

CHESTER F. SURLINE ELEMENTARY SCHOOL

West Branch, Michigan



Mission Statement

**WEST BRANCH-ROSE CITY AREA SCHOOLS
THE SCHOOL OF CHOICE FOR EDUCATIONAL EXCELLENCE...**

YOUR FUTURE BEGINS HERE!

West Branch-Rose City School District
Surline Elementary School
147 State Street
West Branch, MI

***Due to COVID-19, items in this handbook may be modified by the COVID-19 Preparedness and Response Plan. Please see the district website for the most current copy of our plan.**

WEST BRANCH-ROSE CITY AREA SCHOOLS

Jill Smith, Principal

Mailing address:
West Branch-Rose City Area Schools
P. O. Box 308
West Branch, MI 48661
Phone: (989) 343-2190



Physical address:
c/o Surline Elementary
147 State Street
West Branch, MI 48661
Fax: (989) 343-2200

Dear Parents,

Welcome to the community of West Branch. We are proud of our school and hope that you will share in our pride after getting to know a little more about us.

Surline Elementary was named after a great educator, Mr. Chester F. Surline who was the Superintendent of schools at our district for many years before his retirement in November 1973.

Our front cover contains the "Mission Statement" that reflects the reason for our existence. We hope you will take the time to read and understand our mission for all children attending our school.

This handbook is meant to answer many questions that arise each year from parents and students. Your child's teacher will take the time during the first few days to go over the policies that govern our day to day procedures. We are asking that you take the time to go over this important booklet with your child. If you need more information regarding the procedures and policies of our school, please feel free to call my office anytime and set up an appointment.

Mutual understanding, communication and cooperation between our parents and school personnel will provide the best possible learning environment for your child.

Yours in Education,

Jill Smith
Principal
Surline Elementary School

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*** Some of the language in this handbook may be affected by the approved “Return to Learning” plan on the district website (sample) “Due to COVID-19, items in this handbook may be modified by the COVID-19 Preparedness and Response Plan. Please see the district website for the most current copy of our plan”.**

SCHOOL STAFF

SUPERINTENDENT

Gail Hughey

SURLINE ELEMENTARY SCHOOL OFFICE STAFF

Principal
Secretary
Secretary
Technology Director
Technology Specialist

Ms. Jill Smith
Mrs. Kathleen Green
Mrs. Audriana Popielarz
Mr. Tom Rea
Mr. Russell Hall

SPECIAL SERVICES STAFF

Special Services Supervisor
Special Education Teacher
Special Education Teacher
Social Worker
Speech Therapist
Speech Therapist
Occupational Therapist

Mrs. Sue Shepardson
Mrs. Cecelia Tucker
Ms. Mariah Hewitt
Miss. Alissa Dantzer
Mrs. Katie Matthews
Mrs. Jenifer Freimark
Mrs. Patricia Woelke

RESOURCE TEACHERS

Pre-Primary
Student Success Director
Academic Interventionist
Academic Interventionist
Academic Interventionist
Counselor

Mrs. Nicol Timo
Mrs. Calie Kavalunas
Mrs. Kim Ecker
Mrs. Marilyn McCauley
Mrs. Amy Quigley
Mrs. Diane Gillette

BOARD OF EDUCATION

President
Vice President
Secretary
Treasurer
Trustee
Trustee
Trustee
Superintendent

Mr. Scott Kartes
Mrs. Heather Kearns
Mr. Phil Stephens
Mr. Gary Miller
Ms. Peggy Zettle
Mr. Curt Schaiberger
Mr. Alan Withers
Mrs. Gail Hughey

TEACHING & SUPPORT STAFF

GREAT START READINESS PROGRAM (4 YEAR OLD PROGRAM)

Mrs. Huber
Mrs. William
Mrs. Watson
Mrs. Zettel-Deyarmond

YOUNG 5s / KINDERGARTEN

Mrs. Clark
Mr. Butler
Ms. Gawne
Mrs. Howard
Mrs. Godfrey-Williams
Mrs. Matthews

FIRST GRADE

Mrs. Farro
Ms. Inmon
Mrs. Kish
Ms. Moore
Mrs. Schneider

SECOND GRADE

Mrs. Gingerich
Mrs. Hines
Mrs. Lewis
Mrs. Reasner
Miss Elliott

THIRD GRADE

Mrs. Bedtelyon
Mr. Reasner
Mrs. Chamberlain
Mrs. Secord

FOURTH GRADE

Mrs. Baksa
Miss. Gratopp
Mrs. Lawrence
Ms. LaBeau
Mrs. Winter

PHYSICAL EDUCATION

Mr. Hughey

COMPUTER EDUCATION

Mr. Secord

ART EDUCATION

Mrs. Koski

MUSIC EDUCATION

Mrs. Andersen and Mrs. Dehart

SCHOOL RESOURCE OFFICER

Officer Beehler

LUNCH / PLAYGROUND

Angela Adams
Allen Eberle
Kim Gildner
Cassidy Lynch
Sheena McDaniel
Geri Monroe
Sheena Matthews
Richie Willette

MEDIA AIDE

Tina Siemienski
Karen Thorne

SPECIAL ED PARAPRO

Lisa Stewart
Maria Downey-Stewart
Terri Jones
Mary Spencer
Megan Neubecker
Bev Ryan
Destiny Lingenfelter
Ed Francis
Celeste Croxen
Nicole Wangler
Megan Girard

TITLE 1 PARAPRO

Kelsy Shavers
Amanda Sullivan
Sandra Rabidue
Janette Smith
Katie Carr

GSRP TEACHER ASSISTANT

Angela Koski
Riley Sabins

GSRP LUNCH

Kathy Millikin
Jenafer Ostrander

DISTRICT & BUILDING INFORMATION

Central Administration Building

Mailing address:

PO Box 308

West Branch, MI 48661

Physical address:

960 S. M-33

West Branch, MI 48661

Telephone: (989) 343-2000

Fax: (989) 343-2006

Personnel:

Gail Hughey, Superintendent

Heather Phelps, Curriculum Director

Tom Rea, Technology Coordinator

Russ Hall, Technology Support

Karyn Randall, Secretary

Mary Moore, Accounts Payable

Ted Matuszak, Director of Finance

Michele Daniels, Payroll Coordinator

Chester F. Surline Elementary

Address:

