

# **Parent/Student Handbook For Rose City School**

Welcome to Rose City School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Susan Shepardson, Principal     989-343-2011

Gwen Florida, Secretary     989-343-2248

Mackenzie Weisend, Social Worker     989-343-6033

Gail Hughey, Superintendent     989-343-2000

## **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your School Principal who you will find listed in the staff Directory section of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 25, 2025. If any of the policies or administrative guidelines references herein are revised after June 30, 2025, the language in the most current policy or administrative guideline prevails.

## **Mission of the District - See Board Policy 2105**

West Branch-Rose City Area Schools, with involvement of parents and community, acknowledge the responsibility to educate all students. Through innovative and aggressive strategies, we will prepare our students to become knowledgeable, caring, and responsible citizens.

## **Equal Education Opportunity**

Dear Parent/Eligible Student:

The West Branch-Rose City Area Schools has a tradition of "Educational Excellence." These two words speak of the commitment our staff makes to each child's education. Our programs are built on strong curriculum, dedicated staff, and a learning environment conducive to academic success, regardless of ability.

This document will inform you of Board of Education and Statutory policies. Procedures related to students and your rights through provisions of these policies and procedures are explained. It is important that you read the information carefully.

Sincerely,

Gail Hughey, Superintendent

**Notice of Non-Discrimination - Refer to NEOLA policy 2260 located on the district website under *Board of Education***

The West Branch-Rose City Area School District will not discriminate against any person based on race, religion, color, national origin, sex, age, disability, height, weight, or marital status in its educational programs, services, or activities. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination.

## **Notice of Nondiscrimination**

The Board of Education of the West Branch-Rose City Area School District does not discriminate based on a person's Protected Class(es) in its education programs and activities and does not tolerate unlawful harassment or retaliation. Protected Classes include race, color, national origin, sex (including pregnancy, childbirth, and related medical conditions; sexual orientation; and gender identity), disability, age, religion, military status, ancestry, genetic information, and any other legally protected characteristics.

Inquiries about applicable Federal and/or State laws that prohibit discrimination on the basis of Protected Classes may be referred to the District Compliance Officer and/or Federal and/or State agencies that have jurisdiction over such unlawful conduct (e.g., the U.S. Department of Education's Office for Civil Rights ("OCR"), the Department of Justice's Civil Rights Division, the U.S. Equal Employment Opportunity Commission ("EEOC"), and the Michigan Civil Rights Commission ("MCRC").

The District Compliance Officers are:

Ted Matuszak  
Director of Finance  
960 S. M-33, P.O. Box 308  
West Branch, Michigan 48661  
(989) 343-2002  
matuszat@wbrc.k12.mi.us

Jennifer Winter  
Director of Curriculum and Instruction  
960 S. M-33, P.O. Box 308  
West Branch, Michigan 48661  
(989) 343-2033  
winterj@wbrc.k12.mi.us

The Board's nondiscrimination policy and grievance procedures can be located at <https://go.boarddocs.com/mi/wbrc/Board.nsf/Public?open&id=policies#>

To report information about conduct that may constitute prohibited discrimination, harassment or retaliation or make a complaint of prohibited discrimination, harassment or retaliation, please refer to <https://www.wbrc.k12.mi.us/our-district/title-ix-compliance/>

Contact information for applicable Federal and State agencies is available here:

OCR: <https://ocrcas.ed.gov/contact-ocr>

U.S. Department of Justice - Civil Rights Division: <https://www.ada.gov/>

U.S. Equal Employment Opportunity Commission: <https://www.eeoc.gov/>

Michigan Civil Rights Commission: <https://michigan.gov/mdcr/commission>

[Title IX K-12 Training, Neola 7/24/24](#)

[Title IX Training Certification 2025](#)

[Title IX: Training, Clark Hill 2025](#)

[Title IX Sexual Harassment Coordinator Training](#)

[Investigation Report](#) (Sample)

[Board Policy 2266](#)

## **Non-Discrimination and Student's Complaint Procedure Grievance Procedure for Students**

### **Section I**

Any person believing that the West Branch - Rose City Area School District, or any part of the school organization, has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990, may bring forward a complaint, which shall be referred to as a grievance, to:

Civil Rights Coordinator  
West Branch - Rose City Area Schools  
P.O. Box 308  
West Branch, MI 48661  
989.343.2000

### **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, he or she may initiate formal procedures according to the following steps:

#### **Step 1**

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

#### **Step 2**

A complainant wishing to appeal the written (or Step 1) decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Board President within five (5) business days after receipt of the Coordinator's response. The Board President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### **Step 3**

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

## District Assurances

- The Civil Rights Coordinator will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.
- A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.
- The District strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure.
- When acts of discrimination and/or harassment are found, the District will take immediate steps to impose appropriate discipline, prevent its recurrence and remedy its discriminatory effects on the victim and others, as appropriate.
- A person or their representatives may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The local Coordinator, upon request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Students and parents and representatives of education institutions may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The OCR office for Michigan is located at:

