



## Welcome!

The staff of Edgerton Upper Elementary welcomes you. New educational opportunities await you and we look forward to helping you grow and learn. Our staff will make every effort to assist you in any possible way so you will become a successful learner. We are proud to work with Edgerton Upper Elementary students and their parents.

### ***Mission Statement***

*"The Edgerton Staff is committed to work cooperatively with students, families, and the community to facilitate mastery of essential academic and social skills by providing all students with opportunities to reach their personal best."*

### ***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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**Edgerton Upper Elementary School**  
**412 E. Edgerton**  
**Howard City, MI 49329**

**Principal: Susan Wanner**  
Phone: (231) 937-4391  
Fax: (231) 937-7077

**Tri County Board of Education**

President	Bob Cichewicz
Vice President	Mike Bergman
Treasurer	
Secretary	Janet Powell
Trustee	Brian Corwin
Trustee	Chad Dailey
	Jill Fennessy
	Tim Grant

**School Administrators**

Superintendent	James Scholten
Curriculum Director	
Special Ed Director	Dan Brant
High School Principal	Mark Simons
Middle School Principal	Kurt Mabie
Edgerton Principal	Susan Wanner
MacNaughton Principal	Al Cummings
Sand Lake Principal	Krystyna Sweeney

**Edgerton Upper Elementary Staff**

**4<sup>th</sup> Grade**

Mrs. Elder                      Mrs. Nunley  
Mrs. Singleton                Mrs. Spach  
Miss Stellini

**5<sup>th</sup> Grade**

Mrs. Bergman                Ms. Bolt  
Mrs. Bolf                      Mrs. Chatman  
Mrs. Eding                    Mrs. Ouzts

**Special Education**

Mrs. Ketchum – Resource Room  
Miss Warzynski – Title I

**Specials**

Mrs. Reidt – Media Specialist/Art  
Mrs. Readle – Health/Fitness/Art  
Miss Arnold – Music

**Classroom Aides**

Mrs. Jordan                    Mrs. Waller  
Mrs. Corwin                   Mrs. Visser

**Secretaries**

Mrs. Snarski                Mrs. Staffen

**School Day Schedule**

8:26 am	Students may enter the building
8:29 am	Classes begin
12:02- 12:41 pm	Lunch/Recess
3:24 pm	Dismissal

# Tri County Area Schools Calendar 2009 - 2010



Tri County Area Schools  
Academics • Arts • Athletics • Achievement

<b>Friday</b>	<b>August 28</b>	<b>New Teacher Orientation</b>
<b>Monday</b>	<b>August 31</b>	<b>Teachers' First Day &amp; Professional Development</b>
<b>Tuesday</b>	<b>September 1</b>	<b>Professional Development Day</b>
<b>Wednesday</b>	<b>September 2</b>	<b>Professional Development Day</b>
<b>Thursday</b>	<b>September 3</b>	<b>Professional Development Day</b>
Tuesday	September 8	First day for students
Thursday	October 22	P/T Conf – High School Only 3:00-5:30 p.m. & 6:00-8:30 p.m.
<b>Monday</b>	<b>November 2</b>	<b>No School for students – PD Day</b>
Friday	November 6	End of first quarter – MS/Elementary
Tuesday	November 17	Evening Parent Teacher Conferences Middle School – 3:00-5:00 pm Elementary – 4:00-6:00 p.m.
Thursday	November 19	Evening Parent Teacher Conferences 5:30-8:00 Middle School & Elementary
<b>Friday</b>	<b>November 20</b>	<b>No School for students – P/T Conferences</b>
Tuesday	November 24	8:00 am-12:00 pm MS/Elementary Only
<b>Wednesday</b>	<b>November 25</b>	End of 1 <sup>st</sup> Trimester – High School
<b>Thurs/Fri.</b>	<b>Nov. 26 &amp; 27</b>	<b>No School for students – PD Day</b>
<b>Monday</b>	<b>Dec. 21-Jan. 1</b>	<b>Thanksgiving Break</b>
Monday	January 4	<b>Christmas Break</b>
Friday	January 22	School Resumes
Wednesday	January 27	End of First Semester – MS/Elementary P/T Conf – High School only 3:00-5:30 pm & 6:00-8:30 p.m.
<b>Monday</b>	<b>February 15</b>	<b>No School for students – PD Day</b>
Friday	February/March	P/T Conferences – MS/Elementary (5 hrs TBD)
<b>Friday</b>	<b>February 26</b>	End of 2 <sup>nd</sup> Trimester – High School
Friday	<b>March 5</b>	<b>No School for Students – PD Day</b>
Friday	March 26	End of Third Quarter – MS/Elementary
<b>Friday</b>	<b>April 2</b>	<b>No School – Good Friday</b>
<b>Monday</b>	<b>April 5-April 9</b>	<b>Spring Break – No School</b>
Monday	April 12	School Resumes
Thursday	April 29	P/T Conf – High School Only 3:00-5:30 pm & 6:00-8:30 p.m.
Thursday	May 27	Graduation – Class of 2010
<b>Monday</b>	<b>May 31</b>	<b>Memorial Day – No School</b>
Friday	June 4	Last Day for Students
Monday	June 7	Teacher Records Day

