Central Elementary School

305 East Hotchin Avenue
White Pigeon, Michigan 49099

(269) 483-7107 (Phone)
(269) 483-8432 (Fax)

School Hours
M-Th
First Bell: 7:45 a.m.
Classes Begin: 7:50 a.m.
Student Dismissal: 3:10 p.m.
Fri
First Bell 8:45 a.m.
Classes Begin 8:50 a.m.
Student Dismissal: 3:10 p.m.

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White Pigeon Community Schools
Administration

Mrs. Shelly McBride	Superintendent	483-7676
Mr. Damien Loveless	HS/MS Principal	483-7679
Mrs. Connie Wright	Business Manager	483-7676
Brooke McClure	Assistant Principal/Athletic Director	483-7679
Mrs. Katlin Thomas	Central Elementary Principal	483-7107
Mrs. Haley Houtz	Central Elementary Assistant Principal	483-7107
Mr. Cody Back	Director of Maintenance/Facilities	483-7676
Mrs. Michelle Delarye	Transportation Supervisor	483-7439
Mrs. Michelle Sellers	Food Service Supervisor	483-2240

Central Elementary School

305 East Hotchin Avenue
White Pigeon, MI 49099
269-483-7107

Superintendent	Shelly McBride
Principal	Katlin Thomas
Assistant Principal	Haley Houtz
Secretary	Kelly Bailey
Clerk	Samantha Brooks

Classroom Teachers

Paula Meadows	Y5	Danielle Shultz	3rd
Katie Todd	Kdg	Emily Miles	3rd
Kelly Hall	Kdg.	Carrie Miracle	4th
Jennifer Outlaw	1st	Ashley Lane	4th
Skye Keeslar	1st	Stephenie Smith	2nd
Laura Walker	2nd	Tori Machan	5th
Jaime Ibbotson	2nd	Heather Schmeling	5th
Courtney Strang	1st		

Stacie Back	Special Education
Kim Dietz	Special Education
Kaci Wilkinson	Special Education
Rebecca Eggleston	Reading Interventionist ESOL
Denise Lewis	Music/Technology
Brett Allman	Physical Education
Sara Pope	Student Support Coordinator
Melissa Krull	Student support and community resource coordinator

Paraprofessionals

Paula Bedard- Librarian	Sheena Hoover - Title I
Sheila Boodt– Special Education	Kaitlyn Westcomb - Title I
Amanda Mercer- Special Education	Paige Laferty-Title I
Rebecca Allinger - Special Education	Renee Lane- Student Support

History of Central Elementary School

In the early 1950's there was an increase of population in the area and school became crowded. At this time the old White Pigeon Community School on Lincoln Street was a K-12 building. It was so crowded that the old Boy Scout house was used as a classroom. It became apparent that more classrooms were needed. To solve the crowding, an elementary school building was constructed in 1954. The new building known as Central Elementary School, consisted of a gymnasium with locker rooms, a stage, eight classrooms, administration area, boiler room, library, storage area and public restrooms. During this period the old high school used the new gymnasium.

Leaders of the school district at this time were Superintendent Warren Fudge and Board of Education members Harold Schmidt, Leo Moore, Dr. Harry Pennington, Carl Roberts, and Russel King. Later, in 1955, a band room addition was completed and also used by the high school students. That addition has now become the library. In 1957, two important events occurred, Baldwin Prairie became a part of the White Pigeon School District and Central Elementary expanded again. Four classrooms, a multi-purpose room, administration office and restrooms were constructed.

In 1964, John Frye became the first Principal and was succeeded by Jerry Eckert. Roger Mitchell became Principal of Central Elementary in 1968 and served 20 years.

In 1965, with the addition of the Cook School children, six more classrooms were added. The last major construction was in 1970 with the addition of two more classrooms, a music room, and kitchen area. This addition gave Central Elementary a total area of 53,400 square feet. Central Elementary was then a K-6 building. In 1974, Mottville consolidated with the White Pigeon School District. Eventually, four modular classrooms were added behind the library to solve overcrowding. The modulars then housed band, music, and I.S.D. staff. In 1987 Mottville School was converted to Little Chief's Village which housed kindergarten, young five's, and preschool classes. Central Elementary then housed first through sixth grades.

William Magill and Marvin Schneider served as principals for the 1988-1989 school year. Marvin Schneider continued as principal until the end of the 1994-1995 school year. Ann Bird became principal with the start of the 1995-1996 school year, continuing as principal until leaving in December of 1998. David Buresh became interim principal for the remainder of the 1998-1999 school year. Verne Sawyer was named principal starting the 1999-2000 school year. He remained principal through the 2004-2005 school year.

During the 2002-2003 school year the White Pigeon School Board voted to pause the operation of both Baldwin Prairie Elementary and Little Chiefs Village. All students from these two buildings are now housed at Central Elementary making it a kindergarten through sixth grade building. Nicole Airgood was named principal for the 2005-2006 school year following the retirement of Verne Sawyer.

During the summer of 2008, renovations started at Central. The community voted in a “Sinking Fund” to repair the roof and replace the windows and the boiler. Unfortunately, the building had a fire on August 15, 2008. This resulted in more renovations to the west end of the building. In January or 2009, the building was completed so that students could attend class in the west end. Although the fire was a tragedy, Central came out ahead thanks to the many community members and companies who assisted during this trying time. Nicole Airgood left as principal in the summer of 2009. Shelly McBride was named principal in 2009. Brooke McClure named assistant principal 2021. Eric Kistler and Katlin Thomas were hired in 2022 as principal and assistant principal. Katlin Thomas was hired in 2024 as the Central Elementary Principal. Haley Houtz was hired as the building Dean of Students in November 2024 and was named Assistant principal for the 2025-2026 school year.

