

**NORTH ADAMS – JEROME  
ELEMENTARY SCHOOL**

**NORTH ADAMS, MICHIGAN 49262**



**STUDENT – PARENT  
HANDBOOK**

**2016 - 2017**

## **Elementary Staff**

Superintendent.....	Carl Christenson
K - 12 Principal.....	Tom George
Elementary Secretary.....	Sandy Old
Pre-School .....	Kristen Alley
Kindergarten.....	Patti Weber
First Grade.....	Tami Oxley
Second Grade.....	Janelle Yoder
Third Grade.....	Kalli Mier
Fourth Grade.....	Melanie Ford
Fifth Grade.....	Heather Lowe
Resource Room.....	Beth Tobey
Art/Physical Education.....	Seth Weber
Music.....	Aaron Larson
Title I.....	Carol Kaleta
At Risk Para-Professionals.....	Mary Caulkins Val Kimble Kim Evans
Librarian / Media Tech.....	Treva Wagler
Cafeteria Staff.....	Kim Beasley Mary Hicks Becky Knight Kay Truitt
Transportation Supervisor.....	Linn Otto
Bus Drivers.....	Tisha Wolf-Hergert Randy Johnson Marcie Maier Mike Stoll
Maintenance Supervisor.....	Linn Otto
Custodians.....	Harold Bryan Al Stiver Kim Evans

## **School Board Members**

Marcia Bumpus  
Joni Jones  
Linda Paille  
Chloe Smith  
Eric Stoll  
Diane Todd  
Robert Whitcomb

# **North Adams-Jerome Elementary**

**COME GROW WITH US. WE'RE GROWING RESPONSIBLE CITIZENS.**

## **PHILOSOPHY OF EDUCATION**

The Administration, Board of Education and staff of North Adams-Jerome Elementary School offer each and every student the best possible education they can. In order to attain this, it is important that every student and each parent understand and obey the rules and policies of the school district. In the event that these rules and policies are not followed, the administration, with the assistance of the staff will take the necessary action to run a safe and effective school system.

## **MISSION STATEMENT**

North Adams-Jerome Public School is committed to all, so that all can attain their highest academic and personal potential, through a continuous school improvement process. The district's goal is to provide educational programs that will provide each individual with the necessary skills and personal assets to participate fully in life-long learning in a digital age.

## **VISION STATEMENT**

Increase achievement of all students.

## **SCHOOL PLEDGE**

I promise to be TRUSTWORTHY, TRUTHFUL, and an ACTIVE LISTENER too. I will do my PERSONAL BEST and give NO PUT-DOWNS to any of you.

## **STUDENT ENROLLMENT PROCEDURES**

Before children enter Kindergarten, parents are required by Michigan Law to provide a certified copy of their child's birth certificate, an immunization record signed by a physician or a waiver of immunization signed by the parents. Children entering kindergarten must be five years old on or before September 1st of the year they begin school. This is Michigan State Law.

Parents of children of any age entering Michigan public schools for the first time are required to furnish a certified copy of their birth certificate and an **official** record of immunization, which meets state regulations.

Children transferring from a Michigan public school need only to report to the office. Parent should accompany the child to the new school. An enrollment form will be issued which will give the child's teacher helpful information. New students may begin school the day after enrolling, giving the classroom teacher time to prepare.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held each fall and spring to discuss your child's progress in school. Parents are encouraged to contact their child's teacher at any time to schedule a conference if a concern should arise. Progress reports are sent home half-way through the marking period. Parents are encouraged to discuss the progress reports with their children.

## **ATTENDANCE POLICY**

Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county-wide **Truancy policy**.

**Excused Absences:** Parents may excuse their child(ren) from up to five days of school attendance by calling or sending written documentation within 24 hours of the absence. Additional absences must be documented as the follows to be excused:

1. Illness/medical reason
2. Medical appointments
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

## **Consequences of Excessive Absences:**

**Unexcused Absences:** Absences which are not excused will be considered “unexcused” and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences or a student determined to be chronically absent, the parent(s) or guardian(s) will be contacted to make them aware of the situation and set up a meeting for consideration of an attendance plan with the family.
- After five (5) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences or continued chronic absenteeism, the parent(s) or guardians(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.

**Chronic Absences:** Chronic absence is missing 10% or more of scheduled school time regardless of unexcused, excused or disciplinary reasons.

**Tardiness:** Ten (10) tardies will result in one unexcused absence as defined in the above attendance policy

## **SCHOOL HOURS**

The school day for elementary students begins at 8:00 a.m. and ends at 2:47 p.m. Supervision is provided in each room after 7:50 a.m. unless special arrangements have been made. Children are not allowed in the building until 7:50 a.m. Parents should not send children to school before that time.

Free breakfast is available to all children. Breakfast is served in the classrooms from 7:55 to 8:10.

**All children in the building after 3:00 p.m. must be supervised by an adult.**

**Early Dismissal:** It may be necessary for your child to leave during the school day for a medical appointment. Please send a note, or call the office that morning stating the time and reason for the dismissal. **If not, an unexcused absence will be given.**

Parents **must** report to the elementary office to sign their child out. Upon returning to school, the child **must** be signed in by the parent.

*\*\*Depending on the time of departure, this time may result in students being counted absent. Excessive early dismissal will be counted towards the truancy policy.*

**Late to School:** Students arriving late must report to the elementary office and **be signed in by an adult.** After three tardy arrivals, the parent(s) will be notified and may be required to meet with the building administrator.

