

North Muskegon Elementary School

PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK

We, _____ and
Parent/Guardian

Student

have received and read the North Muskegon Elementary School Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Student Signature

Date

TECHNOLOGY USER'S RESPONSIBILITY DECLARATION FORM

STUDENT

I have read, understand and will abide by the North Muskegon Public School's Technology Code of Ethics. I further understand that any violation of the regulations above is unethical. Should I commit any violation, my access privileges may be revoked, and school disciplinary action may be taken.

(User Signature) (Print User Name) (Date)

PARENT

As the parent or guardian of this student, I have read the North Muskegon Public School's Technology Code of Ethics. I understand that while this access is designed for educational purposes, it is impossible for North Muskegon Public Schools to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

(Parent or Guardian's Signature) (Print User Name) (Date)

(Daytime Phone Number)

SPONSORING TEACHER

The North Muskegon School District code of ethics has been presented to all staff and it has been agreed that it will be promoted with all students. Students will be informed of the acceptable use of the network and proper network etiquette at the class rule meetings. New students will be informed by the computer facilitator and/or counselor.

(Teacher's Signature) (Print User Name) (Date)

ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

North Muskegon Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

You have the right to be informed prior to any pesticide application that might be needed in your children's school. IN an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. To receive notification, please complete the following information. If the form is not returned we will assume you do not want to be notified. At anytime should you have questions or concerns about pest management within your children's school, please contact the Superintendent's office. You may leave a message on the main line, 719-4100, as this number is accessible 24 hours a day. Please leave a name and number and we will return your call. Thank you.

Please cut here and return the bottom portion

PESTICIDE PRIOR NOTIFICATION REQUEST

North Muskegon Public Schools

Student Grade _____

Student Name: _____

(Please Print)

Parent/Guardian Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Please select the appropriate response:

- A. No, I/we do not want to be notified.
- B. Yes, I/we only want to be notified whenever any scheduled major pesticide application is made.
- C. Yes, I/we want to be notified even when an ant trap, small bait application or other least toxic application is made.

Parent Signature

Date

Please return this form to:
Superintendent's Office
North Muskegon Public Schools
1600 Mills Ave.
North Muskegon, MI 49445

FLYING HIGH

**NORTH MUSKEGON ELEMENTARY
SCHOOL**

STUDENT HANDBOOK

2009-2010

**North Muskegon Public Schools
Mission Statement**

The staff of the North Muskegon Public Schools,
in partnership with parents and community, will educate each student.
Our mission is student mastery of skills essential to life-long learning and the
development of positive self-esteem leading students to become productive, responsible citizens.

Exit Outcomes

Functions responsibly as a citizen.

Communicates effectively through reading, writing, speaking, listening and the arts.

Cooperates and collaborates.

Applies problem solving skills.

Demonstrates the ability to think independently, critically and creatively.

Exhibits life-long learning skills.

Integrates technology appropriately.

Recognizes global issues.

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ELEMENTARY STAFF

Room #	Teacher	Grade Assignment 2009-10
1	Wendy Merkey	DK AM
	Char Johnson	DK PM
2	Melita Swier	Kindergarten AM & PM
3	Lisa Clark	1st grade
4	Jennifer Schultz	Kindergarten AM & DK PM
5	Brian Chandler	1 st grade
6	Beth Slimko	Vocal Music DK-12
7	Mary Bakale	1 st grade
8	Jan Schumacher	2 nd grade
9	Karen Kueny	2 nd grade
10	Marianne White	Regional C.I.
11	Angie Jones	2 nd grade
Art Room	Nataly Berckmann	Art, grades DK-5
Special Ed.	Julie Johnson	Resource Room #2
12	Terri Fortmeyer	3 rd grade
13	Stephanie Cutler	3 rd grade
14	James Russell	3 rd grade
15	Sara Potter	4 th grade
16	Marilyn Chandonnet	Resource Room #1
17	Denise Smith	Title One Reading/Math
18	Tony Kartes	4 th grade
19	Jeff Reeths	4 th grade
20	Jennifer Bouman	5 th grade
21	Tom DeLong	5 th grade
22	Ronda Pek	5 th grade
Science Rm.	Kids' Stop	Child Care Program
Computer Lab	Donna Huryk	Technology Program
Media Center	Deb Baker	Library Clerk/Printing
Elem. Gym	Sue Burmeister	Physical Education DK-5
Elem. Office	Mitri Zainea	Principal
	Debby Bennett	Secretary
	Jan Martin	Secretary PM
	Sara Wiles	School Psychologist DK-12
	Lana Mislevy	Speech Pathologist DK-5
	Theresa Seaberg	School Social Worker, DK-12
	Diane Lewis	Strings grades 2-5
	Glenn Burek	Band Program 5th grade

