

Coopersville South Elementary School Handbook
2017-2018

TABLE OF CONTENTS

Mission Statement	2
Elementary School Schedule.....	2
Daily Lunch Program/Schedule	3
School Delays or Cancellations.....	3
Alert Notification System.....	3
Early Dismissal.....	3
Office Procedures.....	4
Absence.....	4
Sign in/Sign Out.....	4
Bus Notes	4
Injuries/Illness.....	4
Staying in for Recess.....	5
Custody information	5
Telephones	5
Dress and Grooming	5
Classroom Parties.....	6
Head Lice	6
Visitors.....	6
Volunteers/Parent Opportunities	6
Parent Involvement Policy	7
Parents’ Right to Know Notification.....	8
Bicycles/Skateboards/Scooters/Rollerblades etc.	8
Report Cards and Conferences	8
Lost and Found.....	8
Media Center.....	8
Medical Concerns.....	8
Medication Distribution to Pupils.....	9
Emergency Procedures.....	9
Fire Drill.....	9
Tornado Watch/Warning.....	9
Lockdown.....	10
Emergency Drills.....	10
Recess.....	10
Procedures for Parents to Address Concerns.....	10
Cell Phones and other Electronic Devices.....	10
Weapons Policy.....	10
Positive Behavior Intervention & Support System.....	11
Discipline of Students.....	11
Offenses.....	11,12
Discipline Procedure.....	12
Suspension/Suspension Behaviors.....	13
Anti Bullying Policy.....	14
Anti Bullying Initiatives.....	14
Bus Conduct.....	14
Playground Expectations	14
Playground Safety Rules	15
Right to Access & Privacy of Student Records	16
Directory Information Opt-Out.....	17
Nondiscrimination Compliance	17

WELCOME TO SOUTH ELEMENTARY

Mission Statement

It is the mission of South Elementary to inspire all students to embrace a life-long love of learning, to achieve their goals and to be compassionate citizens who contribute to the global community.

We believe that ...

Every person has intrinsic worth.

Every person has something to contribute.

Every person is responsible for her/his choices.

Love, acceptance and a sense of belonging are essential for every person to flourish.

A community which embraces shared ethics and diversity thrives.

A community working together toward a common goal is fundamental to excellence.

Coopersville South Elementary, offers a challenging and rich instructional program with board-approved curriculum. As educators we want to ensure that our students achieve their highest academic potential, are confident in their abilities, and use those abilities responsibly.

In order to accomplish these goals it is important that home and school support each other. This handbook is designed to equip you with the basic procedures used at South Elementary. Please read and review them with your child.

Elementary School Schedule

School Hours (8:45am - 3:40pm) Please do not have students arrive at school before 8:20 AM. There is no adult supervision on our playground until 8:20 am. Unless students are coming into the building for breakfast they are asked to remain outside on the playground until the bell rings. When students are finished with breakfast they are to exit the lunchroom. During inclement weather, students will be allowed to enter the buildings. **Recess periods are provided during the lunch period. These activities are supervised by adults.** Students are not to stay after school unless they are being supervised by a teacher. For your information we have a before and after school program for children. You can enroll your child by calling 997-3600.



Daily Lunch Program/Schedule

Breakfast and hot lunches are available to all students. Each student will be issued a lunch account that money can be deposited into for meal and milk purchases. Based on income guidelines, breakfast/lunches are free or can be purchased for a reduced price. Applications for free or reduced lunch and breakfasts are available in the office.

Prices for the breakfast/lunch program are:

Breakfast	\$1.35 per day
Lunch	\$2.30 per day
Milk	40 cents

Lunch Schedule:

11:30-12:10	4 th grade
Noon-12:40	5 th grade
12:50-1:10	3 rd grade

Breakfast is served daily before the start of school in the cafeteria.

SCHOOL DELAYS OR CANCELLATION:

Our Blackboard Connect system is in place and we do send out notifications to your phones and emails on school closings through this system.

WOOD, AM/FM 1300/105.7	WLHT, FM 95.7	WCUZ, FM 101.3	WTRV, FM 100.5
WZZM (TV-13)	WOTV (TV-8)	WWMT (TV-3)	WXMI (TV-17)

1. ALERT NOTIFICATION SYSTEM:

Keeping you informed is a top priority at Coopersville Area Public Schools. The District will notify you through our Alert Notification Service which will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using Alert Notification to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events; including report card distribution, open house, field trips and more.