147 State St., PO Box 308

West Branch, MI 48661-0308

Telephone: 989-343-2190

Fax: (989) 343-2200

Personnel:

Jill Smith, Principal

Kathleen Green, Secretary

Audriana Popielarz Secretary

Special Education Department

Mailing address:

PO Box 308

West Branch, MI 48661

Telephone: (989) 343-2010

Fax: (989) 343-2006

Personnel:

Sue Shepardson, Coordinator

Gwen Florida, Secretary

Food Service

Address:

960 S M-33, PO Box 308

West Branch, Michigan 48661-0308

Telephone: (989) 343-2015

Fax: (989) 343-2240

Personnel:

Janis Phillips, Supervisor

Beth Quick, Secretary

Transportation and Maintenance Office

Address:

224 N. Thomas Street, PO Box 308

West Branch, Michigan 48661

Telephone: (989) 343-2240

Fax: (989) 343-2249

Personnel:

Jason Hall, Transportation Supervisor

Letica Butler, Secretary

Ryan Lomason, Bus Dispatcher

Athletic Department

Address:

960 S. M-33 PO Box 308

West Branch, MI 48661

Telephone: (989) 343-2026

Personnel:

Jack Vliet, Athletic Director

Fax: (989) 343-2048

CHAIN OF COMMUNICATION

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

CALENDAR DATES FOR SURLINE ELEMENTARY SCHOOL

2022 - 2023

ALL CALENDAR DATES ARE TENTATIVE THIS YEAR.

Please continue communication with your child's teacher and watch our website at wbrc.k12.mi.us for any updates. All regularly scheduled school events are subject to Health Department guidelines.
(Book fairs, parent teacher conferences, assemblies, graduations, field trips, etc)

DATE	EVENT	TIME
August 24, 2022	OPEN HOUSE	4:00 - 5:00
August 29, 30 & 31, 2022	KINDERGARTEN PARENT ORENTATION	ALL DAY
September 12, 2022	GRADUAL START-UP PRESCHOOL BEGINS	ALL DAY
September 29, 2022	SCIENCE FAMILY NIGHT & TITLE 1 PARENT MEETINGS	5:00 - 7:00 P.M.
October 7, 2022	PTO MEETING	8:00 A.M.
	SCHOOL IMPROVEMENT MEETING	4:00 P.M.
October 13, 2022	PICTURE DAY	ALL DAY
October 27, 2022	PUMPKIN CARVING DANCE	SNOW 5:00-7:00
October 19, 2022	PICTURE RE-TAKES	ALL DAY
November 4, 2022	PTO MEETING	8:00 A.M.
November 22, 2022	END OF FIRST TRIMESTER	
November 15, 2022	NO SCHOOL	ALL DAY
November 16-22, 2022	BOOK FAIR	ALL WEEK
November 21, 22, 2022	PARENT TEACHER CONFERENCES	5:00 - 8:00

November 23, 24, 25, 2022	NO SCHOOL		ALL DAY
December 2, 2022	PTO MEETING		8:00 A.M.
December 5-9, 2022	SANTA SHOP		ALL WEEK
December 7, 2022	HOLIDAY FAMILY NIGHT GRADE MUSIC	FIRST	5:00 - 7:00
DATE	EVENT		TIME
December 23, 2022 - January 2, 2023	CHRISTMAS VACATION		ALL WEEK
January 3, 2023	SCHOOL RESUMES		
January 6, 2023	PTO MEETING		8:00 A.M.
January 20, 2023	NO SCHOOL		ALL DAY
January 21, 2023	END OF 1ST SEMESTER OHHS / SMS		
February 3, 2022	PTO MEETING		8:00 A.M.
February 6, 2023	NO SCHOOL		ALL DAY
March 1, 2023	READING MONTH KICKOFF		5:00 - 7:00
March 3, 2022	END OF SECOND TRIMESTER		ALL DAY
March 3, 2023	PTO MEETING		8:00 A.M.
March 20-23, 2023	BOOK FAIR		ALL WEEK
March 22, 23 2023	PARENT TEACHER CONFERENCES		5:00 - 8:00

March 24 - March 31, 2023	SPRING BREAK	ALL WEEK
April 3, 2023	SCHOOL RESUMES	
April 7, 2023	NO SCHOOL	ALL DAY
April 14, 2023	PTO MEETING	8:00 A.M.
April 17 & 18, 2023	KINDERGARTEN ROUND-UP	BY APPOINTMENT
April 19 & 22 2023	PRESCHOOL ROUND-UP	BY APPOINTMENT
	MATH & SCIENCE NIGHT	5:00 - 7:00
May 5, 2023	PTO MEETING	8:00 A.M.
	BIKE SAFETY	K-2 2:00 3-4 2:45
May 25, 2023	LAST DAY PRE SCHOOL	ALL DAY
May 29, 2023	NO SCHOOL	ALL DAY
May 31, 2023	KINDERGARTEN GRADUATION	1 Session / 3 classes
June 1, 2023	KINDERGARTEN GRADUATION	1 Session / 3 classes
June 2, 2023	PTO MEETING	8:00 A.M.
June 7, 2023	LAST DAY DISMISSAL 12:36	8:50 AM - 12:36 P.M.
June 7, 2023	END OF THIRD TRIMESTER	

Mission Statement

West Branch-Rose City Area Schools
The School of Choice for Educational Excellence...
Your Future Begins Here!

West Branch Rose City Schools Expectations for Student Learning

Students will participate in engaging and relevant learning experiences and development of life skills.

Students will engage in learning experiences that encourage cooperation, collaboration, and innovation.

Students will use current technology to create, research, communicate and produce academically sound products.

Students will learn to demonstrate respect, self-control, ethical behavior and empathy as classmates and members of our communities.

Students will learn to be responsible citizens in our schools and communities, as well as the digital world.

Family Involvement

Learning at Home: Research supports that families are the earliest and the most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best, and can help foster learning by linking current and past experiences, by asking questions that help the child reflect, and by supporting the child's growing knowledge of self and what works best for him or her. More information about how families can take an active role in their students' education can be found at www.surlineparentsiteweebly.com.