SCHOOL HOURS

8:00 a.m.	School begins
11:15 a.m.	Morning Discovery Kindergarten & Kindergarten dismissal
11:15 a.m.	1/2 day dismissal time
11:55 p.m.	Afternoon Discovery Kindergarten & Kindergarten begins
Lunch & Noon Recess	These schedules are available each year in the fall.
12:55 pm.	afternoon classes resume
3:10 p.m.	elementary dismissal

STUDENT ENTRANCES

In order to prevent pushing, shoving and overcrowding at certain doors when entering the elementary building in the morning and at noon; students will have assigned entrances on the first day of school. At the start of school, classes will line up at their assigned entrance and their teachers will permit them to enter the building.

ENROLLING IN THE SCHOOL

Students are expected to enroll and attend the school district in which they live. Students who are new to North Muskegon Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document
- custody papers from a court (if appropriate)
- proof of residency
- proof of immunizations
- copy of child's social security number

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance by a set deadline. This is for the safety of all students and is in accordance with state law. Any questions about immunizations or waivers should be directed to the school secretary.

STUDENT RECORDS

If you would like to check your child's cumulative records, please call and let us know when you plan to come. Student files may be viewed in the school office.

VISITORS

Students may not bring visitors from other schools without prior permission of the teacher and principal. Dogs and cats, as well as other pets, are to be brought to school only at the specific request of the teacher.

PUPILS LEAVING THE DISTRICT

Parents should notify the principal's office at least two days prior to the final date the student(s) will leave the district. Record of tests and other pertinent data will be forwarded upon request from the new school.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations: Sunny 104.5 FM, WMUS 107 FM, WLCS 98.3 FM, TV WZZM 13, and TV WOTV 8. Parents and students are responsible for knowing about emergency closings and delays.

LOST AND FOUND

By the end of each trimester a mountain of mittens, scarves, shirts, boots, etc. are left at the school. Any articles not picked up by then will be given to one of several charitable organizations in the area. A Lost and Found Container is placed in the hall near the elementary office. All items that are found are turned in at the office. If one of your children has lost something, please have him/her check with the secretary.

PARENT-TEACHER CONFERENCES

We encourage discussions between teachers and parents. Parents should call 719-4200 and leave their name and number so that the teacher can return the call. At the time that the call is returned, a conference may be scheduled or concerns may be resolved by way of a phone conversation. Impromptu conferences at the beginning of the day are discouraged.

PLAYGROUNDS

The courtyard playground is reserved for primary age students, Grades DK-2. The large Moulton Street playground is reserved for students in upper elementary grades, Grades 3, 4 & 5. Second graders may use the Moulton playground as well.

TELEPHONE USAGE

A telephone has been placed in the office for the students to use. A phone pass from a teacher is required before a student may use the phone. Arrangements to stay overnight or go home with another student should be made prior to arriving at school.

FRIDAY FLYER

Our elementary school newsletter, the Friday Flyer, is available on the North Muskegon Public Schools website: www.nmps.k12.mi.us. It is published online on most Fridays during the school year and is used to update and inform families of upcoming events and points of interest in the elementary school. We will also include community and family notes, memoranda, wanted and for sale items, and occasional editorializing. If you would like something included, please make a written request, electronic versions are preferred. Our deadline is the previous Friday and we reserve the right to exclude or edit requests.

EMERGENCY & FIRE DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on what to do or where to go will be provided to students by their teachers and posted in each area since they will be responsible for safe, prompt, and orderly evacuation of the building. Instructions will also be posted in all classrooms.

Fire drills may be supervised by the North Muskegon Fire Department. Emergency drills may be monitored by the North Muskegon Police Department, Muskegon County, Sheriff's Department, and/or the Michigan State Police.

AUTOMOBILE TRAFFIC

Parents who drop off and pick up their children in automobiles should use the space provided on the **Mills Avenue** side of the building **only when approaching from the east**, and use the **Moulton Avenue** loading zone **when approaching from the west**. Safety necessitates that this procedure be followed. **PLEASE ADHERE TO THE PROCEDURE.**

Please do not block the entrances to the parking lot, and allow space for the buses to load and unload students. **Do not park along the yellow curbs.**

If you wish to enter the building, please do not park on the Mills or Moulton Street terraces used exclusively for drop off and pick ups. You may park along the street, the library lot or at the Community United Methodist Church parking lot if there is a need to come into the school building.

WALKING OR RIDING BICYCLES TO SCHOOL

Parents within the one mile bus limit should encourage their children to walk to school whenever possible. If it becomes necessary to transport children, parents should discuss with them what to do if they are delayed.

