



Nottawa Community School

## Student/Parent Handbook 2024-2025

Building Better Futures for Communities and Children



**Jerome Wolff,**  
**Principal & Superintendent**  
**Phone #269-467-7153**

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### DAILY SCHEDULE

7:40 am	Breakfast and doors open
7:55 am	School Begins
11:02 – 11:20	Recess – grades K-4
11:30 – 11:55 am	Lunch Break – all grades
11:50 – 12:10 pm	Recess – grades 5-8
1:30 - 1:45	Second Recess – grades K-4
3:05 pm	Dismissal

\*Parents with children arriving prior to 7:40 must make arrangements with the administrator in order to ensure that children are in a safe and monitored location.

### BOARD OF EDUCATION

Ronald Rosenbaum	President
Audrey Borkholder	Secretary
Theresa Danberry	Treasurer
John Hochstetler	Trustee
Adam Brandon	Trustee

### NOTTAWA COMMUNITY SCHOOL STAFF

Superintendent	Jerome Wolff
Principal	Jerome Wolff
Administrative Assistant	Brenda Walls
Kindergarten	Amanda Beery
1 <sup>st</sup> grade	Brooke Henderson
2 <sup>nd</sup> grade	Joanie Schram
3 <sup>rd</sup> grade	Stacey Miller
4 <sup>th</sup> grade	Jill Pagels
5 <sup>th</sup> grade	Ron Scott / Elaine Stryker
6 <sup>th</sup> grade	Cierra Haskins
7 <sup>th</sup> grade Homeroom	Bud Krawczak
8 <sup>th</sup> grade Homeroom	Faith Hopper
Special Education	Sarah Bingaman
Title I	Amy Albrecht
Art Teacher	Pandora Day
Physical Education	Amy Falkenstein
Literacy Coach	Suzy Coffman
Bilingual Coordinator	Mary Borkholder
Student Cognitive Coach	Brandye Schmitt
Title 1 Paraprofessional	Jasmine Long
Paraprofessional	Sammantha Walls
Paraprofessional	Emily Wingard
Paraprofessional	Joshua Falkenstein
Paraprofessional-Bilingual	Rachel Miller
Maintenance Supervisor	Peter Gardner
Transportation Supervisor	Peter Gardner
Lead Bus Driver	Wendy Wonders
Bus Driver	Julie Klimek
Substitute Bus Driver	Cody Baker

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

### **Vision, Mission and Beliefs**

#### **Vision Statement**

Nottawa Community School will encourage the involvement of parents and community to embrace a shared purpose in the education of our students to become problem solving, responsible, and contributing members of society.

#### **Mission Statement**

The mission of Nottawa Community School is to assure that all staff members demonstrate a collective responsibility to help students achieve learning outcomes.

#### **Beliefs Statement**

Nottawa Community School believes every child can learn by providing them with a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

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

Nottawa Community School complies with all applicable Federal and State laws regarding non-discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

The school district is committed to a policy of non-discrimination and equal opportunity to all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, disability or Vietnam-Era veteran status in employment, and educational programs and activities. Inquiries or complaints may be addressed to Brenda Walls or Bud Krawczak at:

Nottawa Community School  
26438 M-86  
Sturgis, MI 49091

**Homelessness Non-Discrimination:**

Children who are identified as meeting the Federal definition of "homeless" (See policy 5111.01) will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that may impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260). No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. 42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

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**EMERGENCY PROCEDURES**

## 1. CANCELLATION OF SCHOOL

If for any reason school is closed, an announcement will be made by telephone through School Messenger and over the following radio and TV stations:

- WBET – Sturgis 1230 AM/99.3 FM
- WTHD - Sturgis 105.5 FM
- WLKM – Three Rivers 95.9 FM
- WMMT – Kalamazoo Channel 3
- WNDU - South Bend

## 2. EMERGENCY DISMISSAL

Occasionally school will be dismissed early because of the weather or some other problem. It is important that your child and the school know where he/she is to go under those circumstances.

Please have instructions on file at the school for emergencies. Unless school personnel are notified otherwise, your child will be sent home if there is an emergency dismissal.

**Also, you may not pick up children other than your own without written permission from the student's parents.**

## 3. TORNADO DRILLS

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The drill will be announced over the P.A. system.

## 4. LOCK-DOWN

Schools are required to have three lock-down drills a year. A lock-down is used in a situation where the children and staff are at risk due to an intruder. Children and teachers are locked in their rooms. All exterior doors are locked. **The only people allowed in the building will be the police, fire department and rescue workers.** The school will stay in lock-down until the police determine it is safe to cancel the lock-down.

