

EVART ELEMENTARY SCHOOL
Trust. Effort. Accountability. Mindset.



Evart Elementary School
Student / Parent Handbook
2023-2024

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BOARD OF EDUCATION

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Evart Public Schools Superintendent
Mrs. Shirley Howard

Evart Elementary Principal
Mr. Ken Ranjel

EVART PUBLIC SCHOOLS MISSION STATEMENT

Evart Public Schools, in partnership with students, home, and community,
will provide educational excellence for all students
in a safe and respectful environment.

EVART ELEMENTARY CORE VALUES

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ELASTIC CLAUSE

The principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he or she considers necessary.

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Anti Bullying Policy

Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly. Further details are listed under Board Policy 5207 on our website. All instances of bullying must be reported immediately and handled in accordance with board policy 5207.

ATTENDANCE

- Students are expected to attend school every day except for the following reasons: illness, family emergency, unavoidable medical or dental appointments, or scheduled religious activities.
- When your child is absent, we ask that you call the school. We now have an attendance hotline that can be accessed 24/7. Call the school at 231.734.5595 and press 1. Leave your name, your child's name, the reason for the absence, and number of days the child is expected to miss.
- Types of absences:
 - Excused: An absence due to illness, doctor's appointment, or serious illness or death of a family member.
 - Explained: An absence (not due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the principal's prior knowledge and approval.
 - Truancy: A student who leaves school without parental consent or is absent from school on a regular basis without school authorization, or has a high rate of absenteeism shall be reported to the Mecosta-Osceola Intermediate School District truancy officer.
 - Unexcused: An absence in which the student is out of school that does not qualify as excused or explained. When a parent does not call to report an absence on the day of the absence, the absence will be recorded as unexcused. The principal reserves the right to change this to explain or excuse under certain circumstances.
- Students will be marked absent for the morning if they arrive after 9:00 a.m.
- Students will be marked absent for the afternoon if they leave before 1:50 p.m.
- Letters will be given to parents as a reminder of regular attendance for their child's balanced education. Under the Compulsory School Attendance Law it is the school district's obligation to report truancy to the Mecosta-Osceola Intermediate School District (MOISD).
- Students may be reported to the truancy officer after ten days of accumulated absences.
- The Michigan Compulsory Attendance Law requires every parent or guardian in this state having control and charge of a child 6 – 16 years of age to send the child to school during the entire school year. Failure to comply with the compulsory attendance law is a criminal misdemeanor.
- Tardiness and leaving early causes interruptions not only for the child but also for the entire class. Three tardies or instances of leaving early are the equivalent of one absence. Excessive tardiness and/or leaving early will result in truancy action as described above.
- Pathways to Potential (P2P) worker assigned to our building by the Department of Health and Human Services may contact you if absences begin to occur. The role of the worker is to help parents and students remove barriers to school attendance. The worker is a social worker who will reach out to families of students with high absences to see if there are resources needed to help the family. This person DOES NOT work for Child Protective Services. The current person assigned to this position is Jessica Mason and she may be the first point of contact when absences are high.

ADVERTISING OUTSIDE ACTIVITIES

The announcement, distribution, or posting of non-school sponsored materials must have the prior approval of the principal. A minimum of 24 hours is required to ensure that the principal has

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sufficient time to review the announcement or posting. Materials determined to meet any description below will be denied:

- causing a material and substantial interference to the educational environment;
- obscene to minors or containing indecent or vulgar language;
- defamatory or libelous;
- invading the privacy of another person;
- offensive to a person's race, religion, ethnicity, or gender;
- encouraging illegal activity or violation of school rules.

BUILDING ENTRY AND BACKGROUND CHECKS

Building Entry Procedures:

- All visitors, including parents, to the Evart Elementary School are required to enter and exit through the main entrance of the school during school hours, buzz the entryway buzzer, and wait for the school staff to allow entry to the building. If the person is unknown to the school staff, the entryway intercom will be used to verify his or her identity before building entrance is allowed. Once admitted to the school, the person will immediately report to the school office, the background check will be verified, and a visitor sticker must be worn at all times the visitor is in the building. This procedure has been developed in response to safety concerns. All other entrance doors throughout the school will be locked at all times during the school day.

Background Checks:

- Visitor forms/background checks will be available at the school at the school's open house and on the first day of school. After that, background checks will be done through central office. The background check requires a signature and a copy of the person's driver's license or a state issued identification card. ICHAT is used for the background check.

BACKPACKS

Elementary school students frequently bring home information from the classroom and the office for parents/guardians to review. Please watch for this information in your child's backpack.

BUILDING USE

- When an individual wishes to use the school facilities s/he needs to fill out a building request form. These forms need to be filed at least one week prior to the date the individual wishes to use the facility.
- Building use forms are available at any building office. Further information may be obtained by calling the Evart Elementary School Secretary, 231-734-5595.

RULES AND REGULATIONS FOR BUS RIDING STUDENTS

The bus driver has the right to drive safely without being distracted. Children have the right to ride in safety.

Bus riding is a privilege, not a right. Students must follow all rules and regulations and treat the driver with respect and courtesy. Drivers have the responsibility of getting students to and from school safely. They must have student cooperation at all times. A driver may assign seats as needed.

Failure to follow the rules and regulations listed below may result in the loss of bus riding privileges. The District discipline policy, the Responsible Thinking Process, is followed on the buses. Any action not covered below, but considered disruptive, shall be handled as a violation of the bus rules and regulations. Therefore, exclusion from the list shall not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of Evart Public Schools.