### **Report Cards and Conferences**

Report cards are issued 4 times a year, after each 9-week grading period. Twice a year we have conferences. This is a time when parents and teachers talk about their child's progress in school. If you ever have questions or concerns, please don't hesitate to contact your child's teacher.

### **Visitors**

The school policy is to accept only those visitors who have legitimate business at school. Guests and visitors **must** report to the main office upon arrival. Parents are welcome and are requested to inform teachers in advance before visiting classes. Student visitors are discouraged, except those planning to enroll at Edgerton Upper Elementary.

### **Bus Rider Guidelines**

The bus drivers distribute a bus rider's handbook containing detailed rules and procedures for bus usage each year. Habitual rule violations and serious offenders may be denied the privilege of riding a bus. The handbook is available upon request from a bus driver.

### **Phone Use**

Students may use the school phone for emergencies. Students must have permission from a staff member before calls can be made. Phone calls asking to remain after school or to visit a friend after school are discouraged. Forgetting books, etc. are not emergencies. Plan ahead.

### **School Supplies and Textbooks**

The school provides all textbooks. Books are to be returned to the teacher who issued them. They should be returned in as good a condition as when they were received, except for normal wear. In case of a lost book or excessive wear to a book, a charge will be made to cover the value lost. Materials needed to meet classroom requirements such as paper and pencils will be provided. Tennis shoes are required for physical education. However, since this item is of a personal nature, the students are responsible for supplying it.

### **Money**

All money sent to school should be in a sealed envelope with your child's name, and the purpose of the money written on the outside of the envelope. This is not necessary for snack money.

### **Emergencies**

Should your child become ill or injured at school, we will contact you or someone you have designated to take care of your child in your absence. We ask all parents to complete an emergency card listing your address, home phone number, business phone, e-mail address, and the name of friend or neighbor we can contact when you are unavailable.

### **Fire Drills**

Fire drills are held regularly to acquaint everyone with a system of evacuating the building as safely as possible.

### **Requests for Dismissal Changes**

Any student going anywhere other than home at dismissal time **MUST** have written permission from his/her parents. If written permission is not possible, parents may call the school office and we will relay the instructions to the student. However, please call before 3:00 p.m.

For the safety and welfare of our students, all students not having a note or whose parents have not called the office will be sent home or to where they usually go at dismissal time.

## **Homework**

Homework for elementary children can be productive when properly planned. Our teachers assign homework so the children can complete regular classroom assignments and help build basic skills. We hope that you will encourage your child to complete all homework assignments. If you wish to have makeup work sent home, please contact the school by 9:00 am to allow sufficient time to collect the daily assignments.

## **Student Insurance**

Parents will be offered the opportunity to purchase insurance coverage for their children. The coverage is limited to students involved in school activities and is a secondary insurance. Forms are available from the school secretary.