Cleveland Office

Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2602  
Telephone: 216-522-4970  
FAX: 216-522-7573  
TDD: 877-521-2172  
Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

The OCR National Headquarters is located at: U.S. Department of Education

Office for Civil Rights  
Customer Service Team  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Telephone: 800-421-3481  
FAX: 202-246-6840  
TDD: 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

**Discriminatory Harassment of Students - See NEOLA Policy 5517 located on the district website under Board of Education**

Sexual or discriminatory harassment of students by School District Board Members, employees, students, parent(s), guardian(s), invitees, volunteers, guests, vendors, contractors or others doing business with the School District will not be tolerated.

Sexual Harassment and Intimidation

Any person who alleges sexual harassment by a Board member, staff member or student in this District may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building Principal, school counselor, District Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Discriminatory harassment means any harassment, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their age, color, disability, height, marital status, national origin, race, religion, sex or weight.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex.

Sexual or discriminatory harassment shall not be tolerated by this District when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or

- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Any student who believes that he or she has suffered any form of sexual or discriminatory harassment for any reason shall immediately report the incident(s) to:

Jennifer Winter, Director of Curriculum and Instruction      Ted Matszak, Director of Finance

West Branch – Rose City Area Schools  
P.O. Box 308  
West Branch, MI 48661  
Phone :989.343.2033

West Branch-Rose City Area Schools  
P.O Box 308  
West Branch, MI 48661  
Phone: 989.343.2000

Physical Address:960 S. M-33, West Branch MI 48661

In the event the complaint is against the Superintendent of Schools, the complaint should be directed to the Vice-President of the Board and the results of the Vice-President's investigation will be turned over to the President of the Board:

Mailing Address:      The Vice-President of the Board of Education  
West Branch - Rose City Area Schools  
P.O. Box 308  
West Branch, MI 48661

Phone: 989.343.2000

Physical Address: 960 S. M-33, West Branch MI 48661

The School District guarantees that a student reporting an incident of sexual or discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes sexual or discriminatory harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The Superintendent has the responsibility of investigating complaints of sexual or discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers sexual or discriminatory harassment based on age, color, disability, height, marital status, national origin, race, religion, sex or weight to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he or she may hold.

#### Notification



Notice of this policy will be periodically circulated to all school buildings and departments within the District, and incorporated in teacher, student and parent/guardian handbooks. All new hires of the District will be required to review and sign off on this policy and its related complaint procedure.

Training sessions on this policy and the prevention of sexual or discriminatory harassment shall be held periodically for all Board members, administrators, teachers and employees of the District. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student discriminatory or sexual harassment.

## **BULLYING POLICY**

**For Additional Information see NEOLA Policy 5517.01 located on the district website under Board of Education**

West Branch Rose City Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges. To that end, acts of bullying towards another student or groups of students will not be tolerated and will be dealt with in a swift and serious manner. According to the Michigan Department of Education, bullying means any intimidating, threatening, abusive, or harming conduct that is objectively offensive in nature. Furthermore, there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern. The act of cyber-bullying which refers to bullying others by using technology or other electronic devices, or retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying in any form are prohibited as well. Bullying does not refer to a one-time argument or disagreement between students. Our intent is to create and maintain a safe and welcoming environment by taking a proactive rather than reactive approach. To prevent or stop bullying or cyber-bullying behaviors we will provide ongoing training around anti-bullying techniques and strategies for all staff and students. If bullying occurs on any district property (i.e. school building, school grounds, bus stop, walking route to and from school, school bus, school related vehicles) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's principal who will begin an investigation as soon as possible. If bullying/cyber-bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of cyber-bullying has occurred the same protocol will be followed. If the result of the investigation concludes bullying or cyber-bullying took place the offender(s) could receive consequences ranging from written conduct reports to loss of privileges

during the school day to in or out of school suspensions depending on the severity of the incidents.

### **Title I Part A Federal Requirement**

If your child is in grade K-8, then your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Student Test of Educational Progress (M-STEP) to determine levels of achievement.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level of subject area in which the teacher is providing instruction.

### **Drug-Free Zones**

Public Act 174 of 1994, effective September 1, 1994, amends the Michigan Public Health Code by extending the 500 foot "drug free zone" surrounding school property to 1,000 feet. Under the amended provision, an individual 18 years and over who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the prescribed 1,000-foot drug-free zone around the school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine (or both) that would otherwise apply.

"School property" is defined as a "building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

### **Pesticide Control Act**

Public Act 131 of 1993, amends the Pesticide control Act to require school administrators to notify parents/guardians of children attending that school of their right to be informed prior to application of pesticides at that school.

