# Rose City School

515 Harrington Street Rose City MI 48654

I have received and reviewed the student handbook for Rose City School.

……..

Parent Signature/Date

……..

Student Signature/Date

Please sign and return to your child's teacher.

# Rose City School

# Student Handbook

## 2021-2022

When a parent has a complaint or concern regarding an employee, please follow the chain of communication listed below:

**Principal**
Principal
Superintendent
Board of Education

**Teacher**
Teacher
Principal
Superintendent
Board of Education

**Bus Driver**
Bus Driver
Transportation Supervisor
Superintendent
Board of Education

**Classroom Aide**
Aide/Classroom Teacher
Principal
Superintendent
Board of Education

**Cook**
Cook/Head Cook
Food Service Supervisor
Superintendent
Board of Education

**Custodian**
Custodian/Maintenance Supervisor
Superintendent
Board of Education

**Secretary**
Secretary
Principal
Superintendent
Board of Education

## Responsible, Caring & Safe

**R**ose **C**ity **S**tudents are expected to be **R**esponsible, **C**aring and **S**afe.
We are all expected to respect ourselves and others by:

- following directions the first time they are given
- being prepared and on time
- being safe
- walking and keeping hands and feet to ourselves
- using appropriate language and voice level
- respecting property
- dressing appropriately for school by following the dress code
- behaving properly in school, on school grounds, en route to and from school, and at all school sponsored activities and events
- meeting common standards for health and cleanliness

## Bus Passes/Picking Your Child Up From School

Parents may send in a note or phone the school office **before 3:00pm** to arrange for a bus pass. For any phone call received after 3:00 we can **NOT** guarantee your child will receive the message. Include the name, address and phone number of where your child will be going. If you are picking your child up from school and this is not an everyday occurrence, please call ahead and we will notify the teacher to escort your child to the designated pick up area. All students being picked up from school will be escorted by school personnel to the sidewalk outside the east entrance. All adults need to wait in their cars and teachers will escort students to the car.

**DO NOT LEAVE THIS INFORMATION ON A VOICEMAIL AS IT MAY NOT BE CHECKED BEFORE DISMISSAL.**

## Bicycles & Skateboards

Students may ride their bicycles to school. They will park them in designated area by the upper basketball court and should provide a lock for them to prevent theft. To avoid any serious problems with parent and bus traffic, students will park their bikes as soon as they arrive at school. Students are to keep their bikes parked until the buses leave. Skateboards are not allowed.

## Communication Folders

Each elementary student receives a communication folder to be sent home and returned each day. It contains homework, notes and any other correspondence. Please check the folder and return it each day.

## Detention

Detentions will be served mornings from 7:40 am to 8:40 am in the office.

If a student receives a detention please sign the parent notification form and return it to school.

Detention Expectations

1. Students must have homework to do or a book to read.
2. A student reporting more than ten minutes late will be required to stay for supervision but will not be granted credit for serving his/her detention.
3. Students are to remain in the detention area for the duration of the time.
4. Students are to remain quiet.
5. A student who breaks any of the above policies will not receive credit for serving the detention.
6. If a student is absent and cannot serve the detention by the day it was to be served by, he/she is to serve the detention on the next available day or it will be considered overdue.
7. If there is a conflict, parents are to call the school office **before** the detention is to be served in order to make alternate arrangements.

## Dress Code

The students of Rose City School are expected to attend school properly attired in accordance with good taste and the accepted standards in the West Branch-Rose City Area communities. The

purpose for a dress code is to maintain an atmosphere that will not interfere or disrupt any student's educational process and recognize that in society there are appropriate and inappropriate clothes. If any student is not properly attired, they will be asked to change their clothes, or call home for a change of clothes.

Recommended dress and grooming guidelines:

- Bare midriffs, tops that expose undergarments, and halter tops are not considered appropriate and should not be worn.
- Tops with spaghetti straps are not acceptable.
- Skirts, dresses, or shorts may be worn providing they are not shorter than where the student's fingertips fall when standing in a natural position with their arms at their sides.
- The absence of footwear will be considered a health hazard and will not be permitted.
- Attire with obscene language, offensive sayings, offensive designs, anything pertaining to or associated with gangs, violence, drugs, alcohol, tobacco, or of a sexual nature are inappropriate and will not be allowed.
- Swimwear, beachwear, sleepwear, see-through, extremely tight or revealing clothing will be considered distracting and inappropriate.
- Reasonable cleanliness of body and apparel is expected as a matter of health.
- Undergarments are not to be exposed.
- Specific health and safety standards may be required in physical education, technology education and science.
- Any apparel or grooming fad not covered herein will be regulated at the principal's discretion.
- Only flags of the United States of America, the state of Michigan, and the school flag may be displayed or worn on clothing.

Students who refuse to cooperate will be referred to the administration, which will make the final determination as to what is appropriate and/or what discipline to take. Students who refuse to correct or change the appropriate clothing will be disciplined according to the policy on Persistent Misbehavior.

## Lockers

Lockers will be assigned to students. Students may use only the locker that has been assigned to him/her. Any change of locker assignment must be done through their teacher. The care of the locker is the student's responsibility. School lockers are the property of the school and are subject to inspection to assure that they are being properly used and cared for. Also please see Search and Seizure in Section V.

