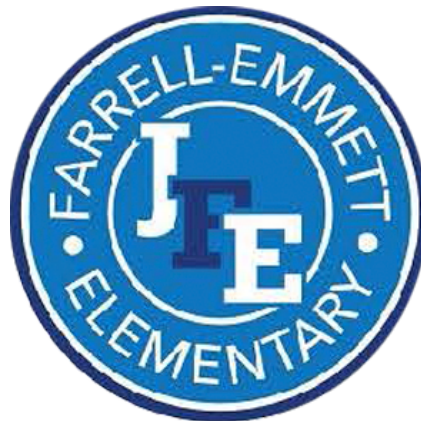
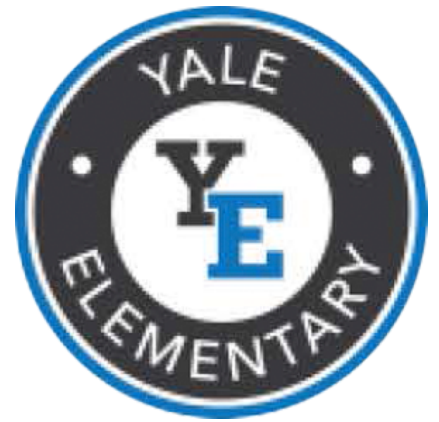


YALE PUBLIC SCHOOLS

ELEMENTARY STUDENT HANDBOOK



Welcome to Yale Public Schools! The staff at each of our elementary schools are committed to serving all our children and offering the best educational setting possible.

The Parent-Student Handbook is designed to inform families of the rights and responsibilities of students and the procedures of our elementary buildings. We ask that parents read and discuss the contents of this handbook with their children. We look forward to a successful year.

Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and the well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

We invite you to be an active part of your child's education and welcome your participation. In order to create the best learning environment possible, we need to work together to make our school a safe, pleasant place to learn.

ARRIVAL AND DEPARTURE

8:00 A.M.	Office Opens
8:35 A.M.	School Door Opens
8:40 A.M.	School Begins
3:45 P.M.	School Dismissed
4:00 P.M.	Office Closes

The school hours are **8:40 a.m.—3:45 p.m.** **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.** Students are not to arrive at school before **8:35 a.m.** when the doors are unlocked (unless otherwise scheduled for school-related activities). **Students who arrive after 9:15 a.m. will be considered absent for the morning.**

If a child needs to be picked up during the school day, the person picking up the student must be listed on the enrollment information, or the parent/guardian must call to give us permission to release the student to anyone not listed. While this may at times be inconvenient, it assures that an unauthorized person does not remove your child from school. **Students who leave before 3:00 p.m. will be considered absent for the afternoon.**

CHANGE OF DISMISSAL- The parent/Guardian must inform the office by phone or note prior to 3:00 p.m. to ensure enough time to communicate dismissal changes.

The Yale Public School District Board of Education, in accordance with the Every Student Succeeds Act, recognizes that parent(s)/guardian(s) involvement contributes greatly to helping children and staff achieve success in school. Each child's education is the shared responsibility of the school, the parent(s)/guardian(s), the student, and the community. Yale Public Schools encourages participation in making it possible for the District to progress and improve.

STATE OF MICHIGAN PARENT(S)/GUARDIAN(S) INVOLVEMENT INITIATIVE

The Board strongly encourages and welcomes the involvement of parent(s)/ guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children and that their interest and involvement in the education of their children should

not diminish once their child enters the schools of the District. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to: The development and review of instructional materials; input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs.