## **Behavioral Expectations**

One goal of education is to help students develop self-discipline. This comes with age and experience. Students should be able to learn in a school that is safe and orderly, where children respect their teachers, themselves, their classmates and the school's property. We believe any behavior that infringes on the ability of the teacher to teach, that keeps others from learning or threatens the safety of any person will not be tolerated. Students are expected to adhere to all classroom, building, playground, bus rules and guidelines. Our definition of violence is as follows:

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

**Bullying:** form of violence when a person or group intentionally and repeatedly uses their greater power to hurt another persons body, feelings, friendships reputation or property.

## **Code of Conduct – Introduction**

The General School Laws of the State of Michigan provide for the establishment and enforcement of school rules at the local district level. The appropriate sections of the law granting that power are:

**380.1300:** The board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or enroute to and from school.

**380.1301:** The board may authorize or order the suspension or expulsion when in the board's judgment the interest of the school may demand the authorizations.

## **Discipline Code Introduction**

The right to attend our public schools is beyond question. That such right is tempered by and subject to proper regulations and the furtherance of discipline each of which may result in disciplinary action is likewise beyond question.

## **Philosophy**

- A. The primary objective of student discipline and control is to produce a school environment in which complete attention may be defined as the control of conduct either by the individual himself or by the external authority. It includes the entire program of adapting the individual child to live in this society and involves two major emphases:
  - 1. To insure that no student shall interfere with a teacher's right to teach or another student's right to learn; and
  - 2. To assist the pupil in becoming a responsible, productive and self disciplined citizen within the school in preparation for assuming adult responsibilities.
- B. The student is expected to assume personal responsibility for his/her behavior, relative to his maturity. The school system will assist each student to become more responsible as he matures and gains experience. The school is to help students develop self-control and self-discipline.
- C. In the event a student has to be excluded (in-school suspension, out of school suspension or expelled) from the school setting because of a behavior problem, parents will be notified and involved to the degree possible.
- D. Students who assist, encourage, or aid in the violation of the student code of conduct are subject to the same discipline as the students who violate the code.

## **Discipline and Conduct**

- A. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his or her age and maturity, experience, abilities, interests and values. The best discipline is preventative in nature rather than regulatory and/or restrictive. A student's behavior in school is directly related to many internal and external factors including the student's image of himself or herself, his or her active participation in both the curricular and extra curricular activities of the school, his or her motivation to learn and the understanding and support he or she receives from his or her parents, his or her teachers and other adults.
- B. Since boys and girls are basically motivated to learn to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding pupils in understanding, establishing and maintaining these acceptable behavioral standards.
- C. School building administration and staff may implement a disciplinary system to enforce the District Discipline Policy. The Board Policy Committee will review school building rules and regulations each year. At the discretion of the Board Policy Committee, a review of committee of administrators, teachers, and parents can be convened to review any disciplinary policy.
- D. Saturday school, in-school suspensions and out-of-school suspensions will be determined and assigned by the building principal.
- E. A student's disciplinary record will be expunged as a student is promoted and moves to a different building except for major offenses (use and possession of alcohol, drugs, and history of repeated unacceptable behavior).

## **Suspension or Expulsion from School**

Under certain conditions it may be in the best interest of a pupil or the other pupils of the school, for a pupil to be denied the privilege of attending school. The Board of Education has established procedures whereby pupils can be denied the privilege of attending a school for the reasons given below.

- A. Smoking – the act of violating the smoking regulations of pupils including the use of tobacco in any form.