The voters have recently passed both a sinking fund and bond allowing for extensive renovations at Central Elementary and new classroom, library, and cafeteria furniture! Through these passing votes we have also been allowed to add a second computer lab, purchase mobile devices, and update our security. We are excited for all of these changes and are so appreciative to the community for their continued support.

Welcome to Central Elementary School

Dear Central Families,

Welcome to Central Elementary School! Our students, staff, and families take great pride in the family atmosphere we have developed. We want our school community members to feel appreciated and supported. By working together - students, parents, staff, and community - we will achieve our goal of preparing our children to be productive and thoughtful members of society.

We recognize each student comes to school with unique experiences, characteristics, and abilities. We understand every child is valuable and capable of learning. As a staff, we pledge to help every child grow and learn. As parents, you are vital to your child's education. Please involve yourself in their growth as learners and individuals. We welcome parents to visit the school, volunteer in classrooms, attend monthly parent meetings, and to call the school when questions or suggestions arise. You are a key part of the educational team for your child.

This handbook is meant to be a useful reference guide regarding Central Elementary School policies and procedures. The cooperative suggestion of teachers, administrators, parents, and state school code served as a guide when preparing this handbook. It is provided for your information and convenience.

Thank you for being an integral part of your child's educational experience at Central Elementary School. Together, as a team, we will accomplish great things and make the years at Central a positive and memorable experience for all. Welcome to the Central family!

Sincerely,

Katlin Thomas

Principal

Central Elementary School
CHIEF EXPECTATIONS

Central's Teaching team, along with administration, has put in place CHIEF EXPECTATIONS for all areas of the building. Staff and students will have a clear understanding of Central's expectation to provide a safe, educational and fun environment for all students and staff.

As a part of CHIEF EXPECTATIONS, students will participate in receiving whole school rewards. Staff will collaborate with one another to set grade appropriate behavior goals centered around Chief Expectations. They will support students in their learning and demonstration of school wide expectations. With a positive approach to rewarding positive behavior, Central will work as a team to build a culture of academic excellence, accountability and growth.

Staff Managed (Minor) Problem Behaviors

Staff managed behaviors are "minor" problems that can be redirected quickly without significantly disrupting the flow of instruction or school activity, do not require the direct contact with the office, and if performed infrequently would not be considered a problem.

Some examples of staff-managed problem behaviors:

Classroom disruption
Defiance
Disrespect
Inappropriate behavior
Inappropriate displays of affection
Name calling/teasing/harassment
Non-compliance
Physical contact
Technology misuse

General Procedure for Minor Problem Behavior

Instances of minor problem behavior will usually involve stating the behavior expectations and redirecting the student to the appropriate task/activity. Staff will work hard with a student to get the inappropriate behavior corrected before a detention or an office-managed referral is assigned.

Consequences will be based on the severity of the problem and history of specific behavior. These consequences can include but are not limited to loss of privilege, time out, loss of recess, re-direct, re-state rule, buddy room, restitution, conference with student, parent contact, paying for damaged/stolen property, loss of after school activities sponsored by CPO or the school, and loss of field trip privileges.

Office-Managed (Major) Problem Behaviors

Problem behaviors that are "major" and require being sent to the office include any behavior that places self or others at physical risk, prevents the on-going delivery of instruction and/or violates a school rule/expectation.

Some examples of office-managed problem behaviors:

Arson
Bomb threat/false alarm
Defiance
Disrespect
Harassment
Inappropriate display of affection
Inappropriate language
Insubordination/non compliance
Lying/cheating
Off school location/out of bounds area
Physical aggression/fighting
Technology Violation
Theft
Three documented instances of same minor problem behavior
Use of/possession of illegal drugs or look alike drugs
Use of/possession of weapons or look alike Weapons

Procedures for Office Referrals

Consequences will be based on the severity of the problem and history of specific behavior. These consequences can include but are not limited to loss of privilege, time out, loss of recess, re-direct, re-state rule, buddy room, restitution, conference with student, parent contact, paying for damaged/stolen property, loss of after school activities sponsored by CPO or the school, loss of field trip privileges, and authorities called when appropriate. Students in 3rd – 5th grade will lose privileges of marking period reward and K-2nd grade students are subject to teacher/principal discretion for participation.

Students who commit major offenses will receive an office referral. The following is the Office Referral process:

Office Referral #1 – Office referral will be completed by the student and "person in charge" at the time of the offense. All office referrals will be reviewed by the classroom teacher and principal. The office referral will be sent home to be signed by the parents. Parents will keep the yellow copy and send the white copy back to school.

Office Referral #2 – Office referral will be completed by the student and the "person in charge". The student will contact parents to tell them personally what inappropriate behavior was done. The office referral will be sent home to be signed by the parents. Parents will keep the yellow copy and send the white copy back to school.

Office Referral #3 – Office referral will be completed by the student and the "person in charge". The student will contact parents to tell them personally what inappropriate behavior was done. The office referral will be sent home to be signed by the parents. Parents will keep the yellow copy and send the white copy back to school. Parents, student, teacher, administrator and any other staff involved may have a meeting to discuss the ongoing problem(s). Potential BSAT referral and/or Potential Suspension. Students in grades 3-5 may not be able to attend the next non academic school function that occurs outside of the school day.

CONTINUING MISBEHAVIOR MAY RESULT IN AN EXTENDED SUSPENSION FROM SCHOOL.

An administrator has the right to deviate from any and all steps if the offense warrants such action.

Automatic Suspension Offenses

Distributing or receiving explosives or controlled substances

1. Parents are called by the principal or classroom teacher and must report immediately to pick-up the child.
2. Student will be suspended or sanctioned in a manner deemed appropriate by the principal.
3. A police report will be submitted.

Automatic expulsion from school for Rape, Arson, or Possession of a Dangerous Weapon

School Code (MCL 380.1311) requires the expulsion of students who possess a dangerous weapon in a weapon free school zone or who commit arson or rape in a school building, on school grounds, or at any school related activity. A student may also be expelled for disciplinary reasons by action of the school board, upon recommendation of the principal.