Pursuant to state law, the Superintendent shall provide a copy of the District's Parental Involvement plan to all parents/guardians

DISTRICT PLAN

- ¶ In accordance with the requirement of the Every Student Succeeds Act 2015, the Yale Public Schools Board of Education encourages parent(s)/guardian(s) participation in all school programs. Parent(s)/Guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy. The Board directs that the following actions be implemented by the administration to ensure compliance with state and federal law and to invite parents/ guardians to become involved highly in the education of their children: The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of District programs/services through participation on building School Improvement Teams
- Invitations to parent(s)/guardian(s) to attend at least one annual meeting , with additional meeting opportunities being available as needed, designed to provide information about programs and services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation;
- Assistance to parent(s)/guardian(s) in understanding Title I and other District programs including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable;
- Information regarding child's achievement and progress;
- A provision for input by staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the staff or parent(s)/guardian(s); (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theater, etc.)
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning;
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies;

Title I support WRITTEN PLANS/POLICIES **(only applies to Avoca & Yale Elementary)**

- The Yale Public School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan. Individual buildings may personalize the District plan to meet the particular needs of their school, subject to review by the Superintendent. The Board directs the administration to: Involve parent(s)/guardian(s) in the development of the plan;
- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance;
- Integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start;
- Review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- Assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and

- ☐ Distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

English Language Learner (ELL) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's ELL program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation, including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an ELL program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

WHAT PARENTS CAN DO TO HELP CHILDREN LEARN:

- ☐ Start the day right; a calm beginning at home makes the school day much better.
- ☐ Encourage your child to have a good breakfast and lunch.
- ☐ Make certain that your child sleeps at least eight hours each night.
- ☐ Praise your child each day for something he/she has done.
- ☐ Have a special place to put schoolwork or whatever is brought home.
- ☐ Laugh and talk with your child about school experiences, and listen attentively to what is said about your child's school day experience.
- ☐ Stress attendance, being on time, and preparing for school with supplies and homework.
- ☐ Keep lines of communication open between yourself and your child's teacher.
- ☐ Stress organization of school materials.
- ☐ Read with your child every day.
- ☐ Work at home with skills taught at school.
- ☐ Volunteer or be involved in school activities.
- ☐ Parents of students in grades 3-5 should regularly monitor the online grade book to ensure students complete and turn in all assignments.
- ☐ Parents should read ALL school communications to stay informed about important school/classroom news.
- ☐ We encourage parents to monitor their child's screen time by setting clear limits, using parental controls, and promoting a healthy balance between technology use and offline activities.

Attendance

If a child is absent, the parent must notify the school by calling or sending a note to the school on the day of the absence. To be assured of your child's safety, and if the school has not been notified by 9:15 on the day of the absence, we will call you at home or work. If we do not reach you, we will call the numbers listed on your child's emergency card. Students who arrive after 9:15 a.m. or depart before 3:15 will be marked absent for a half day.

Students are expected to be present and punctual for all classes. However, there are exceptions to the classroom attendance policy.

- ☐ An absence due to a school-sponsored event is not recorded as an official absence.
- ☐ An absence documented by a doctor will not be counted toward the truancy policy.
- ☐ In extenuating circumstances, attendance limits (defined below) can be extended after a conference is held with the student, parent/guardian, teacher, and/or principal (extended illness, death in the family, principal's discretion).
- ☐ All other absences will be considered unexcused and count toward truancy.
- ☐ Perfect attendance is defined as no absences or tardies for a full academic year.

Michigan School Code 15, Section 73 - Compulsory Education:

"Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such a child to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such a child is enrolled." **Yale Public Schools:** The Yale Board of Education believes that attendance is a cooperative effort between parents, students, and school officials. However, State laws also require school boards and administration to be responsible for the whereabouts of students during school hours. All attendance policies will be applied with equity and consistency, keeping in mind that students are individuals with individual needs. Rules are provided to help our students develop responsible habits and become more responsible citizens and not to unduly punish or ridicule the person. School Board policy requires that notification letters be sent to parents after a student has accumulated 6 and/or 9 days of absence. For the purpose of these truancy reports, any combination of three tardies and/or early sign-outs will count as one day's absence. The following procedure will be used concerning classroom attendance and is based on 12 absences per semester.

1. When reaching 6 days of absence, the parent or guardian will be notified by letter (written communication).
2. When reaching 9 days of absence, the parent or guardian will be notified by letter, and a conference may be requested.
3. When reaching 12 days of absence, the District Truancy Officer, the Department of Protective Services, and/or a St. Clair Probate Court official will be notified. Normally, a hearing is requested between the student, the parent, and the truancy officer.