2. EARLY DISMISSAL

Occasionally severe weather makes it necessary to suspend school or dismiss school early for a day. Coopersville Area Public School will notify parents through the Alert Notification Service and contact radio and TV stations to inform parents of early dismissal times. Please listen to radio and/or TV stations listed above.

Make sure that students that they (walkers and bus riders) are to take the same route home. Arrange in advance for your child to be met by yourself or another adult at the drop off point. Alternate shelter home should be arranged in advance, if you will not be home. Please review your family's plan with your child on a regular basis.

Office Procedures

1. ABSENCE:

If your child is going to be absent, please call the school and notify us. (997-3100)

- Please call by 8:30 a.m. We have voicemail and you may leave a message and we will mark your child's attendance accordingly. The office will try to contact you if you fail to call in your child's absence.
- In order to be counted present for a half day, a child must be in attendance by 10:30 am for the morning and by 1:30 pm for the afternoon.
- A written note from your doctor may be required as verification for additional absences.
- After ten or more accumulated days of absences, the school will send a letter and may request a conference with parent/guardian.
- After more than ten absences, the school may contact the truancy officer and/or Ottawa County Sheriff's Department to assure that parents are abiding by the State law requiring their child's attendance in school.
- Absences due to family vacations are discouraged, especially vacations that fall during M-STEP testing times.

Tardiness

- An elementary student is considered tardy if the student arrives after the bell rings.
- If buses are late, students are not considered tardy.

2. SIGN-IN/SIGN OUT:

If you will be taking your child out of school any time during the day or if your child is being removed from riding the bus, please come to the office to sign them out. Children will be released only to those who are designated by the parent/guardian. At the end of the school day we ask that students may be picked up in the office area (not at the classroom doors).

3. BUS NOTES:

Please send a note to your child's teacher informing him/her of any change in routine for your child. It is very important that we be informed of these changes no later than 2:00 PM so we can inform the bus garage and classroom teacher. **Without a written note or phone call from you, the teacher is instructed to put the child on the bus as usual/send them home as usual.** It is very important and helpful to the office and the transportation department to have communication from the parent as early as possible.

4. INJURIES/ILLNESS:

The office will notify parents of all serious injuries. If a child becomes ill or has a serious accident at school, the following steps will be taken:

- Emergency care will be given.
- The parent, guardian or authorized representative will be contacted.
- In case of illness, the parent or specified adult, will be asked to pick up the student. Your child should be **free of a fever or vomiting for 24 hours** before they return to school.

5. STAYING IN FOR RECESS:

Please make sure that your child is well when you send him to school because he/she will be expected to go outside for recess. A doctor's slip requiring a child to stay indoors needs to be sent to the office.

Custody Information:

If one parent has been awarded physical custody of a child and the non-custodial parent has custodial limitations, a copy of the custodial order must be provided to the school. If a child is not to be dismissed to the care of any adults, specific written information must be provided for the school.

Upon request, the school will provide copies of report cards, newsletters, etc. to the non-custodial parent.

Telephones:

The secretary is on duty from 7:30a.m.-4:00 p.m. each day. Calls for teachers should be made before and after school. During school hours you may call the teachers voicemail directly. If you need to get a message to the teacher before the end of the day, please call the office at 997-3100. Students are not permitted to use the telephone except for emergencies. Messages and deliveries from home are to be left in the office. Students will be called out of class only in an emergency.

Dress & Grooming:

Neatness and cleanliness are important to health as well as appearance. Clothing should be clean and neat in appearance and hair should be neatly groomed. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The building administration shall make the final decision on the appropriateness of dress.

Students may be asked to modify their attire (e.g., put on a sweatshirt, unroll pant legs,) if student dress is determined to be inappropriate. Parents/guardians may be contacted if dress modification can not be made at school. The student may be detained in the school office or removed from class for the day if a change of attire is not possible.

The following expectations will help parents/guardians and students in making clothing decisions:

1. Shoes are to be worn at all times.
2. Inappropriate language/signs/symbols worn on clothing are prohibited. This shall include, but not be limited to, any message that expresses profane or obscene language, attitude, makes derogatory comments about any race, creed, religion or national origin, and/or and encourages illegal substance use/abuse.
3. All shirts and blouses must modestly cover upper portion and mid-section of the torso; no undergarments should be visible.
4. Dresses, skirts, and shorts should be of an appropriate length.
5. Students should dress adequately for the weather conditions and outdoor recess play.
6. Make-up is not age appropriate.