Therefore, If spraying is needed, it will be conducted on the first Friday of each Month (after the regular school day) along with an updated inspection of the IPM plan for all buildings in the West Branch-Rose City Area Schools. If you have any questions please contact the Maintenance Department Supervisor at (989) 343-2240 or write to 224 Thomas Street, West Branch, MI 48661

### **Notification to Parents Regarding HIV/AIDS Education**

WBRC Board of Education has established a program of instruction in health education which includes HIV/AIDS and other serious communicable disease prevention education.

According to the State School Aid Act, you have the right to review the materials and curriculum content to be used for HIV/AIDS education. The local board of education, in compliance with the statute, has made the materials and curriculum guides available for your review. Contact the district curriculum director, 515 Harrington Street, Rose City, Michigan 48654 to review the materials.

This statute allows you to excuse your child from participation in the classes which include AIDS/HIV and other serious communicable disease instruction, if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send a written notice to the principal of your child's school as soon as possible.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT RECORDS POLICY AND PROCEDURES**

### **Purpose**

The Board of Education of the WBRC Area Schools recognizes the importance of maintaining records for all students in attendance. While a student's educational interests require the collection, retention, and use of information about the student, the student's right to privacy requires careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq.

### **Annual Notification of Rights**

FERPA affords parents and eligible students certain rights with respect to education records. Those rights include the following:

1. Right to Inspect: A parent or eligible student has the right to inspect and review the student's education records maintained by the district within 45 days of the district's receipt of a written request for access.
2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.
3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
4. Right to Complain: A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements.
5. Right to Obtain Copies of this Policy: A parent or eligible student has the right to obtain copies of this policy upon request.

### **Disclosure of Education Records**

The district will disclose information from a student's education record only with the written consent of the parent or eligible student, except that disclosure without consent may be made:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of other schools where a student seeks or intends to enroll.
3. To federal and state officials in connection with their duties to audit or enforce legal conditions relative to federal or state supported programs.
4. To the United States Attorney General.
5. To comply with the federal legislation "No Child Left Behind", the district is required to release student disciplinary records concerning suspensions and expulsions to any private or public school to which a student is transferring for enrollment purposes.
6. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility for aid, the amount or conditions of the aid, or to enforce the terms and conditions of the aid.
7. To state juvenile justice system officials as permitted by state law.
8. To organizations conducting certain studies for or on behalf of the district for the purposes of predictive testing, student aid, and instructional improvements.
9. To accrediting organizations to carry out their functions.
10. To parents who claim the student as a dependent for income tax purposes.
11. To comply with a court order or lawfully-issued subpoena. The district shall make reasonable attempts to notify the parent or eligible student of such disclosure prior to disclosure.
12. To appropriate parties in connection with a health or safety emergency that threatens the health or safety of the student or other individuals.

13. For designated directory information.
14. To the parents of a non-eligible student or to a student.
15. As necessary for the district to either prosecute a legal action against the student or parent or to defend itself against a lawsuit initiated by a parent or eligible student.

### **Student Directory Information Notification**

Dear Parent/Eligible Student,

West Branch-Rose City Area Schools has adopted a policy designated to assure parents and students the full implementations, protections and enjoyment of their rights under the Family Education Rights and Privacy Act of 1974. A copy of the school district's policy is available for review online on the district website under Board of Education NEOLA Policy 8330.

This law requires WBRC to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. WBRC has designated the following as directory information:

Student name and address, telephone number, e-mail address, photographs, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous school attended and other similar information.

This letter informs you of your right to withhold release of students' directory information. A form for this purpose is available through each building office. The objection needs to be reviewed annually. If you have no objection to the use of student information, you do not need to take any action.

I wish student directory information withheld from any WBRC publications (electronic or print) for the \_\_\_\_\_ ( school year) for my son/daughter.

I understand that educational records may be disclosed by court order procured by Assistant U.S. Attorney General or higher ranking government officials without prior parent/student consent.

Education records may be disclosed by school districts as necessary to either prosecute a legal action against a student or parent, or to defend itself against a student or parent, or to defend itself against a lawsuit initiated by a parent or eligible students.

Parents who claim students as dependents on their federal tax form have the right to access their education records even if the student has attained the age of majority.