The following are not allowed:

- Writing on lockers (inside or out)
- Stickers, tape, glue, or other sticky substances (inside or out)
- Opened beverage containers (juice, soda, water, milk)

- Anything containing inappropriate language or pictures
- Glass containers or glass mirrors

## Phone Use

Cell phones, MP3 players, tablets or other related electronic devices may be used before school, after school, and during a student's lunch period for only 5th grade students and these students will need to sign an acceptable use form before being allowed to use these devices. These items may only be used during a class period with permission of the classroom teacher. Cameras, including cell phone cameras, shall not be used without specific prior consent from the building principal. Students violating any part of this policy will have the electronic item confiscated and will face disciplinary action. The cell phone will be returned to the student's parent or guardian during the normal office hours. Cell phones that have been confiscated for two weeks without being returned to a parent or guardian will be returned to the student. Students having items confiscated may be prohibited from bringing electronic devices to school in the future.

Cameras, including cell phone cameras are not to be turned on in any school district locker room or bathroom. Cell phone use is not permitted in locker rooms or bathrooms. Cell phones or electronic devices used during testing will result in an automatic forfeit of the test grade. Cell phones or electronic devices are not allowed to be used during testing of any kind.

Classroom phones are available for school business; these phones will not ring from an outside source during the school day. If necessary, please call the main office to get a message to your child.
See NEOLA policy 5136 for more complete information. NEOLA policies are located on the district website under the Board of Education.

## Supplies & Textbooks

The general policy (required by state law) is that all materials which are necessary and required of students will be provided by the school. Parents are encouraged to purchase personal or special supplies for the student's individual use.

Students may be issued textbooks which they will be held responsible for taking care of and returning. The book number and condition of each book will be recorded by the teacher when issued. Students are instructed to check over their books carefully and report any existing damage for the teacher to record before accepting the book because any damage which was not noted at the time of issue will be charged to the student. Students will be charged for the loss of any book which was issued to him/her. Periodic book checks will occur during the school year. Students are asked to keep covers on their textbooks. This may be required by some teachers. Students are only allowed water in clear bottles only outside of the lunchroom.

## Valuables

If it is **necessary** for students to bring valuables or large amounts of money to school, it is advised that he/she leave them in the office.

## Visitors

Visitors are allowed at the discretion of the building principal.

## Hours/Drop-off, Pick-up Times

Classes begin at 8:50 and end at 3:40pm. Students will **NOT** be allowed to enter the building until 8:40 A.M. (unless they are attending the morning program).
Parents are asked to drop off their children in the drop off/pick up line at 8:40. School personnel will be assigned to supervise the morning drop-off. The same procedure will be followed in the afternoon at pick-up time. Those children not riding the bus will be brought outside by a staff member and parents will be asked to drive through the car line to pick up their student.

## Morning Program

The morning program is available at 7:40 for parents who work and need to drop their students off prior to 8:40. The students must go directly to the library after being dropped off.

## Closed Campus

The school is considered a closed campus. A closed campus means that students must stay on school grounds and are not allowed to leave campus without being signed out at the office by an authorized adult.

## Signing Out Students/Authorization to Pick Up

Students will not be permitted to leave the building with persons other than their parent or guardian, unless a note or phone call has been received stating the identity of the person designated. The parent or designee must sign the child out of the office and write the reason for the child leaving and/or returning. The person picking up the student may be asked to show valid identification.

## Attendance Policy

West Branch-Rose City Area Schools recognizes the importance of attendance as an essential component for student success and achievement through the cooperative effort of parents, students, and school personnel. Studies of student achievement in school show a high correlation between good attendance and academic success. Regular attendance at school is also important because the habits and attitudes that each student develops early in life will carry over into his or her future education and career. The school policy tries to teach students the value of regular attendance; however, the primary responsibility for ensuring regular attendance rests with the parent and student.

**PROCEDURES**

The following applies for the entire school year:

A. **Perfect Attendance**
Perfect attendance is being in school every day with no tardies or early dismissals.

B. **Excused Absences**
It is the parent's responsibility to excuse their child's absence. The parent or guardian should call the school at 343-2250 on the day that the student will not be in attendance *(or in advance whenever possible)*. If unable to call, the parent or guardian is to send a note with the student upon that student's return to school. In order for the absence to be considered as excused*, the notification (call or note) must be received in the school office no more than one school day after the day the student returns to school.

*Excused absences are those caused by the following reasons:

1. Illness of the student
2. A family medical emergency (includes the death of a close friend or a relative)
3. Pre-arranged approved absence
4. A medical appointment (doctor, dentist, etc.)
5. Subpoenaed court appearance
6. Suspension from school
7. Attendance at a funeral

AN EXCUSED ABSENCE ALLOWS THE STUDENT TO MAKE UP ANY MISSED ASSIGNMENTS OR TESTS. The student will be allowed one day for make-up for each day of excused absence. Absences as a result of a suspension will require that homework be turned in to the teacher the day he/she returns. Students and/or parents are expected to collect homework before or during suspension and the student is to return with the work completed. Tests can be made up before school when the student returns. *(This may also apply to other items of work that must be completed at school.)* Absences for reasons such as oversleeping, missing the bus, being suspended from the bus, being out of town without prearranged permission, etc. are considered as **unexcused.**

### C. Pre-planned Absence

Family trips are absences that are known in advance of the day of the absence. These absences must be cleared by the principal three (3) days in advance of the day of the absence. Students will be given a form for each teacher to sign. These absences will be counted toward the student's **accumulated** absences.

The following conditions should be met:

1. Vacations are to be taken with family members or legal guardians.

2. Personal, prior arrangement is made by parent(s) with principal.

3. Arrangements with teachers for make-up work are made prior to leaving.

### Make-up Work

It is the responsibility of the student to contact his/her teachers for make-up work immediately upon his/her return to school.

