

Carter Elementary School

Student Handbook

Welcome to Carter Elementary School!

At Carter Elementary School, we are committed to fostering a foundation of excellence through a safe and supportive learning community.



Mr. Shaun Brewer – Principal

Mrs. Melinda Curry – Lead Secretary

Mrs. Raeanne Kneuss – Assistant Secretary

Dr. Linden Moore – Superintendent

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<u>Foreword</u>	

This student handbook was developed to answer many of the commonly asked questions that families may have during the course of the school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information; it can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mr. Shaun Brewer. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Mission of the School

At Carter Elementary School, we are committed to fostering a foundation of excellence through a safe and supportive learning community.

Equal Education Opportunity

It is the policy of the Montrose Community Schools that no discriminatory practices based on age, sex, race, color, religion, national origin, military status, disability, or genetic information be allowed in providing instructional opportunities, job placement assistance, employment practices and policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact Dr. Linden Moore, Superintendent of Montrose Community Schools.

Dr. Linden Moore, Superintendent
300 Nanita Drive
P.O. Box 3129
Montrose, MI 48457-0829
lmoore@montroseschools.org
Phone: 810.591.8812

The complaint will be investigated and a response, in writing, will be given to the concerned person within 3 days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Parent Involvement Policy

Parental involvement is a key component in the Title 1 law: section 1118 of the No Child Left Behind Act. Carter Elementary School supports parental involvement as both a valuable resource and ally in teaching and learning for our students.

Michigan Grade Level Content Expectations (GLCE's), Common Core State Standards (CCSS's) and building learning goals will be made available to all parents at the beginning of the year. *All* students will be expected to work toward mastering these GLCE's, CCSS's and goals. Our school recognizes the fact that some students will need extra assistance to Title 1 program and various other educational services offered through the district.

Carter Elementary intends to include parents in all aspects of the Title 1 program. Students will be given every opportunity for success through the development and enhancement of the home-school partnership. The following activities outline the Carter plan for parental involvement:

Parent Involvement in Developing Policy

Carter Elementary's School Improvement Team includes parents, teachers, administrators and other staff members. This committee will meet annually to discuss the design and implementation of the Parent Involvement Policy. Meetings will be planned at convenient times and childcare will be provided, if necessary.

Activities That Build the School and Family Capacity for Parent Involvement

Carter Elementary will identify barriers to parent involvement, as well as provide and support parent involvement strategies to develop and maintain an optimum learning involvement for all students. All communication with

families will be in a language they can understand and other reasonable support for parental involvement activities will be provided as parents by request, such as accommodations for parents with disabilities or of migratory status.

Annual Title 1 Meeting: Carter Elementary will hold an annual Open House in the fall of each school year during which the Title 1 program will be explained. Title 1 guidelines and services offered will be reviewed and copies of the Carter Elementary Parent Involvement Policy and Partnership promise will be distributed. Parents will be encouraged to become involved in reviewing and updating the policy, as necessary, and parent volunteers will be recruited for the School Improvement Team and other parental activities that take place throughout the year.

The meetings will be held at convenient times and notice of the meetings will be provided through written invitations to parents and through the district newsletter and website.

A description and explanation of the district curriculum, forms of assessment used to measure student progress and the proficiency levels students are expected to meet will be provided to parents. All parents will be provided with a *Parent's Guide to the GLCE's/CCSS's* for their child's grade level. All information communicated to parents will be in a language they understand.

Carter Elementary Partnership Promise

In accordance with Title 1 law, Carter will develop and annually update a home-school partnership agreement compact. This compact will outline the responsibilities of the parents, the school and the students for a true partnership to improve student academic achievement and school performance. The Carter School Improvement Team will design and implement the partnership agreement. All families will be given a copy of the Partnership Promise at the fall Open House and again at the fall Parent Teacher Conferences with a face to face meeting detailing the responsibilities of all involved parties in helping students accomplish their learning goals.

Staff/Parent Communication

Parents will be informed of school activities through various formats of communication throughout the school year. Newsletters, parent/teacher conferences, personal contacts, the district website and written notices will be utilized to establish and maintain an open line of communication. M-Step parent reports and local assessment data will be discussed at Parent-Teacher conferences. Parents are encouraged to contact the staff with questions regarding the assessment results in a memo attached to the reports.

Staff development will include strategies to promote effective parent involvement activities. Activities will educate all staff members in understanding the value of parent involvement and how to establish effective two-way communication with all families, respecting their diversity and various needs.

Carter Elementary School Improvement Team will include parents as members and seek input in planning, review and improvement of school-wide programs and parent involvement policies. The school improvement team will develop and annually update the school Partnership Promise based on staff and parent feedback. The Carter Elementary School Handbook will include the school's Parent Involvement Policy.

During the school year, parents will be provided with:

- Timely information about programs through newsletter, the school website, personal contacts and the local paper.
- Frequent reports on their child's progress through quarterly report cards and local assessments.
- Parent-Teacher Conferences twice annually. Once in the fall and spring at which the Partnership Promise will be discussed as it relates to their child's achievement.
- Reasonable access to staff, opportunities to volunteer and participate and/or observe their child's classroom.
- Material support and training to help them work with their child to improve their child's learning at home and become more involved in their education.

Integration of Parental Involvement Programs

Carter Elementary School will coordinate and integrate, when feasible and appropriate, Title 1 parent involvement programs and activities with Head Start, SKIP, Paid Pre-School, ECDD and the Great Start Readiness Program to meet special needs and maximize support to our parents and students.