### **Notice of Non-Discrimination**

The West Branch-Rose City Area School District and Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the WBRC district and Board of Education that no person 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 subject to discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Inquiries or complaints related to all complaints associated with discrimination should be directed to:

Mailing Address:	Mr. Ted Matuzak	Ms. Jennifer Winter
	Director of Finance	Director of Curriculum and Instruction
	960 S. M-33	960 S. M-33
	P.O. Box 308	P.O.Box 308
	West Branch, MI 48661	West Branch, MI 48661

### **Parent Involvement - see Board Policy 2112**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members

and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

#### A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; 1,2
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; 1,2
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. 2

#### B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; 1,2

3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; 1,2
5. providing information and involving families in monitoring student progress; 2
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; 1,2
7. preparing families to be involved in meaningful discussions and meetings with school staff. 1,2

#### C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; 2
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. 2

#### D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; 1,2
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. 1

#### E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning; 2



2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. 1,2

#### F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; 1,2
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. 1,2

#### Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

## School Day

School Hours - 8:35 am - 3:45 pm

Parents are asked to drop off their children in the drop off/pick line at 8:35. School personnel will be assigned to supervise the morning drop-off. The same procedure will be followed in the afternoon at pick-up time. Parents will be asked to drive through the car line to pick up their students. In the morning, those students riding the bus will be released to enter the building at 8:35.

### Morning Program

The morning program is available at 7:40 for parents who work and need to drop their students off prior to the start of school. The students must go directly to the assigned room (either gym or library) after being dropped off.

### Bus Passes/Picking Your Child Up from School

Parents may send in a note or phone the school office **before 3:00pm** to arrange for a bus pass. For any phone call received after 3:00 we can **NOT** guarantee your child will receive the message. Include the name, address and phone number of where your child will be going. If you are picking your child up from school and this is not an everyday occurrence, please call ahead and we will notify the teacher to escort your child to the designated pick up area. All students being picked up from school will be escorted by school personnel to the sidewalk outside the east entrance. All adults need to wait in their cars and teachers will escort students to the car.

**DO NOT LEAVE THIS INFORMATION ON A VOICEMAIL AS IT MAY NOT BE CHECKED BEFORE DISMISSAL.**

## Bicycles and Skateboards

Students may ride their bicycles to school. They will park them in designated areas by the upper basketball court and should provide a lock for them to prevent theft. To avoid any serious problems with parent and bus traffic, students will park their bikes as soon as they arrive at school. Students are to keep their bikes parked until the buses leave. Skateboards are not allowed.

## **Student Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules.

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school social worker.

## **Attendance Policy and Procedures**

(See Board Policy 5200 - Attendance and Associated Guidelines.)

West Branch-Rose City Area Schools recognizes the importance of attendance as an essential component for student success and achievement through the cooperative effort of parents, students, and school personnel. Studies of student achievement in school show a high correlation between good attendance and academic success. Regular attendance at school is also important because the habits and attitudes that each student develops early in life will carry over into his or her future education and career. The school policy tries to teach students the value of regular attendance;

however, the primary responsibility for ensuring regular attendance rests with the parent and student.

## **PROCEDURES**

The following applies for the entire school year:

### **A. Perfect Attendance**

Perfect attendance is being in school every day with no tardies or early dismissals.

### **B. Excused Absences**

It is the parent's responsibility to excuse their child's absence. The parent or guardian should call the school at 343-2250 on the day that the student will not be in attendance (*or in advance whenever possible*). If unable to call, the parent or guardian is to send a note with the student upon that student's return to school. In order for the absence to be considered as excused\*, the notification (call or note) must be received in the school office no more than one school day after the day the student returns to school.

\*Excused absences are those caused by the following reasons:

1. Illness of the student
2. A family medical emergency (includes the death of a close friend or a relative)
3. Pre-arranged approved absence
4. A medical appointment (doctor, dentist, etc.)
5. Subpoenaed court appearance
6. Suspension from school
7. Attendance at a funeral

AN EXCUSED ABSENCE ALLOWS THE STUDENT TO MAKE UP ANY MISSED ASSIGNMENTS OR TESTS. The student will be allowed one day for make-up for each day of excused absence. Absences as a result of a suspension will require that homework be turned in to the teacher the day he/she returns. Students and/or parents are expected to collect homework before or during suspension and the student is to return with the work completed. Tests can be made up before school when the student returns. (*This may also apply to other items of work that must be completed at school.*) Absences for reasons such as oversleeping, missing the bus, being suspended from the bus, being out of town without prearranged permission, etc. are considered as **unexcused**.

### **C. Pre-planned Absence**

Family trips are absences that are known in advance of the day of the absence. These absences must be cleared by the principal three (3) days in advance of the day of the absence. Students will be given a form for each teacher to sign. These absences will be counted toward the student's **accumulated** absences.

The following conditions should be met:

1. Vacations are to be taken with family members or legal guardians.
2. Personal, prior arrangement is made by the parent(s) with principal.
3. Arrangements with teachers for make-up work are made prior to leaving.

#### **Make-up Work**

It is the responsibility of the student to contact his/her teachers for make-up work immediately upon his/her return to school.

### **D. Excessive Absences**

The following steps will be followed when a student accumulates 5, 10 and 15 absences each school year, regardless of reason: (School-related absences and absences caused by suspensions will not be included in the accumulated absences.)