*Excessive tardiness will be counted towards the truancy policy.*

**Makeup Work:** It is the responsibility of the parent and student to ask the teacher for assignments that have been missed due to absences. **Please allow one day for makeup work to be prepared.** The student will be allowed one day for each absence to make up their work upon return to school.

## SCHOOL CLOSING INFORMATION

In the event it becomes necessary to close school, radio station WCSR 92.1 FM will carry the announcement. Our school now has the capabilities to send a personal phone call or text to you in case of delays, closings or announcements. Also, our school district's website will post the cancellation.

If you would like to be notified by the "automated calling system", please call the school with your phone number. When snow, bad roads, or bus problems are the cause, the transportation supervisor will make a recommendation to the Superintendent who will make the final decision to close or delay school. Also, our school district's website will post the cancellation.

## VISTORS

Adult visitors are always welcome. Visitors must stop at the lobby service counter to sign in to obtain a pass/badge. \*\*If you wish to observe in your child's classroom, we ask that you call ahead and arrange the visit with the classroom teacher. *School age visitors from other schools are not permitted.*

## SAFETY DRILLS

Over the course of the school year, North Adams-Jerome Schools will be conducting safety drills for fire, an intruder in the building, bomb evacuation, and tornado. We must practice all of these drills so that we will be prepared if any of these circumstances should occur. The following is a description of how we will handle an evacuation of the school or an intruder in the building.

When we have to evacuate the building, students may be placed on school buses or walk to a predetermined location with their classroom teacher and removed from the school premises. If necessary, we will take the students to a remote site and decide what our next step will be. We will then, either have the building checked and send students back to class, or close the school. If school is closed we will contact the local TV and radio station to inform parents. If this happens, students will not be able to go back to school. The students will have to ride the bus home, or a parent will have to pick them up. **There will be no one at the school to take phone calls.**

If there is an intruder in the building, the school will go into "lockdown". During "lockdown"

students are moved to the safest area, lights are turned off and the door is locked.

Please talk to your students about these different drills and the need for the school to do them. It is our greatest hope that we will never have to use these drills in a real-life setting, but if the need arises we will be prepared.

## **ASSIGNMENTS**

All assignments are due at a time established by the teacher. **Assignments completed and turned in one day late, may receive a grade lowered up to 20%.**

**Any assignment two days late may receive a work completed credit and a zero grade.**

## **HOMEWORK**

Homework is defined as practice and reinforcement of learning and an extension of study. Research indicates that homework is most effective when there is family involvement. Family involvement includes such aid as a quiet place to work, help with directions, a location of resource materials, etc.

Homework may be assigned for the following reasons:

- To finish work that was explained in class but not completed at school
- Practice work to reinforce lessons taught in school
- Extra credit work that student's may complete on their own
- Work that requires materials not available in school
- Enrichment activities

## **CURRICULAR AREAS**

NA-J Elementary School offers a complete educational program to all students. Included in the curriculum are the following skill and subject areas: reading, writing, speaking/listening, math, social studies, science, instructional media center, visual, vocal and instrumental arts, technology and physical education. Instruction will be based on current curricular requirements of the State of Michigan. Parents can view these State requirements at [www.michigan.gov/mde](http://www.michigan.gov/mde).

## **WEDNESDAY FOLDERS**

All students will be bringing home "Wednesday folders". These folders contain homework assignments, completed work, messages from teachers, newsletters, announcements and other important information. Please look for these folders each Wednesday when your child comes home from school. It is imperative that each student return their Wednesday folder to their teacher on the following day they return to school.

## **REPORT CARDS**

**Report cards are sent home every marking period.** Unsatisfactory reports (grade is 3 or below) will be sent every two weeks. Both report cards and unsatisfactory reports must be signed by the parent/guardian and returned to the school.

## **TESTING AND ASSESSMENT**

Assessment is a part of the North Adams – Jerome Public Schools’ academic program. Children are given the M-Step in grades 3, 4, & 5 in the spring. The students also take a computer based reading level analysis, Standardized Testing and Reporting (STAR) in grades K, 1, 2, 3, 4, & 5 with the first graders taking them in the second semester. Other programs that might require standardized testing include Title 1 and Special Education. Skill interventions and progress monitoring takes place weekly.

## **RETENTION**

Each parent will receive quarterly assessment updates as to how their child is progressing towards accomplishing each expectation. These expectations shall also be reported to the parents formally twice each school year in a face-to-face meeting.

Students who are struggling at meeting these course content expectations shall have an educational plan put into place that will assist the student in achieving the course content expectations. These plans shall include: alternate methods and assessment opportunities, tutorial alternatives (both during and after school), assistant educational plans, to mention a few. A team that consists minimally of classroom teacher, parent, (student if age appropriate), building principal, and counselor shall set up this educational plan. This team shall convene at the very latest, the end of the first quarter of school.

Students who continually show a lack of progress made towards obtainment of the grade level core curriculum goals shall be informed through their parents that their son or daughter is being considered for grade level retention. This notice shall be done in person and within the educational team. This notice shall also be given in writing to the parent and to the Superintendent. If lack of progress continues for the school year, parents shall be made known that retention of their son/daughter shall occur by May 1, 2016, of that school year.

A student may still be promoted during the summer if the said student can show that he/she has made progress of meeting the core curriculum goals for that grade level.

## **INTERESTED PARENTS CLUB**

North Adams – Jerome Elementary School has an active Parent-Teacher Organization. Their purpose is to support students, teachers and programs. Meetings are held monthly (usually the third Monday) at the elementary school. All parents are encouraged to attend.



