	Sensitivity to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitivity to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

**WHAT IS A CONCUSSION?**

A concussion is a type of 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 for 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 activity on the day of the injury and not until a health care professional says they are okay to return to activity.

**IF YOU SUSPECT A CONCUSSION:**

- 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.
- KEEP YOUR STUDENT OUT OF ACTIVITY**-Concussions take time to heal. Don't let the student return to activity the day of the injury and not until a health professional says it is okay. A student who returns to activity 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.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION(S)**-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 or has trouble with homework or school assignments
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Appears fatigued
- 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. If a student sustains a bump, blow or jolt to the head or body and the following danger signs are present, **immediate medical attention** should be sought at the closest emergency department.

- One pupil larger than the other
- Repeated vomiting or nausea
- Becomes increasingly irritable or agitated
- Is drowsy and cannot be awakened
- Slurred speech
- Has unusual behavior
- A headache that gets worse
- Convulsions or seizures
- Weakness, numbness or decreased coordination
- Cannot recognize people or places
- Loss of consciousness (even briefly)

**WHAT SHOULD YOU DO?**

If a student reports one or more symptoms of a concussion after receiving a bump, blow or jolt to the head or body, h/she should be immediately removed from activity (this includes but is not limited to, athletics, PE classes, band, dance, aerobics, theatre and choir.) The student should only return to activity with the permission of a health care professional experienced in evaluating concussions. Rest is key during recovery. Exercising or activities that require 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 rest breaks, be given extra help and time, and spend less time reading, writing or on a computer or iPad. After a concussion, returning to sports and school is a gradual process and should be monitored by a health care professional. Concussions affect each individual differently. Some may recover quickly and fully while others may have symptoms that last for days, weeks or even months.

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

**PARENTS AND STUDENTS MUST SIGN AND RETURN THE EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM**

# CONCUSSION AWARENESS

## EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the “Understanding Concussions: Education for Parents and Athletes” provided by Gaylord Community Schools.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Student Name Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to your school’s athletic office or to your coach. The school must keep this on file until the student is age 18. We realize this may not be the first nor the last time you sign and Submit this form, as each organization needs to have a copy. Thank you for your cooperation and understanding.

Students and parents please review and keep the educational materials available for future reference.

Sample

# Gaylord Community Schools

## PARENT-STUDENT-TEACHER COMPACT A Promise of Commitment

We, the elementary school staff, parents, and community, guide each child in achieving his or her greatest potential by providing a diversity of experiences which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for student acquisition of academic, creative, emotional, physical and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at North Ohio and South Maple Schools by continually assessing and evaluating our attainment of these goals as measured by descriptive outcomes.

### Parent/Guardian Agreement

It is important to have my child reach his full academic potential. Therefore, I will encourage him/her by doing the following items that are checked.

- see that my child attends school regularly and is punctual.
- establish a time and place for homework and check it regularly.
- support the school staff and respect the diverse cultures of the school.
- have ongoing communication with my child's school and teacher.
- limit and monitor my child's TV and movie viewing.
- encourage daily reading at home (Century Club).

Parent Signature \_\_\_\_\_

### Student Agreement

It is important that I do the best I can. Therefore, I will do the following:

- Come to school each day and be in class on time.
- Have my homework completed and turned in on time.
- Have the supplies that I need.
- Always try to work to the best of my ability.
- Show respect for myself, my school, and other students.
- Follow the rules at school and home.
- Believe that I can learn and I will learn.
- Be responsible, be respectful, and be safe.

Student Signature \_\_\_\_\_

### Teacher Agreement

Students must be given the opportunity to succeed. Therefore, I will do the following:

- Provide an environment conducive to learning.
- Have high expectations for myself and my students by using methods and techniques that work for my classroom.
- Maintain open lines of effective communication with my students and their parents.
- Seek ways to involve parents in classroom activities.
- Respect the students, their parents, and the diverse culture of the school.
- Provide positive reinforcement for my students when they follow student expectations.

## PESTICIDE PRIOR NOTIFICATION REQUEST

State of Michigan law requires that schools and day care centers that may apply pesticides on school or daycare property must provide an annual advisory to parents or guardians of students attending the facility.

As part of Gaylord school district's pest management program, pesticides are occasionally applied. As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, and other than a sanitizer, germicide, disinfectant, or anti-microbial product, that is made to the school or day care grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than the products exempted in the paragraph above, will be given by at least 2 methods. The first method will be by posting at the main entrance of whichever building the product was used. The second method will be by posting on the school or daycare center's website.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mails postmarked at least 3 days before the pesticide application, if they so request. If you are requesting prior notification of pesticide treatments conducted by first-class mail please complete and submit the following form. Parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Please be advised that you WILL receive notice via the methods above and should ONLY complete and submit the bottom portion of this form if you are also requesting notification by first-class mail.

Parent name: \_\_\_\_\_

Student name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Please check one:

I wish to be notified first-class mail prior to a scheduled pesticide application inside of the school building

I wish to be notified first class mail prior to a scheduled pesticide application on the outside grounds of the school building

Both Options

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date