D. **Excessive Absences**

The following steps will be followed when a student accumulates 5, 10 and 15 absences each school year, regardless of reason: (School-related absences and absences caused by suspensions will not be included in the accumulated absences.)

1. Written notice will be sent to the parent or guardian when a student accumulates five (5) absences.
2. Written notice will be sent to the parent or guardian when a student accumulates ten (10) absences. A conference will be required for the purpose of discussing the student's absences and developing methods for improving the student's attendance.
3. Written notice will be sent to the parent or guardian when a student accumulates fifteen (15) absences. This will include a request to contact the principal and probable referral to the Ogemaw County Truancy Court.

- Being at school on time and not leaving school early is also important to student success and achievement. Excessive late arrivals or early pick-ups (more than 3 in a marking period) will be factored when making the referral to the Ogemaw County Truancy Court.

- Parents are encouraged to use Parent Connect via the internet to monitor their child's attendance. Please call the main office 343-2250 to obtain a password.

**OGEMAW COUNTY TRUANCY COURT**

Truancy Court is a voluntary division program run by the Family Division of the Ogemaw County Probate Court. In order to be a successful student, good attendance is essential. In addition, attendance is mandated by the State of Michigan. There are numerous causes of absenteeism, and the Truancy Court will attempt to address the causes on a case-by-case basis.

Instead of becoming involved with the formal court process, Truancy Court will be an alternative, which, if successfully completed, will avoid a formal court record. More importantly, Truancy Court will help the child and the families succeed by offering assistance with the underlying cause of the absenteeism.

## Make-up Work

It is the responsibility of the student to contact his/her teachers for make-up work immediately upon his/her return to school.

## Lunch Program

Free and reduced price meal applications may be obtained from the office. One application may be completed for each child in the family, or one application may list all children in the family.

All students at Rose City School receive free breakfast and lunch. Students may bring a lunch from home if they choose not to eat food from the lunch program. Food may **not** be brought in glass containers such as glass pop bottles; however, unopened containers of juice may be brought to lunch. Water is the only opened beverage that may be left in the classroom provided it is in a water bottle. Juice that has been opened will need to be finished or disposed of at the end of the lunch period. Al la carte items are also available for purchase in the kitchen.

## Medications

Because of state regulations regarding the administration of medications at school, it is requested that whenever possible, the student take his/her medications at home. No medications, prescribed or over-the-counter, may be administered without written permission from both the parent and physician. **Forms are available at the office.** When it is necessary to administer medication at school, the following will apply:

1. The teacher, administrator, or designee must administer the medication in the presence of another adult.
2. Prescribed medication must be administered specifically in compliance with instructions of a physician.
3. Signed, written permission of the parents must be kept in the principal's office.
4. Medication will not be administered or stored without the dosage, times to be administered, length of time to be given, and a parent's signature.
5. A log of administration of medication must be maintained.
6. Students may not possess medication. All medications must be brought to the office by an adult, stored in the office, and administered as outlined above.

## Non-Controlled Substances Policy

In addition to the concern about the sale or delivery of controlled and noncontrolled substances there is the concern of possession or use of controlled substances, and look-a-likes (caffeine pills, diet pills etc.). Because of the possible danger to the health and safety of the students, the following policy is in effect:

1. It is against school policy to sell, deliver, possess or use a non-controlled substance which may be represented as a controlled substance.

2. Proof of any one of the following is evidence of the above:
    a. The substance substantially resembles a controlled substance, in appearance or shape.
    b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, foil, etc.)
    c. The substance is not labeled as required by the FDA.
    d. The substance has been represented as a controlled substance.

## Asthma Inhalers

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms at school or school sponsored events if the following conditions are met:

1. The student has written approval to possess and use the inhaler from the physician and the parent.
2. The principal has received copies of each of the above.

## Head Lice

When a case of head lice is discovered, the parent will be contacted. The student will be allowed to return to school when he/she is free of lice and nits (eggs). Upon return, the student must come to the school office for examination. If lice or nits are found, the student will need to be retreated.

Upon the discovery of two or more cases of head lice in the same classroom at the same time, the students of that classroom will be given notification for parents. Similarly, if the infestation involves more classrooms, all students in the school will be given a note for parents indicating such.

## Michigan Department of Community Health Guidelines

(Kindergarten, 6th grade and Entrants New to the School District in Grades 1-12)

**To Enter School**: State law* prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B, and chickenpox (varicella).

**To Stay in School**: You must provide the school with a record showing that your child has received all of the following immunizations listed on the next page.

| IMMUNIZATIONS | Ages 4 - 6 | Ages 7 - 18 |
|---|---|---|

| | | |
|---|---|---|
| **DIPHTHERIA, TETANUS, PERTUSSIS** | **4** doses are required. If a dose was not given on or after the 4th birthday, a **booster dose** of DPT is required. Most children will have 5 doses. | **4** doses are required. **Must have** 1 dose within last 10 years. |
| **POLIO** | **3** doses are required. If the last dose was not given on or after the 4th birthday, a **booster dose** is required. Most children will have 4 doses. | **3** doses are required. |
| **MEASLES, MUMPS & RUBELLA** | **2** doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose. | **2** doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose. |
| **HEPATITIS B** | **3** doses are required. | **3** doses are required. |
| **VARICELLA (CHICKENPOX)*** ** | **1** dose required on or after the 1st birthday and prior to the 13th birthday **OR 2** doses if initiated after the 13th birthday **OR** current lab immunity **OR** reliable history of disease. | |

## Bus Transportation

Public school districts are not required to furnish transportation for the pupils that reside within the district; as a result, the privilege of riding the bus is one that can be withdrawn. The following rules apply to all students who ride the school bus:

1. **Masks must be worn on the bus at this time.**
2. Students are to follow directions the first time they are given.
3. Students are to remain in their seats while the bus is moving.
4. Students are to refrain from writing on, littering, or damaging the bus.
5. Students are to keep hands, feet, and objects to themselves.
6. Pushing, shoving, fighting, swearing and making loud noises are prohibited.
7. Students may carry cell phones but they are not allowed to use them while riding the bus.