## FOOD SERVICE

**Elementary lunches** will cost \$2.25.

**Breakfast:** Breakfast is served daily in the classroom.

**Hot Lunches:** Hot lunches are served daily. Monthly menus are sent home with the student. Envelopes are available at the office for lunch money. Money envelopes must be turned in by 9:00 a.m. and all checks should be made out to North Adams – Jerome Schools. Parents can also use “MealTime Online” that provides parents with a convenient and secure way to make credit card deposits directly into their student’s MealTime accounts. Parents can view their student’s current MealTime account balance, MealTime transaction activity, and online deposit history for the current school year. Visit our school’s website [www.najps.org](http://www.najps.org); then go to the parent/student link and click on MealTime Online. If you did not receive a letter with directions on how to set up an account, please contact Mrs. Wagler at 287-4214 or e-mail [twagler@najps.org](mailto:twagler@najps.org). There is a small fee (2.5%) to pay online, viewing your student’s account is free. Reduced & free lunch forms are available at Elementary Office.

### **Cafeteria Rules:**

- Everyone must use good manners at all times.
- All areas must be kept clean and orderly.
- There will be no loud noises or yelling.
- Trading, throwing or sharing food is not permitted.
- Gum is not allowed in the cafeteria.
- Elementary students are not allowed to use any vending machines.
- General school rules apply.
- **The school detention policy will be used to correct any discipline problems in the cafeteria.**

## STUDENT NUTRITION

The North Adams-Jerome Public Schools promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

### **A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, high carbohydrate, low nutrient foods to support school programs.

### **B. Support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day *will* meet or exceed the USDA Food Guidelines. Emphasis *should* be placed on foods that are nutrient dense per calorie. Foods *should* be served with consideration toward variety, appeal, taste, safety, and packaging to ensure quality meals.

**C. Increase the amount of time students are engaged in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, co-curricular activities, outdoor walks, and recess.

**D. The North Adams-Jerome Public Schools is committed to improving academic performance in high-risk groups so that the No Child Left Behind Act is met.**

Educators, administrators, parents, health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity, and the capacity students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all students' needs are being met so that no child is left behind.

## **PROCEDURES**

The North Adams-Jerome Public Schools promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

### **Hot Lunch/Breakfast Program:**

- The full meal program will continue to follow the USDA's Nutrition Standards.
- The Hot Lunch/Breakfast provider will make every effort to follow the USDA and District's Nutrition Standards when determining the items in a la carte sales
- Items that do not meet the USDA Nutrition Standards will not be sold.
- A la carte items that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

### **Lunchroom Climate:**

A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed. It is encouraged that the lunchroom environment be a place where students have:

- Adequate space to eat and pleasant surrounding
- Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated)
- Convenient access to hand-washing facilities before meals.

**Fundraising:**

The United States Department of Agriculture (USDA) requires School Food Authorities (SFA's) participating in the National School Lunch Program (NSLP) to follow nutrition standards for all foods sold during the school day outside of federal meal programs intended for immediate consumption, also called "competitive foods." These "Smart Snacks in Schools" standards also permit each state to set a fixed number of exemptions for non-compliant food fundraisers. As a result, the State of Michigan enacted Public Act 42 (PA 42) which states, "The department shall ensure that this upper limit is not less than two fundraising activities per week. For the purposes of this upper limit, an ongoing fundraising activity that is scheduled to take place at more than one time during a school day or throughout the school day shall be considered to be a single fundraising activity." This policy memo is intended to provide clarification and guidance for SFAs regarding these Smart Snacks exemptions beginning July 1, 2015.

**Upper Limit:**

The Michigan Department of Education (MDE) will allow up to two food-based fundraising activities per week that do not meet the USDA Smart Snacks in Schools standards. These exemptions are optional and chosen at the local level by each school building.

**Week:**

A week is defined as a calendar week during the regular school year, during which a school is participating the NSLP.

**Single Fundraising Activity:**

According to PA 42, "an ongoing fundraising activity that is scheduled to take place at more than on time during a school day or throughout the school day shall be considered to be a single fundraising activity." This means that each exempt food fundraiser may last only one day in duration (more than one sale time during a single school day is allowed). For example, a school store cannot sell non-compliant food or beverage items more than two days in a single week. If a school store sold non-compliant food items on two separate days in a single week, then no other non-compliant food fundraisers may take place in that same school building that same week.

It is important to note that according to the Smart Snacks Interim Final Rule (7 CFR Parts 210 and 220), "no specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during meal service." Therefore, these new exemptions are not allowed to directly compete with federally reimbursable meals, such as those provided by NSLP or the Child and Adult Care Food Program (CACFP).

The USDA requires each SFA to maintain an up-to-date Local Wellness Policy (LWP). It is acceptable to have LWP restrictions that are stricter than the minimum standards set forth by the state or federal government. Therefore, districts not wishing to allow exempt food fundraising activities in their buildings have the option of implementing this within their own LWP. MDE recommends that the LWP team work closely with building administrators to ensure compliance and proper tracking of the food fundraiser exemptions.

MDE requires each school building to track its own exemption approvals and ensure that only the allowable number of exemptions are granted. These entities are also required to ensure that all other competitive foods and beverages sold to students during the school day meet the Smart Snacks standards. Compliance with Smart Snacks standards will be monitored during Administrative Reviews of school nutrition programs. Based on these reviews, technical assistance will be provided to districts and/or schools and corrective action will be prescribed, as appropriate, in relation to compliance with Smart Snacks standards and the allowable Michigan exemptions. Noncompliance found during an Administrative Review of School Nutrition Programs will result in required corrective action and possibly may result in fiscal action, if approved by USDA.