Lock-down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The P.A. system and signal horn will be used for a school lock-down.

## 5. EVACUATION

Evacuation of the building - There are some reasons the building must be evacuated. For instance: fire, chemical spill in the area, bomb threat, etc.

The district has three locations to take children and staff: the county highway garage on M-66, Glen Oaks Community College, and St. Joseph County Intermediate School District.

Students and staff will be relocated by bus. They will stay on site until it is determined it is safe to return to school or are picked up by parents.

## 6. FIRE DRILLS

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

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Compliance Officers listed below:

Brenda Walls  
Administrative Assistant  
Phone #269-467-7153  
Or  
Bud Krawczak  
Teacher  
Phone #269-467-7153

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **2112 – PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and home. 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 the 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 desired learning outcomes;
- B. Providing a mutually supportive school and home environment which encourages learning;
- C. establishing meaningful learning outcomes which support the development of responsible members of society;
- D. supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;
- F. supporting the development of English language proficiency skills.

The Board is committed to communicating with parents at a level and in a language they can understand, where practicable.

## **PARENT/GUARDIAN SUPPORT**

The Board needs parents/guardians to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parents/guardians. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents/guardians in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for the child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

## **PARENT CONCERNS**

From time to time a parent will have a concern or question about a problem his/her child is having at school or on the school bus.

If your child has a problem on the bus, first speak with the bus driver. If your child is having a problem at school, first speak with the teacher.

If the problem is not resolved, it should be taken to the Superintendent/Principal. Then if the problem is still not resolved, you may wish to speak to the Board of Education.

If you wish to be heard by the Board of Education, notify the Superintendent/Principal in writing at least 10 days before the Board Meeting. Your concern will then be placed on the Board Agenda. The Board of Education meets the 2<sup>nd</sup> Monday of the month at 7:00 p.m. at the school.

The entire staff is most interested in helping your child learn. We are very willing to work with you to eliminate any problems that interfere with the learning process. Please contact us if you have a concern.

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. The school office will take your child's temperature. No student will be released from school without proper parental permission. The school will only release a child to a legal parent/guardian or their emergency contact.

Parents are asked not to send children to school when symptoms of an illness are evident. Children arriving at school with symptoms of an illness will be returned home, as the health of others must be protected. Do not send children to school who have a rash, fever, heavy cough, or severe nasal congestion.

It is school policy that under normal, seasonal weather conditions all children go outside for recess. Parents requesting that a student stay in for extended periods must provide the school with a doctor's excuse. An extended period is interpreted as more than three days.

## CODE OF CONDUCT

A major component of the educational program at Nottawa Community School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Nottawa Community School District best summarizes our expectations with three core rules that help all children to be learners. Those rules are: 1) Be Safe, 2) Be Respectful, and 3) Be Responsible. We provide general detail what those basic expectations mean in this student handbook.

### Expected Behaviors

Each student shall be expected to:

1. abide by national, state and local laws as well as the rules of the school (school board policies);
2. respect the civil rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive;
8. act at all times in a manner that reflects pride in self, family, and in the school.

### Dress and Grooming

The student's behavior is greatly affected by his/her manner of dress. Appearance should not disrupt the process of learning or call attention to the student.

- A. The student should come to school neat and clean.
- B. **Shoes are to be worn at all times.**
- C. Recreational clothes such as pajama bottoms, midriff shirts, spaghetti strap tops, muscle shirts, shirts with cut off sleeves, cut-off jeans, jeans with holes in them, backless, side less or low cut tops are not to be worn. Shorts may be worn; however, they must reach mid-thigh when the student is standing.
- D. Any article of clothing, including facial covering, that advertises alcohol, drugs, tobacco or profanity is not to be worn.
- E. Any article of clothing, including facial covering, that displays obscene language, swear words, suggests violence or is in poor taste is not to be worn.
- F. Hats and jackets/coats are not to be worn in school. Hoods on hooded sweatshirts may not be worn in the building.
- G. Heelies, or any shoe with wheels are not permitted.

## TRANSPORTATION

The Nottawa Community School provides transportation to and from school for in district students. The school district is not required to provide transportation. Riding the school bus is considered a privilege. Riders will conduct themselves in a manner conducive to the safety and well-being of all passengers.

Parents are responsible for their child's behavior at the bus stop.