Any student, while a passenger on a District transportation vehicle, who is guilty of an infraction listed under the **Serious** and **Severe** degrees of misbehavior in the Discipline Code MAY be given

a consequence as listed in the Discipline Code as well as being denied transportation. In the event this occurs, the length of time transportation privileges are withdrawn will be determined by the Building Principal and Transportation Supervisor.

The driver has the responsibility of controlling the actions of the students while they are on the bus. Misbehavior (the violation of bus rules) will result in verbal warning(s) by the driver. In addition, the driver may require the student(s) to use a particular seat on the bus. If misbehavior continues, the driver will submit a written Bus Conduct Report to the Transportation Supervisor and the following procedure will generally be used:

Step #1 Warning
Step #2 Call Parent
Step #3 One Day Bus Suspension - Action Taken by Administrator
Step #4 Three Day Bus Suspension
Step #5 Five Day Bus Suspension
Step #6 Per Administration

A Bus Suspension means that the student is suspended off all of the buses. In the case of an unexpected day off, the Bus Suspension will be extended.

SEVERE CLAUSE: The order of consequences may be skipped and an immediate suspension given if the severity of the offense is sufficient enough to warrant such action in the opinion of the Transportation Supervisor.

## Discipline Code - See also NEOLA policies 5610 -5611 located on the district website under Board of Education for complete information

It is the desire of the West Branch-Rose City Area Schools to provide the students with a safe and orderly learning environment. In order for that environment to exist, it is necessary to establish and enforce rules and regulations that will guide discipline within the schools of the district. As a result, the following policy has been developed with the assistance of representatives from the various constituent groups within the district (Board of Education, central office, building administration, teachers, bus drivers, parents and students).

The West Branch-Rose City Area Schools follow a progressive discipline policy. To this end, types of misbehavior are divided into six sections according to the degree of misbehavior. The six sections are Class, Subject and Activity Suspensions; General; Serious; Severe; Expulsion; and Permanent Expulsion.

In addition, the consequences of violating provisions of the Discipline Code are tailored to the three levels of school (elementary, middle, and high school).

**Class, Subject, and Activity Suspensions**

A teacher is authorized to immediately remove and suspend a student from a class period, subject or activity when the student's misbehavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject or activity

from which he/she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

The teacher must report the suspension and the reason to the principal and send the student to the principal for appropriate action. The teacher must then ask the parent or guardian to attend a parent-teacher conference regarding the suspension. Whenever practicable, the school counselor or social worker shall attend the conference and a school administrator must attend if the teacher or parent or guardian requests his/her attendance.

Students attending separate class periods throughout the day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education policy and the Student Code of Conduct.

Any student suspended from the same class, subject or activity for ten consecutive days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements outlined in the district wide discipline code.

The policy 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.

### Notification of Suspension

When a student is suspended from school, the administrator (or designee) will notify the parent or guardian by telephone. In the event that the parent or guardian is unable to be reached by telephone, written notification will be sent home with the student and a copy will also be mailed home. A student will not be sent home during the day unless the parent has first been notified. Beginning in May the principal may assign suspensions to be served from the end of the year forward, meaning loss of end-of -year activities such as field day, trips, picnic, etc…

### Suspensions & Expulsions

A STUDENT WHO HAS BEEN SUSPENDED OR EXPELLED FROM SCHOOL IS NOT TO BE IN SCHOOL OR ON SCHOOL PROPERTY DURING THE DURATION OF THE SUSPENSION OR EXPULSION. Suspensions and expulsions may be appealed by following the guidelines in NEOLA policies 5610-5611 located on the district website under the Board of Education.

## Student Code for Accessing Technology

Use of district technology equipment and programs shall be for educational purposes consistent with the goals and educational directives of the district. Failure to comply with the following will result in the appropriate disciplinary action. The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the set-forth disciplinary measures or any available disciplinary measure (such as loss of technology privileges, detention, suspension, expulsion, legal prosecution, or monetary restitution for repair

or replacement of systems or equipment resulting from misuse or abuse, etc.) without first imposing a less or more severe type of discipline and, in addition, may refer a particular incident of misconduct to the appropriate law enforcement agency.