ACADEMICS

Assessments

During all testing, please ensure that your child gets plenty of rest and a nourishing breakfast. District-wide, these assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each student's progress and prepare for further instruction. Test results are shared with parents after each testing period.

Grading

Teachers in grade K-4 use a standards based report card. Teachers use an information-gathering process known as formative assessment. The scoring scale ranges from 0 – 4.0. Report cards are issued three times a year.

Books and Supplies

All necessary educational supplies will be provided by the school district. Books will be loaned to the students each year. It is the student's responsibility to take care of the assigned books and materials. The student will be charged for the replacement of any lost or damaged textbooks and/or library books. Additional supplies will be at the teacher's request.

Physical Education

Students need to dress appropriately for Physical Education class. It is necessary to have a clean, dry pair of athletic shoes and to tie them appropriately. Any pair of athletic shoes is permissible for outdoor classes.

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 distinction 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 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 according to the Individuals with Disabilities Education 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.

Education begins the moment we
see children as innately wise and
capable beings. Only then can we
play along in their world.
~Vincent Gowmon

Staff Credentials

Surline Elementary School receives funding through many resources, one of which is Title I. By accepting this federal funding, we are also required to follow the No Child Left Behind legislation. One requirement is to provide parents with the opportunity to request information regarding the professional qualifications of our staff. We have a superb and highly qualified staff. If you are interested in reviewing the certification and credentials of our staff members, this information is available in the office at your request. Additionally, at your request, the principal would be happy to meet with anyone who wishes to discuss this. This information will also be available on the school website. (www.wbrc.k12.mi.us).

Title I

The Title I paraprofessionals provide educational support in the core curricular areas for identified students. The Title I paraprofessionals, and classroom teachers plan together and provide a variety of delivery systems to best meet the needs of the students who are eligible for receiving Title I assistance in the classroom. Students are identified based on standardized testing, diagnostic testing, and/or teacher recommendation.

ATTENDANCE

We believe each student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. Our goal is to have each student attend school every day.

Late Arrival/ Early Departure

All students arriving late or leaving early must have parents call the attendance line. The message should include the parent/guardian's name, student name, and reason for absence/ Excused reasons for being late or leaving early will follow the same listing as excused absences. Students who are late due to oversleeping or missing the bus are considered unexcused and may be counted as tardy or in some cases, as an unexcused absence.

Excused Absences

The following reasons shall be sufficient to constitute excused absences:

1. Illness
2. Serious illness in the student's immediate family
3. Death or funeral in the student's immediate family or of a close friend or relative
4. Medical, dental, or orthodontic treatment, or counseling appointment
5. Court appearances occasioned by family or personal action
6. Religious instruction or religious observance
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing
9. Removal of a student pursuant to a suspension.
10. Family vacation (limited to 5 days per year) handled as excused absences and students will be permitted to complete make-up work
11. Family emergencies
12. Student's condition that requires ongoing treatment for a mental health diagnosis In order for an absence to be excused, a parent needs to call the school attendance line prior to, or the day of the absence. The parent needs to state when the child will be absent and explain the reason for the absence.

Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure attendance at school daily.

Tardiness Students are expected to be in their assigned area at the start of school or the start of a class. Failure to do so constitutes tardiness.

Procedures for Reporting Tardiness

Students tardy at the start of school must report to the school office to be signed in.

Excused Tardiness

Valid excuses for tardiness are:

1. Illness
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family
4. Medical, dental, orthodontic, or mental health treatment.
5. Court appearances occasioned by family or personal action.
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness: An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

Unexcused Absences or Truancy

These are examples of absences that will not be excused:

1. Truancy which is an absence that is not approved by the parent and/or the school district 2. Any absence where the student/ family failed to comply with any reporting requirements of the school district's attendance procedures
3. Vacations with family without prior notice and exceeding 5 days
4. Any other absence not included under the attendance procedures set out in this policy

Consequences of Unexcused Absences

- School district staff will work with the parent, student and the county. 5, 10 and 15 day absence letters will be sent home and a meeting with the principal will be required.
 - Written notice will be sent to the parent or guardian when a student accumulates 5 absences.
 - Written notice will be sent to the parent or guardian when a student accumulates 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.
 - Written notice will be sent to the parent or guardian when a student accumulates 15 absences. This will include a request to contact the principal and probable referral to the Ogemaw County Truancy Court.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

COMMUNICATION

Accidents

Only minimal first aid can be provided by school personnel. When a serious situation requiring immediate medical attention occurs, and a parent cannot be reached, the child will be taken to the nearest hospital.

Alerts

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please register your child on the PikMyKid app and make sure your contact office is always up to date with the front office.

Backpacks

Elementary school students frequently bring home information from the classroom and the office for parents/guardians to review. Please watch for this information in your child's backpack.

Changes in Student Information

The school will annually provide each child with an information card for emergency purposes.

Notify the office immediately any time there is a change of address, phone number or other emergency information. In the event of an unforeseen emergency, it is very important for the school to be able to contact parents. Families will then also be assured of receiving all school-related mailings and robo calls. Only minimal first aid can be provided by school personnel. When a serious situation requiring immediate medical attention occurs, and a parent cannot be reached, the child will be taken to the nearest hospital.

Conferences

WBRC Schools recognize the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. There are two reporting conferences during the school year. Please come prepared with any questions you have concerning your child's education and social adjustment. This is also an opportunity to meet with art, music, physical education, world language, specialists, or special services teachers.

Contacting Your Child

If you need to contact your child during the school day, call your school's office. Students are not permitted to use cell phones during the day. It is important that you change to pick up designation on the PikMyKid app before 3:00 if changes in dismissal are needed. Please do not email teachers with end of the day messages as they may not be received on time. If you are unable to access the app, you may call the office before 2 pm to schedule a dismissal change.

Parent Problem Solving How To's

Throughout the school year, situations regarding the programs at your elementary school may arise which cause concern for parents, teachers, students, or community members. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the

educational program for the students. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, associate principal, principal, etc. More than 95 percent of all concerns are resolved at this level.
- **Step 2 – Contact the principal:** If Step 1 does not resolve the concern, discuss it with the principal. He/she is the instructional leader in charge of the school and the person responsible for handling concerns regarding the school's operation/ The principal can share school information and explain policies, guidelines and procedures. He/she is open and willing to listen to your concerns.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to preventing problems, miscommunication, misinterpretations, or other concerns.