Carter Elementary School will connect student and families with community resources that provide educational enrichment and support.

Carter Elementary School Daily Schedule

The school building opens	7:45 a.m.
School Begins	
7:55 a.m	
School Dismissal	
3:05 p.m.	
Early Release Dismissal	12:15 p.m.

Student supervision begins each morning at 7:45 a.m. **Please do not drop off your children before 7:45. There is no supervision.**

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures, designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way communication link with their child's teacher by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time, stay for the entire school day, and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

Student Well Being

Student safety is the responsibility of the staff while the children are in our care. All staff members are familiar with emergency procedures such as fire, tornado, intruder concerns, and emergency drills as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. **A student may be excluded from school until this requirement has been fulfilled.**

Students with specific healthcare needs should submit those needs to the school office in writing, and with proper documentation by a physician. No medications or medical treatments are to take place in the school without office approval.

Section I – General Information

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Enrolling in the School

Students that are new to Carter Elementary are required to enroll with their parents or legal guardian. When enrolling, the parents will need to submit:

- **Birth certificate**
- **Custodial papers from a court (if appropriate)**
- **Two proofs of residency**
- **Proof of immunization**

In some cases a temporary enrollment may be permitted. If this is the case, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment. The parent/ guardian will have thirty days to complete enrollment process.

Scheduling and Assignment

The principal will assign each student to the appropriate classroom. Any questions or concerns about assignments should be discussed with the principal. Students may begin class **24 hours after enrollment completion and placement on a class list.**

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian (or signed by a person whose signature is on file in the school office). No student will be released to a person other than custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Transfer out of the district

If a student plans to transfer out of the Montrose Community School district, the parent must notify the office. Transfer will be authorized only after the parent has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

Withdrawal from school

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents.

Immunizations

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is in accordance with State Law. Students who have the waiver may be removed from school if an outbreak occurs in any disease they do not have immunization.

Control of Casual Contact Communicable Diseases and Pests

The schools professional staff has the authority to remove or isolate a student who has been ill or has been exposed to communicable disease or highly-transient pest, such as lice. **Whenever a student is found to be infested with head lice, s/he may be sent home for treatment. The student may be readmitted to school the**

following day, but will be subject to examination by appropriate school personnel until no live lice and no nits within one-quarter inch of the scalp are found.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines or as specified by a physician. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood pathogens when the child had bled at school and students or staff members have been exposed to the blood. Biting of a staff or student, when the skin is pierced, will also cause the need for blood testing. Any testing is subject to the laws protecting confidentiality.

Control of Noncasual-Contact Communicable Diseases

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Individuals with Disabilities

The ADA and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Districts' programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Mrs. Cassandra Wright at 810.591.8887 to inquire about evaluation procedures and programs.

Student Records

The teachers, counselors, and administrative staff keep student records. There are two basic kinds of records: directory information and confidential records.

Directory Information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

Directory information includes:

Student name, address, place of birth, photograph, dates of attendance, or any other information which would not generally be considered harmful or an invasion of privacy if disclosed

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Michigan Law. This information can only be released with the written consent of the parents, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Confidential information includes:

Test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers.

Confidential information that is in the student's record that originates from an outside professional agency may be released only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Parents/Guardians have the right to review all education records generated by the school district, request amendment of these records, insert addendum to records and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the school principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Student Fees, Fines, and Charges

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not for profit. **Failure to pay fines, fees, or charges may result in the withholding of grades and credits.**

Meal Service and Meal Charging Policy

Carter School participates in the National School Lunch Program and makes lunches and breakfasts available to our students. The cost of the lunch is \$2.05, \$.40 for reduced or free to those who qualify. Students may pack their own lunch. Misbehavior during lunch may result in either short or long-term removal of student from the cafeteria. Applications for the School's Free and Reduced-Priced Meal Program are distributed to all students. (Forms are available in Carter Office.) For more information, the district's wellness policy can be accessed online at www.montroseschools.org (under the food service tab). Families can apply online at <https://montrose.familyportal.cloud>

The goal of the school breakfast and lunch program is to provide healthy meals for all students each day. Payment for school meals is expected at the time of purchase. Only a full "reimbursable" meal can be charged.

Elementary Students are allowed to charge up to \$5.00

- Notes are sent home daily with students who have negative balances
- Parents can check online at <https://montrose.familyportal.cloud> for their child's balance and purchase history.
- An auto generated email will go out to families when their child's balance reaches \$4.00 or below.
- Weekly, the director reviews the negative balance list and calls home if a negative balance is over \$8.00.
- The director notifies the school principal if any balance is over negative \$15.00.

Recess

Students will have one supervised recess each day before lunch. Students are to be dressed for the weather conditions. Recess will be held inside when the weather conditions are unsafe (which may include but is not limited to): rain, thunderstorms, excessive wind, or a **wind chill of 10 degrees or less.**

Evacuation Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with the State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for the safe, prompt and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the state. Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of 3 times each school year.

Emergency Closing and Delays

If the school must be closed or opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. Additionally, the information will be posted on the school website and a phone fan-out will be sent out to all Carter families in the Synergy database.

Preparedness for Toxic and Asbestos Hazards

The school is concerned for the safety of all students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presences of asbestos materials used in previous construction.