Tardiness is defined as not being in your assigned classroom when the bell rings.

- a. If a student is detained by authorized personnel, s/he will be given a pass, and it will not be considered tardiness.
- b. Early dismissal (after 3:15) from school at the request of parents/guardians will be counted the same as a tardy.

EARLY STUDENT SIGN OUT

- ☐ Attendance in school is very important. Parents are urged to leave their children in school all day. A doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, s/he should bring a note to his/her teacher stating the time and reason.
- ☐ When it is necessary for a child to leave school early, s/he must be signed out in the office by the parent or guardian or as indicated on the registration. *All changes to your child's dismissal plan must be made by 3:00 p.m.* To ensure your child's safety, the adult may be asked to provide proper identification.

HOMEWORK

To achieve the maximum benefits of classroom instruction, students need to be prepared, participate, and complete all class and homework assignments. STUDENTS ARE EXPECTED TO COMPLETE ALL ASSIGNMENTS AND RETURN THEM ON TIME. The student may receive a discipline referral when assignments are not completed by the third school day after the assignment has been assigned (i.e. assignment due on Monday, the third day would be Wednesday, and assignment due on Thursday, the third day would be Monday).

- ☐ ABSENT STUDENTS GENERALLY HAVE ONE DAY TO MAKE UP ASSIGNMENTS FOR EACH DAY THEY ARE ABSENT.
- ☐ IF A STUDENT NEEDS TO MISS AN EXTENDED PERIOD OF TIME FOR MEDICAL OR OTHER REASONS, ALL WORK WILL BE GIVEN TO THE STUDENT UPON THEIR RETURN.
- ☐ If a student is out for medical reasons, parents are asked to communicate with the classroom teacher.

Your child may have homework daily. There are several reasons for this homework:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.

- To provide an opportunity for growth in responsibility.
- To provide an opportunity to see what their child is studying and how well s/he is doing.

PERCENTAGE SCALE

A	100-94	B+	89-87	B-	83-80	C	76-74	D+	69-67	D-	63-60
A-	93-90	B	86-84	C+	79-77	C-	73-70	D	66-64	E	59-0

CHEATING, PLAGIARISM, and ACADEMIC DISHONESTY

- Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:
- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.
- A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

STUDENT REPORT CARDS

Student Report Cards are sent home three times a year. Each marking period is approximately twelve (12) weeks long. Report Cards will be sent home on Friday at the end of the 1st and 2nd marking periods. The 3rd report card will be sent home on the last day of school. Progress reports will be sent home mid-marking period, three times a year.

PARENT - TEACHER CONFERENCES

Parent-Teacher conferences are held in the fall and spring of each year. Spring conferences are held at the teacher's and parents' discretion. They are an excellent opportunity to meet your child's teacher and discuss their progress in school. Before the conference, it is helpful to decide what you'd like to discuss:

- ☐ Ask how you can help your child to be his or her best in school. If the teacher suggests a plan, try to follow through with it.
- ☐ One of the most important parts of the conference begins when you leave the school. Discuss with your child what happened at the conference by first pointing out his strengths and then the areas that need improvement. Make certain your child understands that you and the teacher are working together in his/her best interest.
- ☐ Parents are welcomed and encouraged to come to school to talk with the teachers. Appointments must be made to coincide with the teacher's schedule.

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

PROMOTION/RETENTION POLICY STATEMENT

Promotion and retention shall be made in the best interest of the individual student. Students in kindergarten through fifth grade must meet the school district's literacy plan requirements to be promoted to the next grade level.

PLANNERS

Students in grades 3-5 are expected to use the planners provided by the district. Parents are to view them regularly and sign them.

STUDENT LOCKERS, LOCKS, SEARCH & SEIZURE

Students may be assigned a locker. Locks may not be used. School lockers are school property. To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law 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 District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

DAMAGE TO SCHOOL PROPERTY

Students will be responsible for full payment of labor and replacement cost of school property that needs to be replaced due to their intentional or unintentional actions. Appropriate school action, including detention, suspension, and police action, will be taken according to the offense.

