



Tri County Area Schools
Tradition • Character • Achievement • Success

EARLY CHILDHOOD SPECIAL EDUCATION PARENT HANDBOOK



2025-2026

TRI COUNTY BOARD OF EDUCATION

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TRI COUNTY AREA SCHOOLS MISSION STATEMENT

Educate. Encourage. Empower

WELCOME FROM THE PRINCIPAL

We are proud of our school and want to communicate the wonderful things that are happening. Parents are valued partners and are encouraged to visit the school, consult with the staff and volunteer! It is our mission to help every child achieve their best future.

Early Childhood Special Education (ECSE) strives to establish *a strong foundation for life*. We want to make preschool memorable and fun, as well as provide children with the foundational skills for a successful academic future. We look forward to working with you in the years ahead. Your dedication and partnership at Tri County is what makes it a truly wonderful place to learn and to work. Together we will make a positive difference in the lives of our children!

INTRODUCTION TO THE PROGRAM:

Early Childhood Special Education provides a high quality collaborative education for children who qualify for special education programs and services through an Individualized Education Plan (IEP). It is our goal to provide children with the basic foundational skills necessary for a successful educational journey and essential for a lifelong love of learning, exploration, and inquiry. The Early Childhood Special Education program provides a safe, nurturing, and learning environment where children have the opportunity to exercise all developmental domains through play, discovery, problem-solving and the unique experiences facilitated by our dedicated teachers and staff.

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CONTACT INFORMATION

Early Childhood Special Education Preschool (ECSE)

MacNaughton Learning Center
415 Cedar St.
Howard City, MI 49329

School Phone: 231-937-4391
School Fax: 231-937-7077

Director: Keith Hutchins, Director of Special Education
Phone: 616-636-5454
Email: khutchins@tricountyschools.com

Early Childhood Special Education Teacher: Tanya Ouzts
Phone: 231-937-4391 ext. 3107
Email: touzs@tricountyschools.com

DAYS & HOURS OF OPERATION

The Early Childhood Special Education program (ECSE) is in session Monday through Friday half-days and follows a similar calendar to the Tri County School District's master calendar. When schools are closed for holidays, breaks, and scheduled non-attendance days, Early Childhood Special Education will be closed as well. A detailed listing of these dates will be provided to parents at the beginning of each school year.

Daily Schedule (PM Session)

Start-Time 12:00 PM
End Time 3:10 PM

PHILOSOPHY

Early Childhood Special Education provides a high quality early education for young students. The program focuses on development of the whole child with attention given to cognitive, social, emotional, creative, and physical areas of development. Providing students with a rich, early childhood preschool experience will prepare children for future school success.

MISSION STATEMENT

Early Childhood Special Education including The Great Start Readiness Program (GSRP), in partnership with the community, is dedicated to the academic, social, and personal growth of all students so each becomes a contributing member of society.

BELIEFS OF TRI COUNTY ECSE PROGRAM

We believe that all children are unique with different social and academic needs. Through developmentally appropriate experiences, children are encouraged to reach their full potential. A safe and nurturing environment that builds self-esteem and positive social interactions is provided. Positive home/school relationships to build the home/school connection are enhanced through open communication with parents.

We believe preschoolers are individuals with unique characteristics and interests. Our program focuses on building skills for the successful transition into kindergarten.

- ❖ We believe that preschoolers should have an equal opportunity to learn, based on their needs, interests and abilities.
- ❖ We believe that preschoolers learn best when content is relevant to their own lives.
- ❖ We believe that preschoolers learn best in an environment that is warm and inviting to enable children to develop confidence, creativity, and lifelong critical thinking skills.
- ❖ We believe that the primary role of the teacher is to facilitate learning as a relevant, exciting process for every child.
- ❖ We believe that students learn through exploration of the world around them.

The educational philosophy of our center is based on meeting the developmental needs of the children involved with our program. To implement this, we must provide an obstacle-free path upon which children are able to perform their explorations in growth. Our teachers are receptors for signals from the child; taking cues from the child's behavior makes us more directly responsive to his/her needs. One role of the teacher is as an observer.