Registering your child

If your child attended a West Branch Rose City School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year. Preschool children who are listed on census information will automatically be sent kindergarten registration information. If you are new in the area, please contact our school secretary for registration materials. You may either pick up the forms at the main office.

Report Cards

Report cards will be sent home approximately one week after each marking period ends.

School Cancellation Policy

When weather conditions are bad and the administration determines that for the safety of the students it is necessary that schools be closed, the school closing announcement will be made over the following radio and television stations starting at 5:30 in the morning. You are asked to please listen to the radio or watch the television if you suspect that there may not be school because of weather related reasons. School closings will also be reported on our **District Website: www.wbrc.k12.mi.us**, Robo calls and Facebook.

RADIO

WKJC 104.7- FM / WIOS 1480 - AM / WTZM 106.1 FM (Tawas)
THE PROMISE: WPHN 90.5 FM (Gaylord) WOLW 91.1 FM (Cadillac)
THE ROCK: WCHW 91.3 FM (Bay City)

TELEVISION

WWTV 9 & 10 / FOX 32 (Cadillac) WJRT TV 12 ABC (Flint)
WBKB TV-11 CBS (Alpena) WNEM TV-5 CBS (Bay City)
WEYI TV NBC 25 / FOX 66 (Flint)

HEALTH

Allergies

Animals and pets are not allowed to visit inside schools without principal permission and specific policy requirements. This policy is in place because of student and staff health needs and air quality issues. Some exceptions may be made; please check with the principal before bringing any animals into the classroom. Any food allergies should be communicated with the office secretary, classroom teacher and food service.

Communicable Disease

Your school's office should be notified when a student has a communicable condition (i.e. chicken pox, strep throat, head lice) so appropriate measures may be taken. Notices may be sent home with other students when these conditions occur in a classroom.

Health Conditions

The office staff and teachers will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify the office and their child's teacher about their student's specific health needs. The student and parents will work with the school to determine how best to manage the health conditions and plan for any potential life-threatening emergencies.

Homebound or Hospital Instruction

Homebound or hospital instruction is provided for children who are absent from school due to prolonged illness or disability. If your child is going to be absent longer than 15 school days, please contact the school.

Illness/Injury

When should my child be kept at home, and when can he/she attend school?

- Fever of 100 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal
- Vomiting or diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your health care provider before sending the child to school

If your child is ill at home, call the school attendance line daily to report the reason for absence. It is helpful if specific symptoms and/or diagnosis are reported.

When a student becomes ill or is injured at school, first aid and illness management will be provided and 911 will be called if it is needed. The parent/guardian will be contacted using the health and emergency information form. It is important that the names and phone numbers listed on the form are current and updated. Please list people who can pick the student up from school if you are not available.

Immunizations Up-to-Date

All students enrolled in a Michigan school for the first time must file a Michigan Immunization sheet with the office, signed either by their family doctor or the health department. For the

protection of your child and the children of other parents, immunization must have been given for:

Diphtheria, Tetanus, Pertussis (whooping cough), Polio, Measles (Rubeola), Mumps, Rubella (German, 3 day measles), Varicella, Chicken pox, Hepatitis B

If you have religious or personal objections to any of the immunizations, a waiver form is available at the school office.

Medications

Students are not usually permitted to administer their own medication at school. Parents requesting that prescription or non-prescription medication be administered during school hours are required to provide:

- A physician's order/signature for medication during the school day
- Parent's signature on a Medication Authorization Form or a note
- Medicine in original prescription bottles labeled with student's name, etc. Please ask the pharmacy to put prescription medication in two bottles completely labeled – one for home and one for school.

All non-prescription medications must be provided in their original labeled container. No medications can be dispensed when provided in envelopes, plastic bags, etc. Medications will be stored and dispensed in the office. Medication Authorization Forms are available in the office.

Restricted Activities

Written doctor's excuses are required for students who need to be kept in from recess at elementary school or who need to miss physical education. The note must state how long the restriction will be in effect.

Head Lice

If a student is found to be infested with head lice, or to have nits, he/she will be sent home for treatment and a notification letter will be transmitted to the parent(s)/ guardian(s). Once a student is sent home, they will not be permitted to ride the bus or attend school until readmitted by office personnel. Parents should bring the student to the office for a recheck. If they are nit free they will be allowed to stay in school. The expectation would be for the child to be nit free and return to school within 1-2 days.

Vision and Hearing Screening

Students will be screened according to the Michigan Department of Health recommendations. Parents or teachers can also request vision or hearing screening any time if they have a

concern about their child. If a student does not pass the vision or hearing screening procedure, the screening will be repeated. If the student does not pass the screening the second time, a physician referral notice will be sent to the parent. Parents are strongly encouraged to return the referral form to the school's Health Services office.

SAFETY AND SECURITY

Two tornado drills will be conducted each year. Students will be instructed to move to designated areas and get into a safe position. Six fire drills will be conducted throughout the year. Students are expected to vacate the building swiftly and quietly with their classroom teacher. Two security drills will be held each year.

Evacuation/Crisis Procedure

In the event of an emergency evacuation, you will be notified by school messenger where to go to pick up your children.

Emergencies

During emergency procedures or evacuation, students, visitors, and volunteers are required to:

- Follow all emergency directions given by school officials.
- Report to the designated area for attendance and further instruction.
- Report any suspicious activity/behavior, concern or information immediately to school officials.

Police Liaison

WBRC Schools employs a School Liaison Officer who visits regularly to develop relationships with students and teach safety programs. Officers also assist school staff with some student behavior investigations. The Police Liaison Officer works cooperatively with the school district to review district crisis management plans and site emergency procedures so that there is a coordinated response to emergencies by the school district and emergency responders.

Safety Drills

- Two tornado drills will be conducted each year. Students will be instructed to move to designated areas and get into a safe position.
- Six fire drills will be conducted throughout the year. Students are expected to vacate the building swiftly and quietly with their classroom teacher.
- Two security drills will be held each year.

