

# East Elementary & West ECC

## Parent and Student Handbook 2023-2024



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Dear West and East Families,

Welcome to the 2023-2024 school year! This handbook was designed to inform you about important policies and procedures at West and East Elementary. Please review and discuss this with your child. If you have questions not addressed in this handbook, please call 616-997-3300 (East) or 616-997-3600 (West), and we will be happy to help you.

The entire staff at East and West is committed to helping your child grow and learn. Our staff will work together to meet your child's individual social and academic needs. However, we know that parents and other family members are a key influence on a child's success. Children need to know that all of the adults in their lives are vested in their education. We hope to see you throughout the school year and many of our activities and certainly at parent/teacher conferences! Consistent communication between school and home is an important part of a successful school year.

I look forward to a positive and successful year at West and East Elementary. Please do not hesitate to contact me if you have questions, comments, or concerns.

Sincerely,

Corey DeRidder,  
Principal, West and East Elementary

### District Mission

The mission of Coopersville Area Public Schools is "to inspire all students to have a life-long love of learning, to achieve their goals and to be compassionate citizens who contribute to the global community".

#### We believe:

- Every person has intrinsic worth.
- Every person has something to contribute.
- Every person is responsible for his/her own actions.
- A community which embraces shared ethics and diversity thrives.
- Love, acceptance, and a sense of belonging are essential for every person to flourish.
- A community working together toward a common goal is fundamental to excellence.



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## OFFICE HOURS

7:45 a.m. - 4:00 p.m.

## DAILY SCHEDULE

8:45 a.m. Students enter building

3:40 p.m. Dismissal

\* Students may not be dropped off before 8:30 a.m.

## LUNCH PROGRAM / SCHEDULE

Breakfast and hot lunches are available to all students and are free this year. Each student will be issued a lunch account that money can be deposited into for lunch and milk purchases. Lunch applications are available in the office. You may also fill out an online application at [coopersville.familyportal.cloud](http://coopersville.familyportal.cloud).

Prices for the breakfast/lunch program are:

Breakfast - Free for ALL students

Lunch - Free for ALL students

Milk Only - \$ 0.50

Lunch/Recess schedule:

11:40 - 12:20 Kindergarten

12:25-1:05 1st grade

11:40 - 12:20 2nd grade



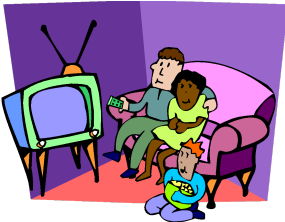
Breakfast is served daily before the start of school in the lunchroom. Breakfast begins at 8:30 a.m.

## SCHOOL DELAYS OR CANCELLATION: Listen to / Watch

### **Alert Notification Service**

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. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

In addition these television stations will air school closings or delays.



WZZMTV-13  
WOTV TV-8  
WWWMTV-3  
WXMI TV-17

## 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 ALERT NOW 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 understand that they (walkers and students riding the bus) are to take the same route home. Arrange in advance for your child/ren 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. Emphasize that students should stay off the streets once they reach home. Please review your family's plan with your child/ren on a regular basis.

## ABSENCES:

If your child is going to be absent, please call the school and notify us (997-3300 for East and 997-3600 for West).

- 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 9:15 am for the morning and by 1:00 pm for the afternoon.
- A written note from your doctor may be required as verification for additional absences.

## ATTENDANCE/ENGAGEMENT TEAMS

Our district has attendance and engagement teams that are set up at each building. These teams meet regularly and at each meeting, a screening process (10% or higher absence rate) is used to identify students who are chronically absent. The teams will work with the families to help identify barriers to appropriate school attendance and the teams will provide intervention. Intervention will take the form of letters, a parent meeting and student success plan, involvement of the ISD, and/or official filings of truancy with the court system.

## VACATION ABSENCES

When looking at chronic absenteeism, days taken off for vacation are factored into the absenteeism percentage. These days will not be exempt.

## TARDINESS

- An elementary student is considered tardy if the student arrives between 8:45-9:15 or leaves early between 3:10-3:40.
- If buses are late, students are not considered tardy.

### SIGN-IN/SIGN-OUT

The security of the building is set up so that everyone is able to enter the building at the MAIN ENTRANCE only. This entrance is located in the front of the building. If your child is late for any reason, please sign him/her in at the office. **If you will be taking your child out of school any time during the day, 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 at the front of the building (not at the classroom doors). East will have pick ups at the back as well. Please remember that this is a safety precaution for your child and others.

### DISMISSAL/CHANGE IN ROUTINE

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 p.m. 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. Thank you for your help in this matter.