FOR CONTINUOUS BEHAVIOR PROBLEMS – THE PRINCIPAL WILL PRESENT A RECOMMENDATION TO THE BOARD OF EDUCATION REGARDING POSSIBLE EXPULSION FROM WHITE PIGEON COMMUNITY SCHOOLS.

SNAP SUSPENSION

In accordance with Public Act 103 (teachers suspension of students), Public Act 104 (verbal or physical assault on an adult), and Public Act 102 (verbal or physical assault on a student or students), Central Elementary School will strictly and consistently enforce these laws. For copies of our Board Policies of these Public Acts, please see the building principal.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA 2004) and the Americans with Disabilities Act (A.D.A.).

Restorative Practices

Under MCL 380.1310d outlines that school districts must consider the following seven factors before suspending or expelling a student beginning with the 2017-2018 school year:

1. Student age
2. Disciplinary history
3. Disability
4. Seriousness of the behavior
5. Whether the behavior posed a safety risk
6. Reportative Practices

7. Whether a lesser intervention would address the behavior

School Bus Discipline Procedures

Bus drivers, at their discretion, may give a warning before using this ticket procedure. When a ticket is issued, principals will receive a copy and the following consequences will be implemented.

*Severe infractions – the student may be removed from the bus immediately. No previous warning is required. This will include a **minimum** three (3) day bus suspension.

*1st ticket: Parents must discuss the problems with their child and the child MUST return the slip to the driver, signed by the parents, before riding the bus again.

*2nd ticket: Student is suspended from riding the bus for three (3) days.

*3rd ticket: Student is suspended from riding the bus for five (5) to ten (10) days.

All severe violations and bus suspensions of three (3) days or longer will require the parents to schedule and hold a conference with the driver and the transportation supervisor. The white copy of the violation notice must be signed by the parent and returned to the driver before the student can ride the bus again.

Extreme violations of school bus rules may result in the loss of bus privileges for the remainder of the school year. You can reinforce this, on the first School Bus Discipline Notification issued by your child's bus driver. A bus suspension does not mean mandatory school suspension. A suspension includes **ALL** bus transportation.

The bus is an extension of the classroom and all codes of conduct will be required of students by the transportation department. Enforcement of violations will follow bus discipline procedures and be consistent with appropriate legal standards.

General Information

Daily Schedule – Subject to change according to schedule needs

M-Fri First Bell at 7:45 a.m.
Classes Begin at 7:50 a.m.

-School doors do not open for students until 7:45 a.m. unless:

1. the weather is especially cold or rainy and approved by office
2. or other specific reasons approved by office

Published Pictures of Our Students

We would like to publish pictures of our students. If you prefer your child is not photographed and named in local newspapers and newsletters, please fill out the form available in the office.

Administration of Medication

Prescription medication will not be administered unless accompanied by the permission form available in the office. This form needs to be filled out by the child's physician. **All medications (prescription and non-prescription) need to be in the original containers with full instructions printed on the container. We cannot accept medication in baggies, envelopes or plastic containers.**

Accidents

Students involved in minor accidents and/or receiving SMALL CUTS, SCRATCHES, OR BRUISES will be cared for by the school personnel. If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parents to come and get the child. If the parents cannot be reached, the person designated on the emergency card will be notified. If neither parent nor the second person designated can be reached, the principal will determine if the child needs a doctor. If the emergency card has been signed, the child will be taken for treatment.

In all cases, EVERY EFFORT WILL BE MADE TO REACH AND NOTIFY THE CHILD'S PARENT(S).

Adult School Visitations

Parents and other citizens are encouraged to visit the school. However, for the safety of students and school personnel, all **visitors** will be **required to sign-in and sign-out at the office.** After signing-in a visitor will receive a **"visitor's badge",** which must be worn in a visible manner at all times while in the building. Parent-teacher contacts are encouraged, along with the active participation of parents in the educational process. For the safety of students and staff, parents and visitors will not be allowed access to the classrooms to volunteer without first receiving permission from the teacher of the classroom to be visited.

If you wish to visit, volunteer, or observe in the classroom, please contact your child's teacher ahead of time and arrangements can be made. We welcome your involvement, but we must look out for the safety of your child(ren), other students, and the staff at all times.

Attendance

Daily attendance, of all students enrolled in Michigan Public Schools, is required in accordance with State law and School Board Policy.

Section 380.1561 of the General School Laws of Michigan states:

"Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday."

A. **It is the intent of the Central Elementary School to monitor and promote regular school attendance. A record of the attendance of each student shall be maintained in accordance with the following classifications:**

1. **"Tardy"** shall mean a child arrived after the beginning of class but before 8:15 a.m. M-Fri
2. **"Absence"** shall mean a child missed more than 30 minutes of class time.

Frequent absences and/or tardies may affect a student's participation in non-curricular field trips and events, promotion to the next grade, and/or may result in disciplinary consequences and referral to legal agencies.

ATTENDANCE POLICIES AND PROCEDURES

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. In order for students to benefit from the primary goal of the White Pigeon's programs, to have students learn job-specific skills and academics, it is essential that each student maintain regular and punctual daily attendance in all classes. Attendance is necessary and essential for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability and self- discipline. The purpose of the attendance policy is to help students develop these characteristics and to maintain academic standards for earning credit. **Attendance is the responsibility of the student and parent.**

Attendance Regulations
Regular attendance enables a student to hear and participate in class instruction, and exposes students to group interactions with their teacher and fellow students. Such experiences cannot be developed when absent or tardy.

Reporting Absences
Parents are expected to call the school between 7:30 a.m. and 8:30 a.m. to report the absence and reason. At 8:30 am a robo call will be sent if your child is unexcused. If a telephone call is not possible, the student upon his/her return to school may present a note. The note should document the date of the absence and the reason for the absence. If students are leaving or returning to school from a professional appointment then a note or form on letterhead from the appointment is required.