Visitors

We welcome and encourage volunteers and visitors to our schools. Parents are considered visitors during the school day. As a safety measure, everyone must enter and exit through the main doors during school hours. All other doors will remain locked throughout the school day. All guests are required to report directly to the office where they will sign in, present their driver's license, and will be given a visitor badge to wear during the school day.

The following standards are required of all visitors:

- Visitors must wear a visitor badge during their stay.
- Visitors must check in at the office prior to visiting the school or playground.
- To avoid instructional interruptions, we ask that parents arrange classroom visits and volunteer opportunities with the teacher or administrator prior to the day of the visit.
- Visitors are asked to help maintain the consistency of the learning environment and are

not allowed to observe in classrooms due to distractions and the importance of data privacy.

- Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the office. The receptionist or office staff member will call your child to the office and ask you to sign him/her out.
- Only adults listed on enrollment cards as parents / guardians will be allowed to pick up a child. If a different adult will pick up a child, the child's parent / guardian must provide a signed note, email or verbal agreement and have it approved by the principal or designee. Must present a driver's license or another form of picture ID for identification purposes.

Students wishing to bring visitors from other schools must receive prior permission from the teacher and principal.

STUDENT BEHAVIOR

Philosophy of Behavioral Expectations for Adults and Students

West Branch-Rose City Area Schools view discipline as a joint effort between parents, students and staff to create an orderly and safe environment conducive to learning and to encourage behavior that promotes citizenship through responsibility for one's own actions and respect for the rights of others.

The behavior of students directly affects their ability to learn the subject matter presented. It is expected that students will behave in a manner that will not be disruptive either to themselves or to others. School supervision is provided by a variety of people who work in various capacities; such as the teacher, the bus driver, the lunchroom / playground supervisor, etc. It is important that you urge your child to follow the particular rules or directions of the persons involved with their supervision throughout the day.

While we hope that all children will participate in school activities in an acceptable manner, there are times when this does not occur. In the event that a child's behavior is such that it is disruptive to himself or to others, parents will be contacted and together with the school authorities, proper action will be taken to correct the situation.

Expectations of Adults and Students

Adults will:

- Create a balanced approach for all learning
- Create a climate for learning that includes:
 - Opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
 - Knowing the students culturally, and individually, by being fully cognizant of their strengths and interests
 - Co-creating classroom rituals that maximize learning bell-to-bell
 - Creating a climate that respects difference and allows for multiple perspectives without hurting others
 - Fostering opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self-control

Students will:

- Participate fully in the learning experience, including curricular, co-curricular and extracurricular, from the moment he/she is on the bus until s/he is returned home, at all district activities and events.
- Participate actively in the learning experience by being fully engaged and fully prepared, asking engaging questions, and effectively and positively communicating with all students and staff.
- Participate actively in the learning experience by sharing information about themselves— strengths, weakness, and culture to create common bonds in curricular, co-curricular and extracurricular activities.
- Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
- Demonstrate empathy (knowing others) to build fruitful relationships that create a

cohesive learning opportunity for all and through self-control behave in an ethical manner from the moment he/she is on the bus until s/he is returned home.

If a student is unable to demonstrate how to be Safe, Kind and Ready or disrupts the learning for other students, adults may:

- Redirect and re-instruct, work with and ensure that student fully understands the expectations
- Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences
- Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations
- Refer to Peer Mediation, Conflict Resolution, Restorative practices or other proven processes
- Determine if there are extenuating physical, emotional or mental challenges
- Submit referral as required
- Move to remove from class, suspension, or expulsion

Severe Behavior

The Surline Elementary School student management program is based on the foundation that students have a right to be educated in a manner which is not disrupted by the behavior of other students. Teachers or adults in authority have the responsibility to require appropriate behaviors of all students so they can deliver instruction effectively. Behaviors which are considered “severe” will be met with a stricter set of consequences, depending on the severity of the behavior, the frequency of the occurrence, and the student’s age. Severe behavior incidents are as follows:

- Repeated refusal to cooperate
- Fighting/assault/or causing physical harm to another
- Use/possession of controlled substances including tobacco
- Written or verbal threats
- Property damage
- Possession of a weapon or toy replica weapons
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Attempting to access inappropriate websites when working on the computer
- Other behaviors that cause excessive disturbance to the school day

These behaviors are subject to one or more of the following consequences:

- Parent phone call and conference
- Restitution
- In-school or out-of-school suspension
- Referral to outside agencies
- Referral to West Branch City Police Department
- Recommendation for expulsion (**Neola Policy 5610 & 5611**)

The Pupil Fair Dismissal Act (Statutes 121A.40-121A.56) will be followed with reference to any out-of- school suspension.

Safe and Supportive Schools (Neola Policy 5517.04)

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 cyberbullying 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 cyberbullying 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.

STUDENT LIFE

Personal Communication Device Policy (Neola Policy 5136)

Cell phones are to be in the student's locker from the first bell to the last bell during the school day. Students may carry cell phones on the bus but they may not use them. Students who have a cell phone in their possession during school hours will have the phone confiscated and turned into the office. Parents may pick up the cell phone from the office.

Dogs and Pets

Pets are allowed only on a pre approved scheduled presentation basis. Pets must be transported by the parent and returned home by the parent as soon as the class has had an opportunity to see it. Please arrange these visits with the classroom teacher in advance. *At no* time may animals, dead or alive, be brought to school on the school bus.

Dress code

It is recognized that appropriate student dress and grooming are the responsibility of the parent and the student. The administration respects the right of individual expression relative to one's appearance, but when one's appearance begins to adversely affect the educational process, or disrupt the educational environment, it is the staff's responsibility to intervene. Clothing and accessories, including but not limited to, purses, backpacks, jewelry and electronic device covers, or decals may not display racial or ethnic slurs, historical symbols of oppression (i.e. confederate flag), gang affiliation, vulgar, obscene or sexually suggestive language or images, nor may they promote items or products that which students may not legally purchase or possess (i.e. alcohol, tobacco, vapes or illegal drugs). The only flags considered appropriate for display are the Flags of the United States, State of Michigan and Ogemaw Heights.