1. Written notice will be sent to the parent or guardian when a student accumulates five (5) absences.
2. Written notice will be sent to the parent or guardian when a student accumulates ten (10) absences. A conference will be required for the purpose of discussing the student's absences and developing methods for improving the student's attendance.
3. Written notice will be sent to the parent or guardian when a student accumulates fifteen (15) absences. This will include a request to contact the principal and probable referral to the Ogemaw County Truancy Court.
  - Being at school on time and not leaving school early is also important to student success and achievement. Excessive late arrivals or early pick-ups (more than 3 in a marking period) will be factored when making the referral to the Ogemaw County Truancy Court.
  - Parents are encouraged to use Skyward to monitor their child's attendance. Please call the main office 343-2250 to obtain a password.

### **E. Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

### **Excusable, Nonapproved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy and the student may be given the opportunity to make up the school work that is missed.

### **Tardiness**

A student who is not in their assigned location by 9:15 shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

### **OGEMAW COUNTY TRUANCY COURT**

Truancy Court is a voluntary division program run by the Family Division of the Ogemaw County Probate Court. In order to be a successful student, good attendance is essential. In addition, attendance is mandated by the State of Michigan. There are numerous causes of absenteeism, and the Truancy Court will attempt to address the causes on a case-by-case basis.

Instead of becoming involved with the formal court process, Truancy Court will be an alternative, which, if successfully completed, will avoid a formal court record. More importantly, Truancy Court will help the child and the families succeed by offering assistance with the underlying cause of the absenteeism.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

See Board Policy 5340 a, b,d

## **Homebound Instruction - see Board Policy 2412**

Whenever a principal is notified that an enrolled student will be homebound or hospitalized for a medical condition which will extend beyond five (5) school days, the following procedure takes place:

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

Written notification must be accompanied by certification by the attending physician or a licensed physician's assistant of the student's condition and any limitations that will affect the student's ability to benefit from instruction.

## **Section 1 - General Information**

### **Enrolling in the School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 - Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 - Children and Youth in Foster Care)

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of

suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant. (see also Board Policy 5111 - Eligibility of Resident/Nonresident Students, et seq.; Board Policy 5113 - Schools of Choice Program, et seq.; and associated Administrative Guidelines.)

### **Scheduling and Assignment**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **Early Dismissal from School**

No student will be allowed to leave school prior to dismissal time without a written request or phone call from the parent or a person who is authorized by the parent (listed on the emergency card). No student will be released to a person other than custodial parent(s) without written permission signed by the custodial parent(s) or guardian (authorized via the emergency card) See also Board Policy 5200 - Attendance, Board Policy 5230 - Late Arrival and Early Dismissal, Board Policy 5223 - Absences for Religious Instruction, and associated Administrative Guidelines).

### **Transfer out of the District**

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Rose City School, the parent must notify the Principal. Transfer will be authorized only after the parent has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.



(See also Board Policy 5113 - Schools of Choice Program (inter-District), etseq.; Board Policy 6152 - Student Fees, Fines, and Supplies, Board Policy 8330 Student Records; and associated Administrative Guidelines.)

### **Withdrawal From School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (see also Board Policy 5130 - Withdrawal from School.)

### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Central Office.

### **Use Of Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filled with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the Principal's office.
- Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent. A two to four (2 -4) week supply of medication is recommended.

- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

(See also Board Policy 5330 - Use of Medication, et seq.; Board Policy 5331 - Students with Special Health Care Needs; Board Policy 5335 - Care of Students with Special Health Care Needs, Board Policy 5500 - Student Conduct, Board Policy 5520 - Disorderly Conduct, Board Policy 5530 - Drug Prevention, and associated Administrative Guidelines.)

## **Asthma Inhalers and Epi-pens**

Students with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

(See also Board Policy 5330 - Use of Medications, et seq.; Board Policy 5330.01 - Epinephrine Auto-Injectors; Board Policy 5335 - Care of Students with Chronic Health Conditions; and associated Administrative Guidelines.)

## **Non-Prescribed (Over the Counter) Medications**

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed

medications will also apply to non prescribed medications. The student may be authorized on the request form by the student's parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

## **Non-Controlled Substances Policy**

In addition to the concern about the sale or delivery of controlled and noncontrolled substances there is the concern of possession or use of controlled substances, and look-a-likes (caffeine pills, diet pills etc.). Because of the possible danger to the health and safety of the students, the following policy is in effect:

1. It is against school policy to sell, deliver, possess or use a non-controlled substance which may be represented as a controlled substance.
2. Proof of any one of the following is evidence of the above:
  - a. The substance substantially resembles a controlled substance, in appearance or shape.
  - b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, foil, etc.)
  - c. The substance is not labeled as required by the FDA.
  - d. The substance has been represented as a controlled substance.