We believe the children profit from the opportunity to make choices. In order to facilitate meaningful choice-making, the children are given the chance to move about in an environment which offers many attractive, interesting, valid, and stimulating activities in which to participate. The children create a new person through their own individualized responses to their environment. We must be open, flexible, and always willing to experiment with the environment because as children grow, so must their surroundings.

Children need adults in their environment who respect their ability to be creative and who provide the means for them to do this. We must be consistent in our respect for a child's ability to make choices. In this way, they can develop as an independent, unique human being.

ECSE PRESCHOOL GOAL

The goal of our preschool program is to encourage the development of children and prepare them for successful entry into kindergarten using developmentally appropriate practices in a play-based curriculum.

COMMUNICATION

It is very important to continue to have open communication between the teaching staff and parents. Informal communications such as notes sent back and forth between school and home, phone calls and email are all ways the home school connection can be kept current. Phone and email messages will be checked daily. There may be some moments before and after school for a quick chat, but if that is not enough time and you would like to talk face to face please feel free to ask to schedule a meeting so we can get together. Twice a year we will conduct parent teacher conferences (fall/spring); hold two Family Night events which will help you understand more of what we are doing in the classroom and how you can extend some of these ideas at home, as well as hold your child's yearly Individualized Education Plan (IEP).

CURRICULUM AND ASSESSMENT

The philosophy behind our curriculum is play and interaction with the environment. Young children learn best by doing, expressing individual interests and discovering. Play provides the foundation for learning. The activities we plan, the way we organize the environment, select toys and materials, and plan the daily schedule, are designed to accomplish the goals of our curriculum. The curriculum we use is called “Creative Curriculum”. Children will be assessed using the Teaching Strategies Gold Assessment which is part of the Creative Curriculum and individual reports will be shared throughout the year.

PRESCHOOL ADMISSION

Students who attend the Early Childhood Special Education program must have a current IEP placing them in the Early Childhood Special Education program (R#340.1754) and be 2 ½ years of age through 5 years of age.

The following paperwork must be submitted:

- Tri County Area Schools Online Registration Form
- Child Information Record Form (Emergency Card)
- Health Appraisal Form including Immunization Records
- Medical Health Alert Form
- Birth Certificate certified copy (Not a hospital copy)
- Proof of Residency

CONFIDENTIALITY POLICY

Parents can be assured that all information regarding children and families is kept in strictest confidence. Sometimes it is helpful to share information with other people that might be working with your child or family. Staff members are only able to share information with those entities you have indicated on the “Authorization to Disclose Information” form. Licensing and the MAISD have access to all licensing required child records.

The following information will be sent to the next school program in a CA (cumulative file):

1. Registration form
2. Health appraisal
3. Immunization record
4. Legal birth certificate
5. Progress reports
6. Special Education Documentation

The following information will be kept as documentation of enrollment in the program file:

1. Collaborative preschool application
2. Legal birth certificate
3. Immunization record
4. Progress reports
5. Income verification
6. Parent involvement contract
7. Permission forms
8. Volunteer statement
9. Authorization to Release Confidential Information

Parents/guardians can request to see either file at any time.

SPECIAL EDUCATION SUPPORTS

Early Childhood Special Education has access to a team of professionals that may provide services to children if they are eligible for special education. Some of these services include support by the speech therapist to help develop children's language, speech and understanding of words; the occupational therapist supports fine motor development and the coordination of the eyes and hands together; the physical therapist supports how a child's moves his body and coordinates his large muscle development and the school psychologist helps support overall learning and behavior along with the school social worker.

ATTENDANCE POLICY

We believe that preschool is extremely important for a child's later school success. We understand that circumstances arise where your child may not be at school. It is important for students to attend each day. If your child is going to be absent, please call the school at 231-937-4391. You may call the classroom and leave a message or contact the school office. Tri County ECSE Preschool classroom will run at least 360 clock hours and 144 days during the school year.

CHILD INFORMATION CARD

You will be filling out an emergency card for your child which contains important information for contacting you if there is an emergency. It is the responsibility of the parent or guardian to keep the staff informed of changes in address, phone numbers, employment or people picking up your child.