The following general rules are based on courtesy, safety and common sense:

1. Always remain seated in your assigned seat.
2. Students must face the front of the bus and keep hands and feet out of the aisle and away from other seats.
3. Always keep the aisle clear.
4. Do not trade seats with other students.
5. Students are not to play with toys, etc. while riding the bus. All loose items that will not fit into a backpack must be given to the driver until the student gets off the bus. If a driver must take an item away from a student it will be given to the principal. The item will be returned to the parent after he/she meets with the principal.
6. Do not create loud or disturbing noises.
7. No eating or drinking (including coffee and water).
  - a. Waterbottles on the bus are to be leakproof
  - b. Passenger waterbottles should be secured and inside the backpack.
  - c. We recommend students empty water bottles before riding the bus home.
8. Observe classroom rules (no fighting, no teasing or bullying, no abusive language, no use of alcohol, drugs, tobacco, vaping, Juuling, etc.).
9. Always cross in front of the bus. Look at the driver for the crossing sign before you walk across the road.
10. Keep hands, arms, and head inside the bus at all times.
11. The bus is an extension of the classroom. All classroom rules apply.
12. The use of cell phones by students in all capacities (texting, calling, taking photos or video, using apps, etc.) is strictly prohibited on the school bus unless a staff member gives permission to call a parent/guardian and directly supervises the entire call. \*NB. Statement #12 is a clarification of #11 and the longtime cellphone prohibition as well as the electronic use policy.

If a student breaks a rule and needs to be disciplined, the following procedure will be used:

1. Verbal warning.
2. Assigned a different seat.
3. Written notice sent to parents. The student will not be allowed on the bus until a copy of the notice is returned signed by the parent.
4. For severe infractions of rules, the student will be removed from the bus.
5. ***A second offense will result in the student being removed from the bus until the parent or guardian meets with the principal and bus driver.***
6. ***A third offense will result in a ten-day suspension, from riding the bus.***
7. ***A fourth offense will result in a suspension until the student and his parents appear before the school board.***

**NOTICE:** Steps 1-3 may be omitted if the violation involves assault, gross disrespect to others or a gross safety violation, and will result in immediate suspension from the bus.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

### **BREAKFAST, LUNCH AND MILK PROGRAM**

Each child is to provide his/her own lunch, or purchase hot lunch. Last year regular hot lunches will cost \$2.35 each and will include milk. Breakfast was \$0 (free). **THIS SCHOOL YEAR 2023 – 2024 BOTH BREAKFAST AND LUNCH ARE FREE FROM COST TO ALL SCHOOL FAMILIES.** Please expect that next school year we will resume paid, and free and reduced food service. When that happens make checks for meals and milk payable to Sturgis Public Schools or pay online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).

\*If you bring a drink to school, it may not be in a glass container. The school does not provide microwaves for student use.

### **WALK/BICYCLE TRANSPORTATION**

Only 6 – 8<sup>th</sup> graders may ride their bike or walk to and from school. Those students will need permission slips turned into the office agreeing to walk or ride their bicycles in a courteous and responsible manner. If a student violates this agreement, his/her walk/riding privileges will be terminated. \*Exceptions must be approved by the superintendent.

### **PARENT VOLUNTEERS**

School personnel would like to encourage parental involvement in the classroom. If you would like to volunteer as a teacher assistant, send a note to the teacher. The teacher will need to confer with the principal. Please include the days and time you would be available to help. Volunteers are subject to a school provided background check.

Teachers hold discretion in whether or not to have parent volunteers in the classroom, for special projects, field trips, etc. If you would like to volunteer to be a room parent, please contact your child's teacher. Volunteers will be expected to abide by district volunteer policy.

### **BOOK DEPOSITS**

The Nottawa Board of Education has eliminated book deposits, but reserves the right to reinstate deposits if deemed necessary.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

Any removal will only be for the contagious period as specified in the school's administrative guidelines. In the event of a head-lice infestation the Nottawa School District has a "No Nit" policy, therefore, your child would not be allowed to return to school until all nits have been removed.

### **MEDICATION/CONTROLLED SUBSTANCES POLICY**

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

- 1. Prescription and non-prescription medication must come to school in its original container.**  
Your pharmacist can provide you with a school pack so that an original container comes to school.
- 2. You must complete the Medication Permission Form and file it with the school office before the student will be allowed to begin taking any medication during school hours.**
- 3. Non-prescription medication such as aspirin, cough syrup, etc. must also have a Medication Authorization Form on file with the school office before a student will be allowed to take the medication during school hours.**
- 4. All medications must be registered with the school office.**
- 5. Medication that is brought to the office will be properly secured in a locked storage case.**

6. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the Medication Authorization Form.
8. Children who are diagnosed with ADD or ADHD and placed on medication will be considered unprepared for school if the medication has not been given at its prescribed time.