### **Teacher-to-Student Incentive:**

Strong consideration *should be* given to nonfood items as part of any teacher-to-student incentive programs. *Should* teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to District Nutritional Standards.

### **Student Nutrition Education:**

The North Adams-Jerome Public Schools has a comprehensive curriculum approach to nutrition in Kindergarten through ninth grade. All instructional staff was encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- \*Knowledge of food guide pyramid
- \*Healthy heart choices
- \* Sources and variety of foods
- \* Guide to a healthy diet
- \*Diet and disease
- \*Understanding calories
- \*Healthy snacks
- \*Healthy breakfast
- \*Healthy diet
- \*Food labels
- \* Major nutrients
- \* Multicultural influences
- \* Serving sizes
- \*Proper Sanitation
- \* Identify and limit junk food

The District Nutrition Policy reinforces nutrition education to help students practice these themes in a supportive school environment.

### **Parent Nutrition Education:**

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyles.

### **North Adams-Jerome Public Schools Nutrition Committee:**

With the purposes of monitoring the implementation of this policy, evaluating policy progress, serving as a resource, and revising the policy as necessary it is recommended that a District-wide nutrition committee be established. The committee would meet a minimum of two times annually with committee membership as follows:

- Cafeteria Staff Member
- School Nurse
- Parent representative from each school level
- Student representative from each school level
- Staff member representative from each school level
- Administrative Representative, Co-Chair
- Physical Education and Health Program Teacher, Co-Chair

## **NORTH ADAMS-JEROME PUBLIC SCHOOLS NUTRITION STANDARDS**

The North Adams-Jerome Public Schools strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school

setting the District has adopted the following Nutrition Standards governing the sales of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

### **Food:**

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 60% of its total calories derived from carbohydrates.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.
- There may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

### **Beverages:**

- All beverage vending machines in secondary school public areas and all faculty/staff areas shall include:
  - Water, 100% fruit juice, non-carbonated drinks with less than 150 calories per container, and no more than 1/3 of all choices shall be carbonated drinks.
  - Non-fat, low fat, plain or flavored milk or yogurt in 16 ounces or less servings

### **Candy**

- Vending sales of candy or soft drinks shall not be permitted on school grounds.

Non-vending sales of candy will be permitted at the conclusion of the instructional day (specifically, concession stand sales at events after the dismissal of the regular school day.)

For the purposes here *candy* is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose, dextrose, high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar, sucrose, syrup) listed as one of the first three ingredients.

## **DRESS CODE**

Any form of dress, which is distracting or disruptive to the purpose of school, will not be permitted. Purses, coats and hats must be kept in lockers. Hats will not be allowed to be worn in the building.

Bare skin or undergarments above mid-thigh will not be visible (directly or indirectly). Skirts and shorts must be at least fingertip length.

Jeans and like apparel with holes in them are acceptable if the holes appear below fingertip length and are no larger than a quarter.

Garments will not be permitted which advertises or supports drugs, alcohol, or tobacco; contains profanity, is revealing, suggestive or otherwise distracting. Students in violation of the dress code will not be allowed to attend classes or other functions unless otherwise approved. This policy will be in effect during regular hours and at other school functions; **(practices too)**.

Students should be appropriately dressed for weather conditions. During cold weather, children should have a hat, mittens or gloves, boots, leg coverings and a coat or jacket for recess.

The principal and the teacher shall have the authority to determine the appropriateness of a student's dress.

## **BRINGING ITEMS TO SCHOOL**

**Money at school:** Do not allow unnecessary money or other valuable items to come to school with your child unless it is necessary, such as for lunch money or a classroom activity, etc. If money is sent, please put the money in a sealed envelope and **mark the envelope with the child's name, teacher's name and the reason for sending the money.** Lunch money envelopes are available in the office and/or cafeteria. Toys and other items such as trading cards are not allowed at school. CD players, iPods, and all cell phones must be kept in the locker. Please see policy on page 21.

## **USE OF TELEPHONE**

Students must have obtained permission from their teacher before they will be allowed to make a phone call. Unless it is an emergency, students **are not permitted** to use the school telephones.

**No phone calls will be made regarding forgotten homework, band instruments, library books or lunches.**

## **TEXTBOOKS AND SUPPLIES**

All textbooks, workbooks, paper, pencils, crayons and any other supplies required for students to use in their studies are supplied by the school. It is permissible for students to have their own supplies. If a textbook or library book is lost or damaged through misuse or carelessness, a replacement fee may be assessed to the child.

Material lists from teachers will be mailed by the end of June when student class lists are completed.

## **FIELD TRIPS**

Student emergency cards should always accompany the teacher on field trips. When at all possible, the parent should be the chaperone for the student needing injections or requiring medication for potential serious allergic reactions.

## **LOST AND FOUND**

Names on all personal articles should prevent them from being placed in the lost and found box. However, North Adams – Jerome Elementary does have a lost and found area for those items of clothing, lunch boxes, sports equipment, etc. that have been misplaced. Parents should feel free to check through these areas if their child has lost any of the above listed articles. Unclaimed items will be donated to an area charity.

## **HEALTH SERVICES**

Several voluntary health programs are planned each year for educational and screening purposes. Vision screening is done each year in grades 1, 3, & 5. Parents of those students who are found to have vision problems are notified by mail by the Branch-Hillsdale-St. Joseph Community Health Agency.