Lost and Found

The lost and found area is located in the hallway just outside of the cafeteria. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the end of each semester. Please label all lunch boxes, coats, backpacks, etc. with your child's name.

Student Sales - Donations

No student or parent is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action. Fundraising for charitable causes must also be approved by the principal.

Use of Telephone

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive calls. Students are not to use telephones to call parents. Office personnel will initiate all calls on behalf of a student seeking permission to leave the school.

Cell Phones are not to be turned on during the school day at Carter Elementary. Cell Phones must be kept in book bags during the school day. If a cell phone is found on a student during the day, it will be confiscated and held in the office until a parent can be contacted to discuss possible consequences as well as appropriate cell phone use at school. The school prohibits the use of any video device in restrooms or any other location where students and staff have "a reasonable expectation of privacy". Students are not to transmit video or pictures of staff or students without their consent. Taking or transmitting images, video, or messages during the school day is prohibited. A student improperly using any device to take or transmit images, video, or messages will face disciplinary action up to and including suspension, loss of privileges, and possibly recommended for expulsion.

Advertising Outside Activities

No announcement or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

Section II – Academics

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by Dr. Linden Moore, MCS Superintendent. The district will provide homebound instruction for those confinements expected to last at least 5 days. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Field Trips

Carter Elementary School *may* charge the students the cost involved for field trips. This amount is determined by the cost of transportation and the fee, if any, for the activity. Fees may be waived in situations where there is financial hardship.

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without written parental consent. Siblings are not allowed on field trips. Parents are encouraged to help on field trips when conditions allow.

Grades

In an effort to ensure that the grading scale at Carter Elementary is developmentally appropriate, a standards based report card is used in grades K-3. Each grade level at Carter Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of the grade is to indicate the extent to which the student has acquired the necessary skills. In general, students are assigned grades based upon test results, homework, projects and class participation. Each teacher may place a different emphasis on these areas in determining a grade. Teachers will go over the child's progress at the first parent/teacher conference.

Promotion, Placement, and Retention

Promotion, placement, and retention is based on:

- *Current level of achievement
- *Potential for success at the next level
- *Emotional and physical and social maturity

We consider the decision on promotion, placement and retention to be a serious one. Therefore, parents are involved from the beginning when there is any consideration given regarding a student's placement that is not the normal promotion. **The school principal will make the final recommendation for promotion, placement, and retention.**

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test.

Homework will not generally be used for disciplinary reasons but to enhance the student's learning.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional programs of the district. It is, therefore the policy of the District that those students identified as having limited English proficiency will be provided with additional support and instruction to assist them in gaining English proficiency and in accession the educational and extra-curricular program offered by the District. Parents should contact Dr. Linden Moore at 810.591.8812 to inquire about evaluation procedures and programs offered by the district.

Review of Instructional Materials

Parents have the right to review any instructional materials being used in the school. They may observe instruction in any class as well. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to school.

Section III – Student Activities

School-Sponsored Club and Activities

The Board authorizes student groups that are sponsored by a staff member.

Non-School-Sponsored Club and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is initiated by the students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name or logo of the school.

Section IV – Student Conduct

Attendance

Attending school daily is both necessary and the law. State law requires school attendance from the age 6 to 16. One of the most important work habits that employers look for in hiring and promoting workers is dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have parents taken to court. Carter has an attendance policy to avoid these negative consequences. Parents are encouraged to make an appointment with the counselor or principal to discuss truancy concerns.

Excusable, Approved Absences

The following are legitimate reasons for not being in school:

- Cases of fever
- Other emergency situations of a personal nature
- Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and parents shall be subject to the truancy laws of the State.

Truancy

7	absences-	Letter home
10	absences-	Letter home
12	absences-	Letter home
14	absences-	additional letters will be sent home (Genesee County Truancy Liaison Officer may become involved.)
15	absences-	Petition may be filed

Carter Absence Line

If a student is going to be absent, the parents should contact the "Absence Line" **810-591-8842 by 9:00am or reported via email using carterabsent@montroseschools.org**. If a telephone or email contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided the absence will be considered unexcused and the student will be considered truant. If the absence of a student seems questionable the school staff will attempt to assist the student improve attendance. All absences, verified and unexcused, count toward the truancy policy above. Medical absences (with a doctor's note) will not count toward the above mentioned truancy policy. Additionally, students that are sent home for fever, vomiting, contagious viruses, rashes, head lice or other identified health concerns will be marked as MEDICAL by the office personnel and absences will not count toward the above mentioned truancy policy. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work is permitted. Disciplinary action will also follow.

Tardy / Left Early

A student who is not in his/her assigned location by 7:55am shall be considered tardy. Any student arriving late to school must report to the school office with parent before proceeding to class to pick up a pass. Students should not be picked up before the end of the day. Students leaving school before 3:05 pm will be marked as *left early*.

Students entering the building between 7:55 and 8:15 will be marked as Tardy.

Students entering the building after 8:15 will be marked as a partial absence.

Students leaving the building before 2:45 will be marked as a partial absence.

Students leaving the building between 2:45 and dismissal will be marked as Left Early.

Vacations During the School Year

Parents are discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. If possible the student will receive assignments that are to be completed during the trip. Please note that it is seldom possible for a student to make up all work that is missed.

Make-Up of Tests and Other School Work

Students who are excused from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the teacher the day they return to obtain the missed work. Make-up work due to suspension must be completed within 3 days of returning to school. Students will be given

the number of days of excused absence within which to make up work with the exception of the end of the year. If a student misses a test due to excused absence, s/he may make arrangements with the teacher to take the test.