**FORBIDDEN:**

- A. The use of illegal drugs, alcohol, marijuana, THC, and tobacco are forbidden.
- B. **Smoking/Vaping/Juuling**

Smoking/ Vaping/ Juuling are prohibited in all enclosed areas within this worksite without exception. Definitions: Smoking refers to the use of traditional tobacco products. **Vaping** refers to the use of electronic nicotine delivery systems or electronic smoking devices and therefore, includes all variety of electronic nicotine delivery systems including Juuling and all devices of a like nature. Additionally, nicotine is recognized as a controlled substance not for the consumption of a minor.

**ASTHMA INHALERS AND EPI-PENS**

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

**EPINEPHRINE AUTO-INJECTORS**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at each school site. It shall be the responsibility of Brenda Walls to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. Brenda Walls shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

**Individuals Qualified to Administer**

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. **Students who do not meet the requirements on the opening day of school will not be admitted.** This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office at 269-467-7153.

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan* will be made available for inspection at the Board offices upon request, or can be accessed on the school website at: <https://nottawaschool.org>.

## ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the Schools of Choice Program (an application must be submitted during the appropriate timeline).

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

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. proof of residence,
4. proof of immunizations or a waiver obtained from the Health Department.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the McKinney-Vento District Liaison for Homeless children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's school during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Jerome Wolff at 269-467-7153 to inquire about evaluation procedures and programs offered by the District.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational extracurricular programs offered by the District. Parents should contact the school office at 269-467-7153 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. address;
- C. telephone number;
- D. date and place of birth;
- E. height and weight, if member of an athletic team;
- F. height if member of athletic team;

G. school photographs or videos of students participating in school activities, events or programs.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found page number 32.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex, behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with who respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or 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 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[ferpa@ed.gov](mailto:ferpa@ed.gov) and  
[ppra@ed.gov](mailto:ppra@ed.gov)

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss of damage to personal valuables.

## **TOYS/GAMES/ELECTRONICS:**

Any personal items brought to school or onto the school bus are not the school's responsibility. We realize that sometimes toys are brought to school for show and tell or as a comfort object (e.g. a stuffed-animal). With this in mind we strongly encourage you to keep toys at home to prevent them from being lost, damaged, or stolen. The following policy is in effect on all school grounds including bus before, after, and during school hours:

1. Toys and electronic games can be a distraction to the bus driver and should be kept in a backpack. (\*See Transportation).
2. Some personal items such as "a Frisbee," may be shared at recess with permission from recess personnel.
3. No objects may be sold or traded at school.
4. It is expected that students will use objects at appropriate times for their intended purpose.
5. Objects of any kind that are being used in a manner deemed by a staff member to cause disruption, distraction, or potential harm will be sent to the office.
6. All toys, objects, and electronic items must remain in the student's backpack unless specifically approved by the classroom teacher and principal (\*for further information see the school's electronic use policy).
7. Students are encouraged to leave all toys at home as they are often lost, damaged, or can cause disruptions to learning.

Objects brought by children that are disruptive to learning will be turned into the principal's office and sent home at the end of the day. A staff member may contact the parent regarding any disruption to learning.

If a student realizes that he or she has an object, such as a toy or electronic device, etc. that could be potentially disruptive they may voluntarily leave it in the office and pick it up at the end of the day.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

In order to avoid disruption of the educational environment student use of cell phones is prohibited on school grounds during school hours. The use of a cell phone to engage in non-education-related communications is expressly prohibited. A personal cell phone must be left in the student's backpack and be powered off/set on silent, or set in the Principal's office. Exceptions, including medical reasons, must be made by the Superintendent.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in a school-sponsored trip without parental consent.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **REPORT CARDS AND CONFERENCES**

Students shall receive a report card at the end of each marking period. There will be three reporting periods per year. Conferences will be held after the first marking period.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Parents are encouraged to contact the teacher any time a concern arises about their child's academic or social progress.

### **HOMEBOUND INSTRUCTION**

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements

expected to last at least fourteen (14) days.

## **Policy 2412 – HOMEBOUND INSTRUCTION PROGRAM**

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must:

- A. certify the nature and existence of a medical condition;
- B. state the probable duration of the confinement.

Applications must be approved by the Superintendent.