The following rules are to be followed while on the bus:

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1. Only students entitled to transportation will be permitted to ride the buses. If you want to ride a bus other than your own, a bus pass is required. *Any student without a bus pass will not be permitted to ride the bus.*
2. Students must remain seated while the bus is in motion. This is the State law.
3. Students shall refrain from eating/drinking on the bus.
4. Students are not allowed to save seats for other students. It is the expectation that all students will move over, share the seat, and permit room for other students.
5. Fighting (throwing a punch) is considered a severe disruption and will not be tolerated.
6. You must be at your stop five (5) minutes before the bus is scheduled to arrive. Drivers are told they are not to wait for tardy students.
7. No littering on the bus!!! Students are expected to pick up after themselves.
8. Students shall refrain from loud and boisterous conduct at all times.
9. Any damage to seats or any part of the bus will be paid for by the student or students involved, and/or riding privileges will be withdrawn.
10. Students must not throw anything on or from the bus or extend any part of the body from open windows.
11. The Emergency Door must remain closed except in cases of emergency or during drills as directed by the bus driver.
12. Students are not to be in possession of knives, sharp instruments of any sort, fire crackers, rubber bands, cigarettes, cigars, chewing tobacco, matches, lighters, water pistols, water balloons, etc., on the bus.
13. Students are not permitted to bring any object on the bus that is too large to be held on the student's lap.
14. No glass bottles, animals, or radios are permitted on the bus.
15. The use of profane or vulgar language will not be tolerated.

Video Cameras on School Buses: The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random selection basis. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be reviewed by the bus driver and transportation supervisor and may be used as evidence of the misbehavior. Since these tapes are considered part of a student record, they can be viewed only in accordance with Federal law.

CHILDREN'S PROTECTIVE SERVICES INVESTIGATIONS

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

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. The building principal or designee will release a student only after confirming with an authorized adult that the student has permission to leave campus. Students who leave campus without authorization are subject to disciplinary action. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes.

CODE OF CONDUCT

Expectations of Adults and Students

Adults will:

- Create a balanced approach for all learning
- Provide opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
- Understand the students culturally, and individually, by being fully cognizant of their strengths and interests

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- Structure classroom that maximize learning from bell-to-bell
- Creating a climate that respects difference and allows for multiple perspectives without hurting others
- Foster opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self-control
- Exhibit professionalism in all interactions with students & staff by showing respect and seeking understanding in a timely, non confrontational manner.
- Not partake in, or promote profanity, drugs, violence, weaponry, or sexual misconduct.

Students will:

- Participate fully in the learning experience, including curricular, co-curricular and extra-curricular activities, from the moment he/she is on the bus until s/he is returned home.
- Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
- Participate actively in the learning experience by sharing information about themselves—strengths, weakness, and culture to create common bonds in curricular and co-curricular activities.
- Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
- Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all, and through self-control, behave in an ethical manner from the moment he/she is on the bus until s/he is returned home.
- **If a student is unable to demonstrate how to be Safe, Responsible, and Respectful and disrupts the learning for other students, adults may:**
 - Re-direct and re-instruct, work with and ensure that student fully understands the expectations
 - Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences
 - Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations
 - Determine if there are extenuating physical, emotional or mental challenges
 - Submit referral as required
 - Refer to child study if a behavior plan is needed
 - Move to remove from class, suspension, or expulsion

Wildcat Behavior Response Protocol (The Disciplinary Code)

Students must be allowed to learn in a safe environment and teachers must be allowed to teach if we are to achieve our goals. Teachers will use a bevy of pedagogical strategies to engage learners and reinforce positive behavior. If the teacher is unable to manage a behavior that is excessive, violent, or deters from the education of the whole, the teacher may seek aid from the Behavioral Response team. Using a coded system the teacher will alert the Behavioral Response Team. The Interventionists that comprise the team will meet the needs of the student in collaboration with the teachers advice. Our goal is to keep students in class and provide them a sense of belonging and a highly structured and nourishing environment in which they may learn at a maximum capacity. Students who leave the room due to behavior will work with the intervention team to develop a restorative plan and present it to the teacher. For excessive, violent, or conduct of a sexual nature, the principal will be notified and a formal call home will take place with the principal's discretionary consequence to be determined.

Severe Behavior

Evart Elementary School's student management program is based on the foundation that students have a right to be educated in a manner which is not disrupted by the behavior of other students. Teachers or adults in authority have the responsibility to require appropriate behaviors of all students so they can deliver instruction effectively. Behaviors which are considered "severe" will be

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met with a stricter set of consequences, depending on the severity of the behavior, the frequency of the occurrence, and the student's age. Severe behavior incidents are as follows:

- Repeated refusal to cooperate
- Fighting/assault/or causing physical harm to another
- Use/possession of controlled substances including tobacco
- Written or verbal threats
- Property damage
- Stealing
- Possession of a weapon or toy replica weapons
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Attempting to access inappropriate websites when working on the computer
- Other behaviors that cause excessive disturbance to the school day

These behaviors are subject to one or more of the following consequences:

- Parent phone call and conference
- In-school or out-of-school suspension
- Restorative consequence
- Referral to Evert Police Department
- Referral to outside agencies
- Recommendation for expulsion
- May be required to pay for damages

Board Policy 5206 will be followed with reference to any out-of-school suspension.