VERIFICATION OF ABSENCES:
Verification must be done by a parent calling on the day of the absence to the attendance office at 269-483-7107.

Definition of Excused Absences

Excused absences are absences that are verified by a phone call or note from a parent or legal guardian to the office **within 2 school days following the day of the students return to class**. Excused absences may include illness, hospitalization, family emergencies, funerals, and professional appointments, etc. If the absence is not excused within 2 school days it will remain an unexcused absence. A written excuse or phone call for absence from school may be approved for an appealed mark for one (1) or more of the following reasons or conditions:

A. Personal Illness
The principal may require a doctor's confirmation if s/he deems it advisable.

B. Illness in the Immediate Family

C. Quarantine of the Home
This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death of a Relative

E. Observance of Religious Holidays
Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

F. Absence During the School Day for Professional Appointments
Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, the following should occur when a student is to be absent for part of the day:

It is the parent's responsibility to maintain awareness of their student's absences and credit status. This information is available on Powerschool at the White Pigeon website. Pre-arranged absences (including religious obligations, family vacations, etc.) are considered appealed absences provided the school is contacted at least 2 days prior to the absence when possible. Students are responsible to request work from their teachers and submit all requested work upon the first day they return to school.

Definitions of Unexcused Absences

An **unexcused** absence is any absence for which the school **has not received a phone call or note from the parent or legal guardian, within 2 school days following the day of the return to class**.

Truancy

1. Absences in excess of 5 days/semester or 10% without a valid excuse is an alert to examine the youth's attendance for possible truancy issues, especially if other warning signs exist: repeated patterns of truancy in the previous semester or past school year, suspensions for criminal behavior, failing grades, behavioral write ups, drug or alcohol use.

2. If a problem exists, the Truancy personnel shall send letter #1 (form attached) to the parent or guardian of the child indicating there is an attendance problem and a meeting has been scheduled to discuss the absences. It may be sent via certified mail, return receipt requested, delivered to addressee only, as well as by regular mail. It may also be personally served on the parent or guardian. Each parent or guardian must receive their own copy of the letter if they do not live in the same house. For single family households, address the letter to both parents.

3. Additional strategies are included in the addendum as interventions that may be used.

4. The school meeting must include the child, the child's parent or guardian, Truancy personnel and other appropriate school officials. An agreement should be reached regarding attendance and must include the requirement that the youth will resume regular and consecutive school attendance. The agreement must be signed. Consequences should be discussed in the event truancy remains a problem. Educational and referral services will be offered as well as services

provided through the Youth Intervention Specialist. If the parent/guardian or student refuses to attend or sign the agreement then note their refusal on the form and keep with the file for future processing if behavior continues.

5. The Truancy personnel will give all of the child's teachers and school principal a copy of the letter sent to the parents and the attendance agreement so attendance can be monitored and reported to the Truancy personnel .

6. If the child misses school two times in the next 30 calendar days or 3 more times in the next three months, the Truancy personnel may request a Truancy Conference with the Court. The school will send letter #2 to parents at this time and contact the Court Services Coordinator. The Court will send a letter to the family and schedule the Truancy Conference. The Court Services Coordinator, Local School Representative with knowledge of the student, Youth Intervention Specialist (optional) and the Truancy Officer (mandatory) will meet with the parent or guardian and the child. A parent/guardian and the child must attend the meeting.

Appealed Absences:

A. Verified hospital confinement and immediate convalescence and/or infectious illness and diseases will not count toward the student's accumulation of five (5) days. Verification must be made via a doctor's note.
B. A verified absence for attending a funeral will not be counted toward the student's accumulation of five (5) days.
C. An absence due to a subpoenaed court appearance will not be counted toward the student's accumulation of five (5) days.
D. Participation in school activities of the school program, provided that arrangement for the absence and the completion of assigned school work have been made in advance and approved by the Principal will not be counted toward the student's accumulation of five (5) days. Pre-arranged college visitations will be limited to two (2) in the senior year only.
E. In-school and out-of-school suspensions are not considered excused or unexcused absences. Students are responsible for work missed due to suspension and credit may be lost because of the inability to recreate all classroom experiences (i.e. field trips, guest speakers, hands-on labs, etc.).
F. Testing positive for a contagious Disease.

Extended Absence:

Students must complete an extended absence form if they are planning to miss more than two consecutive days of school. Extended absence forms may be picked up in the office. The form must be signed by all teachers, parent/guardian, and principal. The teacher's signature indicates knowledge of the extended absence. This form must be turned in to the office a minimum of one day prior to the absence. These absences still count toward the maximum of 9 absences during the marking period unless extenuating circumstances are approved by the administration.

STUDENTS LEAVING AND ENTERING THE BUILDING:

No student is to leave school during the day without prior approval from the parent/guardian. Students will not be allowed to call home to ask permission to take another student home during the school day.

The following procedure is to be followed for students leaving for appointments or illnesses:
A parent or guardian will sign out in the attendance office before leaving and sign back in when you return to school and provide documentation from the appointment.

Any student who becomes ill at school must report to the office. All attempts will be made to notify parents if the illness is serious enough to warrant going home. No student is allowed to leave school without securing permission of the parent, guardian or emergency contact. If a student leaves without following appropriate check-out procedures, this absence will be unexcused.

Students entering the school building after the beginning of the school day MUST REPORT WITH A PARENT/GUARDIAN to the office to sign in.

BULLYING

School Code Act 451 of 1976, 380.1310b, is legislation that requires the District to adopt policy to provide a safe and nurturing educational environment for all of its students. This Act shall also be known as "the Matt Epling Safe School Law".

Central Elementary School will maintain a zero tolerance policy towards bullying. For this policy, bullying will be defined as any mean look, gesture, work, or action that is repeated over time, and that hurts a person's body, feelings, friendships, or property.