The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

The District shall recommend that the instruction begin within three (3) days from the date of notification for non-special-education students. In the case of students under an I.E.P., the instruction is to begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to withhold homebound instruction when:

- A. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B. a parent or other adult in authority is not at home with the student during the hours of instruction;
- C. the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent shall develop administrative guidelines for implementing the policy.

M.C.L.A. 388.1606, 388.1709

## **COMPUTER TECHNOLOGY AND NETWORKS**

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and/or being assigned an e-mail address. Failure to abide by all of the terms explained during training may lead to termination of the student's computer account and possible disciplinary action as outlined in Policy 7540.03. For further information on Policy 7540.03 please refer to the Nottawa School website at [nottawaschool.org](http://nottawaschool.org).

Upon receipt of this handbook students and parents must sign the Internet/Access Use Agreement found on

## ATHLETIC PROGRAMS

The Nottawa Community School has entered into a shared-time program with Centreville Public Schools. Our 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders will be able to participate in all the Jr. High sports that Centreville offers: football, basketball, track, volleyball, cheerleading and cross country. Parents are responsible for transportation to practices. Students must comply with Centreville's eligibility requirements. As the athletic host school, Centreville Public Schools athletic code of conduct and expectations for participation and shall apply except in cases where Nottawa Community School's code of conduct supersedes that of the host school's athletic program.

## ATTENDANCE PROCEDURES

Regular attendance is essential for success in school. Excessive absences affect grades and the ability to master the basic skills necessary to be promoted to the next grade.

In order to attend extracurricular activities, students shall have been in attendance in the afternoon for half the day or longer, with exception for doctor's appointments or administrator approval.

All absences regardless of the reason must be verified and recorded. **It is the responsibility of the parent or guardian to send a note to school or call the school explaining the reason for the absence.** If the school is not notified within two days of the return of the student as to the reason for the absence, the absence will be considered unexcused.

A pattern of excessive absences will be dealt with through the state truancy law.

Being on time to class is an aspect of attendance that is important for the student to learn and will be of benefit to them as family members, workers, and citizens. Students are to be in the classroom no later than 7:55. Students arriving after morning announcements shall be counted tardy and children arriving after 8:30 am will be counted as having a morning absence.

Tardiness is defined as arrival to class after class has started whether it is at the beginning of the day, after a special class or after recess. If your child arrives after 11:45 he/she will be counted absent for the day.

Tardiness will be handled in the following way:

1. Teacher or office staff will call the parent after 5 tardies.
2. If a pattern of tardiness continues a letter will be sent home by the principal.
3. If the pattern continues, a conference will be called with the parent, student, teacher and principal.
4. Additional tardies will be made up after school. The parent will be responsible for transportation.
5. Chronic tardiness will be addressed under state truancy law.
6. Notification letters of absence are generated automatically at 10% of absence or 10 days, whichever is most immediate. Should you receive one please contact the school office.
7. If your child has excessive absence due to illness, displacement, etc. you should speak with the building administrator.

## CARE OF PROPERTY

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parent will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

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

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

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### **1. Use of drugs**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol or tobacco is prohibited. Attempted sale or distribution is also prohibited.

Students caught with drugs, alcohol or tobacco on school property, or within 1000 feet of school property, will be immediately suspended until a parent conference can be scheduled and held. The student may face the following additional penalties:

1. In-school suspension
2. Out-of-school suspension
3. Hearing before the board of education
4. Report filed with the police

#### **2. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm {e.g. air gun, blow-gun, toy gun, etc.}

#### **3. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

#### **4. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

#### **5. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to expulsion.

#### **6. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury, may result in charges being filed, and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

#### **7. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

#### **8. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

#### **9. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

#### **10. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

AI, also known as artificial intelligence is a tool that may only be used with the teacher's express direction and knowledge. The product(s) of AI generated material is not and cannot be attributed to the student's academic attainment.

#### **11. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

#### **12. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### **13. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property "Without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

### **14. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **15. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

### **16. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

### **17. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

### **18. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

### **19. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **20. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **21. Possession of Wireless Communication Devices (WCDs)**

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours. Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., iPhone, Android devices, Windows Mobile, Google devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy **5771** – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

## **22. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **23. Violation of bus rules**

See section regarding "Transportation".

## **24. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **25. Harassment**

Harassment of students is prohibited, and will not be tolerated; this includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school- sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the District's Anti-Harassment Compliance Officer, Brenda Walls or Bud Krawczak, by phoning the school office at 269-467-7153. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/ or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**Harassment**

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another;
- H. remarks speculating about a person's sexual avenues or sexual history, or remarks about one's own sexual activities or sexual history.