- B. Obscenity – the act of using obscene language by pupils in verbal or written form or in pictures or caricatures in or on the school property.
- C. Stealing – the act of dishonesty, acquiring the property of another or others.
- D. Forgery – the act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses and other data on school forms.
- E. Fighting – the act of quarreling involving bodily contact in or on school property or going to or from school including any activity under school sponsorship (dance, athletic events).
- F. Insubordination – the failure to respond or to carry out a reasonable request by a staff member.
- G. Gross misbehavior – deliberate or willful conduct detrimental to the normal functions of any school program.
- H. Vandalism – the act of destruction of property belonging to another or others.
- I. Indecency – the act of offending against commonly recognized standards of propriety or good taste including the use of vocal language.
- J. Bodily condition – conditions under which any pupil is suspected of having a communicable disease or who has persistent or neglected body odors.
- K. Possessing or using weapons – the act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury.
- L. Extortion of money – extortion or borrowing or attempting to borrow any money or thing of value from a student in the Tri County Schools unless both parties entered into an agreement freely and without presence of either an implied or expressed threat.
- M. Drugs alcoholic beverages, etc. – possession, use or transfer of drugs, alcoholic beverages or other substances, which produce abnormal behavior.
- N. Birth Certificate – the failure to produce for inspection a certified record of birth.
- O. Immunization – the failure to comply with state school code regarding immunization of pupils.
- P. Arson – the willful and malicious burning of or attempt to burn any building or any part of any building structure or property of the school district.
- Q. False Alarms – Setting off fire alarm; deliberately breaking glass or triggering an alarm or removal and/or discharge of fire extinguisher
- R. Harassment (taunting, bullying, and or intimidation) – Deliberate or willful conduct that may lead to/involve physical, emotional or verbal abuse.
- S. Harassment (sexual)\*
- T. Hate Crimes
- U. Inappropriate Use of Computer Technology
- V. Look Alike Drugs – possession, use, sale and /or purchase of look alike drugs while on school property
- W. Look Alike Weapons/Pyrotechnics

### **Hazing Prohibited**

The act of “hazing” is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any “hazing” incidents.

Consequences as outlined in the District Discipline Policy of the Board of Education will be used as a guideline to determine disciplinary action.

## **DANGEROUS WEAPONS POLICY**

### **Prior Policy and Practices**

This policy supersedes any prior policies and/or practices with respect to student discipline for the student behaviors described in this policy. As stated in the student handbooks, students are also subject to expulsion for behavior in addition to the behaviors described here.

### **Policy Statement**

District students who possess a **dangerous weapon** in a weapon free school zone, or who commit arson or rape in a public school or on public school grounds, shall be permanently expelled from this District and all Michigan public schools in accordance with applicable law.

### **Definition**

- A. Weapons (dangerous) - A student will not possess, handle, transmit or use a dangerous weapon. A dangerous weapon means: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches, pocketknife opened by mechanical device, iron bar or brass knuckles
- B. Weapons - Any device or instrument used in a threatening manner that could cause injury or bodily harm.
- C. Weapons (dangerous instrument) - A student will not possess, handle, transmit or use a dangerous instrument. Dangerous instruments include but are not limited to: chemical mace, pepper gas, stun guns, BB guns pellet guns, razors or box cutters.

### **Exceptions**

A student who possesses a dangerous weapon in a weapon free school zone shall be permanently expelled, subject to possible reinstatement, unless the student can prove by clear and convincing evidence at least one of the following:

- 1. The alleged dangerous weapon was not possessed by the student for use as a weapon or for direct or indirect delivery to another person for use as a weapon;
- 2. The student did not knowingly possess the weapon;
- 3. The student did not know or have reason to know that the object was a dangerous weapon;
- 4. The student possessed the weapon at the suggestion, request, or direction of school administrators or police authorities, or the student had the express permission of school administrators or police authorities to possess the weapon.

### **Due Process**

- A. The Hallmark of the exercise of disciplinary authority should be reasonableness and fairness.
- B. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources, including appropriate personnel and cooperation with the students and his or her parent or guardian.
- C. A student must be given an opportunity for a hearing with the appropriate school administrator if he or she or his or her parent or guardian indicates a desire for such a hearing. A hearing shall be held to involve the students and his or her parent or guardian to:
  - 1. Contest the facts, which may lead to disciplinary actions.
  - 2. Contest the appropriate methods of the sanction imposed by disciplinary authority if the students and his or her parent or guardian allege prejudice or unfairness.