### RECESS

Please make sure that your child is well when you send him/her to school because he/she will be expected to go outside for recess. Dress children appropriately for weather conditions. All children will be expected to participate in outside recess unless wind chill temperatures are below zero, or the office is notified of a medical condition.

### CUSTODIAL/NON-CUSTODIAL PARENTS

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.

### MESSAGES TO TEACHERS OR STUDENTS

The secretary is on duty from 7:45 a.m.-4:00 p.m. each day. Calls for teachers should be made before and after school because they are busy teaching during the day. During school hours you may call the teachers voicemail directly and leave a message. If you need to get a message to the teacher before the end of the day, please call the office at 997-3300 or 997-3600. Messages and deliveries from home are to be left in the office. Students will only be called out of class for an emergency.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

**Cell phones and communication devices are not permitted in elementary classrooms, on the playground, or hallways.** If a student has a cell phone, it needs to be off and stay in their backpack and locker. Phones are available in the office should students need to contact their family. Any use of a device to send text messages, make calls, take photographs or record while at school is

not permitted. We ask that if parents are in need of relaying information to their child that all information is relayed through the main office.

If a child violates this policy we will remove the communication device and require it to be picked up by a guardian or we will keep it in the office until the end of the school day.

In the event that a communication device is lost or damaged (regardless of the results of an investigation) the school, nor any student, is responsible for the cost associated with that item.

### **Discipline:**

- 1st Offense: Device is confiscated for the remainder of the day and the student may pick it up after school
- 2nd+ Offense: Confiscation of the device, parent pickup during office hours

### **The following items are not allowed on the school grounds.**

Cameras	Alcohol/tobacco/cigarette lighters,
Walkie-talkies	Heelies
Radio-controlled cars	Guns/knives, (even toy guns/knives)
Electronic games or electronic items	Carbonated or high energy drinks
Trading cards- sports, pokemon, etc	Hoverboards

**This list is not meant to be inclusive. It is merely given to you as a guideline for items that the school is not responsible for. Selling, lending, trading or the giving of toys and other related items is not allowed on school grounds or during school times.**

### **DRESS AND GROOMING**

Clothing should not interfere with teaching and learning. Appropriate dress is expected at all school functions and activities. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students may be asked to modify their attire (Ex: put on a sweatshirt) if student dress is determined to be inappropriate. Parents/guardians may be contacted if dress modification can not be made at school. The building administration shall make the final decision on the appropriateness of dress.

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

- Shoes are to be worn at all times.
- 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.

- All shirts and blouses must cover the midriff. No undergarments should be visible.
- Shirts should have at least 2 inch wide shoulder straps.
- Dresses, skirts, and shorts should be at or longer than fingertip length.
- Hats are not allowed in the building or classrooms. Hoods of sweatshirts should be down.
- Students should dress adequately for the weather conditions and outdoor recess play.
- Make-up is not age appropriate.

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

### **BIRTHDAYS**

We encourage students to celebrate their birthday with a non food treat or a store bought food item due to food allergies. Good examples are a donation of a classroom book, games, bubbles, pencils or stickers as birthday treats.

### **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. As part of our district wellness program, we encourage parents to provide a healthy snack for their child's celebrations. Good examples are fruit cups, veggie trays, jello treats, etc.

### **HEAD LICE**

Any student with live lice or nits within one quarter inch of the scalp may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. Examination shall be completed by the school nurse or trained designated personnel. Upon examination, if no live lice are found on the student, the student may return to school.

Any student with nits (farther than one quarter inch from the scalp) should be allowed in school.

Parents should remove nits daily and treat live lice per the instructions provided.

### **VISITORS/CLASSROOM OBSERVATIONS**

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 special permission from the principal. We welcome classroom observations; however, we do 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 West/East 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 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. If parent(s)/guardian(s) are looking for ways to become involved throughout the year, we encourage conversation with the child's classroom teacher and/or building office.

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)/guardians(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, theater/music, etc.

## PTO- PARENT TEACHER ORGANIZATION

The PTO is looking forward to a great year with many plans to help keep our children's motivation and enthusiasm going strong! Check the calendar for dates

that are already scheduled. PTO meetings are the **first Thursday of the month at 6:30 p.m. except for the first meeting which will be September 7.** If you are not able to attend the meetings, still consider becoming a member. Membership dues are free this year.