Bullying also includes cyberbullying – any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils, either directly or indirectly. The following list (not inclusive) of behaviors will be considered bullying and the consequences may vary depending upon the intent and severity

BULLYING BEHAVIORS:

Pushing/Shoving
Mocking
Name Calling
Taunting
Kicking/Hitting
Playing a Dirty Trick
Excluding From a Group
Teasing About Appearance
Embarrassing
Graffiti
Dirty Looks
Malicious Rumors
Spreading Rumors
Social Rejection
Maliciously Excluding
Teasing About Clothing or Possessions

In addition:

- Setting up to take the blame, or to look foolish
- Publicly challenging another to do something
- Locking in a closed or confined space
- Forcing someone to do something against their will
- Threatening with total isolation by peer group
- Physical acts that are demeaning and humiliating, but not bodily harm (e.g., pulling down pants, hand gestures, etc.)
- Publicly humiliating (e.g., revealing personal information, etc.)
- Manipulating social order to achieve rejection

The following behaviors will automatically receive an action plan:

- Ethnic slurs
- Physical violence
- Spitting
- Threatening with a weapon

- Verbal threats of aggression against property or possessions
- Verbal threats of violence or of inflicting bodily harm
- Cyberbullying – any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils, either directly or indirectly.

Communicable Disease

In order for us to minimize communicable diseases and help keep your child healthy and happy, please keep your child home from school when they are ill or have symptoms.

Signs to look for:

- flushed face and warm/hot dry skin
- rash or itching skin or scalp
- unusual paleness and cold
- stiff neck or back
- runny nose, sneezing, bad cough
- unexpected profuse sweating
- pain in ear, chest, stomach, or joints
- nausea, vomiting, or diarrhea
- watery, runny, or glassy appearance of eyes
- chills and fever
- sore throat, hoarse or husky voice, swollen glands
- drowsiness – especially at a time he is usually wide awake

Dress Code

Students do have a right to their own taste and style in their dress and hair, we do insist on the following rules:

1. Appearance must not cause an interference with schoolwork, create classroom disorder, and/or affect the safety of the student or other students and staff.
2. Students wearing inappropriate clothing will be required to change. They will be given alternative clothing to wear or we will call home and see if anyone can bring a change of clothes to the school.
3. Hats and hoods will not be worn inside the building unless it is an approved dress up day and/or prior approval from teacher or administration.

Drug Free School Policy for Students

Being under the influence of, in possession of, or using any controlled substance is prohibited on or near school grounds or as a part of any school activity. A controlled substance includes, but is not limited to, tobacco, alcohol, illegal drugs, look-alike drugs, and any controlled substance.

Any student possessing, using, selling, or transferring a controlled substance can be given 30 days or the remainder of the semester, whichever is greater, of out-of-school suspension with the strong recommendation to seek testing, evaluation, and treatment of the problem before re-entry to school.

A second violation will require disciplinary action by the Board of Education. The student and parent/guardian must appear before the Board of Education before re-entry.

All violations will require notification of local law enforcement authorities.

TOBACCO FREE SCHOOLS POLICY
(Effective the opening day of the 1995-96 school year)

It is the desire of the Board of Education to provide a healthy environment for all students attending White Pigeon Community Schools. In order for this goal to be attained the Board henceforth prohibits all individuals from using tobacco (in any form) in any school building, on school grounds, or in any school vehicle.

LEGAL REF: MCL 750.473

First Reading: August 15, 1994
Second Reading: September 19, 1994
Approved: September 19, 1994

Central Elementary Expulsion Policy

School Code (MCL 380.1311) requires the expulsion of students who possess a dangerous weapon in a weapon free school zone or who commit arson or rape in a school building, on school grounds, or at any school related activity. A student may also be expelled for disciplinary reason by action of the school board, upon recommendation of the principal.

Field Trip Permission Slips

Permission slips for field trips (page 31) are kept in the student's permanent records and are good for any field trip while at Central Elementary. If you have not filled one out, please stop by the office or call 483-7107 and we will send one home. Teachers will send home additional information regarding field trips.

Fundraiser Procedures

No student at Central Elementary is required to participate in any form of fundraising that may take place. However, if the fundraiser is to pay for a special field trip that is not covered out of the school district's general fund, there may be an additional cost to a student that does not participate. Students and parents will be notified in writing as to what the cost will be before determining whether or not they wish to participate in the fundraiser.

When a student becomes involved in a fundraiser, that student and his/her family will be responsible for all materials and/or monies that may be due. If there are outstanding materials and/or monies, the student responsible may not be allowed to participate in the field trip.

Grade Change

A Grade May Be Changed Under School Code: 380.1249, Section 1249: Review of official transcript; grade changing procedures.

A grade may be changed by a Board Member, Superintendent, Principal, Counselor, or another Teacher when the Teacher giving the grade:

- Is informed of one (1) or more reasons for the change and concurs with the grade change

When the Teacher giving the grade **does not concur** with the Grade Change;

- A proponent for the grade change submits in writing a request for grade change to the principal stating reasons for a grade change within 30 days after the pupil received the grade(s)
- A teacher in a school or a counselor may become the proponent for a grade change and cause a panel to convene and is not subject to the 30 days limitation following a pupil receiving the grade(s).
- The principal may decide to file a notice with the Board that a panel may convene within 20 days of this filing.
- The panel must meet within 20 days after written request is received
- The panel must prove that there was no rational basis for the challenged grade under the teacher's established grading procedure.
- The panel's decision may be appealed to the Board within 30 days of the panel's decision.
- The panel will consist of:
    - 3 teachers selected by their bargaining unit
    - 1 Board member
    - Superintendent or Designee
    - **Cannot** be the person causing the panel to convene

Head Lice

(Our policy is aligned with the Michigan Department of Education and the Michigan Department of Community Health Head Lice Manual)

Head lice is usually a problem in the early fall. Please check your child's head before the start of the school year. Treatment is required if you find live lice and/or nits ¼ inch or closer to the scalp. It is our feeling that if we all work together and follow precautions, we prevent the spread of head lice to other children. We urge you as parents to:

1. Tell your children not to share combs, brushes, hats, scarves, coats, or clothing with other children.
2. If your child has long hair, we suggest you braid it or have them wear it in a "pony tail".
3. Watch to see if your child scratches his/her head and listen for any complaints about itching of the scalp.
4. If your child has been found to have head lice, check every member of the family. (Pets will not be infected) Look for tiny white eggs (nits) on the hair shafts, near the nape of

the neck and behind the ears. Head lice are small grayish-tan insects without wings. All family members with lice or nits must be treated.