Per Board Policy 5206, a student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion.

SEXUAL HARASSMENT

Sexual harassment has no place in the Evert Public Schools and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy (Policy 5202) prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal or from the district website, www.evartps.org. Reports of sexual harassment should be made to any district personnel who should then immediately report to the building principal and/or the Title IX Coordinator.

Contact information of the District's Title IX Coordinators :

Jessica Kolenda, District Title IX Coordinator

Evert High School

6221 95th Ave.

Evert, MI 49631

231.734.5551

kolendaj@evartps.org

Ken Ranjel, District Title IX Coordinator

Evert Middle School

515 N. Cedar

Evert, MI 49631

231.734.5595

ranjelk@evartps.org

SUSPENSION AND EXPULSION RULES AND PHILOSOPHY

Through the school code, the Board of Education has the authority to suspend for a period of more than ten days or to expel a student from school when the student has committed a gross misdemeanor or has engaged in persistent disobedience. School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or engaging in

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persistent disobedience. When determining possible suspension, the following factors will be considered: student age, disciplinary history, disability, seriousness of behavior, safety risk, use of restorative practices and level of intervention. Suspensions for longer than ten consecutive student days may be imposed only by the superintendent or by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirement of law.

SUSPENSION FOR LESS THAN TEN SCHOOL DAYS

When a principal determines that a student has committed a rule infraction that requires an out-of-school suspension, the student will be informed of the charges and have the opportunity to respond to the allegations. An attempt will be made to contact a parent or guardian. Written confirmation of the decision to suspend shall be promptly provided which states the length of the suspension and any special conditions related to the suspension.

If immediate exclusion is deemed necessary because the student's presence endangers persons or property, the meeting shall be provided promptly following such exclusion. The principal may state that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten days.

EXPULSION AND SUSPENSION FOR MORE THAN TEN (10) DAYS

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten consecutive school days (10), the recommendation shall be forwarded to the Superintendent of Schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education, if the school administrator first determines that the student's continued presence endangers person or property and/or threatens disruption of the academic process.

The following procedural guidelines will govern the expulsion process:

- The student and his/her parents or guardian will be provided with reasonable advance written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing. Time shall be reasonable for parties involved.
- The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses, evidence and defense of the charges and to request cross-examination of any adverse witnesses.
- The student and his/her parents or guardian may be represented by legal counsel.
- The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearings.
- The student and his/her parents or guardian shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be part of the public record.
- The Board of Education shall make a record of the suspension or expulsion proceeding.

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- The Board of Education, by a majority vote of those elected and serving, shall state, within five (5) days after the hearing, its findings as to whether or not the student charged shall be suspended or expelled. Such findings shall be reduced to writing and forwarded to the student and his/her parents or guardian.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

It is recognized that the school district has an obligation under federal and state law to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with a disability engages in a gross misdemeanor or persistent disobedience, the courts have determined that such students are not to be punished under the same procedures that apply to students having a disability.

In accordance with Section 1311 of the School Code, if the school district possesses reasonable cause to believe that a pupil has a disability and the school district has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil shall be evaluated immediately by the Intermediate School District of which the school district is a constituent of in accordance with Section 1711 of the School Code of 1976. For purposes of this policy, "reasonable cause to believe that a pupil is handicapped" shall be interpreted to mean that circumstances are observed which lead a reasonable person, acting impartially and without prejudice, to believe that the pupil is disabled.

Short-term suspension - Short-term suspension shall be defined to mean a temporary exclusion for a period of time not to exceed ten (10) school days from the student's educational program, class, transportation or any aspect of programs or services identified in the Individualized Education Program of the student.

A student with a disability may receive a short-term suspension from school if he or she is responsible for violation of school rules, gross misdemeanor or persistent disobedience. A single suspension of more than ten (10) days or an accumulation of suspension totaling more than ten (10) days in a school year shall constitute a long-term suspension or expulsion.

Prior to short-term suspension of a student with a disability, the school district shall afford such student the same procedural rights under this policy as are extended to students without disabilities.

Long-term Suspension/Expulsion

A. Long-term suspension or "expulsion" shall mean an exclusion of a student with a disability for ten (10) days or more from his or her education program, class, transportation, or any aspect of programs or services identified by the student's Individualized Education Program by action of the Board of Education or its designee.

B. A student with a disability may receive a long-term suspension or be expelled for violation of school rules, gross misdemeanor or persistent disobedience as defined in this policy. However, prior to such long-term suspension or expulsion, procedural due process will be followed. A copy of this policy may be obtained at the Evert Middle School office.

3. Emergency Situations - An emergency situation means a situation in which the student's presence poses a substantial likelihood of injury to himself/herself or others.

In an emergency situation the IEPT must be convened within ten school (10) days after the short-term suspension begins.

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If within this ten (10) day period, long-term suspension procedures cannot be completed (with an un-appealed IEPT), the school district must either:

- A. Obtain parental agreement to interim placement; or
- B. Obtain injunctive relief from a court by showing that maintaining the student in his/her current placement presents a substantial likelihood of injury to the student or others.