At the discretion of the principal, these guidelines may be altered due to unusual circumstances.

Classroom Parties:

Classroom teachers may choose to have a Halloween, Christmas, and Valentine's Day party. Halloween costumes need to be age appropriate. Toy "weapons", play blood, and inappropriate face painting (as determined by the administration) are not permitted.

Head Lice:

We recommend that you check your child's hair for Head Lice and nits weekly. If you discover head lice or nits in your child's hair, please report it to the office. Though it may be embarrassing to you, there really is no stigma attached to it. Anyone found to have head lice or nits will be sent immediately home. We have a "NO NIT" policy at Coopersville Area Public Schools, which means the child must be shampooed and all the nits combed out of the hair before the child is allowed to return to the classroom. All children must be checked at the office before returning to class. If you have any questions about treatment please call your physician's office.

Visitors:

All visitors are to check into the office upon arrival at school and receive a visitor's badge. Visitors are permitted to accompany students to class only with the permission of the principal. For classroom observations we ask that parents make an appointment by either contacting the office or the teacher directly.

Volunteers:

Parents and other interested adults are encouraged to participate in activities at South Elementary. Please contact the school office or the classroom teacher if you are interested in volunteering. **All volunteers (including field trip chaperones) are required to complete a criminal background check in order to volunteer.** Volunteers are to check into the office upon arrival at school and receive a volunteer badge. A variety of opportunities exist for volunteers including:

PARENT VOLUNTEERING OPPORTUNITIES AT COOPERSVILLE SOUTH ELEMENTARY SCHOOL

(This is a partial list. There are also more opportunities to serve.)

PROGRAM TITLE	DESCRIPTION	CONTACT
Classroom Helper	Assist the teacher by working with small groups of students (e.g. math facts, spelling, reading) and provide other classroom assistance; such as, book binding, photocopying, laminating, chaperoning fieldtrips, etc...	<i>Please see child's teacher</i>
Field Day	This a fun event that takes place in May for students to enjoy a few hours of physical activity through athletic means.	Marilyn Zemaitis South Elementary Physical Education
Girls on the Run	This is an afterschool program for girls emphasizing self-respect and healthy living through running. Program is sponsored by New Balance.	<i>Denise DeWys</i>
Junior Achievement	This is an instructional program that provides students with an understanding of economic principles.	Patti Eldred South Elementary Office

Media Center	Reading is one of the main goals at Coopersville South Elementary School and the library plays an important part of providing the necessary resources to students to meet their reading needs.	Laura Hadden South Elementary Librarian
PTA	The Parent/Teacher Association provides support in regards to materials, field trips and outside speakers through their annual Carnival, Book Fair and Fundraising events.	Carrie Taylor President
Parent Mentoring Program	This program is available to provide support to students when their parents cannot be there. It involves reading to kids, assisting with homework, chaperoning field trips and mentoring students.	<i>South Elementary Office</i>
Popcorn Fridays	Every Friday popcorn is provided for students to purchase. Volunteers are needed from 11:00 a.m. – 1:30 p.m.	<i>South Elementary Office</i>

Parent Involvement Policy:

In accordance with the requirement of the *No Child Left Behind Act*, the Coopersville Area Public Schools Board of Education encourages parent(s)/ guardian(s) participation in all school programs. Parent(s)/Guardian(s) must be offered substantial and meaningful opportunities to participate in the education of their children.

The Board directs that the following actions be implemented to insure compliance with state and federal law to become involved highly in the education of their children:

- The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of Title I programs/services through participation on building School Improvement Teams,
- Invitations to the parent(s)/guardian(s) to attend at least one annual meeting, with additional meeting opportunities being available as needed, designed to provide Title I information and program services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation,
- Assistance to parent(s)/guardian(s) in understanding Title I, including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable,
- Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection
- Information regarding child's achievement and progress
- A provision for input by Title I staff at regularly scheduled parent(s)/ guardian(s)-teacher conferences and any additional communication as requested by the Title I staff or parent(s)/guardian(s),
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning,
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies,
- Ongoing communication between school and parent(s)/guardian(s), and
- Other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theatre, etc).

Parents' Right to Know Notification:

Parents have the right to request the professional qualifications of their student's classroom teachers. If a child is receiving instructional services from paraprofessionals, parents may also request the qualifications of the paraprofessional.