Note: When requesting schoolwork for an extended absence, 24 hour notification must be given in order to compile assignments.

Code of Conduct

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly.

Expected Behaviors

- Each student shall be expected to:
- Follow the 3 B's as outlined in this document.
- Abide by national, state, and local laws as well as school rules.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Respect the civil rights of others.
- Work cooperatively with all regardless of abilities, gender, race, religion, weight, disability, or ethnic background.
- Complete assigned tasks on time as directed.
- Help maintain a school environment that is safe, friendly and productive.
- Act at all times in a manner that reflects pride in self, family and school.

Dress and Grooming

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (Halter tops, very short skirts, very short shorts, and bare stomachs are not allowed.)
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug related, gang related or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?

Elementary students should be covered from the shoulder to the thigh at all times. Students are allowed to wear sleeveless shirts, tank top straps must be a minimum of 2 inches in width.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, or presents a risk to themselves or others, they may be removed from school, asked to call home or given other clothing to wear.

The following styles or manners of dress are also prohibited (unless permission is granted by school personnel):

- Pajama/ pajama pants
- Hats
- Spaghetti Strap Tank Tops
- Pants/shorts worn below the hips; short/skirts must be a minimum of fingertip length
- ***For the safety of your children, flip flops and sandals are discouraged, but not banned. Our playground has wood chips and stones that can cause cuts when wearing any type of open toe footwear.***

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, money, games, or toys should not be brought to school. The school may confiscate such items and return them to the student's parents.

Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will be subject to disciplinary action. The Board has also adopted the list of behaviors and the

terms contained in the list.

It is the staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequences follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Explanation of Terms Applying To the Student Discipline Code

Each of the behaviors described below may subject the student to disciplinary action including suspension and or expulsion from school.

Use of Drugs

The school has a "xz" zone that extends 1,000 feet beyond the school boundaries as well as to any school related activity and transportation. This means that any activity – sale, use, or distribution of drugs, alcohol, fake drugs, steroids, inhalants, look-alike drugs or tobacco is prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of Tobacco and/or E-Cigarettes

Smoking, vaping and other tobacco uses are a danger to the student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or e-cigarettes during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

Student Disorder/Demonstration

The right to freedom of expression is not to be denied. Disruption of any school activity will not be allowed. If a student feels there is a need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a Weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or is reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If a weapon was brought on school property by a student other than the one who possessed it, then that student shall be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such items.
- Any cutting instrument consisting of a sharp blade over 3 inches long, fastened to a handle, or any similar object that is intended to invoke bodily harm or fear of bodily harm.

Use of an Object as a Weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion.

Purposely Setting a Fire

Anything, such as a fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Physically Assaulting a Staff Member / Student / Person Associated With the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Verbally Threatening a Staff Member / Student / Person Associated With the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at school buildings, property, or school-related activities will be considered verbal assault. Verbal threats or assaults may result in suspension or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in disciplinary action up to and including suspension or expulsion.

Gambling

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of School Work, Identification, Forgery

Forgery of hall / bus passes and excuses as well as false ID's are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations could result in suspension or expulsion.

False Alarms and False Reports

A false emergency alarm or report includes the setting off of a school alarm, reporting an emergency, or calling an emergency for the reason of a hoax. Violations of this rule could result in suspension or expulsion.

Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, and poppers are forbidden and dangerous. Violations could result in suspension or expulsion.

Trespassing

If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Violations of this rule could result in suspension or expulsion.

Theft

When a person is caught stealing school or personal property s/he will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

If given reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

Damaging Property

Vandalism and disregard for school property will not be tolerated. Violation could result in suspension or expulsion.

Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violation of this rule could result in suspension or expulsion.

Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept usual discipline for an infraction, the refusal can result in suspension or expulsion

Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.

Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in suspension or expulsion.

Possession of Electronic Equipment

Students are not allowed to bring radios, portable TV's, electronic toys and games, pagers, laser pens and the new technologies without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Equipment will be returned to the parent or guardian.

Violation of Individual School / Classroom Rules

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.

Violation of Bus Rules

Please refer to Section V on transportation bus rules.

Disruption of Educational Process

Any actions that interfere with school activities and disrupt the educational process are unacceptable. Such disruptions also include delaying or prevention of lessons, assemblies, field trips, athletic events and performing arts. Violations of this rule could result in suspension or expulsion.

Harassment

The harassment of other students, members of the staff, or other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment could result in suspension or expulsion from school.

Sexual Harassment - Verbal

Verbal harassment is the making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member or other person associated with the district.

Sexual Harassment - Nonverbal

Nonverbal harassment is causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like of a fellow student, staff member or other person associated with the district.

Sexual Harassment - Physical Contact

Physical contact is threatening or causing unwanted touching, contact, or attempts of the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member or person associated with the district.

Gender/ Ethnic/ Religious/ Disability Harassment - Verbal

Verbal harassment is the written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks, including a campaign of silence, concerning a person's gender, national origin, religious beliefs, age, etc. toward a fellow student, staff member or person associated with the district.

Gender/ Ethnic/ Religious/ Disability Harassment - NonVerbal

Nonverbal harassment is placing objects, pictures, or graphic commentaries in the school environment or making

insulting or threatening gestures toward a fellow student, staff member or person associated with the district.