Clothing that does not cover the shoulders, midriff and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments, are all examples of dress that creates a distracting environment. Students who wear such clothing will be required to change clothes. (The school will provide appropriate clothing if possible.) Types and amounts of clothing worn should be appropriate for weather forecasts. Students need to wear boots when there is snow or ice. Sweaters, jackets, snow pants, boots, hats, and mittens should be labeled with the student's name. Gym shoes are required for safety when participating in physical education activities.

Field Trips

Field trips are designated for each grade level. Permission slips and information will be sent home prior to the trip. The permission slip and payment (if any) should be returned to your child's classroom teacher as soon as possible. No student will be permitted to go on a field trip without a signed permission slip. No child will be denied the opportunity to go on a field trip because of its cost. If your child needs financial assistance in order to participate in a field trip or other school activity, please contact your school principal.

Food Service Program

Our District provided free breakfast, lunch and dinner to all students. To be able to provide this wonderful service to all students **every** student will need to have their parents fill out a survey from food services. This survey allowS us to be able to provide free meals to all students. The survey will be sent home at the beginning of each school year.

If you have any questions, please call the Food Service Department at 343-2015.

If you are available for lunch during the course of the year, please join your child for a hot lunch. It has changed since you were in school! We welcome you to join us! We attempt to offer your child not only nutritious meals, but meals which they will enjoy.

Lunchroom Expectations

Use inside voices, appropriate manners and appropriate language.

- Wait your turn in line. Running, cutting, saving places or pushing in line will put you at the end of the line, creating a longer wait!
- Wait to scan your card until the person ahead of you is done so you aren't charged for their food.
- Read the menu choices ahead of time so you know what you want. You are allowed to go through the line only once and you cannot put back food (Health Dept. rule).
- Move your tray up to the "messy" items, so they don't drip or spill on the counter.
- Choose food for yourself and not for others.
- Clean up after yourself including the table and floor around your eating area.
- Remain in the lunchroom during your lunch period until given permission to leave.

Students who do not follow these rules may be requested to help clean the lunch room or lose the privilege of eating in the lunchroom. Students are expected to follow the directions given by the supervising adults in the lunchroom. Lunchroom supervisors are present for the protection, safety and well-being of all students.

Packed/Cold Lunch

Students may bring lunch from home if they choose not to eat food from the lunch room. 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 leave the cafeteria. Juice that has been opened will need to be finished or disposed of before leaving the lunch room.

Fundraising

Students may participate in school fundraising with parental permission. No selling is to be conducted during school hours or on the bus.

Homework/Study Time

Homework/study time policies vary from grade to grade, among the teachers, and from subject to subject. Literacy is the foundation of all student achievement; it is our expectation that all students spend at least 15 minutes each day reading. Occasionally, parents misunderstand the difference between homework and "unfinished work" or "make-up work". Unfinished work and make-up work are not considered to be homework/study time by the school. Rather they are an individual responsibility that the student is expected to complete on his/her own time.

Library

Our library provides a broad selection of books for the use of the students in grades K-4. In the event that a library book is lost, parents will be required to pay the replacement cost.

Lockers

Students are advised not to store valuables in their assigned lockers as the school district cannot reimburse families if personal property is stolen. Items left in lockers at the end of the school year will be donated to charity. School lockers and student desks are the property of the school district and may be searched by school authorities with reasonable cause. More information can be found under the Search Policy heading in back of this handbook.

Lost and Found

Please label all items of clothing. Students always have access to the lost and found area at their school. Parents are encouraged to look through the lost and found items on conference days and times they visit the school. If you do not find a lost item, please ask in the office. Unclaimed items will be donated to St. Vincent at various times throughout the year.

Money

If you send money to school with your child, please put it in an envelope and write on the envelope your child's full name, teacher's name, grade level and the purpose for which the money is sent (fundraiser, lunch, book order, etc.).

Parties and Treats

Each teacher will plan classroom specific parties throughout the year. We would prefer not to distribute invitations to parties being held outside of school unless all of the children in the class are being invited. This will prevent any hard feelings on the behalf of anyone not receiving an invitation. Any invitations being distributed at school should be given to the classroom teacher to be delivered. If you desire to provide a treat for the class on your child's birthday, please make arrangements with the individual teacher. Birthday treats are not allowed to be distributed in the cafeteria. Flowers and balloons will not be delivered to children until the end of the day. Please be mindful of student allergies in the classroom. Your child's teacher will notify if necessary.

Recess/Playground

Students will have approximately 30 minutes for recess and will go outside for recess. Should there be a request for a child to stay indoors, a doctor's request/ permission must be provided and should state how long the restriction is to remain in effect. It is important that children be prepared to go outside with appropriate outdoor clothing: boots, mittens, gloves, jackets, snow pants, and hats. Note: If students are in need of winter clothing, please contact the school counselor. All playgrounds are adult supervised and have the necessary equipment needed for recess activities. Students should not bring their personal equipment (balls, bats, footballs, frisbees, etc.) from home.

Playground Behavior

Specific behaviors are necessary to provide a safe environment on the playground. These guidelines are shared with all students, posted in classrooms, and will be reinforced by the playground supervisors. If students choose inappropriate behavior on the playground, specific consequences may occur,

Weather

The decision on whether or not to keep the students indoors is made each day prior to lunch. The following weather conditions necessitate the students to remain inside for recess with alternative recreation provided: it is raining, the temperature drops below 0 degrees, or the wind-chill is below 0 degrees. Other weather circumstances could also lead to students remaining inside for recess.

School Records

Your child's record of grades, achievement test scores, health records, and attendance are filed in the school office for staff use only. Parents may request an appointment with the principal to review their own child's records.

Student Telephone Use

General student use of the school telephone is limited; students may use the telephone at school only when absolutely necessary. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. Parents needing to leave a message for their child should contact the school office prior to 2 p.m. Parents should not contact their children via text, personal calls, etc. during the school day.

Valuables and Toys

Items of value are not to be brought to school. This includes electronics, cell phones, walkmans, game boys, trading cards, etc. The school does not accept responsibility for lost or broken valuables. Guns, toy guns, swords, knives, and weapons of any kind are strictly prohibited on busses or school grounds.