**Level 1**

Disciplinary actions:

- 10 day suspension of Internet use *and/or* WBRC Internal Network use

Level 1 Infractions include

- Installing or running programs other than those approved by the school
- Posting anonymous messages
- Allowing others to know password
- Wasteful use of resources and supplies
- Adjustments of settings on the computer or software
- Use of equipment for playing games without permission of the instructor
- Entering the Internet other than via the Acceptable Website Page

**Level 2**

Disciplinary actions:

- 1 day to 10 days suspension
- Varies from 30 day suspension of Internet use *and/or* WBRC Internal Network use, up to total loss of Internet and/or WBRC Internal Network privileges for the rest of school year, and possibly into the next

Level 2 Infractions include

- Modifying or copying files/data of other users without their consent
- Use of the equipment or programs for commercial purposes
- Hacking or attempting to break into the network or any outside networks
- Unauthorized access to resources or sites (Rose City students are not permitted to log on to the internet without a staff member who has given permission and is present.)
- Using another person's account
- Stealing passwords
- Printing of inappropriate or unauthorized material
- Software or hardware theft
- Use of email accounts by students is not permitted without administrative approval

**Level 3**

Disciplinary actions:

- Expulsion from school
- Total loss of Internet and/or WBRC Internal Network privileges for the rest of school year, and possibly into the next

A Level 3 infraction would be using the network or equipment for any illegal activity, including violation of copyright

Repeated violations of the code of technology use will be regarded as chronic misconduct and will result in loss of computer privileges.

## Counseling Services

Our school social worker services students in grades K-5. Services include: individual and small group counseling, career guidance, academic support, enrichment programs, and health education resources.

**Students wishing to see the school social worker need to request permission through one of their teachers**.

Referral sources frequently used, upon student or parent request include: AuSable Valley Community Mental Health and School Success, DHHS, and COOR Intermediate School District.

## Physical Restraint/Corporal Punishment

Corporal punishment means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping or any other physical force used as a means of discipline.

A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances. However, the person, within the scope of his or her responsibilities, may use such reasonable physical force as may be necessary:

1. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
2. For self-defense or the defense of another.
3. To prevent a pupil from inflicting harm on himself/herself.
4. To quell a disturbance that threatens physical injury to any person.
5. To obtain possession of a weapon or other dangerous object within the control of the pupil.
6. To protect property.

The following is a list of alternatives that have been developed by the district to provide direction for persons involved in the supervision of our students.

1. Assertive Discipline Plans for each classroom and each school bus with consequences designed to discourage inappropriate behavior.
2. Denying participation in school activities or transportation.
3. Conferencing with parents.
4. Behavior contracts with students and parents.
5. In-school suspension with supervisors.
6. Suspension from school.
7. Assigned work outside of school.

8. Rather than being a party to a physical confrontation with a student, involve a law enforcement agency. Use physical restraint and contact only as prescribed in the District's corporal punishment policy.
9. Referring chronic or recidivistic students to counselors, social workers, and/or local service agencies.
10. Recommendation of expulsion by administration keeping in mind the due process rights of students.
11. Plan and maintain programs and activities which positively reinforce appropriate student behavior.
12. Clearly define rules for students in handbook, etc., and distribute them to parents. Make sure all persons affected are informed.

## Grading & Report Cards

Instead of the traditional letter grades and percentages, "Scoring Scales" will be used, which will give teachers, parents, and students more of an understanding of how the student is performing towards their learning goals. Instead of knowing how many questions a student has right or wrong, parents will know what level of understanding their child has of a certain skill.

How Does It Work?
Teachers plan each lesson around specific objectives from the curriculum and help students understand what those objectives mean. Lessons are planned with very specific goals in mind, goals which are made clear to students. Knowing the end goal helps teachers plan carefully, which, in turn, helps students effectively connect with their learning.

How Will We Know They Have Learned?
Teachers use the information-gathering process known as formative assessment to determine what adjustments need to be made in the learning process in order to challenge each child to achieve. The formative assessment process gives teachers the detailed information they need to understand where each student is in their level of understanding, which is most critical factor for their continued learning. Students need regular feedback to know how they are performing and what they can do to reach their goals.

The Scoring Scales
The Scoring Scales provide detailed information about what the teacher is looking for while assessing an objective on a scale of 0-4.0. This is where the real difference lies. You may remember from past school experiences that a 4.0 meant an "A". In the Scoring Scales, a 4.0 does not equal an "A" but is defined as going beyond what was taught in class. By our definition, the 3.0 level means that your child is achieving at grade-level and mastering expectations. The Scoring Scales take the guesswork out of where the students are and need to be and provide the essential information teachers need to create lessons, assignments, and assessments that reflect true grade-level objectives. The teacher can use that information to plan future instruction; the student can use that information to understand and adjust her learning; and parents can use that information to get an overall picture of their student's progress towards the learning goals. Having a specific target and being able to show a student's progress toward that target is what makes the Scoring Scales a powerful tool for teachers, students, parents, and caregivers.

**Note:** Fifth grade will utilize the traditional letter grade system.

Parent-teacher conferences are scheduled in the fall and spring of the year, however, parents should not hesitate to request to arrange a conference at another time if there are questions or concerns.

## Search & Seizure

School authorities will respect the rights of the students in their lockers, property and person, however it should be made clear to all that lockers are the property of the school. Lockers are assigned to students for the purpose of storing supplies, clothing and other items necessary for the student's education and physical well-being. Searches of student lockers, car or persons will be limited to instances where:

- It is suspected that a student is using the locker, car or other possession for illegal purposes; or, where evidence of breaking the law is present; or, where it is suspected that
- The student has possession of something (drug, weapon, cigarettes, etc.), which is illegal or inappropriate to possess while on school property.
- It is believed that a student is using the locker or car in such a way that would interfere with school discipline or the duty of school authorities.
- It is believed that a student is using the locker or car to endanger the health and safety of other persons.
- It is believed the health, welfare, or safety of persons within the school is threatened.

The school has the right to search all lockers in emergency situations. (An emergency is considered to be bomb threats, actual knowledge of weapons, and so forth.) In addition, periodic searches of student lockers, cars and other personal property by use of trained dogs may occur without notification.