Bicycles/Skateboards/Scooters/Rollerblades etc.:

Students may ride their bikes, skateboards, scooters and roller blades to and from school. Bicycle racks will be at the northeast corner of South Elementary. Bikes, skateboards, scooters and roller blades may not be used during the school day and must be walked when on school grounds (for the safety of others). For the owner's protection, identification marks and locks are encouraged. The school cannot be responsible for stolen or damaged property. Bikes and scooters are to be parked in appropriate racks during school hours. Skateboards and roller blades are not to be ridden on school property during the school day. They must be left in the classroom during the school day. When students are riding bikes, skateboards, scooters, or roller blades, helmets and pads should be worn. More and more statistics warn of the head traumas which result from a simple fall. Hardballs or other dangerous play equipment are not permitted.

Report Cards and Conferences:

Grades 3-5 will receive report cards 4 times a year. Parent-Teacher conferences are scheduled in November and February. These conferences are by appointment and you will be notified well in advance of your appointment time. We hope you will make a special effort to attend, as a conference with your child's teacher is of great importance to the child, and hopefully to you as well. However, parents and teachers are urged to call one another whenever a concern about a student arises.

Lost and Found:

Lost and found boxes are maintained in the front entrance area and in the cafeteria. Students are to check there before reporting items as missing. All coats, hats, boots, book bags, and lunch boxes should be labeled with the child's name in permanent marker.

Media Center:

Students who check out materials from the media center are responsible for their return and/or cost of replacement if they are lost or damaged. When materials become "overdue", the student is not permitted to check out other materials until the "over-due" materials are returned. If a student owes money for a fine or damaged, lost books, the final report card will be held until payment is made.

Medical Concerns:

If your child has a special medical problem, please let us know so we may deal with emergencies effectively. For example, some children are allergic to bee stings and need to have immediate attention. **Please keep the office, teacher and your bus driver informed.** Also, please be sure to provide us with the telephone number of someone we may contact in case you are not home.

Allergies – if your child is allergic to any foods, please notify the Director of Food Services as well as the school office and classroom teacher.

Medication Distribution to Pupils:

The law does not allow school personnel to administer aspirin or other medication unless specifically directed to do so by a licensed physician. If your child needs to take medication due to illness, bring it to the office and fill out a Medication Permission Form. Do not send medication to school with your child.

The distribution of medication to pupils by school employees should be handled on the following guidelines consistent with section 380.1178, School Code of 1976:

1. A Medication Permission Form needs to be on file that is **signed by the parent/guardian and physician**. The form is valid only for medication listed and expires not later than the end of the school year.
2. Medication must be in the pharmaceutical container it was dispensed in or container as Purchased for over- the- counter medication. Container shall indicate pupil's name, name of medication and dosage to be dispensed. Time of dosage to be given will be indicated on the **Medication Permission Form**.

Emergency Procedures:

1. FIRE DRILL:

Students are to walk from their rooms in a quiet and orderly manner. The teacher in each class will instruct students as to the appropriate exits and where they are to stand outside. Diagrams are posted in each classroom.

2. TORNADO WATCH/WARNING:

Should a tornado watch be issued, children will remain at school. School officials will monitor the emergency and determine whether early dismissal is necessary. In all cases, however, during a tornado warning, students will remain in school.

- Staff/students will be alerted that a watch is in effect. A tornado warning will be given in all school buildings.
- Students and employees will follow building procedures of the emergency personnel if they are on site.
- Parents, legal guardians or designees may pick up children at school during a tornado watch. Children may not, however, be picked up during a tornado warning/tornado sighted in area. Scheduled dismissal will not occur until the warning is discontinued.
- The district shall transport students home if weather conditions indicate early dismissal is necessary.

3. LOCKDOWN:

A “lock down” procedure will be used in the event someone is on campus who might do harm to anyone in the building or in the school campus. A “lock down” means teachers will keep their students in the classroom until an “all clear” signal is given.

Emergency Drills:

Various emergency drills will be conducted throughout the school year to allow students and staff the opportunity to familiarize themselves with proper drill procedures. Tornado drills shall be held at least twice. At least five (5) fire drills are held during a school year. At least two lockdown drills will be held during a school year.

Recess:

Students will go outside for recess when it is not raining. Short recesses are supervised by teachers and students will be outdoors at the teacher’s discretion. Children will not go outside for recess if the temperature or wind-chill is 0 or below. Adequately dressed children should not suffer any adverse effects from being outdoors.