Textbooks, Chromebooks, and media center/library materials are loaned to students for their use during the school year. All materials are to be kept clean and handled carefully. Students and/or parents will be responsible for payment for misused, damaged, or lost materials. Appropriate school action, including detention, suspension, and police action, will be taken according to the offense.

VIDEO SURVEILLANCE AND PHOTOGRAPHS

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

STUDENT BEHAVIOR/CONDUCT

It is understood that all elementary students are attending Yale Public Schools to further themselves by obtaining the best education possible. By virtue of being a student of Yale Public Schools, each student agrees to abide by the rules of the school. All students shall comply with the requests of administration, teachers, and other staff members who have been employed by the Board of Education. Any member of the staff, whether or not s/he is in direct control of the group, may make a request of any student. When a student does not comply with the law and/or school rules, the privilege of attending school and any school-related activities may be revoked. It is further understood that students who persist in interfering with the rights of others or continue to be uncooperative after a warning, will simply eliminate themselves from school. The school is concerned with the learning atmosphere as well as the individual rights and desires of students. The disciplinary policy pertains to students on all Yale Public School property and at any school-related activity. If you wish further information concerning misconduct, suspension, or expulsion, please refer to the Board of Education Policy Book.

STUDENT DISCIPLINE

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes **disruption to learning for the student or students involved**. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

DETENTION/SUSPENSION PROCEDURE

Offenses that need discipline, but not suspension, may result in a student serving a detention. Pre-Kindergarten through 5th grade students may serve detentions for failure to follow school rules. The principal assigning the detention will give the student a form that must be completed and signed by the student and a parent. The signed form must be returned to the principal the next class day. Disruptive behavior in the detention room or failure to serve detention may result in an additional detention and/or suspension from school. Detentions may be served before school, during recess, and/or after school, in a timely manner. Students may be suspended from school after considering the 7 Factors as required by the State of Michigan. School administrators will exercise discretion after considering these factors.

MAJOR DISCIPLINARY ACTION

Disciplinary action up to and including expulsion and police involvement will be taken for major offenses. **Major offenses** include, but are not limited to:

1. Alcohol, tobacco (e-cigarette or “vape”), prescription medication, non-prescription medication, drugs, and drug paraphernalia (this includes look-alike drugs and alcohol products).
2. Explosives, weapons threats, fireworks, arson, weapons of any type and size, including look-alike weapons and ammunition.
3. Assault, fighting, insubordination, extortion, leaving school or school grounds, without permission.
4. Burglary, larceny, robbery, vandalism, false alarm, gambling.
5. Threats and bullying including on social media and/or internet platforms, that have an impact on the learning environment. District personnel have been trained and utilize a nationally recognized student threat assessment tool to evaluate reported threats.

The above offenses may be grounds for suspension and/or expulsion from school.

STUDENT HARASSMENT

Students have the right to be in school without being annoyed or picked on for any reason that interferes with learning or is degrading to the person. A specific form of annoyance called "Harassment" is improper and unlawful for any one of several reasons. Students who bother, annoy, or harass another student because of race, color, national origin, religion, gender, disability, weight, or age are in violation of School Policy and will be subject to disciplinary action. Behaviors that are considered harassment include improper comments, improper touching or contact with a person, unwelcome advances, threats, and any other behavior that is unwanted by another person. Each student is required to treat all others with dignity and respect. When harassment occurs, communication to appropriate staff must occur so action can be taken.

BULLYING BOARD POLICY

Legal Definition of Bullying: (As Defined in Anti-Bullying Board Policy 5207)

Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- A. Substantially interfering with a student’s educational opportunities, benefits, or programs;
 - B. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - C. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
 - D. Causing substantial disruption in, or substantial interference with, the District’s orderly operations.
- If your child is being bullied, please contact your child’s teacher or principal.