## Section 504

It is the policy of the West Branch-Rose City Area Schools to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1978 are identified, evaluated and provided with appropriate educational services.

Due process rights of handicapped students and their parents under Section 504 will be enforced. Under this policy, a handicapped student is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such an impairment, or (c) is regarded as having such an impairment. Students may be handicapped under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

## Special Services

The West Branch-Rose City Schools offer a complete range of special education services. If you feel your child may qualify for special services pursuant to the Individuals with Disabilities Act (IDEA), contact the building counselor first. You may contact the Special Services Department directly at 989-343-2010 if you feel it is necessary or urgent.

## Staff Credentials

Rose City Schools receive federal funds from many sources. By accepting these federal funds we are also required to follow all teacher certification requirements as outlined by the Every Student Succeeds Act Legislation. We are required to provide any certification information regarding our staff. Please contact the principal for this information.

## Testing (M-STEP & NWEA)

Students will take the M-STEP according to the schedule required by the state. The school district also administers the Northwest Evaluation Association test.

## Title I Services

The Title I teacher will provide educational support for students using a variety of delivery systems to meet the needs of the students. Students may be identified to receive Title I services based on standardized testing, diagnostic testing, and/or teacher recommendation.

ROSE CITY SCHOOLS STAFF 2021-2022

**Administration:**

| | |
|---|---|
| Phil Mikulski, Superintendent | mikulskp@wbrc.k12.mi.us |
| Susan Shepardson, Principal/Special Education | shepards@wbrc.k12.mi.us |

**Office Staff:**

| | |
|---|---|
| Lydia Kimball, Building Secretary | kimballl@wbrc.k12.mi.us |
| Gwen Florida, Sp. Ed. Secretary/Building Secretary | floridag@wbrc.k12.mi.us |

**Teaching Staff:**

| | |
|---|---|
| Bethany Williams, Pre-School | williamb@wbrc.k12.mi.us |
| Andrea Rodriguez, Pre-Kdg/ Kdg. | rodrigua@wbrc.k12.mi.us |
| Bryan Reasner, 1st Grade | reasnerb@wbrc.k12.mi.us |
| Brandy Breining, 2nd Grade | breininb@wbrc.k12.mi.us |
| Margaret McGregor, 3rd Grade | mcgregom2@wbrc.k12.mi.us |
| Sara Griffin, 4th Grade | griffins@wbrc.k12.mi.us |
| Stephanie Dantzer, 5th Grade | dantzers @wbrc.k12.mi.us |
| Mark Nothdruft, Title I | nothdrum@wbrc.k12.mi.us |
| Amanda Mileham, Music/Art | milehama@wbrc.k12.mi.us |
| Michael McGregor, P.E./Computers | mcgregom@wbrc.k12.mi.us |
| Nicol Timo, Special Education | timon@wbrc.k12.mi.us |

**Support Staff:**

| | |
|---|---|
| Anita Pityer, Occupational Therapist | pityeraj@wbrc.k12.mi.us |
| Julia Sobah, Social Worker | sobahj@wbrc.k12.mi.us |
| Jenifer Freimark, Speech | freimarj@wbrc.k12.mi.us |
| Nicol Timo, Early On Coordinator | timon@wbrc.k12.mi.us |

## State & Federal Notifications – Your Right to Know

Dear Parent/Eligible Student:

The West Branch-Rose City Area Schools has a tradition of "Educational Excellence." These two words speak of the commitment our staff makes to each child's education. Our programs are built on strong curriculum, dedicated staff, and a learning environment conducive to academic success, regardless of ability.

This document will inform you of Board of Education and Statutory policies. Procedures related to students and your rights through provisions of these policies and procedures are explained. It is important that you read the information carefully.

Sincerely,

Philip Mikulski, Superintendent

## Notice of Non-Discrimination - Refer to NEOLA policy 2260 located on the district website under Board of Education

The West Branch-Rose City Area School District will not discriminate against any person based on race, religion, color, national origin, sex, age, disability, height, weight, or marital status in its educational programs, services, or activities. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to all complaints associated with discrimination should be directed to:

Gail Hughey - Director of Curriculum and Instruction
West Branch – Rose City Area Schools
P.O. Box 308
West Branch, MI 48661
Phone: 989.343.2000
Physical Address: 960 S. M-33 West Branch, MI 48661

Ted Matuzak, Director ofFinance
West Branch-Rose City Area Schools
P.O. Box 308
West Branch, MI 48661
Phone: 989.343.2000

**Non-Discrimination and Student's Complaint Procedure**
**Grievance Procedure for Students**

**Section I**
Any person believing that the West Branch - Rose City Area School District, or any part of the school organization, has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990, may bring forward a complaint, which shall be referred to as a grievance, to:

Civil Rights Coordinator
West Branch - Rose City Area Schools
P.O. Box 308
West Branch, MI 48661
989.343.2000

**Section II**
The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with

an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, he or she may initiate formal procedures according to the following steps:

**Step 1**

A written statement of the grievance, signed by the complainant, shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply, in writing, to the complainant within five (5) business days.

**Step 2**

A complainant wishing to appeal the written (or Step 1) decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Board President within five (5) business days after receipt of the Coordinator's response. The Board President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3**

If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Board President's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education shall be final.