Procedures for Parents to Address a Concern:

The following are a few guidelines by which parents can address their concerns.

- Verbally address the concern with the appropriate staff member.
- If the concern is unresolved or needs further attention, put the concern in writing with possible solutions and submit it to the principal.
- The concern will be presented to the appropriate staff members for discussion.
- If the parent is not satisfied with the decision, the concern may be resubmitted in writing to the principal. The principal may choose to take the concern back to the staff member(s) for reconsideration or to the superintendent for resolution.

Cell Phones other Electronic Devices:

Cell phones are permitted for family emergencies or security reasons; Parents must work out arrangements with the classroom teacher, but we emphasize that cell phones are not to be used during school hours. School is not responsible for loss or damage of this item. All electronics must remain in student backpacks or desks at all times unless permission is given by the teacher.

Weapons Policy:

The possession, use, or threatened use of any real or look alike weapon or instrument capable of inflicting bodily injury is prohibited. Violations may be treated as a police matter and/or may result in suspension or recommendation of expulsion to the Board of Education according to the state law (see Board of Education Policy 5205).

Positive Behavior Intervention & Support System:

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn

We have adopted a unified set of school-wide expectations. You will see these expectations posted throughout the school and your child will be learning them during his or her first few days of school. Our unified school-wide expectations, found in every classroom and non-classroom setting in the school, are as follows.

Respect
On Target for Learning
Cooperative
Kind
Safe

DISCIPLINE OF STUDENTS

Discipline policy reflects the Coopersville Area Public Schools beliefs that:

- Every person has intrinsic worth.
- Every person has something to offer.
- Every person is responsible for her/his choices.

Our policy adheres to the following approaches:

- Adults should avoid anger, threats, warnings, and lectures.
- Adults use enforceable statements.
- Adults offer limited choices to children.
- Limits are maintained and accountability administered with compassion.
- Children solve problems in a way that does not make a problem for others.
- Consequences follow empathy.

The format of our policy is to indicate various offenses and then to indicate how they would normally be handled, keeping in mind that the district is operated for the purpose of educating individuals and not of denying them an education, of regarding education as being an increase of knowledge and an improvement of the general behavior of pupils. The following expectations, policies, and guidelines are the means by which this philosophy is applied.

Offenses

Unacceptable and inappropriate behavior including but not limited to the following:

1. Violation of attendance rules, i.e. truancy or skipping and tardiness.
2. Loitering or being in an unauthorized area.
3. Heckling or poor sportsmanship. Taunting, teasing and bullying will not be tolerated.
4. Style, manner of dress or habits that are disruptive to the learning process.



5. Failure to abide by reasonable classroom expectations established and posted by the teacher.
6. Disruption of educational process to other students.
7. Disruptive behavior in the halls.
8. Throwing objects or food.
9. Aggressive behavior and/or fighting, or gang related activities.
10. Lack of respect and/or willful destruction of school property.
11. Profanity, vulgarity, racial or ethnic slurs.
12. Failure to fulfill disciplinary measures.
13. Harassing, threatening, causing bodily harm to any student, teacher, or other school employee or causing damage to the personal property of such persons.
14. Theft and/or possession of property which does not belong to the student.
15. Insubordination or lack of cooperation with administration or school personnel.
16. Gambling.
17. Forgery, plagiarism, and/or cheating.
18. Extortion.
19. Unauthorized demonstrations and/or participation in any unauthorized organization including, but not limited to, gang identification, association and/or activity while on school property.
20. Immoral acts of behavior.
21. Possession, use or sale of weapons (or “look a-likes”), ammunition, volatile sprays or chemicals, pornographic material, explosive material, electronic beepers, pagers or other communication devices, or stolen property while under control of school authorities.
22. Possession, use or sale of tobacco products, smoking materials, alcohol, illegal drugs or other mind-altering substances or its paraphernalia including “look-a-likes,” which is any substance either with or without its original packaging that is alleged to be a controlled drug. The discipline for “look-a-likes” will be the same as if the substance were a controlled drug.
23. Arson and/or false or misleading report of fire, bomb threat, cancellation of school, etc.
24. Sexual harassment of another student or school staff member/volunteer which may include unwelcome sexual advances, request for sexual favors and other inappropriate verbal or physical conduct of sexual nature.
25. Repeated violations of school policies, rules, and regulations.