If a student is walking to school:

1. Walk on the sidewalk.
2. Cross only at corners or where there is a marking for a crosswalk.
3. Go directly to and from school.
4. Stay out of the school parking lot area.

If a student is riding a bicycle to school:

1. Students riding bicycles have the same rights and duties given the drivers of automobiles.
2. Bicycle traffic travels in the same direction as automobile traffic.
3. Keep to the right hand side and near edge of the street.
4. Bicycle riding or roller blading is not permitted on our school playground or on the sidewalks bordering our school grounds area during school hours.
5. Helmets are highly recommended.
6. Students may not ride bikes through the parking lot.
7. Bicycles are to be chained and locked in the bike racks provided in order to avoid theft. The school cannot be held responsible for lost or stolen bicycles.

LOITERING

Parents of students who are not riding the bus should make arrangements to pick up their children promptly at the end of the school day. Parents should advise their children concerning going home immediately following the close of school since loitering or wandering around the school building(s) is not allowed.

PHOTO USE POLICY

Parents of North Muskegon Public Schools children are hereby notified that the school often publishes for public view the names and/or pictures of North Muskegon students. The purpose varies and may involve honor rolls, attendance list, special awards or photos, athletic rosters, etc. If, for any reason, you do not wish your child's name to be published, please contact the school office immediately. This notice is in compliance with the Rights and Privacy Act PL 93.380.

SCHOOL PICTURES

The school brings together the students and a photographer on a day convenient to both and screens the photographer's services so the best package for the best price may be available to school families. All students are photographed at this time regardless if pictures are purchased so that a school ID card with a barcode can be issued with a photo of the student. The first ID card is free. Replacements will be issued at a cost for replacement.

FIELD TRIPS

Students in all grade levels will participate in field trips that are relevant to the educational process. Parents will be notified of these trips as they come up. It is the policy of the school to require that all students ride the school bus to and from its destination. Exceptions must be made prior to the trip with the principal. The school cannot allow siblings to attend field trips.

ASSEMBLIES/PROGRAMS

Students are expected to be polite and courteous when attending an assembly or a school program. The following procedures are expected:

1. Quiet and orderly entry and dismissal.
2. Once the person in charge has displayed the hand signal, children should raise their hands also and immediately desist from talking.
3. Applause is acceptable and encouraged. Booing is absolutely forbidden and students participating in such behavior will be excluded.

AWARDS

Throughout the year, students will have the opportunity to achieve certain academic awards. All honorary awards will be tied to student citizenship. Students who demonstrate poor citizenship will not be eligible.

PARTIES

Each class is allowed three celebrations each year. Christmas and Halloween generate the most participation and the third party is a matter for class decision. During the Christmas celebration, the students may exchange gifts. The gift cost is limited to \$3.00. We discourage the passing out of invitations to private parties during school hours. We recommend that you mail or hand deliver invitations to households. Students may not bring invitations to school to pass out.

BIRTHDAY TREATS

Children who wish to treat their class on their birthday should do so only after making prior arrangements with the teacher. We encourage the use of fruits, natural or nutritious foods. Do not send gum or candy. Also, food allergies need to be considered when bringing snacks and treats to school. Each classroom will be notified regarding food allergy issues in a particular classroom. Books donated to the library in the child's name are a nice alternative. The school librarian can provide more information if you are interested in this option.

HALLOWEEN

The school Halloween parade is held as soon after 1:00 p.m. as possible. If you would like to come and watch the children show off their costumes, you may do so. We will make accommodations for you in the designated gathering place. Parents, please discourage your child from wearing costumes that offend ethnic or racial groups or those that emphasize gore and violence.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office personnel will follow the School's emergency procedures.

A student who becomes ill during the school day must request permission from the teacher to go to the office. The office staff will determine whether or not the student should remain in school or go home. No student will be released from school without parent or guardian permission. Any student leaving before the regular dismissal time must be signed out at the office.

By law, school personnel are not permitted to dispense medication, including aspirin, without permission by the parents and/or doctor. If your child has a fever, cold, or doesn't feel well, please keep the child home. Please notify the school at: 719-4200, if your child will not be attending because of his/her illness.

If your child exhibits evidence of a rash, impetigo, pink eye, head lice, scabies, or any other contagious condition, you, or your designee, will be called to come to school and pick up your child. We don't do this to upset you, but to safeguard those who may come into contact with an infected child. If you suspect your child has an aforementioned condition, **PLEASE DON'T SEND HIM OR HER TO SCHOOL.** Students who are too sick to go outside for recess should be kept home.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative or County Health Department guidelines.