TRANSPORTATION

Bus transportation is provided via Tri County Area Schools. The transportation department has a separate transportation policy. One can be provided to you. The contact information for the Tri County Transportation Department is 231.937.4386.

PICK UP/DROP OFF PROCEDURES

Parents/ Guardians need to sign in and out each time they attend preschool. For the safety of your child, please inform us in writing if someone other than those originally authorized (on the child's emergency card) will be picking up your child. If the staff has not been informed of different arrangements, we will not have the authority to release your child and will dismiss him or her according to the normal routine.

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, if in the PM session please call before 2:00 p.m.. For the safety of 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.

MEDICINE

Children attending Early Childhood Special Education will be administered medications that are prescribed by a physician (this includes epi-pens and inhalers) during the school day if necessary. If prescription medicine is to be administered to a child at school, the parent must complete the medical form and provide storage instructions (refrigeration required, etc.). The bottle must have the original prescription label and show the prescription number, name of doctor, and how many times per day the medication is to be given. Preschool staff will treat minor cuts and bruises by washing the injury and applying a cold pack and/or band-aid. Parents are notified of minor injuries by phone, in person, or with a written report. Non-medication topicals such as sunscreen and bug spray will not be administered during the school day. If there is a field trip one of these medications may be necessary and then a

separate permission form will be secured. The names of all children who have permission to use these items will be placed on the bottle. Medication may be kept in the classroom if necessary and transported by the teacher to various places the child goes if necessary or it may be kept in the school office.

ILLNESS & MEDICAL EMERGENCIES

Attendance is very important to us; however, we are also very concerned about the spread of illness. We serve many children, and when germs are brought into the classroom, they spread quickly. No child or staff will be permitted to attend if acutely ill and/or has a fever, severe cough, diarrhea, or rash. Some diseases will require your child to be excluded from school until a release is written by a doctor. If your child is displaying any of the following symptoms, he or she should not attend:

- Fever (temperature of 100° or higher or even less when the child feels ill) – until temperature returns to normal
- Earache – until seen by a doctor
- Rash – until the cause is determined and it is not contagious
- Sore throat – until throat loses redness
- Watery or red eyes – until eyes are clear
- Any draining sore – until draining stops
- Upset stomach the night before or prior to arrival time
- Chest cough – until cough stops
- Diarrhea or vomiting within the last 24 hours

Parents should exercise every precaution and keep their child home should other unusual symptoms occur. If a child is sick throughout the night, please keep him or her home to rest. We adhere to a twenty-four hour rule. If a child is sent home from school due to illness, he or she should stay home the following day. Thank you for your cooperation in keeping our children healthy.

If your child contracts a communicable disease, please notify us as soon as possible. Parents of other children will be alerted to exposure to the disease. Your privacy is assured. If a child becomes ill during class, the parents will be contacted with the request to take their child home. If you cannot be reached, we will call the person you have given us to notify in case of an emergency.

PHYSICAL, IMMUNIZATIONS, & BIRTH CERTIFICATE

Michigan state law requires that each new student provide verification of completed immunizations as required by the Michigan Department of Health. Students who have not received the required immunizations will be excluded from school until parents provide proof that all required immunizations have been given, or have a waiver on file.

“Throughout the school year, students will partake in academic, social-emotional, and health (vision/hearing) screeners. Their screeners are universal for all students. If parents/guardians choose not to have their student(s) participate, please contact, in writing, the building administrator to decline screeners.”

A certified copy of your child’s birth certificate is required. Students must have a current physical form and birth certificate on file by the first day of attendance.

INCLEMENT WEATHER AND/OR OTHER EMERGENCIES

If severe weather were to arise, your child's safety is the first consideration. The following is the policy for bad weather conditions:

Fire	Fire evacuation plans will be posted and practiced at least 2 times per year with each classroom.
Tornado Watch	A person eligible to pick up your child may do so.
Tornado Warning	For the children's and the staff's safety, the programs requests that parents do not come during a tornado warning to pick up their child. If parents come during a tornado warning they are welcome to stay with their child until the warning has expired.
Snow Days	If your local school district is closed because of snow, the preschool will be closed. Please listen to local media stations for information on closings.
2-Hour Delay	Class will be in session if in the PM session

SEVERE WEATHER POLICIES

- Severe Thunderstorm Warning: The program will remain unchanged. We will be on the alert for any further developments.
- Tornado Watch: The program will remain unchanged. We will be on the alert for any further developments.
- Tornado Warning: All safety precautions stated on the crisis plan (located in the preschool room by the door) will be followed to ensure the safety of all students and staff.