Discipline Procedure

Commonly, the discipline measures follow a gradual order of escalation from reasoning and reprimand to the most severe action, a recommendation for expulsion. The actual progression used may not employ all ten steps but may skip some steps outlined in the following list. The actions implemented in any single or series of disciplinary proceedings are dependent on the severity and nature of both the current incident and of any previous incident(s).

The full discipline progression is as follows:

1. Verbal reprimand or warning.
2. ODR (Office Discipline Referral)
3. Parent conference.
4. Restriction of school activities.
5. In-house suspension of one (1) to five (5) days.
6. Home suspension up to ten (10) days.
7. Involuntary transfer to Individualized Learning Center.
8. Referral to Board of Education for expulsion action.

Commonly, the discipline measures follow a gradual order of escalation from reasoning and reprimand to the most severe action, a recommendation for expulsion. The actual progression used may not employ all ten steps but may skip some steps outlined in the following list. The actions implemented in any single or series of disciplinary proceedings are dependent on the severity and nature of both the current incident and of any previous incident(s).

The full discipline progression is as follows:

1. Verbal reprimand or warning.
2. ODR (Office Discipline Referral)
3. Parent conference.
4. Restriction of school activities.
5. In-house suspension of one (1) to five (5) days.
6. Home suspension up to ten (10) days.
7. Involuntary transfer to Individualized Learning Center.
8. Referral to Board of Education for expulsion action.

Suspension

A suspension from school is a serious disciplinary course of action. At the elementary level, a child may typically be suspended for one to five school days depending on the nature of the incident resulting in the suspension. Upon the completion of the suspension, the child must be accompanied to school by a parent/guardian and a meeting held with the child's teacher and an administrator to establish a plan of action to help eliminate the troubling behavior.

Suspension Behaviors:

Any time a child is suspended it becomes a serious disciplinary action. The behaviors that lead up to a suspension may be cumulative in nature or represent a significant danger to other children or school staff. The following is a list of behaviors, which may result in an immediate suspension:

1. Intentional physical harm to another student.
2. Cursing at a school staff member.
3. Attempting to strike or injure a school staff member. Obviously, any successful attempt would result in immediate suspension also.
4. Defacing or ruining school property (student will be responsible for replacement or cleanup cost). The cost of the material or equipment will be a determining factor.
5. Open defiance and/or disrespect toward a school staff member. The use of vulgar or inappropriate language in the classroom may be considered defiant or disrespectful behavior. If it is a suspendible act, the teacher must have clearly heard the comments.
6. Stealing of property that does not belong to student, or stealing from a teacher's desk even if property belongs to the student.
7. Possession of any weapon, ammunition, tobacco products or any other mind-altering substances
8. Any violation of the discipline code (PL 200) of the Coopersville Area Public Schools.

Determining Factors for Suspension/Expulsion

Before suspending a student or expelling a student, with the exception of those incidents not required to be considered as a determining factor by the Revised School Code, school personnel/school board must consider all of the following factors:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the behavior
- Whether the behavior posed a safety risk
- Whether restorative practices are a better option
- Whether lesser interventions would address the behavior.

Administratively, each case must still be examined on its own merit. Often times, principals and social workers will have more time to glean facts and make a decision based on them. A detailed account from a staff member is vital to the decision.

ANTI-BULLYING POLICY

The Coopersville Area Public Schools Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. This also includes cyber bullying which may or may not occur at school. Any use of technology (computers, social media etc.) to bully or harass another student is prohibited. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. Coopersville Area Public School's Anti-Bullying Policy can be found on the district's website (www.coopersvillebroncos.org).

ANTI-BULLYING INITIATIVES

Bully prevention is addressed through the following social responsibility strategies.

- Teach the desired behavior.
- Teach a verbal skill for unacceptable behavior "stop."
- Teach 4 key skills for social responsibility:
 1. Learn the difference for expected behavior and problem behavior
 2. If you "receive" problem behavior, label the behavior and say, "stop," "walk," and "squawk" (tell an adult)
 3. If you see others receive problem behavior, label the behavior and say, "stop!"
 4. If someone tells you to "stop" – then stop.

BUS CONDUCT

Riding the school bus is a privilege, and to help us provide safe transportation for all students proper bus conduct must be observed and implemented. Bus discipline is progressive and cumulative and will normally start at "Step 1" listed below. However, any infraction can proceed

immediately to “Step 5” when approved by an administrator. Immediate suspension will occur for any infraction involving fighting, inappropriate behavior, possession of illegal drugs, alcohol, weapons or contraband:

Step 1 Verbal warning to student and parent contact

Step 2 Written notice sent home by office and 1 day suspension issued.