Hearing screening is done in grades 2 & 4. The Branch-Hillsdale-St. Joseph Community Health Agency contacts the parents of the students who are found to have a hearing loss.

The school provides a HEALTH ROOM in the office area. Parents should realize that this is not a place for children to be diagnosed. The nurse will contact parents if the child cannot return to their classroom. Parents are expected to make arrangements to pick up children who become ill.

## **MEDICATION**

The administration of medication to pupils is not normally a function of the school, and state law does not require the school to do this. However, the North Adams – Jerome Board of Education permits this as a convenience to the students and parents.

**Medication forms are included in the back of the handbook.**

Before the school can administer medication to your child it is necessary that you supply the following:

1. **Authorization**

Authorization for over-the-counter medication shall be in writing and shall be signed by the parents on a form furnished by the school. In addition, authorization for prescription medication shall include a written statement from the prescribing physician stating the child's name, date of prescription, name of medication, dosage, and frequency taken (including the date or time when medication shall be terminated) together with any special instruction.

2. **Preparation of Medication**

The medication shall be delivered to the school in such form as necessary for its administration without any further preparation. All medication shall be in the original container and shall bear the pharmacist's label giving the name of the medication, instructions for administration of the medication, name of prescribing physician and the name and phone number of the pharmacy. The school must have this information so we can be absolutely accurate when the medications are administered. Teachers have been asked to send all requests for medications to the office.

**Two adults must supervise a child taking medication when the nurse is unavailable.**

## **HEAD LICE**

In an effort to maintain a nit/lice free environment periodic head checks will be given.

**North Adams – Jerome Elementary has a zero tolerance for any nits/lice infestation.** Once identified, families will be contacted and treatment must be completed. The Health Department is available for assistance. In order for a child to return to school an adult must accompany them to the school. The nurse or an administrator must check the child and confirm the absence of nits/lice before the child will be allowed to stay at school. Head lice are not dangerous, but a contagious nuisance.

A child sent home with head lice needs to be **treated with an over-the-counter or prescription medication and brought to school the following morning** to be re-checked for head lice and nits.

Our goal is to “minimize the loss of classroom/instructional time.” Students **cannot** ride the bus to school until they are lice and nit-free. The bus will not pick up children until the nurse has completed a lice-free head check.

## SCHOOL RULES

All behavior expectations will be based on creating a respectful, responsible and safe learning environment. Everyone has the responsibility to respect the rights of others and the right to be respected.

Please see pages 15 – 21 in regards to school rules pertaining to recess, transportation guidelines, procedures for sporting equipment on the bus, bus discipline, physical assaults, verbal assaults, sexual harassment, bullying policy and procedures, student to student aggression Rubric grades K-2 and grades 3-5, alcohol, tobacco, drugs, inhalants and/or look alikes, and/or paraphernalia, internet policy and agreement; and cell phones.

### Common Rules:

- Use all school equipment and facilities properly.
- Walk and use inside voices when in the building.
- Respect others and their property.
- Stay on school property at all times.
- Use appropriate language and gestures to express feelings.

### Playground Rules:

- Be in line quietly by the second whistle.
- Kicking and passing football only; **no tackling**
- All buildings are off limits.
- No throwing stones, snowballs or any object, which may cause injury.
- Use all equipment as it was intended to be used.
- No rough play such as kicking, fighting, tackling, etc.
- Do not bring personal equipment onto the playground without permission.
- *Communication and cooperation are important tools to resolve conflicts. All students are encouraged to resolve conflicts in a non-physical manner.*

## RECESS

Every child should come to school each day appropriately dressed and prepared for a twenty- minute recess period. A decision is made each day with consideration given to temperature, wind factor, dampness, and playground conditions to whether the children will play outside or indoors. The children will be going outside for recess during the winter months **unless the temperature and wind chill drops below 10 degrees.**

## TRANSPORTATION GUIDELINES

The Board of Education, as a privilege, provides a safe, economical and efficient school bus transportation system. Such a system can only be achieved with the complete cooperation of the pupils who ride the buses, the parents, the school officials and the bus drivers.

### Bus Rules

1. Bus drivers are responsible for all students on their bus, and the driver must be obeyed at all times.
2. Pupils will wait until the bus has come to a complete stop before attempting to enter or leave the bus. No students will be allowed to stand or walk in the bus aisle while the bus is moving.
3. Bus drivers may assign seats and pupils are to remain in the assigned seats.
4. Pupils are to keep their hands and head inside the bus at all times.



5. Pupils are not to pass between buses parked in the loading zone.
6. Conversation in a normal tone is permissible. Shouting and whistling is distracting to the driver and is prohibited.
7. The following conduct is prohibited:” use of unfit language, hitting another student, pulling hair or any disruptive behavior.
8. There will not be food or drink on the buses unless the driver gives permission.
9. Pupils are to deposit litter in the wastebaskets, not on the floor or out the window.
10. Smoking, use of tobacco, alcoholic beverages, matches, lighters, or any controlled substance is prohibited and will be an automatic suspension of bus privileges.
11. Pupils are not to be destructive. Report all damages immediately.
12. Pupils are not to tamper with the emergency door.
13. Pupils are not allowed to have pets or glass containers on the bus.

Parents who have a student with a medical condition that requires special accommodations while on the bus must notify the bus garage, 287-4212, and the school administration before the child is placed on the bus.