## District Assurances

- The Civil Rights Coordinator will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.
- A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.
- The District strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure.
- When acts of discrimination and/or harassment are found, the District will take immediate steps to impose appropriate discipline, prevent its recurrence and remedy its discriminatory effects on the victim and others, as appropriate.
- A person or their representatives may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The local Coordinator, upon request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Students and parents and representatives of education institutions may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The OCR office for Michigan is located at:

Cleveland Office
Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2602
Telephone: 216-522-4970
FAX: 216-522-7573
TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-246-6840
TDD: 877-521-2172
Email: OCR@ed.gov

**Discriminatory Harassment of Students - See NEOLA Policy 5517 located on the district website under Board of Education**

Sexual or discriminatory harassment of students by School District Board Members, employees, students, parent(s), guardian(s), invitees, volunteers, guests, vendors, contractors or others doing business with the School District will not be tolerated.

Sexual Harassment and Intimidation

Any person who alleges sexual harassment by a Board member, staff member or student in this District may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building Principal, school counselor, District Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Discriminatory harassment means any harassment, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their age, color, disability, height, marital status, national origin, race, religion, sex or weight.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex.

Sexual or discriminatory harassment shall not be tolerated by this District when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Any student who believes that he or she has suffered any form of sexual or discriminatory harassment for any reason shall immediately report the incident(s) to:

Gail Hughey, Director of Curriculum and Instruction
West Branch – Rose City Area Schools
P.O. Box 308
West Branch, MI 48661

Ted Matszak, Director of Finance
West Branch-Rose City Area Schools
P.O Box 308
West Branch, MI 48661

Phone :989.343.2000 Phone: 989.343.2000

Physical Address:960 S. M-33, West Branch MI 48661

In the event the complaint is against the Superintendent of Schools, the complaint should be directed to the Vice-President of the Board and the results of the Vice-President's investigation will be turned over to the President of the Board:

| | |
|---|---|
| Mailing Address: | The Vice-President of the Board of Education<br>West Branch - Rose City Area Schools<br>P.O. Box 308<br>West Branch, MI 48661 |
| Phone: | 989.343.2000 |
| Physical Address: | 960 S. M-33, West Branch MI 48661 |

The School District guarantees that a student reporting an incident of sexual or discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes sexual or discriminatory harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The Superintendent has the responsibility of investigating complaints of sexual or discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers sexual or discriminatory harassment based on age, color, disability, height, marital status, national origin, race, religion, sex or weight to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he or she may hold.

Notification

Notice of this policy will be periodically circulated to all school buildings and departments within the District, and incorporated in teacher, student and parent/guardian handbooks. All new hires of the District will be required to review and sign off on this policy and its related complaint procedure.

Training sessions on this policy and the prevention of sexual or discriminatory harassment shall be held periodically for all Board members, administrators, teachers and employees of the District. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student discriminatory or sexual harassment.

## BULLYING POLICY

### For Additional Information see NEOLA Policy 5517.01 located on the district website under Board of Education

West Branch Rose City Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges. To that end, acts of bullying towards another student or groups of students will not be tolerated and will be dealt with in a swift and serious manner. According to the Michigan Department of Education, bullying means any intimidating, threatening, abusive, or harming conduct that is objectively offensive in nature.

Furthermore, there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern. The act of cyber-bullying which refers to bullying others by using technology or other electronic devices, or retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying in any form are prohibited as well. Bullying does not refer to a one-time argument or disagreement between students. Our intent is to create and maintain a safe and welcoming environment by taking a proactive rather than reactive approach. To prevent or stop bullying or cyber-bullying behaviors we will provide ongoing training around anti-bullying techniques and strategies for all staff and students. If bullying occurs on any district property (i.e. school building, school grounds, bus stop, walking route to and from school, school bus, school related vehicles) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's principal who will begin an investigation as soon as possible. If bullying/cyber-bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of cyber-bullying has occurred the same protocol will be followed. If the result of the investigation concludes bullying or cyber-bullying took place the offender(s) could receive consequences ranging from written conduct reports to loss of privileges during the school day to in or out of school suspensions depending on the severity of the incidents.

## Other State & Federal Notifications

### AHERA

The West Branch-Rose City Area School District has implemented an "Asbestos Management Plan," as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan has been approved by the Michigan Department of Public Health (MDPH).

The management plan contains information regarding the locations of asbestos containing materials (ACM) in all school buildings, the condition of the ACM and a plan for dealing with the ACM. At least once each year the District will inform you in a similar manner about asbestos activities including: re-inspections, periodic surveillance, response actions, and post-response action activities.

The following activities are currently planned for the District:

**Re-inspections:** A re-inspection of all District buildings is required by law every three years after implementation of the management plan. Our next re-inspection is tentatively scheduled for July 2010.

**Periodic Surveillance:** Once every six months, ACM must be visually inspected for changes in condition. This has been and will be performed by certified, trained personnel.

**Post-Response Actions:** Routine custodial maintenance.

**Response Actions:** These are activities designed to reduce or eliminate the potential for asbestos hazards. In general, the asbestos-containing materials (ACM) present in District buildings include:

Bus Garage - Floor tile.
Ogemaw Heights High School Annex - Floor tile.
Ogemaw Heights High School - Floor tile and fire doors.
Surline School – Floor tile.
Rose City Elementary School - Floor tile.
Rose City Middle School - Floor tile.

Planned response actions include: Maintaining floor tile in all buildings which will pose no threat to public health. This is in accordance with the State approved "Management Plan."

All ACM will be repaired, if damaged, and maintained by District maintenance personnel in accordance with the District Operations and Maintenance program (O & M) as designated by AHERA.