Gender/ Ethnic/ Religious/ Disability Harassment – Physical

Physical harassment is any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or person associated with the district.

Third Party

The harassment by a student of a staff member, fellow student of this district or third party is strictly forbidden. Any student who is found to have harassed a third party will be subject to discipline in accordance within the law and the code of conduct.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should immediately take the following steps:

If the alleged harasser is a student, staff member, or person other than the student's principal, the affected student should, as soon as possible, contact his/her principal.

If the alleged harasser is the student's principal, the affected student should, as soon as possible, contact Dr. Linden Moore, Superintendent of Schools 810-639-6131 ext. 8811.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information will be released to anyone who is not involved in the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of-school suspension, restriction of privileges, restriction of access or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, included but not limited to theft and vandalism, occurring in the school as well as the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, or scooters in school hallways or district pedestrian traffic areas. Use of any means of travel within buildings and on grounds by other than generally accepted

practices where appropriate is prohibited. Students violating this expectation will be subject to discipline.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Discipline

The 3 B's of behavior will govern the discipline at Carter Elementary.

- Be Respectful
- Be Responsible
- Be Safe

It is important to remember that school rules apply going to and from school, at school, on school property, and school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Behavior Rubric

The Carter Elementary K-3 Behavior Rubric Can be found here ([Carter Elementary K-3 Behavior Rubric.xlsx - Original.pdf](#)) Or attached at the end of this document.

Informal Discipline

Informal discipline takes place within the school. It may include:

Warning- first offense

Parent Call and Loss of Recess- second offense

Loss of recess/In School Suspension and parent call – third offense and after

In School Suspension will be half days with a limit of 4 before out of school is enforced.

Formal Discipline

Formal discipline removes the student from the school. It includes emergency removal for up to 72 hours, suspension up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next year. Suspension and expulsion may be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges and given an opportunity to make a defense.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as by the community's legal system.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act and the Americans with Disabilities Act or section 504 of the Rehabilitation Act of 1973.

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspended from School

When a student is being considered for suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of

the reason for and the length of the suspension. The suspension may be appealed, within ten days after the receipt of the suspension notice, to the superintendent or his designee. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended, s/he may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any other learning that the student chooses not to make up, may be reflected in grades.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommendation expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians, or counsel
- A statement that the student may give testimony, present evidence, and provide a defense.
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Carter Elementary makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the superintendent.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect safety. All searches may be conducted with or without the student's consent.

Students are provided desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

Anything found in the course of the search that may be evidence of a violation of school rules or the law may be

taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

All computers located in classrooms, labs, and offices of the district are the district's property and are to be used by student, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential.

The district with or without the student's knowledge or permission may review this information. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords and security codes must be registered with the instructor.

Student's Right of Expression

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it responsibly. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignia, including clothing and banners, and audio video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. Is obscene to minors, libelous, indecent or vulgar
 2. Advertises any product or service not permitted to minors by law
 3. Intends to be insulting or harassing
 4. Intends to incite a fight or presents a likelihood of disrupting school
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

Section V – Transportation

Transportation Policy

It is imperative to ensure your child knows how he or she will be getting home, **BEFORE LEAVING FOR SCHOOL**. Students may not go home with another student unless a written note from the parent is provided. I.D. will be expected for adults picking up students. If the secretary has been made aware of pick up arrangements, no I.D. will be required.

Please be sure to have a **CONSISTENT** transportation plan for your child. Inconsistent transportation plans are confusing and unsafe. To ensure the safety of ALL students please review the transportation plan for the school year prior to the start of school.

EACH CARTER ELEMENTARY STUDENT WILL BE ALLOWED TWO TRANSPORTATION CHANGES PER MARKING PERIOD. THESE TRANSPORTATION CHANGES SHOULD BE SENT IN WITH THE CHILD IN WRITING OR SHOULD BE COMMUNICATED WITH THE OFFICE BEFORE 1:00 PM. CHANGE OF TRANSPORTATION REQUESTS AFTER 1:00PM WILL NOT BE ALLOWED.

Parent Transportation

1. If you are dropping off your child there is a car loop on the east side of the building near the cafeteria for Kindergarten through 1st grade students. There is also a car loop on the south east side of the school for 2nd and 3rd graders. The doors will be open at 7:45 am. To pick up your child in the car loop, please register at the office, either by phone or in

person. A special visor will be given to you for your car. Students will not be dismissed before 3:05 p.m.

2. Parents wishing to drop off students after the start of the school day or pick students up prior to the end of the school day, must enter through the office doors on the north end of the building. All students must be checked in/checked out through the Carter office. Students participating in the normal beginning/end of the day routines should not enter through the main office entrance. They should enter through either of the two available car loop entrances.

Bus Transportation

Montrose Community Schools will endeavor to provide bus transportation to all students living beyond three-fourths (3/4's) of a mile, by the nearest traveled route, to the school in which the student is enrolled. The District reserves the right to establish bus stops in a consolidated manner in relationship to the residence of currently enrolled students and the ability to serve the greatest number of students possible. The bus schedule and route is available by contacting Angie Florian, Director of Transportation at 639-6131, ext. 8854. A bus schedule will be mailed home to every student enrolled annually and also posted on the district's website.