**Bus pick up or drop off change:** All changes must be in writing, signed by the parent/guardian and given to the office staff. The secretary will then issue a bus change slip to the student. The bus change slip is required before drivers are allowed to let the student(s) off at an address other than the regular stop. **\*\*Please remember to put the address on the bus note\*\*** This ensures your child being taken to the right address. If you need to call the office for bus changes, **please call before 1:45.**

## **PROCEDURE FOR SPORTING EQUIPMENT ON THE BUS**

Because of several incidences with basketballs on the bus, a procedure has been put in place to protect the safety of all bus riders. All sports balls must be kept in a book bag while on the bus. If a child removes the ball from the bag while on the bus, the ball will be kept until a parent comes in to school and collects it. If a child arrives at the bus stop with a ball that is not packed in a school bag, the ball should be left at the bus stop or the bus driver will keep the ball until a parent collects it at school.

## **BUS DISCIPLINE PROCEDURE**

**STEP 1:** The first offense will result in at least **an official warning** and may also include the loss of school-sponsored transportation depending on the nature of the offense. A bus conduct report will be sent home for the parents to sign and must be returned to the elementary office the following day.

**STEP 2:** The second offense will result in at least the loss of school-sponsored transportation for **one day**, but possibly longer depending on the nature of the offense, possibly longer. A bus conduct report will be sent home for the parents to sign and must be returned to the elementary office the following day. The parents will be notified the day of the infraction of the loss of privileges.

**STEP 3:** The third offense will result in at least the loss of school-sponsored transportation **for three days** and may include up to permanent suspension of riding privileges. A bus conduct report will be sent home noting the stipulation that the parents meet with the principal, bus driver and/or bus supervisor, prior to the resumption of riding privileges. The parents will be notified the day of the infraction of the loss of privileges.

**STEP 4:** The fourth offense will result in at least the loss of school-sponsored transportation **for five days or the semester**, and may include up to permanent suspension of riding privileges. A bus conduct report will be sent home for the parents. The parents must meet with the principal, bus driver and/or bus supervisor prior to the resumption of riding privileges. The parents will be notified the day of the infraction of the loss of privileges.

**STEP 5:** The fifth offense may result in **permanent suspension** of school-sponsored transportation. Students that lose their transportation privileges will not be allowed to ride a school bus for any school sponsored events during that period of time. The parents will be notified the day of the infraction of the loss of privileges.

**Note: Riding the bus is a privilege that may be suspended.** If your child is suspended from riding the bus, it is the responsibility of the parents to transport him/her to school. **Discipline may be carried over into the following year.**

## **PHYSICAL ASSAULTS**

When the student's behavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach or the student's behavior interferes with the ability of other students to learn, a teacher may suspend a student for one calendar day. The teacher ordering the snap suspension shall notify the parents as soon as possible and schedule a conference, which may include a counselor, another teacher and/or administrator at the parent's discretion.

**Students will not be allowed to return to class until the teacher, administrator and parents hold a conference. Students will be placed in an in-school suspension room until the conference.**

The Board will suspend a student if that student commits a physical assault, as defined by MCL 380.1311 (12) (B), against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event. The student may be suspended three (3), five (5) or ten (10) days pending the outcome of the hearing.

The Board will suspend a student if a student commits a physical assault, as defined by MCL 380.1310 (3) (B) 1, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The student may be suspended three (3), five (5) or ten (10) days pending the outcome of the hearing.

## **VERBAL ASSAULTS**

**A verbal assault:** shall be defined as any willful verbal threat, which is intended to place another in fear of immediate physical contact, which will be painful and injurious, coupled with the apparent ability to execute the act. Local law enforcement agencies will be contacted immediately when a verbal assault occurs.

Any student who commits a verbal assault on school property, on a school bus or other school related vehicle, or a school sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be suspended. The suspension period will be based on age appropriateness and intent/ability of the student to act upon the threat.

Any student who commits a verbal assault on school property, on a school bus or other school related

vehicle, or a school sponsored activity or event against another student shall be suspended. The suspension period will be based on age appropriateness and intent/ability of the student to act upon the threat.

## **SEXUAL HARASSMENT**

Sexual harassment is prohibited and is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature.

Sexual harassment is unlawful under both Michigan and Federal law and is contrary to the commitment of the district to provide an effective learning environment. The district policy prohibits sexual harassment of students, employees, board members, volunteers or contractors. The district is responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be aware.

The district will not tolerate harassing behavior as defined by law and/or by district policy, false reports of sexual harassment or cooperating in the investigation of such complaints.

- First offense will result in a three or five day out-of-school suspension, possible notification of the local authorities and a parental conference.
- A repeat offense will result in a ten day out-of-school suspension, a parental conference, and notification to the local authorities. Required counseling and/or expulsion may also occur.

## **BULLYING POLICY AND PROCEDURES**

North Adams-Jerome Schools definitions of aggression and bullying:

**AGGRESSION** is any mean look, gesture, action, or word that hurts a person's body, feelings, friendship, reputation or property.

**BULLYING** is a form of aggression that is repeated, intentional, and involves an imbalance of power between the people involved. Bullying can take the form of a look, gesture, word or action.