5. Use an effective head lice treatment, mayonnaise or cooking oil. A second treatment is recommended 7-10 days after the first one. Whatever treatment you choose, follow the instructions carefully.
6. Wash clothes, bed linens, and towels. Use hot water, and then dry on the hot cycle for at least 20 minutes. Items such as stuffed animals, headphones, hats, and helmets that are not machine washable must be dry-cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks.

All children found with live lice and/or nits ¼ inch or closer to the scalp will have their parents called to inform them, and be sent home with a letter explaining our procedures. Parents will have the option of coming to get their child that day from school, but students will be allowed to stay for the remainder of that school day. Central Elementary requires all children with live lice and/or nits ¼ inch or closer to the head must be treated and rechecked before they may return to school. The recheck time will begin at 7:30 a.m. in the office. A parent whose child misses more than three days with head lice is considered negligent. Letters will be sent to the parent, following standard truancy procedures.

Immunization

Michigan law requires that "all children enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall submit a statement signed by a physician that they have been immunized or protected against Diphtheria, Tetanus, Pertussis, Measles, Rubella, Ployomylitis, and Hepatitis-B." **CHILDREN WILL NOT BE ALLOWED TO COME TO SCHOOL UNTIL ALL IMMUNIZATIONS ARE COMPLETE.**

<u>Your Child is REQUIRED to have the Following Immunizations:</u>

4 DPT - DIPHTHERIA, TETANUS, PERTUSSIS
4 - POLIO
2 MMR - MEASLES, RUBELLA, MUMPS
3 HEP-B - HEPATITIS-B
2 VARICELLA - CHICKENPOX (OR DATE CHILD HAD CHICKENPOX)
1 MENINGOCOCCAL - FOR CHILDREN 11-18 YEARS OF AGE

Student Information

We need current information for your child in case of emergency. We must know if you have:

1. a new address
2. a new telephone number
3. a new place of employment
4. a new work phone number
5. a change of baby-sitter
6. a change of emergency name or phone number

Please contact the school at 483-7107 ext: 52000 about these changes or send a note with your child to the office.

Keggar Policy

In accordance with recent laws, a school administrator or teacher must immediately notify the appropriate law enforcement agency when knowledge of a party containing illegal substances is known in advance, is presently taking place, or has taken place.

Leaving School

No Central Elementary student is to leave the school or playground without a written note from his/her parents.

The health, welfare, safety, and security of all of our students are of utmost importance. At times of emergency, when other than a parent or guardian comes to school to request permission for dismissal of a student during the school day, the individual's proper photo identification will be examined by the building principal, or office secretary (or attendance secretary where applicable). The student is to remain in the classroom while the parent/guardian is being contacted. The parent/guardian must give permission directly to the principal, or office secretary (or attendance secretary where applicable). Only after permission is given by the parent or guardian, will the student be called to the office and properly execute checking out procedures in accordance with the student handbook. Only then, will a student be given permission to leave with a non-parent or non-guardian.

Lost and Found

The children at Central Elementary may lose many items (hats, mittens, etc.) during a typical school year and will have an opportunity to claim them. If your child has lost something and cannot find it, please feel free to come to the Principal's Office and request permission to look through the "lost and found" box.

PLEASE MARK YOUR CHILD'S PERSONAL ITEMS, i.e., COATS, HATS, BOOTS, ETC., WITH FIRST AND LAST NAME

Medical Expenses and Liability

Medical expenses resulting from emergency care and subsequent treatment and rehabilitation for injuries sustained on school property are the responsibility of the parent or guardian.

Party Invitations

We **DO NOT** allow students to pass out **individual** party invitations in the school building. All such invitations should be sent to the home to prevent hurt feelings among classmates. A total class invitation is permissible.

Pesticides

Any time pesticides are used on school property, a notice will appear on the entrance door.

Recess Policy

Our policy concerning recess time is that **all pupils participate in recess unless they have a note from their doctor requesting otherwise**.

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Rainy conditions mean that we will be inside for recess. Listen to the weather report so you know how to dress your child for the day. **Children are not good judges of what weather conditions will be.**

When children wear boots to school, please make sure they bring shoes to wear in the classroom. All children need gym shoes for recess and physical education. This is for the safety of the children playing in the gymnasium.

Search and Seizure

To maintain order and discipline in the schools and protect the safety and welfare of students and school personnel, school authorities may search a student and/or student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without students consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and /or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Selling Items at School

Selling items at school by students is not permitted unless the student is selling for an organization that has been approved by school authorities. An example would be "Girl Scout Cookies", The Book Fair, etc. Check with the office before allowing your child to sell anything.

Sexual Harassment Policy

Every student/individual has the right to be treated with respect. Sexual harassment is a violation of the Civil Rights Act of 1964 and the Michigan Civil Rights Act. Sexual harassment is a form of discrimination. As sexual harassment is unacceptable at Central Elementary School, it is against the policy of this school for any student, administrator, teacher, employee, volunteer, or any visitor to sexually harass another person.