## **Student Attendance Policy**

The Michigan Compulsory School Attendance Code, Section 380.1561 states that, "Every parent, guardian or other person in this state having control and charge of a child from the age of six (6) to the children's sixteenth (16) birthday, shall send that child to the public school during the entire school year.

The Tri County Board of Education promotes a policy of high expectations and academic achievement for all students. It is important that children learn the value of prompt and regular attendance. Frequent absences from school disrupt the continuity of instruction and learning. The benefit of regular classroom instruction is lost and cannot be regained. The entire purpose of education requires a regular continuity of instruction, classroom participation, learning experience and study in order to reach the goal of maximum education benefit for each individual child. This is the well-established principal of education, which underlies and gives purpose to the requirement of compulsory schooling in this state. Attendance and punctuality in class are proper educational values bearing on a student's expected behavior for academic achievement and future success in the community. Attendance and punctuality shall be considered in determining a student's grade in a course. A specific attendance procedure has been adopted by the Tri County Board of Education that is understandable and reasonable in its expectations of students and parents.

## **Excused Absences**

- A. A student receives an excused absence whenever he/she is given permission by the school principal/school attendance officer to leave or be dismissed from one or more classes, school-sponsored program or school-related activities. **A student receives an excused absence when he/she is absent from school for the following reasons:**
1. Serious illness of a family member.
  2. Death in the immediate family.
  3. Illness, injury, dental or medical appointment.
  4. An appearance in court, observance of a holiday or religious ceremony.
  5. Planned absences for personal reasons that the principal or his/her designee may consider justifiable when requested in advance. Planned absences for justifiable personal reasons will be based on the student's current academic performance and a pattern of regular school attendance. The student's teachers will be asked to review the request, but the final decision will rest with the principal or his/her designee. If the student does not meet the above mentioned criteria, the request will be denied. If the student chooses to leave after the request has been denied, all days absent will be unexcused. Planned absence request forms may be obtained from the office.
- B. **Absence for any reason other than the five (5) above-listed categories will be unexcused unless the principal determines that extenuating circumstances exist.**
- C. The verification of an absence shall be made in accordance with any reasonable method that establishes the fact of the reason for absence, including the following:
1. phone call from parent;
  2. note or personal visit from parents;
  3. home call; or
  4. note from physician (a note from a doctor, dentist, counselor, etc. may be required when a student misses school for an appointment within five (5) days from absence.)
- D. Parents/guardians must contact the school by phone or note by the end of the school day following an absence to report the reason for absence. Excuses should be presented in the office before classes begin in the morning. The administration reserves the right not to excuse a student's absence, if the excuse is known to be invalid.

- E. For an excused absence, a student will be allowed time to complete assignments, at the discretion of the classroom teacher.
- F. It is the parents'/guardians' responsibility to make arrangements for securing schoolwork early enough during an extended absence in order for the student to maintain academic progress. Parents/guardians are to contact the school office before 9:00 a.m. to request their student's books and assignments. The books and assignments will be forwarded as early as possible. Students out of school for four (4) weeks or more may be provided with a homebound teacher.
- G. The principal and/or the individual classroom teacher will schedule a conference with a student to develop an attendance contract to resolve sporadic absence or attendance problems.
- H. When a student has accumulated a total of ten (10) excused or unexcused absences in a class in a semester, the student may be assigned no credit for that particular class.

### **Unexcused Absences**

Absence for any reason not included in the five categories listed above will be considered unexcused:

1. When a student has received three unexcused absences per marking period, parents will be notified by school letter.
2. When the fifth unexcused absence occurs, office personnel will call a parent.
3. Upon the eighth unexcused absence, the county attendance officer will be notified.

Student's suspension days are considered unexcused.

### **Verification of Absences**

At the point a student accumulates **ten excused or unexcused** absences in a semester, a doctor's note will be required. If a doctor's note cannot be furnished, a conference with the building principal will be required. Excessive absenteeism may result in lower grades, retention, and referral to the county attendance office or the juvenile court.