**26. Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/ aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student,

and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include discipline up to expulsion for students, and up to discharge for employees, and exclusion for parents, guests, volunteers and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517- Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken,

including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/ aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/ pushing/ shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/ or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive

behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:  
Harassment, see Policy 5517

## **27. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

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 criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

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 guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel "within" buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene,

disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

**Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

**THE NEXT SECTION BEGINS ON PAGE 31.**

## Seclusion and Restraint

The Nottawa Community School Board has adopted as its own the Michigan Department of Education's Policy for the Emergency Use of Seclusion and Restraint, approved by the Michigan State Board of Education on March 14, 2017 and updated by the Michigan Department of Education on July 20, 2017. Consistent with Michigan Department of Education Policy, the Board directs all staff to use positive behavior interventions and support to enhance the academic and social behavior outcomes for all students.

For a copy of the complete policy see policy #5630.01 at <http://www.neola.com/nottawa-mi>.

## DUE PROCESS RIGHTS

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

### Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

***During the appeal process the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.***

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

When a student is suspended, s/he may make-up work missed while on suspension.

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

### Long-term suspension or expulsion from school

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

- ❖ the charge and related evidence;
- ❖ the time and place of the Board meeting;
- ❖ the length of the recommended suspension or a recommendation for expulsion;
- ❖ a brief description of the hearing procedure;
- ❖ a statement that the student may bring parents, guardians, and counsel;
- ❖ a statement that the student and/or parent may bring a translator or request a transfer for a hearing impaired students or parents;
- ❖ a statement that the student may give testimony, present evidence, and provide a defense;

- ❖ a statement that the student may request attendance of school personnel who were part to the action or accused the student of the infraction;
- ❖ the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

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

After notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the School Board. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be held in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credits ends when a student is expelled.

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

### **SEARCH AND SEIZURE**

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

Students are provided desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should not have expectation that any information contained on such systems is confidential or private.

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

## STUDENT RIGHTS OF EXPRESSION

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

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event
5. Presents a clear and present likelihood that either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION**

Each year the Nottawa Community School is required to give notice of the various rights accorded to parents and eligible students pursuant to the Family Education Rights and Privacy Act (FERPA). An eligible student means a student who has attained 18 years of age. Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. You have the right to review and inspect substantially all of your education records maintained by or at this institution.
2. You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given for the disclosure, as an item of directory information concerning which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. You have the right to request a correction of any part of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office; Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202 concerning this institution's failure to comply with FERPA.

**Required Posting, PA 213 of 2022, beginning January 1, 2023, boards shall ensure prominent posting of text from Michigan Constitution and Revised School Code, as outlined below.**

### Michigan Constitution Article 8, Section 1

*Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.*

### Revised School Code Section 10

*It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capacities and vocational skills in a safe and positive environment.*

**PARENT PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- A. the District expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provision for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand; and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- C. opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- D. parents will be involved in the planning, review, and improvement of the Title I program;
- E. information concerning school performance profiles and their child's individual performance will be communicated to parents;
- F. parents will be assisted in providing help;
- G. meetings will include review to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
- H. timely responses will be given to parental questions, concerns, and recommendations;
- I. the District will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
- J. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
- K. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
- L. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, which:

- A. convenes an annual meeting at a convenient time to which parents of participating children are invited to attend to explain the parents' rights to be involved and the schools obligations to develop an involvement plan;
- B. will devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
- C. will involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
- D. will provide participating students' parents with:
  - 1. timely information about the Title I programs;
  - 2. an explanation of the curriculum, the forms of academic assessment and the proficiency levels expected;
  - 3. regular meetings, upon request, to make suggestions and receive response regarding their student's education;
- E. develops jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
  - 1. the school's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching;
  - 2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
  - 3. the importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

## HIGHLY QUALIFIED TEACHERS

As required by law parents are to be notified if their child does not have a highly qualified teacher. All teachers at Nottawa Community School are highly qualified and/or properly permitted under state law and MDE (Michigan Department of Education) rules.

## NOTTAWA COMMUNITY SCHOOL

For advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6)(A) ESEA.] Guidance C-6

Dear Parent/Guardian,

At Nottawa Community School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualification were waived, and
- What level of collegiate experience a teacher has as well as if they hold undergraduate or graduate degrees, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 269-467-7153.

Sincerely,

**Jerome Wolff**

Jerome Wolff, Principal