Sexual harassment is defined as: unwelcome sexual advances, or requests for sexual favors, or other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature.

Verbal includes: sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, remarks about a person's clothing or body, remarks about sexual activity or speculation about a person's previous sexual experience.

Non-verbal includes: sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures.

Physical includes: unwanted physical contact of a sexual nature, including touching, pinching, unnecessary touching, patting, hugging or brushing against a person's body, coerced sexual intercourse, assault.

1. Any student or his/her parent who believes he/she has been subjected to sexual harassment may (should) bring forward a verbal complaint to a building administrator. He/she will be asked to file a statement and asked for details.
2. Any allegation brought to our attention shall be reported to the counselor/social worker or principal who shall conduct an investigation of the incident. The investigation shall include notifications to the complainants' parent or guardian, notification to the accused of a complaint and his/her parent and a taking of a statement from the accused. Further investigation shall follow at the discretion of the counselor/social worker using the utmost care and discretion so as not to further harm either student's confidentiality.
3. Upon the conclusion of the investigation, the following range of penalties are possible at the discretion of school personnel:
    - Verbal harassment:
        a. Warning
        b. Warning, meeting with parent(s)
        c. Warning, meeting with parent(s), police
        d. 3 days out-of-school suspension
        e. 5 days out-of-school suspension
        f. Meeting with Superintendent and Principal
        g. Permanent expulsion
    - Physical harassment:
        a. Warning
        b. Warning, meeting with parent(s), police
        c. 3 days out-of-school suspension
        d. 5 days out-of-school suspension
        e. Meeting with Superintendent and Principal

f. Permanent expulsion

- Counseling sessions with the counselor/social worker may be required at each step as the infractions become more serious. In no event do the above penalties preclude the harassed student from filing a criminal complaint with the police.

- Any student found guilty of filing a false harassment charge shall be subject to the same range of penalties as above.
- If any student or parent is not satisfied with the results he/she may appeal through the regular appeals process to the superintendent and the Board of Education if he/she so desires.
- Central Elementary School will NOT tolerate any form of retaliation toward students (male or female) who have filed a sexual harassment claim. The range of penalties for such retaliation shall be the same as if that person had been the original harasser.

Sexual Harassment Report Form

Date Filed:_____

Name of Person Filing Statement:_____

Name of Alleged Harasser:_____

What happened:

When happened:

Witnesses:

What I said/did:

How I felt:

How the alleged harasser responded (verbatim quotations):

_____

Signature of School Personnel Signature of Student

*Signature only attests to agreement as to accuracy of recording of the above information

Student Placement

The following guidelines will be used to help in determining the placement of students. Placement decisions are based on teacher recommendations, special needs, academic balance and parental request. **A request is not a guarantee that the student will be placed in the requested classroom**. To make a request contact your child's teacher at the **beginning of April** with your child's current teacher to discuss the appropriate placement.

The evaluation of every request will be based on the following rubric. The rubric is based on School Board Policy and sound educational factors:

1. Board Policy HJ
    a. Academic Achievement
    b. Chronological Age
    c. Size and Physical Development
    d. Emotional Maturity
    e. Social Maturity
2. Board Policy HK
    a. Professional Staff Recommendation
    b. Mental Ability
3. Board Policy HL
    a. Self-Esteem (confidence)
4. Other Educational Factors
    a. Learning Style
    b. Test Scores
    c. Personality Needs
    d. Teacher Recommendation (double points)

Technology Policy and Procedures

The following section clarifies the Technology Policy and Technology Procedures documents adopted by the White Pigeon Community School Board of Education. Access to the internet via White Pigeon Community Schools indicates agreement to accept and follow its established policies. The "Internet Use Application Form" needs to be filled out, signed and returned to allow your child use of the internet at school.

If system users violate any of the district ethical and legal guidelines, their access via the school system may be terminated, and future access may be denied.

Responsible internet users will:

- Refrain from accessing any areas that may be offensive due to pornographic, discriminatory, violent, or otherwise illicit/illegal content
- Accept responsibility for monitoring information which they access or receive via the internet
- Accept responsibility for obeying copyright laws, i.e., they will not download games, music, graphics, videos, or text materials that are copyrighted
- Behave courteously and use appropriate language

- Report a known instance of inappropriate, harassing, and/or abusive language used over the system to an administrator, teacher, or counselor
- Refrain from revealing personal information such as an address and phone number over the internet
- Refrain from lending a password or account to others
- Refrain from wastefully using finite resources
- Refrain from degrading or disrupting equipment or system performance
- Respect the data of other users

White Pigeon Community Schools fully supports the internet as a tool to access information around the world. Its benefits and opportunities far outweigh any disadvantages of access. However, non-educational materials are also available through the internet. Ultimately, it is up to parents and guardians to set and convey standards for their children to follow, and it is the student's responsibility to uphold those standards. Accordingly, the district respects each family's right to decide whether or not to permit their child to access the internet.

The district assumes no responsibility for:

- Content received by an account holder from a source outside the district
- Costs, liability, or damages caused by the way access is utilized
- Consequences of service interruptions or changes
- Privacy of electronic mail

Misuse of internet consequences:

- 1st Offense: Detention and warning
- 2nd Offense: Banned from school computer usage for 9 weeks
- 3rd Offense: Banned from school computer usage for remainder of the school year
- 4th Offense: Banned from school computer usage for entire school career

(School related assignments that require computer use must be approved by the teacher and principal)

Central Elementary Electronics Policy

Cell Phone and Other Electronic Devices Policy

- Electronic devices (ex. Phones, Airpods, tablets, etc.) may be used before 7:50 a.m., and after 3:10 pm.
- Electronic communication devices are to remain in the student's backpack outside of these times.

Offenses

- 1st Offense: The electronic device is sent to the office for the rest of the day, student can pick up their phone at the end of their school day.