## **Control of Casual-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

(See also Board Policy 8450 - Control of Casual-Contact Communicable Diseases, et seq. And associated Administrative Guidelines.)

## **Direct Contact Communicable Diseases**

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

As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition,) HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

## **Individuals with Disabilities**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01- Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the students, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Coordinator at 989-343-2010 to inquire about evaluation procedures and programs. (See Board Policy 2460 - Special Education and associated Administrative Guidelines)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

## **Students with Limited English Proficiency (LEP)**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency

and in accessing the educational and extracurricular program offered by the District. Parents should contact the WIDA Coordinator at 989-343-2034 to inquire about evaluation procedures and programs offered by the District.

(See also Board Policy 2225 - Students with Limited English Proficiency (LEP) and associated Administrative Guidelines.)

### **Student Fees, Fines and Supplies**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

(See also Board Policy 6152 - Student Fees, and Supplies; Board Policy 5111.01 Homeless Students; Board Policy 5513 - Care of District Property; and associated Administrative Guidelines.)

### **Student Fund-Raising**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (See Board Policy - 5830 Student Fund-Raising and associated Administrative Guidelines). The following general rules will apply to all fundraisers.

- a. Crowdfunding activities are governed by Board Policy 6605 and Associated Guidelines
- b. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds
- c. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's teacher
- d. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults
- e. Students may not engage in house-to-house canvassing for any fundraising activity
- f. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for.....", will be

monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

- g. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **Reveal of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

(See also Board Policy 2416 - Student Privacy and Parental Access to Information, Board Policy 5780 - Student/Parent rights, Board Policy 9130 - Public Complaints, and associated Administrative Guidelines.)

### **Lunch Program**

Free and reduced price meal applications may be obtained from the office. One application may be completed for each child in the family, or one application may list all children in the family.

All students at Rose City School receive free breakfast and lunch. Students may bring lunch from home if they choose not to eat food from the lunch program. Food may **not** be brought in glass containers such as glass pop bottles; however, unopened containers of juice may be brought to lunch. Water is the only opened beverage that may be left in the classroom provided it is in a water bottle. Juice that has been opened will need to be finished or disposed of at the end of the lunch period. Al la carte items are also available for purchase in the kitchen.

### **Fire, Lock Down and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes will be made over the school PA system.

Lockdown drills, in which the students are restricted to the interior of the school building and the building secured, will occur a minimum of two (2) times each school year. The alarm signal for a lock down will be made over the school PA system.

(See also Board Policy 8420 - Emergency Situations at School and associated Administrative Guidelines.)

### **Emergency Closings and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by text, email, and School Messenger. Parents and students are responsible for knowing about emergency closings and delays.

(See also Board Policy 8220 - School Day and associated Administrative Guidelines.)

### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* (Board Policy 8405) and asbestos management plan will be made available for inspection at the Board offices upon request.

### **Visitors**

All visitors must report to the office upon entering the school to obtain a pass.

If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

(See also Board Policy 7440 - Facility Security, Board Policy 9150 - School Visitors, and associated Administrative Guidelines.)

## **Use of Personal Communication Devices**

Cell phones, MP3 players, tablets or other related electronic devices are **not allowed** at school. Students violating any part of this policy will have the electronic item confiscated and will face disciplinary action. The cell phone will be returned to the student's parent or guardian during the normal office hours.

(See also Board Policy 5136 - Personal Communication Devices and associated Administrative Guidelines.)

## **Lockers**

Lockers will be assigned to students. Students may use only the locker that has been assigned to him/her. Any change of locker assignment must be done through their teacher. The care of the locker is the student's responsibility. School lockers are the property of the school and are subject to inspection to assure that they are being properly used and cared for. Also please see Search and Seizure in Section V.

The following are not allowed:

- Writing on lockers (inside or out)
- Stickers, tape, glue, or other sticky substances (inside or out)
- Opened beverage containers (juice, soda, water, milk)
- Anything containing inappropriate language or pictures
- Glass containers or glass mirrors



## **Section 2 - Academics**

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

(See also Board Policy 2340 - Field and Other District Sponsored Trips, Board Policy 5500 Student Code, Board Policy 5771 - Search and Seizure, and associated Administrative Guidelines.)

### **Grades**

Instead of the traditional letter grades and percentages, "Scoring Scales" will be used, which will give teachers, parents, and students more of an understanding of how the student is performing towards their learning goals. Instead of knowing how many questions a student has right or wrong, parents will know what level of understanding their child has of a certain skill.

#### **How Does It Work?**

Teachers plan each lesson around specific objectives from the curriculum and help students understand what those objectives mean. Lessons are planned with very specific goals in mind, goals which are made clear to students. Knowing the end goal helps teachers plan carefully, which, in turn, helps students effectively connect with their learning.