#### *Understanding Attendance Summaries provided with Attendance Letter:*

The attendance summary is shown by AM and PM. Absences are recorded with an "A"; tardies are recorded with a "T". If the absence is UNEXCUSED, it will be shown as "UN" or blank (excuses appear below the "A" or "T"). Absences/tardies shown with a valid excuse code will appear as follows: DR-doctor, EX-misc excused, IL-ill, PL-planned absence.

### **Dress Code**

Edgerton Upper Elementary students should wear clothing that is appropriate for the activities in which they are involved. Students should dress adequately for weather conditions because they will be expected to go outside for recess periods except in extremely cold or rainy weather condition, or when there is a justifiable health condition. Students who do not wear clothing appropriate for the weather conditions will be advised of the concern and will be offered clothing loaned from the office or may call home for assistance. We will primarily rely on the good judgment of the parents as to their son or daughter's selection of clothing and the manner of dress and grooming. Pants must be worn at the waist level. No clothing, which exposes the midriff or underclothing, will be permitted. Tank tops may be worn under or over other clothing.

### **Emergency Closing of School**

Classes will be held whenever possible. If, however, weather conditions make it unsafe to transport children to school, the Office of the Superintendent will notify area TV and radio stations by 7:00am. If it is necessary to dismiss school early, the stations will again be notified. Among those notified will be:

- **Television Stations**
  1. WOTV (8)
  2. WZZM (13)
  
- **Radio A.M.**
  1. WOOD 1300
  2. WLAV 1340
  
- **Radio FM**
  1. WOOD 105.7
  2. WODJ 107.3
  3. WLAV 97
  4. WCUZ 101.3

### **Tornadoes**

The occurrence of a tornado in Michigan during regular school hours is extremely unlikely. However, since the possibility exists, reasonable safeguards will be taken.

The weather bureau publishes the following concerning tornadoes:

1. Tornado Watch – indicating conditions existing, which may cause a tornado. In case of a tornado watch, children will remain in school until the normal dismissal time.
2. Tornado Warning – indicates that a tornado has been sighted in the area. In case of a tornado warning, children will remain in school until the warning is lifted. If the warning extends beyond normal dismissal time, dismissal will be delayed and buses will not run until the warning is lifted. Parents should not call the school during watch or warnings in order that telephone lines may be left open for emergency calls.

During a watch or warning, children will be released only to a parent or guardian. If a parent or guardian is greatly concerned about their child's safety, the child may be picked up at the school.

### **First Aid and Emergency Cards**

We ask all parents to complete an emergency card for their child. Slight injuries are taken care of at school; however, for more serious illnesses, parents are notified immediately and/or steps are taken to obtain emergency medical aid. The school must be provided with the name, address and telephone number of someone who will be responsible when parents cannot be reached in an emergency. School personnel are not permitted to transport ill or injured students.

## **Medication**

If your child needs to take medication at school, it must be provided to the school office by an adult. All medication must be accompanied by an Authorization for Medication form (copies available in school office) including your child's name, the dosage, the time of day it is to be taken and expected duration of treatment along with your signature authorizing us to dispense it. ***Written permission and instruction from a physician (completed Authorization form) is REQUIRED to administer prescription medication. ALL medication is to be brought to the office where it will be dispensed according to the parents and/or physician's instruction. No medication will be given if written permission is not given.***

## **Elastic Clause**

The School and Administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the handbook that may arise. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from the final list should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

The policies and regulations within this handbook apply for all school-sponsored activities, including those held before or after school and those held away from Tri County Area Schools including bus transportation.

## **Sexual Harassment**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. Sexual harassment is unacceptable to this school district, therefore it against the policy of this school district for any administrator, employee, independent contractor or volunteer (subsequently "Employee"), male or female, to sexually harass another employee, student or volunteer. The complaint procedure is available in the principal's office, Superintendent's office and/or guidance office.