Step 3 Three day suspension

Step 4 Five day suspension

Step 5 Ten day suspension

Step 6 Up to remainder of school year

PLAYGROUND EXPECTATIONS:

A teacher or playground aide will supervise students at all times.

Injuries will be reported to the office. An adult should bring injured students to the office. However, if the injury is of a serious nature, the student will not be moved. The office will be called immediately for assistance.

Students are allowed to leave the playground only with the supervisor's permission.

Play only in the designated areas. There are two play areas; the playground, and athletic field. We ask that students remain free of play in driveway areas including the bus loop road.

We encourage all students to play safe and have fun.

Playground Safety Rules:

Common courtesy dictates that everyone takes turns on equipment and forms lines.

The Rotating Top: Three full rotations or pushes constitutes a turn. Arms and legs should be above the bottom rope at all times. There is a six student maximum.

Tilted Umbrella: Students are not permitted to climb on top of the umbrella. Feet must hang down at all times. Grabbing feet is not permitted. There is a six student maximum.

Slide: One student at a time. Students should slide down and get out of the way. Pushing and crashing into each other are not permitted.

Jungle Gym: Common courtesy when climbing on the same space. Jumping off or playing tag are not permitted on the structure.

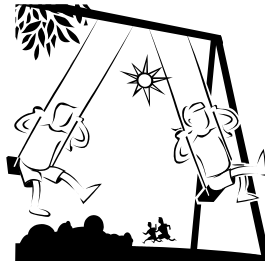
The Rocket: On the gray rocket part students need to keep their feet in. There is a two student maximum.

Spinning Wheel: There is a six student maximum. All students need to be seated.

No tag in the playground equipment area.

Swings:

Sit on the swing seats- no standing, twisting, or swinging sideways.
Always stop or slow the swing down with your feet. Jumping off is not permitted.
Students not using the swings must stay clear of active swings.
Running between or under swings is not permitted.



BASKETBALL HOOPS

Basketball hoops are for playing basketball only. Climbing or hanging on the bars and baskets is not allowed.

SOCCER GOALS

These goals are made of aluminum and will bend under weight. Students should not climb or hang on the goals or netting.

FOOTBALL

Football can be fun if played in a safe manner. Only two hand touch is allowed. In order to play safely tackling, and piling up are not allowed. Teams should be divided evenly.

TETHERBALL

The first two people in line call fouls. The next person coming into the game to play the winner serves. Holding the ball is not allowed. If the winner beats everyone in line, the winner goes to the back of the line and there are two new players.

Right To Access and Privacy of Student Records:

All parents or guardians of students under 18 years of age, and all students 18 years of age or older, have the right pursuant to the **Family Educational Rights and Privacy Act of 1974**, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education and will be made available upon request. No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate education interest in such information; (2) there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll. All requests for examination of records made by parents or guardians and eligible students shall be directed to the Office of the Principal having custody of such records.

Directory Information Opt-Out:

The Family Educational Rights and Privacy Act (FERPA), a federal law, and Public Act 367 of 2016, a Michigan law, require that Coopersville Area Public Schools, offer parents the opportunity to object to the District’s disclosure of specific personally identifiable information from their student’s education records, known as ‘directory information’. The opt out process is an annual process if parents/guardians are interested.

Coopersville Area Public Schools may disclose appropriately designated “directory information” without written consent, unless the parent/guardian has advised the District to the contrary in writing.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the District to include this type of information from a child’s education records in certain school publications. For more information, a list of the type of instances which disclosure occurs, and the opt out form, please contact the school office.

Nondiscrimination Compliance:

The Coopersville Area Public Schools Board of Education hereby agrees that it will comply with Federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the U.S. Department of Health and Human Services.

Therefore, it is the policy of the Board 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, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the Board is responsible or for which it receives federal financial assistance from the Department of Health and Human Services or Department of Education.

Any questions concerning the nondiscrimination policy or its possible violation should be directed to either:

Mr. Ron Veldman
Superintendent
Coopersville Area Public Schools
198 East Street
Coopersville, MI 49404

or

Director Office of Civil Rights
Department of Health and Human Services
Washington DC 20201