TECHNOLOGY AND DIGITAL LEARNING

West Branch-Rose City Area Schools has an established K-12 technology use policy. This policy grants students and staff access to the internet as well as other educational programs. The school district has implemented Cyber Patrol web filtering software and the students are supervised by staff at all times during computer usage. All personnel and students are required to have a signed use policy on file. It is available upon request in any of the building offices.

Students using personal electronic equipment during the day without teacher permission may lose possession of the item, and parents may be asked to pick the item up in the school office. Personal electronic devices such as laser pointers, electronic games and devices are not allowed at school.

Personal Safety

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).

Password Protection

Never share your password, steal or use another person's password/ If a password is lost or compromised the student or teacher should call the technology help desk. A technology support specialist will help resolve the password issue.

Students and families need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. WBRC Schools has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of WBRC Schools and no user shall have any expectations of privacy regarding such files.

Photos and Video

Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras, video or audio recording devices in WBRC Schools will be part of a class or club activity. Unapproved use is a violation of this agreement.

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software on any device.

Publication Notice

As we do special projects and activities, there may be opportunities for us to submit your child's photo and /or work for publication and/or use it for positive educational purposes. This may include but is not limited to newsletters, newspapers, posters, contests, class books, yearbooks, videos, disks, and the school's website. This may include your child's name, grade, and school. If you would prefer not to have your child included, please send written notification to this effect to your child's principal.

TRANSPORTATION

WBRC Schools is pleased to offer safe, dependable, cost-effective transportation.

Expectations and Consequences

Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies or for violation of any other law governing student conduct on a school bus.

Expectations

Follow the driver's instructions, the driver is in full charge of the bus.

1. Remain seated until the bus arrives at your stop and at all times the bus is moving.
2. Speak in a quiet voice.
3. Keep hands, feet, and objects to yourself.
4. Keep arms and head inside the bus at all times.
5. Don't throw objects in the bus or out the window
6. Don't use profanity (words or gestures).
7. Do not tease or harass others.
8. Do not spit, eat, drink, or chew gum.
9. Do not vandalize the bus.
10. Seated pupils shall allow others to share the seat with them until there is a capacity of 3 pupils to each seat.
11. The use of fire, tobacco, alcohol or drugs on the bus is prohibited.
12. No pets or animals may be transported on the bus.
13. Enter and leave the bus only through the front door, except in an emergency.
14. Keep absolutely quiet at railroad crossings.

Consequences (listed in severity order)

1. Verbal warning & assign a disciplinary seat
2. Discipline appropriate to student's school
3. One-day bus suspension
4. Three-day bus suspension, conference with student, parent, school, driver, and Transportation Supervisor
5. Five-day bus suspension
6. Loss of bus riding privileges for the remainder of the school year

Severe behavior moves immediately to step 3, 4, 5, or 6 at the administrator's discretion based on the severity of the action and/or previous bus violations.

Expectations at the Bus Stop

1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Do not use offensive or foul language.

5. Avoid standing in and blocking sidewalks and driveways.
6. No pushing, fighting, harassment, intimidation, or horseplay.
7. Do not run to the curb when the bus comes. Stay back until the bus is actually stopped. (A push at the middle or end of the line can send the front person into the bus or under its wheels.)
8. Older students should be helpful to younger ones.

Safety

WBRC Area Schools has a well-trained staff of drivers and our buses are well maintained. We have an excellent safety record. Safety is everyone's responsibility. The majority of children injured in student transportation are not hurt on the bus but outside the bus. Students should be aware of the 10-foot area around the stopped school bus referred to as the "Danger Zone". Parents and community members are required by law to stop at least 20 feet from a bus with flashing red lights.

What's allowed on the bus? Students may bring items such as musical instruments that they can hold in their laps or between their legs during the bus ride. Objects like balls, ice skates, and in-line skates must be stowed in a backpack or bag. Examples of objects not allowed on the bus include: guns (including toy guns or look-alikes); knives or other sharp objects; skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up); flammable items; glass items; laser pens; balloons; and any items of dangerous or objectionable nature.

Walking to School

Children should be instructed to walk on the sidewalk whenever possible. Where there is no sidewalk, children should walk on the shoulder of the road, facing the oncoming traffic. This is in accordance with state law and city ordinance.

A crossing guard will be on duty at the intersection of Houghton Avenue and Burgess Street for those children living south of Houghton Avenue. Please make sure your child leaves home in time to take advantage of the crossing guards. They are there for your child's protection.

Arrival and Departure of Students by Automobile

Parents who wish to drop off or pick up their children at school will use the carline and PikMyKid app or student number. For your convenience and the safety of the children, we have created a valet service. Staff members will assist your children out of the vehicle as needed and direct them to the entrance where they will be welcomed by staff. Please have your children exit on the passenger side of your vehicle. **Please do not drop your students off before 8:30 a.m.**

There is NO parking on State Street. Thomas Street is now a one way street for exit only. There is visitor parking on Thomas Street for handicap use during the day.

DO NOT PARK - in the bus loading area, behind the school.

Parents in the Building

- Parents will not be allowed in the building before 3:45 pm without first signing in to the office.

- Parents are allowed to go to classrooms if they have a **scheduled appointment** or volunteer time.

Drop Off Procedure

- Students will be dropped off at the **front door main entrance**.
- Students who arrive at school early will be able to wait for the bell in the cafeteria. Doors will open at 8:30 am
- Staff will be at the front entrance to assist students.

Pick Up Procedure

- The car line and PikMyKid app or student number will be used for pick up.
- All changes to student pick up must be entered into the PikMyKid app by 2:00 pm. For those unable to access the app, any changes **MUST** be phoned into the office **no later than 2 pm** on the day of change.
- Dismissal through the car line will begin at 3:45 pm.
- Walkers will be released out the front of the building and must use crossing guard routes to cross streets. Walker release time will be 3:45 pm.
- If an elementary student needs to meet an older sibling after school, they will be considered a walker and will need to meet in the front of the building. Release times have been arranged so the older sibling will be released 5 minutes before the elementary student to facilitate this meeting.
- Students will be released to the bus at 3:45 pm. Once students are on a bus, they will not be allowed back off. No parents will be allowed in the bus parking lot.
- If a student needs to ride a bus other than their typically scheduled route, a bus pass will be required and issued by the office. Parents will need to call the office before 2 pm on the day the pass is needed.