LUNCHROOM EXPECTATIONS

- | | |
|-------------------------------------|-----------------------------------|
| 1. Respect and listen to the aides. | 4. Remain seated until dismissed. |
| 2. Use appropriate table manners. | 5. Dismiss in an orderly fashion. |
| 3. Speak quietly and courteously. | |

RECESS/PLAYGROUND EXPECTATIONS

Each student has scheduled recesses during the day. It is very important that children are dressed for the weather. Students who are in school will be expected to go outside with the other students. A doctor’s note will be required if the child must stay inside. Inside recess is used only during inclement weather.

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|--|--|
| 1. Respect and listen to the aides. | 6. Show pride in their school by keeping the building and grounds free of litter and graffiti. |
| 2. Use the playground equipment safely and appropriately. | 7. Stay on the playground unless permission is given by the aide. |
| 3. Respect each other and use appropriate language at all times. | 8. Throwing of snowballs at school or on the way to or from school is not permitted. |
| 4. Stop what they are doing and line up quickly and quietly when the bell rings. | |
| 5. Stay away from ditches, puddles and mud. | |

If playground or lunchroom discipline problems should occur, the following procedure will be followed on a daily basis:

1. The student will be given a warning.
2. The student will lose a privilege at the lunchroom aide's discretion.
3. The student will be referred to the Principal's office for further disciplinary action.

DRESS CODE

We recognize that individual expression through dress and grooming is important to students. Your child's clothing should not distract from the educational setting. The following simple guidelines have been established to provide for maximum flexibility:

1. The personal appearance of students is expected to be neat, clean, and consistent with community standards.
2. Shoes are to be worn. Students must have appropriate shoes to be worn for physical education classes, for outside recess and in the classroom.
3. No heeies or shoes with wheels.
4. Hats, sunglasses, midriff shirts, halter tops, vests without shirts, mini-skirts, and oversized clothing may not be worn. *Hats and sunglasses can only be worn outside. Tank tops may be worn but must be three (3) finger width.
5. Patches, shirt designs, or clothing accessories that depict, suggest or portray obscene, lewd, pornographic, or inappropriate representations are not allowed.
6. Any clothing that depicts alcohol or drugs shall not be worn. This includes any advertisement for tobacco, alcohol or beer/near beer, drugs or drug paraphernalia.
7. Any words or phrases that incite violence or threaten violence
8. Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class
9. Specific rules of student appearance may be established for participation in extracurricular activities.

PERSONAL PROPERTY

Students are encouraged to leave valuable items (i.e. jewelry, watches, collectibles, electronic devices, trading cards, cell phones, etc.) at home. The school is not responsible for lost, damaged, or stolen items. For safety purposes---no wheeled backpacks.

REGISTRATION CARDS AND EMERGENCY DISMISSAL FORMS

Parents must fill out and/or update emergency cards and emergency dismissal forms for each child attending school. This is one of our most important forms. In case of an emergency or injury, we MUST be able to contact the parent or someone close to school. Designate a neighbor or relative who will be home when you are gone. If both parents are working, be sure both work numbers are listed. Incomplete, inaccurate, or out-of-date emergency card information interferes with our providing for the health and safety of your child. If you or your neighbor could not be reached, the signed card may be used to admit a child to the hospital. Emergency cards will be sent home with the pupils on the opening day of school. **Please fill out the card completely. Carefully instruct your child as to the procedure to follow if school is closed early.** It is important to keep our phone lines free at this time so calls must be limited.

MEDICATIONS

The following regulations guide the medication of students at school. They are intended to protect the school and students while ensuring medication for students to function effectively in school.

1. Medication shall only be administered to students during school hours by the principal or such other person as is authorized or directed by the school principal to administer such medication. Medication shall only be administered when it is necessary to do so during school hours.
2. Medication shall be administered to students during school hours only upon delivery of the completed permission form to the school principal by the parent/legal guardian. The medication shall be delivered in the original container to the school principal by the parent or legal guardian. The permission form shall be signed by the parent/legal guardian and physician, shall be dated, and shall contain all of the

information required by the form. The form shall be kept on file in the principal's office and must be renewed at the commencement of each school year or with additional medication or a change of medicine.