PENALTY DETERMINING GUIDELINES

One or more of the following may apply as determined by the principal or his/her designee:

- A. Suspension of 1-10 days (to be decided upon by the principal)
- B. Suspension of 11-59 days (to be determined by the superintendent or Board of Education)
- C. Recommendation for expulsion (to be determined by the Board of Education)
- D. Restitution of property (if applicable)
- E. Conference with parents before readmitting students

CONTACTING YOUR STUDENT DURING SCHOOL HOURS

Parents/visitors must check in at the elementary school office when entering the school building during school hours. For passing on information to students, parents are asked to contact the office. Messages/deliveries will be relayed to the student by the elementary school office staff. If your child wants to call or text you, he or she should tell the teacher who will then make arrangements for the child to contact you. Your child should not contact you directly using a device (cell phone, text messaging device, etc.); electronic devices are not allowed in school. He or she should always contact you under the supervision of an adult staff member.

CORRESPONDENCE TO PARENTS

- Classroom teachers may send home monthly, weekly and sometimes daily information for parents.
- Please make a special effort to read the information that is sent home with your children. Office information will always be on colored paper hoping to catch your attention and make it easier for you to find.
- We have a monthly newsletter, which contains activities that the classroom teachers report on, school-wide activities, cancellations, and changes in the school schedule. The newsletter will also be printed on colored paper. It is very important that you read these to keep aware of any changes. We thank you for your efforts.
- From time to time we have the opportunity to have photos of our students published in various newspapers and newsletters. If for any reason you DO NOT want your child's picture placed in these publications, please notify the school and we will note this in your child's file.

DIGITAL RESPONSIBILITY: AS LISTED BELOW, BUT NOT LIMITED TO:

Personal Safety

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).

Password Protection

Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology director.

Privacy

Students and families need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Evart Public Schools has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of EPS and no user shall have any expectations of privacy regarding

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such files.

Online Etiquette

Follow the guidelines of accepted behaviors within your schools' handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use this device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in your school's handbook. In addition, students must adhere to the copyright laws of the United States (P.L 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Proxies

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Photos and Video

Pursuant to Policy 5805, unless authorized, students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event. The district may monitor any district building, facility, property, bus or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g. restrooms and locker rooms). Except in those areas, a student has no expectation of privacy. The District may use video recording for any lawful purpose, including student discipline, assisting law enforcement or investigations.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement.

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on school devices. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any EPS device will be in violation of this agreement.

DRESS CODE

Students should come to school looking neat and clean, and dressed in a manner which is appropriate for the school setting. Following are some guidelines students can adhere to:

- Shorts and skirts should be at fingertip length all the way around the leg.
- No part of the midriff may be showing.
- Clothing must cover the shoulder area and cover the midriff.
- Mesh or see through clothing is not appropriate and should not be worn.
- The waistline on pants, shorts, and skirts are to be worn at waist level.
- Hats are to be worn only when entering and exiting the building. Or, at the discretion of the classroom teacher or principal.
- Any clothing advertising alcohol, tobacco, drugs, profanity, weapons, racist or inappropriate content will not be allowed.

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Students will be expected to follow these dress code guidelines at all times. Parents will be notified for a change of clothing to allow students to return to class. If parents are unavailable, appropriate clothing will be given to the child to wear for the day.

DROPPING OFF STUDENTS/PICKING UP OF STUDENTS AT EVART ELEMENTARY

- We ask for your assistance with this for the safety of all children. This is a busy area and everyone needs to be extra cautious. For the safety of the children we need your cooperation for implementing the procedure for dropping off and picking up children.
- All students being dropped off in the morning must be dropped off using either the elementary drop off loop on the north side of the building, or people may park on the street in legally appropriate areas or the loop at Bailey Dr. and walk students up to the building using sidewalks and crosswalks. The same procedures should be followed when picking up students at the end of the day.
- The loop is a NO PARKING ZONE. That means drivers will stay in their cars during Drop-Off/Pick-Up times. Under no circumstances should a driver park his or her car in the loop and leave to get children. If a driver needs to park to do so, parking areas are provided in the tennis court loop (Bailey Dr.) or along the street.
- The parking lot and bus drop off is designated as staff parking and bus loop. Parents may not park in the parking lot during drop off and pick up times posted on the sign at the opening of the parking lot. Only vehicles with parking passes may park during designated times and others are subject to ticketing by local police.

***NO VEHICLES ARE TO BE DRIVEN INTO OR OUT OF THE PARKING LOT BETWEEN
7:30 a.m. – 8:15 a.m. and 2:30 p.m. – 3:15 p.m.***

DRUG FREE SCHOOLS

- In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by the State Statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students.
- Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state or federal law, the District will also notify law enforcement officials. Legal guardians will be notified.
- The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

ELECTRONIC EQUIPMENT

- Most electronic equipment necessary in school is supplied by the school. Your child’s teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the students connect to our wireless network.
- Students are assigned specific devices (assigned by cart and Chromebook number) for use throughout the day. Should the device be damaged, the parents will be responsible for damages up to the replacement cost of the device should it need total replacement.
- Students are not allowed to bring electronic devices including cell phones and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion. Should a student bring an electronic device to school against school policy, the school is not responsible for loss, damage, or theft. VIOLATION – property will be confiscated and kept in the office until a parent comes to school to claim the item. Items kept more than 30 days will become the property of the Evart School District.