VOLUNTEERING

Parent-Teacher Organizations

The Parent-Teacher Organization (PTO) is composed of parents working to enhance your child's school experience. The group sponsors family-oriented social and/or academic activities during the year and also organizes a wide variety of parent volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit students. We are very fortunate to have an active Parent-Teacher Organization at Surline Elementary School. Meetings are held monthly, dates and times will be posted in newsletters and on our website. Additional special meetings are sometimes scheduled as needed. Watch for information to come home with your child regarding PTO activities. We are always looking for new members; so please consider joining as a way to become involved in your child's school.

Continuous Improvement Team

Our school continuous improvement team meets monthly to evaluate current programs, assess data to find building needs and continuously works to improve the programs and tools used in the education of our students. Parents are welcome to join these meetings and can contact their child's teacher for more information.

School Volunteer Opportunities

Surline Elementary school offers a wide variety of volunteer opportunities that can vary by school and school year depending on need. Some of the possibilities include volunteering in the classroom, computer room, art classes, on the playground, or at lunch. Parents can also help with "Box Tops for Education," vision and hearing screening, School Improvement, Book Fairs, Santa's Workshop, field trips and the PTO. If you are unable to make it to school, there are some opportunities to work on projects from home.

Procedures

Volunteer (I-CHAT) forms will be available at your school at the beginning of the school year. Please fill one out and return it at any time. Volunteers are required to follow the school security sign-in procedures. Staff are instructed to ask if they can help any visitor without a volunteer badge. This procedure has been developed in response to safety concerns. As you work with staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships, and confidences of students, their parents and staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

POLICIES AND GUIDELINES

Bullying Prohibition (Neola 5517.01)

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions.

Equal Education Opportunity (Neola 2260)

The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.

Equal Employment Opportunity (Neola 3122)

The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

Harassment and Violence Prohibition (Neola 5517)

It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Internet Acceptable Use Policy (Neola 7540.03)

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network/ In accordance with the Children's Internet Protection Act, the district filters Internet access. Students are directed to inform staff immediately if they receive any image or communication that is inappropriate.

Nondiscrimination (nEOLA 2260)

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. If you have questions about this policy, please contact your principal.

- **Disability Nondiscrimination:** The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

- **Student Sex Nondiscrimination:** The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

Search and Seizure of Student Possessions (Neola 5771)

School officials may, without a search warrant, search a student and/or their personal possessions based on a reasonable suspicion. Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Personal possessions include, but are not limited to purses, backpacks, book bags, packages, clothing, cell phones, and vehicles. School lockers and student desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and student desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Tobacco-Free Schools (Neola 1215)

School district students and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact the school principal or another staff member if you have questions or wish to report violations.

Weapons (Neola 5772)

The district has adopted a weapons policy. Anyone who has reason to believe a weapon is on a school site, bus, or at a school-sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor. Possession is defined as, but not limited to, having a weapon on one's person or in an area subject to one's control in a school environment.

Weapons are defined as any object, device, instrument, or substance designed as a weapon or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury, including, but not limited to: firearms, loaded or unloaded, functional or non-functional, look-alike or facsimile or having the appearance of a weapon; all knives; objects designed to be worn over fists or knuckles; blackjacks, clubs, nunchucks or throwing stars; explosive or incendiary devices; bows and arrows, slingshots, razors; poison chemicals including mace, pepper gas, or similar sprays; firearm muffler, silencer, or ammunition; any object modified to serve as a weapon; articles designed for other purposes such as pencils or scissors but used to inflict bodily harm or intimidate others.

Violation of the weapons policy may result in one or more of these consequences: out-of-school suspension, confiscation of the weapon; notification of the police, recommendation for expulsion or exclusion from school for up to one year. Students with disabilities who violate the policy will be disciplined in accordance with the requirement of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

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.

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.

NOTICE OF NON-DISCRIMINATION (Neola 2260)

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:

Mailing Address: Heather Phelps / Ted Matuszak
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

NON-DISCRIMINATION AND STUDENT’S COMPLAINT PROCEDURE

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
Heather Phelps / Ted Matuszak
West Branch - Rose City Area Schools
PO Box 308
West Branch, MI 48661
989-343-2000

Section II

A person who believes a valid basis for a grievance exists shall follow the procedures as set forth below:

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 or within ten (10) business days following the incident. The Civil Rights Coordinator will conduct an adequate, reliable, and impartial investigation of complaints, including the opportunity for parties to identify witnesses and other evidence 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 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 investigate the complaint 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 investigate the complaint and respond to the complainant within fifteen (15) business days of the receipt of such an appeal. 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.

Civil Rights Coordinator
Heather Phelps / Ted Matuszak
West Branch - Rose City Area Schools
PO Box 308
West Branch, MI 48661
989-343-2000

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

SEXUAL HARASSMENT AND INTIMIDATION DISCRIMINATORY HARASSMENT OF STUDENTS (Neola 5517)

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 student or other party 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:

Civil Rights Coordinator
Heather Phelps / Ted Matuszak
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]

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:

The Vice-President of the Board of Education
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]

Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect, grades or the services, activities or programs of the school district. 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.

The School District guarantees that an individual who files a complaint or participates in or assists with a complaint investigation of sexual or discriminatory harassment will not suffer any form of retaliation.

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.

TITLE I PART A FEDERAL REQUIREMENT

If your child is 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 proscribed 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

Annual Water Quality/Consumer Confidence Report

Surline Elementary School is in compliance with the Safe Drinking Water Act, 1976 PA 399, as Amended, has prepared and has available for review the annual water quality report. The report is available for review by contacting: Rod Good, Maintenance Coordinator WBRC Area Schools, 224 Thomas Street, West Branch, MI 48661. (989) 343-2240

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, Mrs. Gail Hughey, 960 S. M-33 West Branch, Michigan 48661 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 & 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 online at <https://neola.com>

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 2021-2022 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 official 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.

Student Name: _____

Date of Birth: _____

Building _____

Grade: _____

Signature of Parent

Date