3. All medication shall be stored by the principal (or their designee) and shall be kept in a locked file drawer, desk drawer or other locked container. All prescription medication shall be retained in the original sealed container with the student's name, the physician's name, current date, name of medication, dosage/strength of medication and expiration date. Non-prescription medication must also be in its original container and stored in the office. (including cough drops/syrup).
4. A record shall be kept of the administering of any medication. If medication is dispersed, the principal or his designee shall record the date and time the medication was administered, the kind and quantity of the medication which was administered, and the name of the person administering the medication.
5. Medication shall be delivered to the school by the parent/legal guardian. Students are not allowed to bring medication or have it on their person at any time.
6. It is the parents/guardians responsibility to pick up medications at the end of the year. Any medication left at school will be disposed of.
7. A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Board Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate. If the student self administers the epinephrine auto-injector, communication with the office staff must occur.
8. Additionally, the school must maintain a written Health Care Plan (504) drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, s/he is to report to a staff member and ask for permission to come to the elementary office. Students involved in minor accidents (small cut(s), scratches) will be addressed by school personnel. When necessary, parents will be contacted to inform them about their child's injury or illness. If the parents cannot be reached, the person designated on the child's emergency card will be notified.

IMMUNIZATIONS

Yale Public Schools Immunization Policy: To maintain the present standard of health care, the Yale Board of Education has adopted the following policies that meet the requirements of the St. Clair County Health Department. These include the exclusion of children who are not completely immunized for diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, and rubella. The requirement for rubella will be waived for teenage girls if they cannot obtain it from their family physician. The only other exemption is a signed waiver slip by parents who object to immunization for religious, health, or other reasons. These waivers may be obtained from the health department. Children who are exempt by waiver must be excluded from school during a serious outbreak of disease until the outbreak is under control.

CHILDREN'S PROTECTIVE SERVICES

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

LOCKDOWN, FIRE, AND SEVERE WEATHER DRILLS

Students are to follow the instructions of their teachers and/or P.A. system during lockdown, fire, and tornado drills. Exit instructions for all drills are located in each room.

TRANSPORTATION/DISMISSAL

Bus transportation may be provided to students **who reside outside of the district's walk zone.** Students are expected to follow bus rules and regulations. If students disregard these rules, they will lose their privilege to ride. All bus discipline is handled by the transportation supervisor (387-3231, ext.6271, or 387-3010). Board policy concerning bus transportation allows one address for pickup and, **if necessary,** another address for take home. The same address(es) must be identified for the entire week - no day-to-day changes. **Bus passes will not be issued except for school business or for emergencies.** If you have a question about this, or any bus procedure, please contact Transportation at 387-3231, ext. 6271. Do not call the school or send notes for the school to make arrangements for bus passes.

SCHOOL BUS CONDUCT

- ☐ Students are expected to follow rules and procedures established by Yale Public School's transportation department.
- ☐ The privilege of riding a school bus will be revoked for misconduct or refusal to comply with established rules and regulations.
- ☐ Students riding buses to school-sponsored activities must return by the same bus unless the parent notifies the teacher or principal.
- ☐ All students are expected to return home in their established manner. If any change is made, the school office must be notified by the parent no later than 3:00 PM or the students will follow the established routine.
- ☐ Students who are left at school after dismissal may be charged a fee to cover the cost of supervision.

FIELD TRIPS

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

BICYCLES/ WALKERS

Students who ride their bikes to school are to leave them in the bike racks provided. Students are to ride their bikes in a safe and courteous manner. Students who misuse their bikes will not be permitted to bring bikes onto school grounds.

- ☐ Students who walk/bike should walk/bike directly to and from school.
- ☐ Students should arrive no earlier than 5 minutes before school begins.
- ☐ Students attending Yale Elementary School are not to use the trails by the oxbow ponds.
- ☐ Students walking/biking from Avoca and John F. Farrell-Emmett Elementary are to leave the grounds after the buses are gone.