Transportation Regulations

Students are picked up and dropped off at the bus stop nearest their home. If students need to go to an address other than their home, there needs to be a change of address form on file with the school (daycare, grandparent, etc.) This form is available in the Carter Elementary office, on the MCS website or can be obtained by contacting Mrs. Angie Florian. **Your child's safety is our highest priority. We expect that our drivers will make visual contact with another person before leaving your child at their stop.**

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. School buses now have digital cameras and will be used to monitor behavior and help to determine consequences for inappropriate behavior.

The driver is responsible for student safety and will assign seating or direct the student in any reasonable manner to maintain safety.

The following behaviors are expected of all students:

Before loading (on the road and at school) each student shall:

- ❖ Be on time at loading zone 5 minutes before the scheduled stop
- ❖ Stay off the road at all times while walking to and from the bus
- ❖ Line up single file off the roadway
- ❖ Wait until the bus is completely stopped before moving toward bus
- ❖ Refrain from crossing road until the bus driver signals safe
- ❖ Go immediately to seat and be seated

It is the parent's responsibility to get his or her child to the bus stop. Additionally, it is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip each student shall:

- ❖ Remain seated the entire trip
- ❖ Keep head, hands, arms, and legs inside the bus at all times
- ❖ Not litter in the bus or throw anything from the bus
- ❖ Keep books, packages, coats, and all other objects out of the aisle
- ❖ Be courteous to the driver and to other bus riders
- ❖ Not eat, play games, cards, etc
- ❖ Not tamper with the bus or any of its equipment

Leaving the bus each student shall:

- ❖ Remain seated until the bus has stopped
- ❖ Cross the road when necessary, at least 10 feet from the bus after the driver signals that it is safe
- ❖ Be alert to possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has the proper authorization from school officials.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined according to the steps below.

1. First bus conduct slip- Warning and possible loss of privileges
2. Second bus conduct slip- Phone call to parent and lost of privileges
3. Third bus conduct slip- Phone call to parent. Up to 3 days suspended bus privileges.
4. Fourth bus conduct slip - Phone call to parent. Three to ten days suspended from bus
5. Five or more bus conducts slips- Phone call to parent, possible long term or permanent suspension from bus

A student may be denied bus privileges on a permanent basis if the infraction is considered extremely serious, such as hindering the bus driver from doing his/her duty or causing grave bodily harm to a student or the driver.

Section VI – Library

Carter Library Mission Statement

The mission of Carter Elementary Library is to foster the love of reading for pleasure and information by connecting our students, faculty, and administration with the resources, technology, and critical thinking skills they need to inspire learning. We will enrich lives by maintaining a nurturing, safe, fun, and inviting environment for all and strive to meet the needs of all ethnic, cultural, and educational differences for all patrons to excel in our global community. We will collaborate with teachers, administrators, and parents to inspire learning and ensure that we have adequate resources to become 21st century learners.

Vision:

Our vision is to empower students to become ethical users, critical thinkers, enthusiastic readers, and skillful researchers. We will ensure equality and freedom to access all information for our diverse population.

Goals:

- To develop and maintain an inclusive and extensive collection of material that is accessible to all our patrons.
- To compile relevant material that supports and enriches curriculum.
- To foster curiosity, which leads to individual learning, creativity, and research.
- To promote literacy and the enjoyment of reading.

Library Material and Selection Policy

The Carter Elementary Library exists to support teaching and learning in grades Pre K-3, to encourage the development of critical thinking skills through collaboration with classroom teachers, to help foster a love of learning and reading, and to provide access to informational and recreational materials for its students and staff.

Objectives:

- The school library media center shall provide materials that will:
- Support and enrich all segments of the curriculum;
- Present in balanced perspective the culture, history, activities and contributions of the persons and groups comprising the diverse fabric of our society;

- Be accessible to its users at all reading levels and to encourage recreational reading across literary genres;
- Promote analytical and critical thinking skills;
- Reflect varied interest, abilities, learning needs, and maturity levels;
- Supplement classroom learning and activities.

Responsibility for Material Selection

Selection of library media center materials will be made by the Library Media Clerk in collaboration with building administration and teachers. All selections shall be made in accordance with the Procedures for Selection cited below as well as the statements of policy on library philosophy as expressed in the American Library Association's, Library Bill of Rights and Freedom to Read Statement, copies of which are appended to this policy.

Criteria for Selection of Materials

- All materials shall be judged by the following criteria. Materials shall:
- Reflect the needs of the school and the community.
- Meet high standards of quality in factual content, presentation, artistic, and technical quality.
- Be age-appropriate for the grade and interest level at which they are used.
- Reflect the diversity of our society.
- Be purchased within the constraints of the budget.

Gifts and Donations

Carter Elementary Library welcomes donations of books and other resource materials from individuals and organizations but also reserves the right to refuse materials that do not meet the criteria for selection stated above. In addition, financial donations to benefit Carter Elementary Library are accepted with the understanding the library media specialist, with input from the building principal, retains the right to use funds to purchase those curricular materials that are needed for the library based on the needs of the individual school.

Procedure for Reconsideration of Material or Work

The Administrator or staff member receiving the complaint shall try to resolve the issue informally with assistance if necessary from the Media Clerk, the School Principal, and/or the Teacher by first explaining the district's selection criteria, objectives, and procedure; and secondly, explaining the educational value of the material at issue.