#### **How Will We Know They Have Learned?**

Teachers use the information-gathering process known as formative assessment to determine what adjustments need to be made in the learning process in order to challenge each child to achieve. The formative assessment process gives teachers the detailed information they need to understand where each student is in their level of understanding, which is the most critical factor for their continued learning. Students need regular feedback to know how they are performing and what they can do to reach their goals.

## **The Scoring Scales**

The Scoring Scales provide detailed information about what the teacher is looking for while assessing an objective on a scale of 0-4.0. This is where the real difference lies. You may remember from past school experiences that a 4.0 meant an “A”. In the Scoring Scales, a 4.0 does not equal an “A” but is defined as going beyond what was taught in class. By our definition, the 3.0 level means that your child is achieving at grade-level and mastering expectations. The Scoring Scales take the guesswork out of where the students are and need to be and provide the essential information teachers need to create lessons, assignments, and assessments that reflect true grade-level objectives. The teacher can use that information to plan future instruction; the student can use that information to understand and adjust her learning; and parents can use that information to get an overall picture of their student’s progress towards the learning goals. Having a specific target and being able to show a student’s progress toward that target is what makes the Scoring Scales a powerful tool for teachers, students, parents, and caregivers.

**Note:** Fifth grade will utilize the traditional letter grade system.

Report cards will be sent home at the end of each trimester. Parent-teacher conferences are scheduled in the fall and spring of the year, however, parents should not hesitate to request to arrange a conference at another time if there are questions or concerns.

## **Promotion, Placement, and Retention**

Board Policy 5410 - Promotion, Placement, and Retention and associated Administrative Guidelines provide the framework promotion, placement and retention decisions.

### **Elementary School**

Promotion to the next grade is based on the following criteria:

- a. Current level of achievement
- b. Potential for success at the next level
- c. Emotional, physical, and/or social maturity

Note - It should be noted, however, that research does not indicate positive results for retention and in fact, it increases the likelihood that a child will drop out of high school.

## **Communication Folders**

Each elementary student receives a communication folder to be sent home and returned each day. It contains homework, notes and any other correspondence. Please check the folder and return it each day.

## **Student Technology Acceptable Use and Safety**

### **7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive,

objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Principals

are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

## **Student Assessment**

Students in grades three (3) through five (5) will take the M-STEP according to the schedule required by the state. The school district also administered the Northwest Evaluation Association Test (NWEA) three (3) times yearly.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess students progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

## **Section 504**

It is the policy of the West Branch-Rose City Area Schools to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1978 are identified, evaluated and provided with appropriate educational services.

Due process rights of handicapped students and their parents under Section 504 will be enforced. Under this policy, a handicapped student is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such an impairment, or (c) is regarded as having such an impairment. Students may be handicapped under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

## **Special Education**

The West Branch-Rose City Schools offer a complete range of special education services. If you feel your child may qualify for special services pursuant to the Individuals with Disabilities Act (IDEA), contact the building counselor first. You may contact the Special Services Department directly at 989-343-2010 if you feel it is necessary or urgent.

## **Section 3 - Student Conduct**

### **Code of Conduct**

A major component of the educational program at Rose City School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## **Responsible, Caring and Safe**

Rose City Students are expected to be Responsible, Caring and Safe.

We are expected to respect ourselves and others by:

- Following directions the first time they are given
- Being prepared and on time
- Being safe
- Walking and keeping hands and feet to ourselves
- Respecting property
- Dressing appropriately for school by following the dress code
- Behaving properly in school, on school grounds, en route to and from school, and at all school sponsored activities and events
- Meeting common standards for health and cleanliness

(See also Board Policy 5500 - Student Conduct, Board Policy 5600 - Student Discipline, and associated Administrative Guidelines.)

## **Dress Code**

The students of Rose City School are expected to attend school properly attired in accordance with good taste and the accepted standards in the West Branch-Rose City Area communities. The purpose for a dress code is to maintain an atmosphere that will not interfere or disrupt any student's educational process and recognize that in society there are appropriate and inappropriate clothes. If any student is not properly attired, they will be asked to change their clothes, or call home for a change of clothes.

Recommended dress and grooming guidelines:

- Bare midriffs, tops that expose undergarments, and halter tops are not considered appropriate and should not be worn.
- Tops with spaghetti straps are not acceptable.
- Skirts, dresses, or shorts may be worn, provided they are not shorter than where the student's fingertips fall when standing in a natural position with their arms at their sides.
- The absence of footwear will be considered a health hazard and will not be permitted.
- Attire with obscene language, offensive sayings, offensive designs, anything pertaining to or associated with gangs, violence, drugs, alcohol, tobacco, or of a sexual nature are inappropriate and will not be allowed.