Each Yale Public School has a complete hot lunch program that is in line with state and federal guidelines. Please refer to your August parent newsletter or menus for current prices. Students will not be permitted to charge lunches. If a student forgets his/her lunch money, the parent will be contacted.

FREE AND REDUCED PROGRAM

There is government financial support available based on family income. If you would like to apply for free or reduced lunch, please contact the Director of Food Services at 387-3231 - ext. 5261 for information. Applications are strictly confidential.

OUTSIDE AGENCIES

It is the policy of Yale Public Schools to cooperate with the following outside agencies: Law Enforcement, Protective Services, and St. Clair County Health Department.

STUDENT RECORDS RIGHT TO ACCESS AND PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age, and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request. No records, files, or data directly relating to an individual student shall be made directly available to anyone without the consent and notification of the student or of the parents or guardian of a student under 18, except 1) the teachers and officials of this school district who have a legitimate educational interest in such information; or unless 2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parents will be notified if officials of a school to which a student intends to enroll desire access to student records or if a court has ordered access to such records. For other investigations of student records, parental or student consent is needed.

TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. These matters should be taken care of at home.

CELL PHONES AND WEARABLE 'SMART' DEVICES

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

COMMUNITY USE OF BUILDING FACILITIES

Our multi-purpose rooms are available for community use. Check with the school for dates and times. A building use form must be completed and approved by the building principal. There is no cost for building use unless additional custodial time is required.

DIRECTORY INFORMATION

In accordance with the Family Rights and Privacy Act of 1974, Yale Public Schools will determine annually what will constitute "student directory information." Such information will be released to any organized group directly connected with Yale Public Schools or to any person or agency entitled to it under Freedom

of Information legislation. Information designated “student directory information” will consist of and be limited to:

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| ☐ student’s name | ☐ grade placement or dates of attendance |
| ☐ student’s address | ☐ honors and awards received |
| ☐ student’s telephone number | ☐ most recent school or educational agency attended |
| ☐ parent/guardian’s name | ☐ building yearbook |
| ☐ student’s date and place of birth | |
| ☐ participation in, and eligibility for, officially recognized activities and sports | |

Any parent of a Yale Public School student, or any emancipated student, or any student eighteen years of age or older, may file a written objection with the Superintendent, 198 School Drive, if s/he wishes student directory information to be withheld.

VISITORS/VOLUNTEERS

All visitors to the Avoca, Farrell-Emmett, or Yale Elementary Schools must check in at the school office and obtain a visitor’s pass. Students may not have student visitors in school during class time. All volunteers (chaperones) will need to provide a valid Michigan Driver’s License, a completed Michigan State Criminal Record Search form, and YPSD Volunteers form in order to have a background check done through the Michigan State Police. There will not be any cost to the volunteer for this background check. Completing this process at the beginning of the school year will allow our staff enough time to complete the necessary paperwork and eliminate last minute problems prior to events. All visitors/volunteers shall be prearranged with the classroom teachers and/or Building Principal.

CLASSROOM ASSIGNMENTS

It is our goal to make each classroom as heterogeneously grouped as possible. Students are placed in classrooms with these considerations in mind:

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|---|---|
| → Teacher recommendation. | → Students who have had a teacher previously. |
| → Even balance of boys/girls. | |
| → Consideration of students’ special needs. | |
| → Student achievement level (high, average, and low). | |

If parents wish to provide additional information that will be helpful for room assignment, please contact the principal before the middle of May. Changes in class lists, once they have been posted, are very difficult to make and will be made only if they do not impact another student or the classroom as a whole. Class lists will be posted approximately one week prior to the first day of school.

NON-DISCRIMINATION POLICY

It shall be the policy of the Yale Public Schools to fully comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Yale Public Schools’ Board of Education that no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. Yale Public Schools will continue to take whatever remedial action is necessary to eliminate any existing discrimination based on race, color, religion, national origin or ancestry, age, sex, marital status, or handicap. Any questions or concerns regarding the grievance procedure or non-discrimination policy should be directed to the Superintendent of Yale Public Schools.