**PARENT VOLUNTEERING OPPORTUNITIES AT COOPERSVILLE West/East ELEMENTARY SCHOOL**

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

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 field trips, etc.	Please contact your child's teacher
Field Day	This is a fun event that takes place in May for students to enjoy a few hours of physical activity through athletic means.	Mike Marshall, West and East Elementary Physical Education Teacher
PTO	The Parent/Teacher Association provides support in regards to materials, field trips and outside speakers through their annual, Book Fair and fundraising events.	Stephanie Darby PTA President
Popcorn Fridays	One Friday per month popcorn is provided for students to purchase. Volunteers are needed around 8:00 a.m.	East Elementary Office

**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 / SCOOTERS / SKATEBOARDS / ROLLERBLADES**

Students may ride their bikes, skateboards, scooters and rollerblades to and from school. Bikes, skateboards, scooters and rollerblades 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 rollerblades 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.

### REPORT CARDS AND CONFERENCES

Grades K-2 will receive report cards 2 times a year. Parent-Teacher conferences are scheduled in the Fall and Spring. 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. IAI 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 "overdue" 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, Dawn Mosey at 616-997-3663, as well as the school office and classroom teacher.

### MEDICATION DISTRIBUTION TO PUPILS

Law does not allow school personnel to administer aspirin or other medication unless specifically directed to do so by a licensed physician. **All medication must be in its original container with specific directions for dosage and time.**

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

A Medication Permission Form needs to be on file, **signed by the child's physician and parent or guardian, indicating medication to be distributed and the common time for dispensing.** The form is valid only for medication listed and expires no later than the end of the school year.

## INJURIES

The office will notify the parent if there is a serious injury. We are only allowed to use ice bags or band-aids. The office is concerned about your child and we try to treat each child with TLC (tender, loving care), whether the injury warrants a call to parents or not.

## ILLNESS

Many illnesses do not require an exclusion from school. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of compromising the health and safety of other children.

Please keep your child at home if they have any of the following symptoms:

- Fever of 100.4°F or greater
- Vomiting or diarrhea
- Severe headache or severe abdominal pain
- Severe sore throat
- Skin eruptions or skin sores that are weeping fluid
- Dizziness or fainting
- Red and goopy eyes

Please remember that our school guideline is that your child must be 24 hours fever-free without fever reducing medications before they may return to school. Your child must have no loose stools or episodes of vomiting 24 hours prior to returning to school.

If your child has a health plan on file with physician orders, we will do our best to follow the orders given by your child's primary care provider. However, exclusion will be determined on a case by case basis.

Please notify the school if your child has been diagnosed with or you suspect that they have a communicable disease such as chicken pox, hand foot mouth, head lice, impetigo, pink eye, scabies, strep throat, ringworm, etc. This allows us to take proper precautions to prevent the spread of illness.

## LOCKED DOORS

All building doors are locked. All visitors must enter the building by way of the office only. The administrative aides will buzz you in. We will ask you to sign in and receive a badge before proceeding to your destination. This is a safety precaution being utilized by the entire district.

## EMERGENCY PROCEDURE

Please rest assured that the district takes every precaution to protect your child's safety at all times. If an emergency situation occurs we will make every attempt to keep the school lines open so that we can communicate with police and fire officials. We ask that parents **do not** call school unless absolutely necessary. Student release during a bomb threat will be handled by administration and emergency personnel. We do not recommend that parents/guardians remove their students from school.

## TORNADO WATCH / WARNING OR SEVERE WEATHER

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 the 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.

## TORNADO/ FIRE /LOCKDOWN DRILLS

Tornado drills shall be held twice in each school building during a school year to allow students and employees to familiarize themselves with proper drill procedures. At least five fire drills are held during a school year. The teacher in each classroom will instruct the students as to where the appropriate exits are and where they are to stand outside the building. Students are expected to walk, be quiet and orderly in all drill situations. At least three lockdown drills will be held during a school year.

## LOCK DOWN PROCEDURE

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 school on campus. A "lock down" simply means teachers will keep their students in the classroom until an "all clear" is given.

## LATE DISMISSAL PROCEDURES

For isolated emergencies (e.g. restricting access to a neighborhood because of a fire, hostage situation, sniper, etc.) when students cannot be allowed to go home, the following procedures will occur:

- The specific group of students affected will be identified and informed that they will have to remain at school.
- Parents/guardians/caregivers of each child involved will be immediately informed that they should pick their children up at school.
- Supervisors will be designated for this group of students and a gathering site will be determined.
- The Superintendent's office, bus garage, and police department will be notified in case parents, guardians, or press may call for information.
- Details of the emergency will be told to parents as they become available. The superintendent's office will be the official spokesperson for the press.
- Normal sign out procedures for students will occur.

## GANG ASSOCIATION

The Coopersville Area Public Schools does not permit gang identification, gang association and/or gang activity. Students may not engage in behaviors at school, while on school property, or at school related activity that promotes gangs.

Disciplinary action may result for any activity considered by the administration to be gang-related.

## TECHNOLOGY

Students will be assigned a Chromebook and are responsible for taking care of it.