- 2nd Offense: Parent must pick-up the device. Student will notify the parent about this.
- 3rd Offense: Student will check-in their device to the office before the start of every school day for 10 school days.
- 4th Offense: Student will check-in their device the office before the start of every school day for the rest of the year.
- Self Reporting: A student who didn't realize that they had their device at school, and immediately self-reports to a staff member, will be provided the opportunity to secure per the above procedure without consequence (unless this repeatedly occurs).

Tornado Watch Policy

At the Special School Board Meeting, held on April 15, 1996, the White Pigeon School Board voted unanimously that **"during a tornado watch, students would not automatically be dismissed to return home."** There is much to take into consideration before a decision of early dismissal is made. As always, early dismissal and school closing will be communicated through local radio and television stations.

Fire, Tornado and Lockdown Drills

Fire drills are held throughout the year. The fire drill signal is a loud continuous buzzer sound. Classes leave the building and go to their designated area. Students will enter the building when the "all clear" signal is given.

Tornado drills are also held throughout the year. The tornado drill signal is announced over the PA system. The class will move to a pre-arranged location in the building and remain until the "all clear" is sounded. Students are to remain quiet and orderly.

Lockdown drills are held throughout the school year. These drills are announced over the PA system. Staff follows the procedures that are outlined in their "Go" box manuals.

All drill schedules are located on the district website.

Weather Information

Keeping parents informed and involved helps to assure student safety and improve student success. To help keep the lines of communication open, the school has implemented the Instant Alert for School. Within minutes of an emergency, school officials can use the system to deliver a single, clear message to the students' families by telephone, cell phone, e-mail, pager or PDA in any combination. An informational sheet is available in the office if you need one and also on the website.

Information will also be posted on our Facebook page for White Pigeon Community Schools.

Children Walking to School

For the safety of your children, we recommend students cross U.S. 12 at the intersection of U.S. 12 and Kalamazoo Street or at the corner of U.S. 12 and Lincoln Street. If your children cross at the intersection of U.S. 12 and Kalamazoo Street, using the stoplight, please make sure they are instructed how to cross properly and safely. Students crossing at the stoplight are not the responsibility of the school district. At the corners of Lincoln Street and U.S. 12 crossing guards will be posted between the hours of 7:15 –8:00 a.m. M-Th and 8:15-9:00 a.m. F and 3:00-3:30 p.m. Parents are asked to stress to children the importance of obeying the rules of the crossing guards and listening to instructions carefully.

Bicycle Procedures

Students riding bicycles to school should take the bicycle directly to the bicycle rack in back of the school. **All** bicycles should be carefully placed in the rack. It is recommended that all students riding bicycles use a bicycle lock.

Students are not to ride bicycles on the playground. All bicycle riders are requested to walk their bicycles across the street at all intersections and in areas of heavy congestion, i.e., the sidewalk in back of the school at the beginning and end of the school day.

White Pigeon Community Schools
Procedure for Resolving Concerns

Communications of personnel concern made to building administrators or program supervisors will be directed as follows:

- If an individual expresses a concern to a building administrator or program supervisor, the individual will be asked to complete "A Statement of Concern."
- The administrator or program supervisor will inform the individual with a concern to first discuss the concern with the appropriate school personnel. The administrator or program supervisor will explain how to make this contact.
- The administrator or program supervisor will notify school personnel of the complaint.
- The individual with the concern and school personnel will meet together to resolve the concern.
- If the problem cannot be resolved, then the administrator or program supervisor will meet with the individual expressing the concern and the school personnel.

Communications of personnel concerns/complaints made to the superintendent's level will be directed as described below:

- The parent or community member with a personnel concern will be asked by the superintendent if he/she has shared the concern with the staff member involved.

IF NOT:

- The parent or community member will be requested by the superintendent to share concern(s) with the staff member the concern involves. The superintendent will ask the parent or community member to keep the superintendent informed as to how the concern has been handled.
- The superintendent will communicate to the staff member's immediate supervisor. The superintendent will ask the immediate supervisor to keep the superintendent informed as to how the concern has been resolved.

IF THE PARENT OR COMMUNITY MEMBER HAS SHARED THE CONCERN WITH THE STAFF MEMBER:

- The parent or community member will be asked by the superintendent to share the concern with the staff member's immediate supervisor. The superintendent will ask the parent or community member to keep the superintendent informed as to how the concern has been resolved.
- The superintendent will communicate the concern to the immediate supervisor. The superintendent will ask the immediate supervisor to keep the superintendent informed as to how the concern has been resolved.

IF THE PARENT OR COMMUNITY MEMBER HAS EXPRESSED CONCERNS TO THE IMMEDIATE SUPERVISOR:

- The superintendent will request that the immediate supervisor, staff member, and parent or community member conference with the superintendent.*

IF THE CONCERN IS NOT RESOLVED AT THE SUPERINTENDENT'S LEVEL:

- The parent or community member will be provided with the opportunity to conference with the Board of Education's Personnel Committee, staff member, immediate supervisor, and superintendent present.*
- The Personnel Committee will in turn inform the entire Board of Education.

IF THE CONCERN IS NOT RESOLVED AT THE BOARD OF EDUCATION'S PERSONNEL COMMITTEE:

- The parent or community member will be provided with the opportunity to conference with the entire Board of Education in closed session with the staff member, immediate supervisor, and superintendent present.*
    1. So that educator's legal rights of due process will prevail, educators will be extended the right to meet individually with parents or community members whenever there are concerns. (Mr. Harlow Clagget, Attorney with Michigan School Boards Association, on March 1, 1996)
    2. The tape recording of the aforementioned meeting (other than what is specified in the Open Meetings Act) is prohibited by law. The only exception is when all parties mutually agree to tape record the meeting. (Mr. Don Bonato, Attorney with Thrun, Maatsch, and Nordberg, on March 1, 1996)

*All conferences will be scheduled at times that are available for all individuals to participate.