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FIRE/TORNADO/LOCKDOWN DRILLS

- **Fire drills** are a necessary precaution for your safety. Practice the drills with caution and seriousness. There will be no warning signal. As soon as the bell sounds, all students should form a line ready for passing. No talking. Move quickly without running, with hands on ears. Classrooms are to go to designated landmarks.
- **Lockdown drills** will be conducted on a periodic basis, at least twice per school year. When in “lockdown” only law enforcement and emergency personnel will be permitted to enter or exit the building. Students and classrooms will move to designated areas for shelter dependent upon their current location.
- **Tornado drills** will be conducted at least twice per year. Students are to follow classroom instructions and remain silent while the drill is taking place. Students and classrooms will move to designated areas for shelter.

FIELD TRIPS AND CHAPERONES

When a field trip away from the school is planned for your child’s class, a permission slip will be sent home. The permission slip will indicate the time and place of the trip. Please return these slips to your child’s teacher. Student participation is dependent upon receipt of the permission slip. If you volunteer as a parent chaperone you may be responsible for a group of students. Students are expected to follow all school rules when attending any of these events. A student may lose the right to attend these activities if their behavior at school has been unsatisfactory or if behaviors at a past assembly, field trip, and/or athletic contest have been inappropriate. Students who do not meet minimum standards of behavior may be excluded.

Chaperones: Field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, all chaperones will need to pass a school background check and must agree to and adhere to the adult expectations: Chaperones may be asked to drive separately due to available seating on the bus.

FOOD SERVICES

Breakfast: All students at Evert Elementary School receive free breakfasts. Though children are not required to eat a school breakfast, it is offered to each child in his or her classroom.

Lunch

- Evert Elementary School uses a computer system, Meal Magic, for its lunch program.
- No carbonated drinks (i.e. pop) will be allowed in school. Teachers may allow such drinks on special occasions (i.e. parties, field trips).

Applications for free and/or reduced meals are available in the office or on the district website through the lunch tab. You may call the Food Service Director at 734-4222 for further information.

HEAD LICE

Head lice are a continuing problem among elementary age children. We try hard to prevent lice from spreading at our school. Children are checked when they complain of their head itching. Students who have lice need to be treated and have the nits combed out of the hair. It is strongly recommended that parents check their student’s hair once each week throughout the elementary years.

HOMELESS CHILDREN AND YOUTH

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District’s homeless liaison:

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Kaitlin Micek, District Homeless Liaison
6221 95th Ave.
Ewart, MI 49631
231.734.5551
micek@evartps.org

ILLNESS: WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL?

Whenever a student complains of not feeling well on a school day, parents are faced with the decision of whether or not to send the youngster to school. How do you make the right choice? *If your child is vomiting, experiencing diarrhea, or running a fever please keep your child home. Please do not medicate for a fever and then send your child to school.* If you decide to keep your child home please call the school (734-5595) to report your child's absence. If you cannot call, please send a note to the teacher stating the nature of the illness upon their return to school. This is important because a weekly report of communicable diseases is required by the Osceola County Health Department.

IMMUNIZATIONS

In order for your child to be sufficiently immunized, the following shots are required for all new students and recommended for all other students.

- 4 doses of DTP (one must be after the fourth birthday)
- 3 doses of Polio (one must be after the fourth birthday)
- 3 doses of MMR (both must be after the first birthday)
- 3 doses of Hepatitis – B
- 2 doses of Varicella or past history of chicken pox
- 1 dose of Meningococcal (MCV4 or MPSV4) vaccine required for all children entering 6th grade.
- 1 dose of Tdap for children 11-18 years of age if 5 years since the last dose of tetanus/diphtheria containing vaccine.
- Remember to get a tetanus booster for your child every ten years.

Please check your child's immunization card. If shots are needed, you can call the Health Department at 231.832.5532 for an appointment. Once the shots are done, please bring an updated copy of the immunization record to the school so we can update our records. We appreciate your support in ensuring that your child is properly immunized.

LAW ENFORCEMENT INTERVIEWS

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

LITERACY AND THE THIRD GRADE READING LAW

Literacy is the foundation of all student achievement. The elementary teachers have always used teaching and instruction to teach students to read by the third grade. Additional support is given through tiers one and two support through Title I services.

Recently, the State of Michigan Department of Education revoked Public Act 451 (MCL 380.1280f). Students will no longer be subject to retention based on 3rd grade MSTEP results.

Furthermore, the law still requires that parents be provided written notice if their child has a "reading deficiency," and be given materials so they can take part in efforts to help them improve. Every student performing below grade level as determined by the fall NWEA assessment will receive an Individual Reading Improvement Plan (IRIP).

LOCKERS/DESKS

Pursuant to policy 5102 Student lockers and desks are school property and remain at all times under the control of the Ewart Public Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed

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in school property because school property is subject to search at any time by school officials. Periodic general inspection of lockers and/or desks may be conducted by school or legal authorities for any reason at any time without notice, without student consent and without a search warrant.

LOST AND FOUND

Please try to label your child's belongings. We find many lost items of clothing. Please check with your child's teacher for lost items. Please write your child's name with a permanent marker on all lunchpails and items (i.e. thermos, caps, cups, etc.) inside. Please do NOT send any non-essential items to school, including but not limited to: electronic equipment, trading cards, money, toys, etc.

MEDICAL EMERGENCIES

- An emergency medical card is given to each child as they enroll. Each year this card is sent home at the beginning of school or at the open house. **Please return it completely filled out.** In the event of an emergency at school we will contact you as soon as possible.
- Please keep the office current at all times with emergency phone numbers where someone can assist us, when you are not available. Some examples may be friends, daycare, grandparent, neighbor, and place of employment. *It is also important to notify us with any changes in these numbers throughout the year.*

MEDICATION ADMINISTRATION TO STUDENTS

The administration of medication by school personnel shall be authorized and performed in exceptional circumstances, which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions.