## **Statement of Non-Discrimination**

Applicants for admission and employment, students, parents, employees, sources of referral applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Tri Count Area Schools' compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact: Mr. James Scholten, 208 Edgerton, Howard City, MI 49329. Discriminatory harassment of any form in unacceptable to this school district and subject to disciplinary action.

## **Family Educational Rights and Privacy Act**

The family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education 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 or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents of eligible students may ask Tri County Area Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible students 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. 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 attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee or assisting another school official in 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 responsibilities. Upon request, the district discloses educational records without consent to officials of another school district in 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 that administers FERPA is:

**Family Policy Compliance Office  
US Dept. of Education  
600 Independence Ave SW  
Washington, DC 20202-4605**

### **Tobacco**

It is illegal to use a tobacco product on school property. A person who violates the law is guilty of a misdemeanor and subject to a \$50.00 fine. It is also the policy of the school that possession or use of tobacco products is prohibited. The first violation of this policy will result in a two (2) day in-house suspension from school. A second violation will result in a three (3) day in-house suspension and possible notification of authorities. A third offense will result in a five (5) day in-house suspension and mandatory notification of police. A fourth violation will result in recommendation for expulsion.

### **Alcohol and Drugs**

Alcohol and drug policies apply to anywhere in the school, on school grounds and at any school event at Tri County or away. Any sale or promotion of drugs, look-alike drugs or alcohol will result in an immediate ten school day suspension from school and all school activities; notification of law enforcement officials; recommendation for extended suspension pending disposition by court expulsion upon establishment of guilt. Any use or possession of drugs, look-alike drugs, or alcohol for a first violation will result in an immediate ten school day suspension from school and all school activities; notification of law enforcement officials; recommendation for expulsion.

## **Grading Scale**

- A (94-100)
- A- (90-93)
- B+ (87-89)
- B (83-86)
- B- (80-82)
- C+ (77-79)
- C (73-76)
- C- (70-72)
- D+ (67-69)
- D (63-66)
- D- (60-62)
- E (59 - below)

## **Parent Questions/Concerns**

Sometimes parents wonder what to do or who to talk to when a problem arises at school. Edgerton Upper Elementary staff would like parents to first contact the teacher or staff member associated closest with the issue. A parent can e-mail, call or send a note to that staff member indicating their concerns. The staff will get back to the parent as soon as possible.

If a parent is unsure of whom to contact they may call the principal who will help the parent work through the process.

## **Parent Volunteers**

Edgerton Upper Elementary staff believes when parents are involved in their child's education students achieve more and exhibit more positive attitudes and motivation toward school. The "Edge" staff encourages parental involvement i.e., assisting teachers in the classroom, preparing materials, helping with class activities, and chaperoning fieldtrips. There are many other opportunities for parents to participate. We welcome your help at all times.

## **School-Level Parent Involvement Policy**

1. Parents will be involved in the planning, implementation, evaluation and improvement of Edgerton's Title I programs through the School Improvement Process.
2. Parents will be invited to a beginning of the school year orientation that will provide:
  - Title I information
  - Suggestions for development, planning, evaluation and operation.
3. When needed, assistance will be given to parents in a user friendly format.
4. The student selection and criteria for Title I students is as follows:
  - MEAP test scores in Reading, Writing and Math
  - Star Reading level
  - Storytown Holistic District Assessments in Reading and Writing
  - District Math Assessments
  - Read Naturally program data
  - Project Read program data
  - Teacher recommendation

Students that are a grade level or more behind get assistance in our Title I lab or in extended day programs before or after school for reading, writing and/or math.

5. Achievement and progress will be communicated through mid term progress reports every four weeks and report cards four times per year.
6. Title I staff will provide current progress reports for each making period to be attached to report cards.
7. Edgerton Title I families will be offered an opportunity to attend a parent meeting with the Title I staff on home/school learning.
8. Professional development will be offered through:
  - Best practice articles
  - Book studies
  - Brainstorming
9. Communication between school and parents will occur throughout the school year through:
  - Newsletters
  - Conferences
  - Phone calls
  - Progress reports
10. A beginning of the year open house and a family meeting night will help foster parent communication.