- Ask the complainant to complete the Request for Reconsideration of Material or Work.
- The completed form will be considered by the Media Clerk, the School Principal, and the appropriate teacher.
- If it is the desire of the complainant, the request will be submitted to the School District Superintendent for further consideration.
- Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any reconsideration decision to the School Board as the final review panel.
- Access to challenged material shall not be restricted during the reconsideration process.
- Written records and reports regarding the reconsideration are confidential and available for examination by Administrators, School Board Members, and appropriate officials only.
- No parent has the right to determine reading, viewing, listening, or educational material for students other than his/her own children.
- The major criterion for the final decision is the appropriateness of the material for its intended use.

Library Bill of Rights and Freedom to Read Statement

https://www.ala.org/aboutala/sites/ala.org/aboutala/files/content/LBOR_FTR%20statement_print%20ready_NEW.pdf

Section VII - Montrose Community Schools Technology and Telecommunications Appropriate Use Policy

Computers and other technologies provide opportunities for students and staff; they are installed in the schools for the benefit of all learners. In order for technology to be in working order and available to everyone, users must respect the hardware and software in the school's facilities. This policy will serve as a guideline for the use of the computer systems and networks belonging to the Montrose Community Schools. This policy is necessary to ensure that all students and staff have maximum access to ways of generating, storing, and transmitting information. This policy includes the authorized use of **all** technology and telecommunication resources owned by the Montrose Community Schools. Authorized users are those who have been given specific permission to use the district's telecommunication network resources. This includes, but is not limited to personal computers, servers, electronic mail, Internet, and other technology and peripherals.

Purpose of Telecommunications:

Telecommunications extend the classroom beyond the school building by providing access to informational resources on local, state, national, and international electronic networks such as the Internet. For students and teachers, telecommunications use in the Montrose Community Schools is for educational purposes, such as accessing curriculum related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are literacy skills that support student achievement and success in the 21st century. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. While student will be able to move beyond those resources to others that have not be previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Telecommunications Safety:

Precautions will be taken to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Software that attempts to block access to objectionable material will be accessible on computer networks used by the students and staff.

Privacy:

Electronic and other technology methods must not be used to infringe upon privacy. It is the responsibility of the user to maintain the privacy of personal name, address, phone number, password, and respect the same privacy of others.

Plagiarism and Copyright:

Plagiarism is taking ideas or writings from another person and offering them as original ideas. This policy requires that all users of the network resources owned by the Montrose Community Schools will comply with local, state and federal laws for guidelines. Only the owner of a copyright can copy, modify, distribute, display/transmit, and perform the work. Transferring a work in the form of digital data from one computer system to another is copying and distributing that work. A creative work (text, movies, pictures, etc.) is automatically protected by copyright from the moment it is created. No copyright notice or registration is required. This policy prohibits the illegal use of the data, music, movies and picture, etc. without permission from the owner.

Individual Responsibilities:

Just as certain privileges are given to each person using the district telecommunication network, there are expectations that all users will develop the skills necessary to use this system appropriately and to report any improper usage and/or abuse to the network system and equipment.

Common Courtesy and Respect for Rights of Others:

Be fair to other users. Do not remain on the network for excessive periods of time. Do not use the network in a way that would disrupt other users on the network. Comply with all legal restrictions regarding the use of information that is the property of others. Users are responsible for recognizing (i.e. attributing) and honoring the intellectual property rights of others.

Responsible Use of Resources:

The computer network has been installed to enhance the delivery of instruction. Acceptable activities for students are class assignments and career development. Professional development and community activities are acceptable for employees.

Privileges

Control of Access to Information:

Montrose Community Schools may control access to its information and the devices on which it is stored, manipulated, and transmitted.

Responding to Security and Abuse Incidents and Impositions of Sanctions:

All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of the Montrose Community School's computers and networks or other telecommunications equipment. The user must take immediate steps to insure the safety and well being of information resources. Once the Director of Technology has been notified, corrective action will be taken. Montrose Community Schools may impose sanctions and punishments on anyone who violates the district policies or laws applicable to computer and network usage. Persons in violation of this policy are subject to the full range of sanctions, such as the loss of computer or network access privileges, disciplinary action, including, but not limited to, dismissal from the Montrose Community Schools and/or legal action. Some violations may constitute criminal offenses, under local state and federal laws. Montrose Community Schools will carry out its responsibility to report such violations to the appropriate authorities.

System Administration Access

A system administrator may access others files or accounts for the maintenance of networks and computer storage systems. He/She may access others' files or accounts to investigate allegations of misconduct, violations of district policy or procedure, or violation of local, state, or federal law. In all cases an individual's privileges and rights of privacy are to be preserved to the greatest extent possible.

Monitoring of Usage, Inspection of Files:

The system administrator may, without prior notice to the user, routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for evidence of violation of law or policy.

Suspension of Individual Privileges:

The district may suspend computer and network privileges of an individual for reasons relating to the safety and well being of students or other staff members or Montrose Community School's property. Access may be restored when safety and well being can be reasonably assured, unless access is to remain suspended as a result of formal disciplinary action imposed by the Board of Education or District Administrator(s).

Enforcement of the Appropriate Use Policy:

Any request from an external organization conducting an investigation of an alleged violation involving the Montrose Community Schools district computing and networking resources must go through the Superintendent.

Educational Objectives:

In making decisions regarding access to the Internet, the Montrose Community School District considers its own stated educational mission, goals and objectives. The school district has a limited educational purpose, which includes the use of the system for classroom activities, professional or career development, and limited

high quality self-discovery activities. Limited recreational game playing may be tolerated only with permission of the teacher.