If you have any further questions or concerns regarding this process, please contact the District designated person, Gerald L. Clayton, at (989) 345-1662.

## Title I Part A Federal Requirement

If your child is in grade K-8, then your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level of subject area in which the teacher is providing instruction.

## Drug-Free Zones

Public Act 174 of 1994, effective September 1, 1994, amends the Michigan Public Health Code by extending the 500 foot "drug free zone" surrounding school property to 1,000 feet. Under the amended provision, an individual 18 years and over who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the prescribed 1,000-foot drug-free zone around the school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine (or both) that would otherwise apply.

"School property" is defined as a "building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

## Pesticide Control Act

Public Act 131 of 1993, amends the Pesticide control Act to require school administrators to notify parents/guardians of children attending that school of their right to be informed prior to application of pesticides at that school.

Therefore, If spraying is needed, it will be conducted on the first Friday of each Month (after the regular school day) along with an updated inspection of the IPM plan for all buildings in the West Branch-Rose City Area Schools. If you have any questions please contact the Maintenance Department Supervisor at (989) 343-2240 or write to 224 Thomas Street, West Branch, MI 48661

## Notification to Parents Regarding HIV/AIDS Education

WBRC Board of Education has established a program of instruction in health education which includes HIV/AIDS and other serious communicable disease prevention education.

According to the State School Aid Act, you have the right to review the materials and curriculum content to be used for HIV/AIDS education. The local board of education, in compliance with the statute, has made the materials and curriculum guides available for your review. Contact the district curriculum director, 515 Harrington Street, Rose City, Michigan 48654 to review the materials.

This statute allows you to excuse your child from participation in the classes which include AIDS/HIV and other serious communicable disease instruction, if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send written notice to the principal of your child's school as soon as possible.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT RECORDS POLICY AND PROCEDURES

### Purpose

The Board of Education of the WBRC Area Schools recognizes the importance of maintaining records for all students in attendance. While a student's educational interests require the collection, retention, and use of information about the student, the student's right to privacy requires careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq.

### Annual Notification of Rights

FERPA affords parents and eligible students certain rights with respect to education records. Those rights include the following:

1. Right to Inspect: A parent or eligible student has the right to inspect and review the student's education records maintained by the district within 45 days of the district's receipt of a written request for access.
2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.
3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
4. Right to Complain: A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements.
5. Right to Obtain Copies of this Policy: A parent or eligible student has the right to obtain copies of this policy upon request.

### Disclosure of Education Records

The district will disclose information from a student's education record only with the written consent of the parent or eligible student, except that disclosure without consent may be made:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of other schools where a student seeks or intends to enroll.
3. To federal and state officials in connection with their duties to audit or enforce legal conditions relative to federal or state supported programs.
4. To the United States Attorney General.

5. To comply with the federal legislation “No Child Left Behind”, the district is required to release student disciplinary records concerning suspensions and expulsions to any private or public school to which a student is transferring for enrollment purposes.
6. In connection with a student’s request for or receipt of financial aid, as necessary to determine eligibility for aid, the amount or conditions of the aid, or to enforce the terms and conditions of the aid.
7. To state juvenile justice system officials as permitted by state law.
8. To organizations conducting certain studies for or on behalf of the district for the purposes of predictive testing, student aid, and instructional improvements.
9. To accrediting organizations to carry out their functions.
10. To parents who claim the student as a dependent for income tax purposes.
11. To comply with a court order or lawfully-issued subpoena. The district shall make reasonable attempts to notify the parent or eligible student of such disclosure prior to disclosure.
12. To appropriate parties in connection with a health or safety emergency that threatens the health or safety of the student or other individuals.
13. For designated directory information.
14. To the parents of a non-eligible student or to a student.
15. As necessary for the district to either prosecute a legal action against the student or parent or to defend itself against a lawsuit initiated by a parent or eligible student.

## Student Directory Information Notification

Dear Parent/Eligible Student,

West Branch-Rose City Area Schools has adopted a policy designated to assure parents and students the full implementations, protections and enjoyment of their rights under the Family Education Rights and Privacy Act of 1974. A copy of the school district’s policy is available for review online on the district website under Board of Education NEOLA Policy 8330.

This law requires WBRC to designate as “directory information” any personally identifiable information taken from a student’s educational records prior to making such information available to the public. WBRC has designated the following as directory information:

Student name and address, telephone number, e-mail address, photographs, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous school attended and other similar information.

This letter informs you of your right to withhold release of students’ directory information. A form for this purpose is available through each building office. The objection needs to be reviewed annually. If you have no objection to the use of student information, you do not need to take any action.

I wish student directory information withheld from any WBRC publications (electronic or print) for the _____( school year) for my son/daughter.

I understand that educational records may be disclosed by court order procured by Assistant U.S. Attorney General or higher ranking government officials without prior parent/student consent.

Education records may be disclosed by school districts as necessary to either prosecute a legal action against a student or parent, or to defend itself against a student or parent, or to defend itself against a lawsuit initiated by a parent or eligible students.

Parents who claim students as dependents on their federal tax form have the right to access their education records even if the student has attained the age of majority.

**Notice of Non-Discrimination**

The West Branch-Rose City Area School District and Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the WBRC district and Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Inquiries or complaints related to all complaints associated with discrimination should be directed to:

Mailing Address:

Mr. Ted Matuzak
Director of Finance
960 S. M-33
P.O. Box 308
West Branch, MI 48661

Mrs. Gail Hughey
Director of Curriculum and Instruction
960 S. M-33
P.O.Box 308
West Branch, MI 48661