- Swimwear, beachwear, sleepwear, see-through, extremely tight or revealing clothing will be considered distracting and inappropriate.
- Reasonable cleanliness of body and apparel is expected as a matter of health.
- Undergarments are not to be exposed.
- Specific health and safety standards may be required in physical education, technology education and science.
- Any apparel or grooming not covered herein will be regulated at the principal's discretion.
- Only flags of the United States of America, the state of Michigan, and the school flag may be displayed or worn on clothing.

Students who refuse to cooperate will be referred to the administration, which will make the final determination as to what is appropriate and/or what discipline to take. Students who refuse to correct or change the appropriate clothing will be disciplined according to the policy on Persistent Misbehavior.

### **Discipline Code**

(See also Board Policy 5500 - Student Conduct, Board Policy 5600 - Student Discipline, Board Policy - 5610.02 - In-School Discipline, Board Policy 5611 - Due Process Rights, and associated Administrative Guidelines.)

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

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

### **Discipline**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. (See Section 4)

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

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

Writing assignments - Think Sheet, Fix-it Ticket

Change of seating or location

In-School restriction - loss of privilege

CKH Reset

What is a CKH Reset?

It is not detention, but a refocusing on our school's social contracts. Our CKH reset program gives your child the opportunity to reflect on his/her behavior in a positive and productive way. Through the use of videos, social stories, writing, and conversation, your child is reminded of the importance of following the "social contracts" throughout our school.

In an effort to embrace the Capturing Kids Hearts philosophy, the following behavior chart was developed and is being implemented at Rose City School.

**See Rose City Behavior Management Flowchart - following page**

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

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

If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or at a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

## **Due Process Rights**

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

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2)

school days after receipt of the suspension notice, to the other elementary principal. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

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

- The ability of the student and/or parent to request, potentially at their own cost, a transcription of the hearing, if the hearing officer approved

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the superintendent during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice.

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parents or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Rose City School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

(See also Board Policy 5605 Suspension/Expulsion of Students with Disabilities, Board Policy 5610 Emergency Removal, Suspension and Expulsion of Students, Board Policy 5611 - Due Process Rights and associated Administrative Guidelines.)

### **Search and Seizure**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and

may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

(See also Board Policy 5771 - Search and Seizure and associated Administrative Guidelines)

## **Student Rights of Expressions**

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

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasive or vulgar
  - 2. advertises any product or service not permitted to minors by law
  - 3. intends to be insulting or harassing
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **Section 4 - Transportation**

Public school districts are not required to furnish transportation for the pupils that reside within the district; as a result, the privilege of riding the bus is one that can be withdrawn. The following rules apply to all students who ride the school bus:

1. Students are to follow directions the first time they are given.
2. Students are to remain in their seats while the bus is moving.
3. Students are to refrain from writing on, littering, or damaging the bus.
4. Students are to keep hands, feet, and objects to themselves.
5. Pushing, shoving, fighting, swearing and making loud noises are prohibited.
6. Students may carry cell phones but they are not allowed to use them while riding the bus.

Any student, while a passenger on a District transportation vehicle, who is guilty of an infraction listed under the **Serious** and **Severe** degrees of misbehavior in the Discipline Code MAY be given a consequence as listed in the Discipline Code as well as being denied transportation. In the event this occurs, the length of time transportation privileges are withdrawn will be determined by the Building Principal and Transportation Supervisor.

The driver has the responsibility of controlling the actions of the students while they are on the bus. Misbehavior (the violation of bus rules) will result in verbal warning(s) by the driver. In addition, the driver may require the student(s) to use a particular seat on the bus. If misbehavior continues, the driver will submit a written Bus Conduct Report to the Transportation Supervisor and the following procedure will generally be used:

- Step #1 Warning
- Step #2 Call Parent
- Step #3 One Day Bus Suspension - Action Taken by Administrator
- Step #4 Three Day Bus Suspension
- Step #5 Five Day Bus Suspension
- Step #6 Per Administration

A Bus Suspension means that the student is suspended off all of the buses. In the case of an unexpected day off, the Bus Suspension will be extended.

SEVERE CLAUSE: The order of consequences may be skipped and an immediate suspension given if the severity of the offense is sufficient enough to warrant such action in the opinion of the Transportation Supervisor.

### **Additional Information**

When a parent has a complaint or concern regarding an employee, please follow the chain of communication listed below:

#### **Principal**

Principal  
Superintendent  
Board of Education

#### **Bus Driver**

Bus Driver  
Transportation Supervisor  
Superintendent  
Board of Education

#### **Cook**

Cook/Head Cook  
Food Service Supervisor  
Superintendent  
Board of Education

#### **Secretary**

Secretary  
Principal  
Superintendent  
Board of Education

#### **Teacher**

Teacher  
Principal  
Superintendent  
Board of Education

#### **Classroom Aide**

Aide/Classroom Teacher  
Principal  
Superintendent  
Board of Education

#### **Custodian**

Custodian  
Custodian Supervisor  
Superintendent  
Board of Education