- A. The Request of Administration of Medication form must be signed by the student's parent/guardian and filed with the building principal.
- B. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - 1. Student's name, address, telephone number
 - 2. Physician's name, address, telephone number
 - 3. Pharmacy name, address, telephone number
 - 4. Name of medication, beginning date of administration
 - 5. Prescribed dosage, frequency and duration
 - 6. Parents shall be responsible for informing the district if the child has experienced side effects from the medication the child is to receive
 - 7. Termination date for administering the medication
 - 8. Special handling and storage instructions
- C. Medication for students in grades K-8 must be brought to school by an adult and in a container appropriately labeled by the pharmacy. Students in grades 9-12 may bring prescribed medication to the office. Refill of the medication is the sole responsibility of the student's parent/guardian. Per board policy 5703.
- D. Designated school personnel will:
 - 1. Inform appropriate school personnel of the medication.
 - 2. Keep a record of the administration of the medication which will include: date, time, dosage and person administering the medication along with the initials of an adult witness (this witness can be any school employee/or adult).
 - 3. Keep medication in a locked cabinet.
 - 4. Return the unused medication only to the student's parent/guardian (a student may return his/her inhaler).
 - 5. Any 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 the school year.

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- E. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in the medication, including the discontinuation or modification of the medication.
- F. The student's parent/guardian has sole responsibility to instruct his or her child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time for taking the prescribed medication.
- G. In no instance are District personnel to administer an initial dose of a new medication to any student.
- H. Forgotten doses of home medication will not be made up at school.
- I. Student self-possession and/or self-administration of medication for grades K-8 are prohibited unless the student's health is endangered by this prohibition.
- J. No staff member will be permitted to dispense non-prescribed medication (OTC) to any student without a doctor's order.

NON-DISCRIMINATION POLICY

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are notified that the Evert Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquires concerning the school's compliance with the regulations implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975, or Section 504 is directed to contact the people designated to coordinate the school's efforts to comply with the regulations of implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975 and Section 504, which is the Superintendent of Schools at 321 North Hemlock Street, Evert, Michigan (231) 734-5594 or designee(s).

NON-DISCRIMINATION GRIEVANCE

If any person believes the Evert Public School district, school or institution or any part of the school/institution 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) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Civil Rights Coordinator, Evert Public Schools
321 North Hemlock Street
Evert, Michigan 49631
(231) 734-5594

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) days.
2. If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools or administrator within five (5) business days after receipt of the Coordinator's response. The Superintendent or administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.
3. If the complaint remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his receipt of the superintendent's

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response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within 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.

4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

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

The local Coordinator, on request, will provide 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.

PARENT INVOLVEMENT POLICY

Evart Elementary believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in :

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home and the learning experiences provided by the school;
- C. establishing and supporting a consistent and shared approach to child guidance and discipline;
- A. providing for the proper health, safety, and well-being for their child.

Evart Elementary is committed to communicating to parents at a level and in a language they can understand, where practicable.

PARENT PROBLEM SOLVING HOW TO'S

Throughout the school year, situations regarding the program at your elementary school may arise which cause concern for parents, teachers, students, or community members. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

- Step 1 – Contact the appropriate staff member: The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, principal, etc.
- Step 2 – Contact the principal: If Step 1 does not resolve the concern, discuss it with the principal. He/she is the instructional leader in charge of the school and the person responsible for handling concerns regarding the school's operation. The principal can share school information and explain policies, guidelines and procedures. He/she is open and willing to listen to your concerns.
- Step 3 – Contact the appropriate district administrator: If the previous steps have been unsuccessful, contact the appropriate district administrator or the superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we

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believe clear, open, honest, and two-way communication is the key to preventing problems, miscommunication, misinterpretations, or other concerns.

PARENT-STUDENT-TEACHER COMPACT

The Evert Elementary School staff knows that with the help of parents and community we can guide each child in achieving his or her greatest potential by providing a diversity of experiences, which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility for student acquisition of academic, creative, emotional, physical, and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Evert Elementary School by continually assessing and evaluating our attainment of these goals.

The teachers agree that students must be given the opportunity to succeed. Therefore, they agree to do the following:

- have high expectations for their students and themselves;
- maintain open lines of communication with students and parents through the use of the Wildcat folder, planners, e-mail, newsletters, etc.;
- respect the students, their parents, and the diverse culture of the school;
- demonstrate care and concern for each student;
- seek ways to involve parents in classroom activities;
- use the Responsible Thinking Process;
- make efficient use of academic learning time.

We believe that parents and guardians want their children to reach their full academic potential.

Parents can help by doing the following:

- see that their children attend school regularly;
- support the school in its use of the Responsible Thinking Process;
- read with their children and let them see you reading;
- establish a time and place for homework and check work in the Wildcat folder regularly;
- have ongoing communication with the classroom teacher;
- limit and monitor children's screen time.

It is important for students to work to the best of their ability. They can do this by:

- coming to school every day on time and ready to learn;
- finish their school work and participate in classroom activities;
- show respect for themselves, the school, and other students;
- understand and follow the Responsible Thinking Process;
- set aside a regular time and place at home to complete homework;
- be responsible for bringing the Wildcat folder between home and school.