### 2023-2024 Replacement Values

Lenovo Chromebook 100e - \$200  
Shattered Screen - \$40  
Keyboard Replacement - \$10  
Power Cord Replacement - \$25  
Chromebook Bag - \$27

## 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.

### Be The Three

Be Respectful

Be Responsible

Be Safe

# Be The 3

Location	Bathrooms Voice Level 0 or 1	Buses Voice Level 2	Cafeteria Voice Level 1 or 2	Technology Voice Level 0 or 1	Hallways Voice Level 0 or 1	Recess Voice Level 2 or 3	Classroom Level 0-2
<b>Respectful</b>	<ul style="list-style-type: none"> <li>•Respect privacy of others</li> <li>•Flush</li> <li>•Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>•Keep hands and feet to yourself</li> <li>•Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>•Be an active listener</li> <li>•Use manners</li> <li>•Raise hand for help</li> </ul>	<ul style="list-style-type: none"> <li>•Hold device with a two handed hug</li> <li>•Treat devices gently</li> </ul>	<ul style="list-style-type: none"> <li>•Quiet bodies</li> <li>•Respect others' property</li> </ul>	<ul style="list-style-type: none"> <li>•Take turns</li> <li>•Be a team player</li> <li>•Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>•Follow directions</li> <li>•Be an active listener</li> <li>•Use materials appropriately</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>•Keep the whole bathroom clean</li> <li>•Wash your hands</li> <li>•Use 2 pumps of soap</li> <li>•Dry your hands</li> </ul>	<ul style="list-style-type: none"> <li>•Keep your backpack zipped and closed.</li> <li>•Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>•Get everything you need before you sit down</li> <li>•Take care of trash</li> <li>•Stick with your lunch choice</li> </ul>	<ul style="list-style-type: none"> <li>•Have your materials ready</li> <li>•Return device to charging station</li> </ul>	<ul style="list-style-type: none"> <li>•Go directly to where you're supposed to go</li> <li>•Keep hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>•Take care of all belongings</li> <li>•Line up when you hear the whistle/bell</li> </ul>	<ul style="list-style-type: none"> <li>•Do your best</li> <li>•Clean up</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>•Use closest bathroom</li> <li>•Report problems to an adult</li> <li>•Return to class</li> </ul>	<ul style="list-style-type: none"> <li>•Sit bottom to bottom back to back entire time</li> <li>•Enter and exit safely</li> </ul>	<ul style="list-style-type: none"> <li>•Stand in line</li> <li>•Hands and feet to yourself</li> <li>•Sit Safely</li> <li>•Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>•Use approved apps</li> <li>•Keep food and drink away</li> </ul>	<ul style="list-style-type: none"> <li>•Walk</li> <li>•Stay to the right</li> <li>•Face forward</li> <li>•Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Stay within playground boundaries</li> <li>•Use equipment safely</li> <li>•Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Keep hands and feet to yourself</li> <li>•Walk</li> </ul>

## 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 the educational process for 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-alikes" 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 steps but may skip some/all steps outlined in the following list. The actions implemented in any single or series of disciplinary proceedings are dependent on several factors including the student's age, disciplinary history, disability, the seriousness of the violation, and the safety of others. The process is as follows:

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 the 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 8350) of the Coopersville Area Public Schools.

### **SECLUSION AND RESTRAINT**

The district strives to provide a disciplined learning environment that promotes the care, safety, welfare, and security of the school community and the dignity of each pupil, and works to enforce the procedures consistently. All administrators are trained in the legal processes for the use of emergency seclusion and restraint. All personnel participate in awareness training as required by the Michigan Department of Education. See the board policy for more information on seclusion and restraint.

### **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](http://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:
  - Learn the difference for expected behavior and problem behavior
  - If you "receive" problem behavior, label the behavior and say, "stop," "walk," and "squawk" (tell an adult)
  - If you see others receive problem behavior, label the behavior and say, "stop!"
  - If someone tells you to "stop" - then stop.

### **WEAPONS POLICY**

The procession, 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.)

### **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 be processed immediately at "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. Common courtesy dictates that everyone takes turns on equipment and forms lines.**

### **Playground Safety Rules:**

**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.

**Merry-go-round:** Students need to sit down at all times when the merry-go-round is being pushed.

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

**Tire Swing:** There is a three 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.

### **NOTICE OF NONDISCRIMINATION REQUIREMENTS**

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 Education.

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 Education.

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

Matthew Spencer  
Superintendent  
Coopersville Area Public Schools  
198 East Street  
Coopersville, MI 49404

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

### **RIGHT TO ACCESS AND PRIVACY OF STUDENT RECORDS**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right pursuant to the **Family Educational Rights and Privacy Act of 1974**, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to 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.