SAFETY DRILL INFORMATION

Tri County Area Schools recognize that there are certain types of emergencies other than weather-related that can occur in our society today. Therefore, we will conduct periodic safety drills.

FIRE DRILLS

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

TORNADOES

The occurrence of a tornado during regular school hours is extremely unlikely. However, since the possibility exists, reasonable safeguards will be taken. The weather bureau issues the following tornado alerts: Tornado Watch- indicating conditions exist which may result in a tornado. Tornado Warning- indicating that a tornado has been sighted in the area. In case of a tornado watch, children will remain at school until the dismissal time. 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 busses will not run until the warning is lifted.

CLOTHING

Please send your child to preschool dressed to play in appropriate attire. Many of our activities include the use of paints, glue, markers, and other art supplies. We try to be careful; however, accidents do happen and we cannot be responsible for stained clothing. **An extra set of clothing must be brought to your child's classroom to cover emergencies and accidents.** If the extra set of clothes sent includes shorts, please plan to send pants as cooler weather approaches. Please label any clothing brought into the program! Preschool students go outside so please make sure your child is appropriately dressed for the weather.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send a treat to share with the class on birthdays or special occasions.

PERSONAL BELONGINGS

Please do not send toys, candy, gum, sharp objects, play guns, or medication to school with your child. Please label all clothing, lunch boxes and backpacks so that personal items may always be returned to your child.

PARENT MEETINGS

Early Childhood Special Education will hold 2 parent-teacher conferences per year. Of course, we hope that if you have any questions or concerns at other times during the school year that you will let us know. Additionally, your child's educational team will also hold one Individualized Education Program Team meeting annually.

VISITORS

For the protection of our students, all doors except the main entrance will be locked. All visitors are asked to report to the office and sign in before going anywhere in the building. Parents bringing things in for students are asked to bring them to the office and the items will be delivered. We ask that parents wait for their children in the front lobby.

VOLUNTEERING

We need you...your hands, your hearts, and your laps! We would love to see you in our classroom. This is the beginning of your involvement in your child's education. Research shows children whose parents are involved in school activities do better in school. Children love to have mom, dad, or grandparents come to school. There are many opportunities for you to engage, participate and be involved in your child's education. If you have a special interest or talent that you would like to share with the children, we would love to know about it! We are always looking for helpers in classroom if you want to volunteer a couple hours a week. We also appreciate when families are willing to help collect items that we may need in the classroom and/or to help us make some items for the children to use in the classroom.

All classroom volunteers may be supervised or unsupervised by a staff person. All classroom volunteers must have a completed ICHAT form.

All volunteers attending field trips will be required to have a completed ICHAT form on file prior to volunteering for a field trip as there may be times that the volunteer is not going to be directly supervised by the center staff. This applies to grandparents and other important people that may wish to participate in a child's educational experiences.

MONEY

All money sent to school should be in a sealed envelope with your child's name, the teacher's name, and the purpose of the money written on the outside of the envelope.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in the Early Childhood Special Education program may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission on the photo release form allows us to use your child's and/or family member's photo or video only for the purposes you indicate on the form. If you do not want your child's picture taken, please indicate in writing on the photo release form that "you do not want your child's picture used for any of these purposes".

DISCIPLINE POLICY

In order to maintain a happy, healthy, disciplined environment, Early Childhood Special Education, stresses the importance of safety, respect and consideration for others, respect for property, good habits, and following school rules of conduct. Staff will work extremely diligently to ensure your child is treated fairly and with dignity. Constructive methods of discipline such as giving alternative choices, positive reinforcement, and redirection are used to maintain group control and manage individual behavior. If at any time your child's behavioral needs are different or repeated behavioral issues arise, your teacher will address this with you and establish a plan for positive behavioral supports and an individualized behavior plan. Our main focus on discipline is preventive in nature, as we aim to build self-discipline in students. If behavior is harmful to other children or when disruptive behavior affects group learning, you will be contacted.