PESTICIDES

When it is necessary to apply pesticides at Evert Elementary there will be a posting on the front entrance door.

PLAYGROUND

ALL children are expected to go outside for recess daily, except in inclement weather. We do not send students outside if it is raining or below ten degrees. We expect that any student who is well enough to attend school should be able to participate in outdoor recess.

PLAYGROUND RULES

- Play safely on playground equipment and use it as it is intended to be used.
- Only one person on a swing at a time; two on a tire swing.
- Students are to slide down the slide and not climb up it.
- Only one person going down the slide at a time.
- Act safely by keeping all objects such as rocks, sticks, sand, and/or snowballs on the ground at all times.
- Stay within the boundaries of the playground.
- Obey all school-wide rules.

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All Board of Education Policies are in effect. These rules include, in part;

- Dress and grooming practices that interfere with the educational program are not allowed.
- The use and/or possession of tobacco products is not allowed in school buildings, on school grounds, on school vehicles, and at school related events.
- Students who cause damage to District property shall be subject to disciplinary measures, and their parents will be financially liable for such damage to the extent of the law.
- The Board prohibits the use, possession, concealment, or distribution of any drug at any time on District property or at any District event.
- The Board will not tolerate the possession of weapons by anyone while on school property or at a District related event.

RESTRICTED ACTIVITIES DUE TO ILLNESS OR INJURY

Written doctor's excuses are required for students who need to be kept in from recess at school or who need to miss physical education. The note must state how long the restriction is in effect.

RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Because your child attends a school that receives federal funds from the Title I program, you may request the following information about the professional qualifications of your child's classroom teacher(s):

1. Whether the teacher has met the Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;
3. The teacher's college degree(s), major(s), and field(s) of discipline, as well as any graduate degree or certification.

You may also request this information about any paraprofessional who provides Title I services to your child. If you would like to receive this information, please contact the Title I Director at 734-4222. Your request will be processed in a timely manner.

SCHOOL-WIDE RULES

- Be respectful.
- Be responsible.
- Be safe.
- Try your best.

SEARCHES

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

SEXUAL HARASSMENT

Sexual harassment has no place in the Evert Public Schools and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage, or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy (Policy 5202) prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal or the district website at www.evartps.org. Reports of sexual harassment should be made to any district personnel who will then immediately notify principal or Title IX. A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Board Policy 5206.

Inclement weather, School Closings, Delays

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- With the winter weather as unpredictable as it is, the Evert Public Schools would like to clarify the conditions of our special “Weather” days.
- **Delays...**Buses will arrive three hours later at their regular scheduled stops. On a delay, elementary school doors will open at 10:30. School will begin at 10:35. No breakfast will be served. Students, however, will eat lunch at their regularly scheduled times.
- **No School...**School is closed for the day, all buildings.

These are the local radio and television stations we inform of cancellations/delays:

The following radio stations and television stations generally carry information concerning school cancellations. Please don’t call the school. When a cancellation occurs, it is posted on our district website, sent via REMIND, and posted on facebook and other social media outlets.

WTCM – 92.9 FM & 103.5 FM WCEN – 94.5 FM TV 7 & TV 9 WBRN – 107.7 FM WYBR – 102.3 FM WDEE – 97.3 FM WHGR – 98.5 FM WUGN – 99.7 FM

If you would like an automatic text message from the school about weather cancellations and/or other reminders, Text one of the following messages to 81010 for automatic REMIND alerts for EHS events

@ae6b22 (Class of 2024) @k94hbd (Class of 2025)

@fdd2887 (Class of 2026) @84e664 (Class of 2027)

SCHOOL HOURS

- The doors of the school open to students at 7:30 a.m., although, students are encouraged to NOT arrive before 7:20 a.m.
- *School dismisses at 2:35 p.m. for all students. Buses leave the elementary at approximately 2:45 p.m.*
- Parents with children staying after school for special functions must provide their own transportation.
- Students who stay for special activities are to remain with the group. There will be no loitering in the halls.
- School staff will not provide supervision before or after these established time.

STUDENT RELEASE

If you need to pick up your child for an appointment or remove him/her from school for the day, there is a sign out sheet in the office. Students will be called up to the office to be released to their parents or authorized personnel as listed on their card. People picking up students are to remain in the office. Thank you for helping to keep our school safe by following this procedure.

STUDENT SUPPORT SERVICES

- **Parents for Kids:** Parents for Kids, the elementary parent group, meets monthly throughout the school year. Look for more information from PFK. The group encourages participation from all parents who are available to come to the meetings. The parent group holds several activities which benefit the children in the school.
- **Social Worker:** The elementary school has available the services of a school social worker whose role is to support the emotional/social growth of children. The school social worker works with families, teachers, and other staff to address concerns about student achievement, behavior, etc., and facilitates connections to needed social and mental health services.
- **Special Education:** Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning

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disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely multiply impaired. A student may also be eligible for services because of a specific developmental delay through age seven. Students may be referred for a Special Education assessment by parents or teachers. Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services. Services are described through the development of an Individual Education Plan (IEP). Students are served in accordance with district, state, and federal guidelines.

- Assessments: During all testing, please ensure that your child gets plenty of rest and a nourishing breakfast. District-wide, these assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each student's progress. Test results are shared with parents at parent-teacher conferences. The tests used at the elementary school are DIBELS (reading), Northwest Evaluation Association (NWEA), STAR reading and math, and the M-STEP. Should you have any questions on these assessments, please contact your child's teacher.