When an incident of bullying or student to student aggression occurs:

- 15 second intervention (example included on next page)
- Discipline Report Form filled out
- Indicate level of infraction and explanation of incident
- Turn form into office by end of the day
- For some infractions it will be necessary to contact parents
- All infractions should be given to the office to check for proper discipline based on the rubric
- Additional infractions should also be given to the office

15 Second Intervention for Staff when they witness inappropriate/aggressive behavior:

- Pull student aside privately, if possible
- Use a calm voice, don't argue
- Emphasize the points below

1. I saw/heard you\_\_\_\_\_. Repeat to them what you saw and heard exactly.
2. State that this behavior is inappropriate and I would never let someone disrespect you in that way if I saw/heard it.
3. That behavior is not acceptable at North Adams and it needs to stop. If the behavior is a violation of the Student to Student Aggression Rubric add the following:
4. I will be documenting this, and there will be a consequence from our Rubric. If it is a Level I or minor infraction in the hallway, lunchroom, etc., send the student on his/her way. If you are in the classroom, physically move away from the student and resume teaching.

Student to Student Aggression Rubric K-2

<b>MILD</b>	<b>1<sup>ST</sup> Time</b>	<b>2<sup>ND</sup> Time</b>	<b>3<sup>rd</sup> Time</b>	<b>4<sup>th</sup> Time</b>
Mean talk	Behavior Referral	Behavior Referral	Behavior Referral	Behavior Referral
Swearing	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Playing tricks	Restate definition of hurtful behavior	Restate definition of hurtful behavior	Restate definition of hurtful behavior	Restate definition of hurtful behavior
Rude gestures	Discuss/practice an alternate action to behavior	Time Out	Time Out	Loss of one recess or play time
Horseplay	Opportunity for apology	Discuss/practice an alternate action to mean behavior	Discuss/practice an alternate action to mean behavior	Discussion in office
		Opportunity for apology	Parent notification	Parent notification
			Opportunity for apology	Opportunity for apology
<b>MODERATE</b>	<b>1<sup>ST</sup> Time</b>	<b>2<sup>ND</sup> Time</b>	<b>3<sup>rd</sup> Time</b>	<b>4<sup>th</sup> Time</b>
Mean teasing	Behavior Referral	Behavior Referral	Behavior Referral	Behavior Referral
Rumors	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Stealing	Restate definition of hurtful behavior	Restate definition of hurtful behavior	Restate definition of hurtful behavior	Restate definition of hurtful behavior
Destroying things	Time Out	Time Out		
Threats	Discuss/practice an alternate action to behavior	Discuss/practice an alternate action to behavior	Loss of one recess or play time	Loss of two recesses or play time
Pushing, kicking, hitting	Opportunity for apology	Parent Notification	Parent notification	Parent conference
		Opportunity for apology	Opportunity for apology	Opportunity for apology
<b>SEVERE</b>	<b>1<sup>ST</sup> Time</b>	<b>2<sup>ND</sup> Time</b>	<b>3<sup>rd</sup> Time</b>	<b>4<sup>th</sup> Time</b>
Fighting	Behavior Referral	Behavior Referral	Behavior Referral	Behavior Referral
Spitting	15 Second Intervention	15 Second Intervention	15 Second Intervention	
Biting	Restate definition of hurtful behavior	Restate definition of hurtful behavior	Restate definition of hurtful behavior	One day in-school or out of school suspension at principal's discretion
Threats	Time Out	Time Out	Time Out	
Destroying things	Discuss/practice an alternate action to mean behavior	Discuss/practice an alternate action to mean behavior	Discuss/practice an alternate action to mean behavior	
	Loss of one recess or play time	Loss of two recesses or play times	Loss of three recesses or play times	
	Parent Conference	Discuss with principal	Discuss with principal	
	Opportunity for apology	Parent Conference	Parent conference	
		Opportunity for apology	Opportunity for apology	

### Student to Student Aggression Rubric for Grades 3-5

<b>MILD</b>	<b>1st Time</b>	<b>2nd Time</b>	<b>3rd Time</b>	<b>4th Time</b>
<b>Hurtful Action/Behavior</b>	Behavior Referral	Behavior Referral	Behavior Referral	Behavior Referral
Angry talk, insulting remarks	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Undirected profanity		Student calls home	Student calls home	Student calls home
Playing mean tricks			1 SSR	2 SSR
Rude gestures				Respect Plan
Horseplay: goofing around or playing that may include pushing, grabbing, jumping, or name calling in which there is no imbalance of power				
<b>MODERATE</b>	<b>1st Time</b>	<b>2nd Time</b>	<b>3rd Time</b>	<b>4th Time</b>
<b>Intimidation/Physical Contact</b>	Behavior Referral	Behavior Referral	Behavior Referral	Behavior Referral
Mean teasing, name calling	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Gossiping, spreading rumors	15 minute time out	30 minute time out	45 minute time out	1/2 day ISS/ Admin. Int.
Passing mean notes	Student calls home	Student calls home	Student calls home	Student calls home
Throwing objects, pinching	1 SSR	2 SSR	2 SSL/2SSR	Respect Plan
Theft, destruction of property	Respect Plan	Respect Plan	Respect Plan	Parent Meeting
Kissing, pushing, kicking or hitting. Intent to hurt, swearing at someone, threats of emotional or physical aggression, or social alienation.				Behavior Plan
<b>SEVERE</b>	<b>1st Time</b>	<b>2nd Time</b>	<b>3rd Time</b>	<b>4th Time</b>
<b>Intimidation/Harassment or Physical Contact</b>	Office/Admin. Intervention	Office/Admin. Intervention	Office/Admin. Intervention	Office/Admin. Intervention
Use of internet to hurt others	Parent Meeting	Parent Meeting	Parent Meeting	Parent Meeting
Biting, Fighting, Spitting	Behavior Referral	Behavioral plan with counselor	Behavior Plan with counselor	Behavior Plan with counselor
Threatening - verbal or gesture		Behavioral Referral	Behavioral Referral	OSS
Sexual/body parts talk				Behavioral Referral
Sexual harassment				
Racial/ethnic/religious/sexual slurs				
Vandalism, Coercion				

Note: At the discretion of the administrator, consequences may be more severe in any above category based on the seriousness of the action. After the fourth time a student repeats a behavior, school staff and parent design an individualized behavior plan.