SUSPECTED ABUSE OR NEGLECT

The State of Michigan requires that all members of licensed institutions be on the lookout for, and report to the State, any and all cases of suspected abuse or neglect of a child. The staff and other professionals that provide services to Early Childhood Special Education are therefore obligated by law to report any suspected cases of child abuse and/or neglect.

OUTDOOR PLAY AREA

MacNaughton Learning Center has their own fenced in area that will be used as the outdoor play area.

INTEGRATED PEST MANAGEMENT PLAN

Pesticide application may occur at the MacNaughton Learning Center Early Childhood Center and building premises. Advance notice will be given at least 48 hours prior to the application of pesticides. Prior to application of pesticides, parents will be notified by posting a notice at entrance doors. Additionally, parents will be notified by note communication that pesticide application will take place.

GRIEVENCE POLICY

As indicated before, if you have a concern about something related to your child's preschool program the best place to start to resolve your issue or concern is with your child's teacher. Talk about your concern with her to see if you can reach a solution. If that does not work, you can also contact the building administrator. All of the numbers you will need are in the beginning of this handbook.

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. As sexual harassment is unacceptable to this school district, it is 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 of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Tri County Schools are hereby notified that this institution does not discriminate on the basis of religion, race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs, activities or policies.

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status.

Any person having inquiries concerning the Tri County Schools’ compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

Mr. Ryan Biller
Tri County Area Schools
94 Cherry Street
Sand Lake, Michigan 49343

Discriminatory harassment of any form is unacceptable to this school district and subject to disciplinary action.

DRUG FREE CAMPUS

The Tri County Area School District is a smoke free and drug free campus. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Our school district clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of any of its activities.

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student’s vehicles parked on district premises.

Discipline sanctions (consistent with local, state, and Federal law), up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. A description of those sanctions is listed under Student Discipline Code of Conduct.

NOTIFICATION OF RIGHTS UNDER 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 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 or 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 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, which 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, 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 professional responsibility. 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
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

ANTI BULLYING POLICY

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, coaches, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. To view our complete policy regarding bullying, please refer to our Board Policy, 5517 & 5517.01 Good Morning, which is available on our website, www.tricountyschools.com. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or

athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it is determined to interfere with the school environment.

NOTIFICATION

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any formal complaint. The results of the investigation to the extent consistent with student confidentiality requirements will be reported. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

IMPLEMENTATION

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

PROCEDURE

Any student who believes he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a staff member or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (*or other administrator as designated*) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a completed report to the Board on an annual basis.

NON-RETALIATION/FALSE REPORTS

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Approved: April 9, 2012

EDUCATIONAL MATERIAL FOR PARENTS AND STUDENTS (CONTENT MEETS MDCH REQUIREMENTS)

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

Appears dazed or stunned	Moves clumsily
Is confused about assignment or position	Answers questions slowly
Can't recall events prior to or after a hit or fall	Loses consciousness (even briefly)
Shows mood, behavior, or personality changes	Forgets an instruction
Is unsure of game, score, or opponent	

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

TCAS AGREEMENT FOR ACCEPTABLE USE FOR TECHNOLOGY RESOURCES

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

- C. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- D. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
 - 1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils
 - 2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
 - 3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
 - 4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- E. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Bullying Policy, (8260-3)
- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
 - 1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 - 2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as: As defined in F1.
 4. Bullying (as defined in paragraph E).
 5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Acceptable Use & Internet Safety Policy (#4510).
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response

and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
 - K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will not be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
 - L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.
- I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.
 - I also agree to follow all rules in the District's Acceptable Use & Internet Safety Policy
 - Any additional rules, regulations, and policies are available in the building offices.
 - As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.
 - I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

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. Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State law.

ELECTRONIC POLICY FOR STUDENTS

Use of electronic devices for the purpose of entertainment are prohibited during school hours (includes, but not limited to: TV, digital cameras, video games, Ipods, MP3 players, electronic games, etc.) Cell phones must be turned off and kept in backpacks during school hours.