TEACHER SELECTION

Evart Elementary School principal and teachers work diligently to make appropriate placements for children for the following school year. Decisions on placement are made to balance the classroom so that each teacher has a variety of students by gender, academic ability, and behaviors. Each teacher's teaching style and classroom management are also taken into consideration. Due to this commitment to place each child in the appropriate classroom, parents must rely on the school faculty to make the best decision for their children. Parent requests may unbalance classrooms, so your cooperation on this matter is appreciated. Teachers are announced on the end of year report card.

TELEPHONE USE FOR STUDENTS

- Evart Elementary School is a place of learning and is a public business. It is each student's responsibility to bring all of the necessary materials needed for the school day. All classrooms have telephones. Students will be allowed to use the telephone with permission from the teacher.
- If the phone is used in the office, students must have a pass from their teacher.
- Cellular devices are not to enter the classroom and may be kept in backpacks on silent.

TEXTBOOKS/LIBRARY BOOKS

- Students are issued textbooks to use throughout the year. The textbooks are very costly. A reasonable depreciated fee will be charged for textbooks that are not returned. These monies will be used to purchase replacement books.
- Students will be responsible to pay for library books they do not return. Library books will also have a reasonable depreciated fee. Monies collected for lost or damaged library books will be used to purchase replacement books.

TITLE I ASSISTANCE

- Evart Elementary School will provide all students with high quality curriculum and instruction which will provide the maximum opportunity for all students to successfully meet the State's content and performance standards. Furthermore, regular and open communication regarding student progress will be maintained at all times, including regularly scheduled parent-teacher conferences, frequent progress reports, and reasonable access to staff.
- In turn, we expect all parents to be responsible for supporting their child's learning. This support will include, but not be limited to, monitoring attendance, homework completion, and television watching; volunteering to help in the classroom when possible; and participating in decisions regarding their children's education and use of extra curricular time.

VISITORS/VOLUNTEERS

- All visitors/volunteers must complete a successful background check prior to volunteering. Forms are located in the elementary office. Please allow a week for the paperwork to get done.
- If you are a volunteer, there is a sign in sheet so that you can indicate where we can locate you in case of an emergency. All volunteers must wear a name tag provided by the office.

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- Parents are welcome to visit the school any time. We do ask that you make prior arrangements with the office or classroom teacher. Parents and visitors must check in at the office when entering the building and are required to pass a background check prior to spending time in classrooms. All parents and visitors need to wear a name tag provided by the office.

WEAPON FREE SCHOOL

- In compliance with State Law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property.
- For purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air gun, BB gun, and explosive devices.
- Disabled students, as defined under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students.
- A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are in the principal’s office.

WEBSITE

Our district website, www.evartps.org allows you to stay in closer contact with Evart Public Schools.

EVART PUBLIC SCHOOLS

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS AND DESIGNATION OF DIRECTORY INFORMATION

They are pursuant to Board Policy 5309:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Evart Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- 4. Upon request, the Evart Public Schools discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 600 Independence Avenue, S.W.
 - Washington, D.C. 20202-4605
- 6. Generally, school officials must have written permission from the parent/guardian or from a student of an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student’s record. However, the Family Educational Rights and Privacy Act (FERPA) allows school district to disclose, without consent, “directory” type information. The Board of Education of Evart Public Schools has designated the following personally identifiable information contained in a student’s educational record as “directory information”.
 - A. Student name, address, telephone listing.
 - B. Parent/Guardian name, address, telephone listing, e-mail address.
 - C. Date and place of birth.
 - D. Participation in officially recognized activities and sports.
 - E. Weight and height of members of athletic teams.
 - F. Dates of attendance, honors, degrees and awards received, grade placement.
 - G. Most recent previous school attended.
 - H. Photographic, video or electronic images of students.
 - I. Information generally found in yearbooks.

Unless you advise the Evart Public Schools that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated above as “directory information.” Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will be released without the prior consent of the parent/guardian or eligible student.

You have to advise the District in writing of any or all of the above categories of “directory information” about the student which you refuse to permit the District to disclose. Your notification of objection should be addressed to:

Elementary Principal
515 North Cedar Street
Evart, MI 49631
Phone 231-734-5595
Fax 231-734-3218

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Per Boar Policy 5308. These include the right to:

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- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Evert Public Schools has developed and adopted policies, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Evert Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Evert Public Schools will also directly notify parents and eligible students as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

EVART ELEMENTARY 2023-2024 HANDBOOK

Dear Parent/ Guardian,

Included with the student handbook are documents that should be read and discussed with your Evart Elementary student. This includes the Discipline Policy for Evart Elementary School.

The school-wide rules apply to all students who attend Evart Elementary School.

After discussing these materials with your child(ren,) please fill out the bottom portion of this page and return it to your child's teacher at your earliest opportunity. Please contact the school office with any questions you may have regarding any of this material.

Note: Non-return of the acknowledgment page does not release the student and/or parents from the responsibilities of following the policies and procedures contained within the handbook.

Please check both of the following:

- I have read and discussed the *Evart Elementary School Discipline and Handbook* information with my child(ren).
- I realize the handbook is also **posted online at**
<http://www.evartps.org> >>Schools>>Evart Elementary School>>Elementary Forms and Documents>>2023-24 Elementary School Student Handbook.pd.

Student Name _____ Date _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____