Use of Computer System:

All users are responsible for the security and integrity of the information stored on the Montrose Community School's network. This can be accomplished by making regular backups of the information and controlling physical and network access to the machines.

Sharing of Access:

Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others. Users are responsible for any use of their accounts. Users may not run or otherwise configure hardware or software to intentionally allow access by unauthorized users.

Termination of Access:

When a user is no longer a student or employee of the district, network privileges are terminated. Formal authorization must be obtained to use the facilities, accounts, access codes, privileges, or information.

HARMFUL ACTIVITIES PROHIBITED

Harassment:

All district policies and procedures regarding harassment, discrimination, publicity, hazing, and non-academic student conduct pertain to the use of network resources. No user shall intentionally disrupt or damage academic, research, and administrative data. Nor shall they invade or threaten to invade another person's privacy, academic or otherwise.

Academic Dishonesty:

Users should always use the high ethical standards outlined in the district policy manual when using computer resources. Academic dishonesty (plagiarism and cheating) is a violation of these standards.

Denial of Service:

Deliberate attempts to degrade the performance of any computer system/network or to deprive others of resources or access to any district computer system is prohibited.

Use of Licensed Software:

No software may be installed, copied, or used on the district resources except as approved by the Director of Technology.

Commercial Advertising, Personal Business and Campaigning Activities:

The district does not permit the use of district owned equipment or network resources for political campaigning or commercial advertising activities without the express permission of the Superintendent. Incidental personal use that has negligible effect on the use of the system may be permitted. Teachers may also use the system for activities supporting scholarly pursuits.

Network Installations:

Users may not connect any network equipment to the Montrose Community School's network without the authorization of the Director of Technology. Network equipment includes, but is not limited to, computers, printers, hubs, routers, firewall, bridges, and switches or any devices that provide network connectivity.

Unacceptable Use for Student Users:

- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Accessing another person's materials, information or files without the implied or direct permission of that

person is prohibited.

- Users shall not use or try to discover another user's password.
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer virus, bus, worm or other similar name onto the district technology networks or equipment.
- Users will not modify any settings on the computers including, but not limited to, the desktop or screensavers.
- Users will not download or install anything on the district's computers.
- Users will not participate in any chat rooms, IRC, ICQ or instant messages.
- Users shall not participate in playing computer games without the direct permission of the teacher. All games should have an educational purpose in line with the district's curriculum and instructional purpose.

Carter Elementary K-3 Behavior Rubric

<p>Level 1 Disrespect towards others and teasing</p> <ul style="list-style-type: none"> unkind gesture or looks name calling/teasing excluding others on purpose behaviors that hurt feelings play fighting physical or verbal horse play ("just kidding" or "no offense" type language) defiance or disrespect non-compliance 	<p>First Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior discuss briefly an alternate action to mean behavior opportunity to apologize/make it right 	<p>Second Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior removal of activity, area, or toy for 5 min to calm down & think about it discuss and practice alternate action to mean behavior after time out opportunity to apologize/make it right 	<p>Third Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation 10 min time out discuss and practice alternate action to mean behavior after time out opportunity to apologize/make it right Student calls home in admin. presence 	<p>Fourth Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation immediate 15 min time out discuss and practice an alternate action to mean behavior 1 supervised lunch and recess discuss with principal teacher contacts parents opportunity to apologize/make it right
<p>Level 2 Physical contact/Vulgarity (gestures or words)</p> <ul style="list-style-type: none"> pushing shoving grabbing tripping hitting slapping threatening (non-death) property damage 	<p>First Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation time out 5 min discuss and practice an alternate action to mean behavior opportunity to apologize/make it right 	<p>Second Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation immediate 10 min time out discuss and practice an alternate action to mean behavior 1 supervised lunch and recess discuss with principal Student calls home in admin. presence opportunity to apologize/make it right 	<p>Third Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation immediate 15 min time out discuss and practice an alternate action to mean behavior 2 supervised lunch and recess discuss with principal teacher and principal conferences with parents 	<p>Third Time Date: _____</p> <ul style="list-style-type: none"> opportunity to apologize/make it right 1 day in-school or out-of-school suspension at principal's discretion positive behavior plan with parents
<p>Level 3 Severe physical contact</p> <ul style="list-style-type: none"> punching fighting biting kicking spitting intentionally on others throwing objects with the intent to hurt someone retaliation for someone reporting stealing false reporting of aggressive behavior racial/ethnic or sexual name calling severe harassment or behavior that may injure self or others 	<p>First Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation immediate 10 min time out discuss and practice an alternate action to mean behavior 1 supervised lunch and recess discuss with principal office contacts parents opportunity to apologize/make it right 	<p>Second Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation immediate 15 min time out discuss and practice an alternate action to mean behavior 2 supervised lunch and recess discuss with principal teacher and principal conference with parents opportunity to apologize/make it right 	<p>Third Time Date: _____</p> <ul style="list-style-type: none"> 15 sec intervention restate definition of hurtful behavior documentation immediate 15 min time out discuss and practice an alternate action to mean behavior 3 supervised lunch and recess discuss with principal student calls parents opportunity to apologize/make it right 	<p>Third Time Date: _____</p> <ul style="list-style-type: none"> 1-2 hour in-school suspension at principal's discretion 1 day in-school or out-of-school suspension at principal's discretion positive behavior plan with parents