SSL = SILENT SUPERVISED LUNCH

SSR = SILENT SUPERVISED RECESS

OSS = OUT OF SCHOOL SUSPENSION

## **ALCOHOL, TOBACCO, DRUGS, INHALANTS AND/OR LOOK ALIKES, AND/OR PARAPHERNALIA**

Incidents involving the use of alcohol, tobacco, drugs, inhalants, look alike, and/or drug paraphernalia will result in the following:

- First offense will result in a three (3) or five (5) days of out of school suspension, notification of the local authorities and a parental conference.
- A repeat offense will result in a ten (10) day out of school suspension, a parental conference, and notification of local authorities. Required counseling and/or expulsion may also occur.

These policies shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services. A suspended student will not be permitted to attend any school-related functions during the period of the suspension.

## **INTERNET POLICY AND AGREEMENT**

We are very pleased to bring this access to North Adams-Jerome School District and believe the internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The use of the Internet must be in support of educational research and consistent with the educational objectives of the North Adams – Jerome School District.

**The use of the Internet is a privilege, not a right,** and inappropriate use will result in cancellation of those privileges or possible legal options.

- Students are responsible for good behavior on the school computer networks.
- Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use.
- Users are not permitted to access any inappropriate sites or files.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment or data.
- Users must respect all copyright laws.
- Plagiarism in any form will not be tolerated.
- Users must ask permission from an instructor before downloading to local servers, disks or desktops.
- A signed copy (both parent and student signature) of the Internet Agreement must be on file in the computer lab before a student will be allowed to access the Internet either in the classroom or the computer lab.

**PLEASE MAKE SURE YOU HAVE SIGNED THE TECHNOLOGY USER AGREEMENT ON PAGE 4 OF THE ENROLLMENT / REGISTRATION FORM.**

## CELL PHONES

All students may use school phones. Cell phones should be kept in school bags not to be seen and used for emergencies only. An emergency is defined as a life threatening situation to individuals, or if severe damage could come to the school building. Any other use of a cell phone is prohibited. These include but are not limited to:

- A. Using the phone to call/text a parent/guardian if you are sick, need something brought in, etc. If a parent calls the school and says they received a call, but it did not come from the office students will be given a consequence.
- B. Texting friends in or out of North Adams-Jerome schools on school property during school time. This also includes the bus, before school starts, passing from Class-to-class, etc.
- C. Taking pictures with your cell phone.
- D. Having the phone out to check for messages or other items.
- E. Having inappropriate messages/pictures on the phone.

Consequences for each will be as follows:

1<sup>st</sup> offense – A warning to out-of-school suspension(s)

2<sup>nd</sup> offense – A detention to out-of-school suspensions(s)

3<sup>rd</sup> offense – One day of ISS to out-of-school suspension(s)

4<sup>th</sup> offense – A minimum of a one day out-of-school suspension

- Phones will be confiscated and checked with the student and/or parent present. If items are found on the phone including texts, pictures, etc., a greater consequence may occur.
- Confiscated phones will only be returned to the parent/guardian.
- Because of possible hiding of cell phones, hoodies, sweatshirts, etc. that are not being worn must not be in the classroom. If you take one off in the classroom it must be placed on the floor.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as required by the parent or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One expectation that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, assisting another school official hi performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her consent to officials of another school district hi which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request).
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office mat administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue,  
SW Washington DC  
20202-4605

5. The following will be considered directory information: name, address, phone, grade, height, weight, honor roll, top 10 list, class list and pictures. This includes our school's website information. **Any parent or guardian requesting we not release this information must contact the school and file paperwork with the central office.**



## **ACCESS TO STUDENT DIRECTORY INFORMATION**

No Child Left Behind (Section 9528) requires student directory information to be made available to military recruiters and institutions of higher education. Under the Family Education Rights and Privacy Act (FERPA) a student or his/her parents may request that information not be released without prior written consent. Here is the description of the FERPA requirements:

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The Michigan Department of Education (MDE) Student Issues unit has published information about parental rights, including information about FERPA on the MDE website:

[http://www.michigan.gov/documents/parental\\_rights\\_122553\\_7.pdf](http://www.michigan.gov/documents/parental_rights_122553_7.pdf)

## **NONDISCRIMINATION STATEMENT**

It shall be the practice of the North Adams – Jerome Public Schools to comply fully with Title VI, Title IX, and Section 504 under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress. It is the policy of the North Adams – Jerome Public School District not to discriminate on the basis of religion, race, sexual orientation, color, national origin, gender, age, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U. S. Department of Education and Federal Regulations (Title IX, Title VI, and Section 504). Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

## **PESTICIDE APPLICATION**

Insecticides, fungicides, and herbicides applications are made at various times throughout the school year. As in accordance with Michigan Department of Agriculture Regulation No. 637, parents/guardians shall be notified 30 days prior, via the mail, to any application.

## **MISCELLANEOUS**

The North Adams – Jerome Schools Administration reserves the right to make decisions regarding any issue that may arise that is not specifically covered in the handbook.