Head lice - If the school is contacted about a possible head lice situation in your child's classroom, the entire classroom's heads will be checked individually. Student's parents will be notified if their child has evidence of head lice. The child will need to be excluded from school until treatment is provided by the parent and the student is lice/nit free.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Too Sick for School?

Winter is coming—and so are winter colds and other illnesses that attack young children. You don't want your child to miss school; but neither do you want to send a sick child to school and endanger him or her and other children as well. When *should* your child stay home from school? Here are a few guidelines you might wish to follow:

* A runny nose, or "leaky faucet" is the way many children respond to pollen, dust, chalk, or simply a change of season. If it isn't a common cold, than it's an allergy and allergies aren't contagious. Don't keep the child home.

* A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting "right," has difficulty breathing, or is becoming dehydrated, it could be serious. Check with your pediatrician right away.

* Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult a doctor and keep your child out of school until the illness passes. However, a single episode of diarrhea or even vomiting, unaccompanied by any other symptoms, may not be reason enough for the child to miss school. BUT...please make sure we know how to reach you or another responsible adult during the day, in case diarrhea and /or vomiting recurs and your child needs emergency attention. (This is an important rule to follow *whenever* you send your child to school with any of the symptoms mentioned here.)

* Fever is an important symptom; when it occurs *along with* a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever and for an *additional* 24 hours after the fever has passed.

* Strep throat and scarlet fever are two highly contagious conditions caused by a streptococcal (bacterial) infection. They usually arrive with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will also appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by a physician. After 24 hours on an antibiotics, a child is

usually no longer contagious and may—with a doctor's permission—return to school.

* Chicken pox, a viral disease, is not life-threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red spots (with "watery" centers) on the back, chest, and/or face, the chances are good it's chicken pox. Please tell us if it is; it's important that schools know this information. Keep your child home for at least a week from the time you first noticed the symptoms and at least two days after the last spot has appeared, whichever period is longer.

* Measles (or Rubella) is a viral infection that attacks a child's respiratory system, causing a dry, hacking cough, general weariness, inflamed eyes, and fever. If these symptoms appear, keep your child at home and consult your doctor right away to avert more serious complications. If it is confirmed as measles, please let us know so we may be alert to symptoms appearing among other children at school. The measles rash of tiny hard red bumps will next appear on the child's face, behind the ears, and down the body. Your doctor may advise you to keep your child home for several days *after* the rash has disappeared, also.

* Conjunctivitis or pink eye is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching, and producing a whitish discharge. Minor cases (caused by a virus) and severe cases (caused by bacteria) require treatment with prescription eyedrops. Best to keep your child home until your doctor says it's all right to return.

* Ear infections are also contagious and, unless properly treated, can cause permanent hearing damage. Here again you should follow the 24-hour rule for fever and antibiotic therapy.

* Mites and lice, once brought into a home or school, can quickly produce an epidemic of wholesale itching and scratching. Mites are tiny insects in the same class as spiders and ticks: they irritate the skin and cause scabies. Lice are tiny parasites (like ticks) that thrive on the warm, damp scalps of children. Caution your child against sharing anybody else's combs and brushes or clothing, especially hats. If your child becomes a "host" to mites or lice, check with your doctor for the most effective way to disinfect your child—and all the child's clothing and bedding.

Public Notices

<p>Safe & Drug Free Schools & Communities Act</p> <p>North Muskegon Public Schools (NMPS) recognizes and abides by the standards of the Safe & Drug Free School & Communities Act and the Drug Free Workplace Act.</p> <p>These standards prohibit the unlawful manufacture, possession, use, sale, distribution, or concealment of illegal drugs and alcohol in school programs, school vehicles, school premises, and at school sponsored activities on and off school property. Drugs include all controlled substances as defined by law, as well as “look-alike” drugs, steroids, and alcohol. These standards apply to all North Muskegon Public School students and staff.</p>	<p>Americans with Disabilities Act Section 504</p> <p>The Americans with Disabilities ACT (ADA) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. (Parents who believe their child may have a disability that substantially limits the child’s ability to function properly in school)</p>
<p>Pesticide Control Act</p> <p>North Muskegon Public Schools utilizes certain pesticide products from time to time at its various school facilities. Some are applied by contractual vendors and a few are applied by staff. All are applied in accordance with the Pesticide Control Act of 1976.</p>	<p>The School Code of 1976 as amended 1995 Public Act 289, Section 10</p> <p>It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive environment.</p>
<p>Tobacco Free Premises</p> <p>In accordance with Public Act 140 of 1993, the use of tobacco products on District premises is prohibited. This prohibition applies to all buildings, parking areas, sports facilities, school vehicles, and other District property.</p>	<p>Asbestos Hazard Emergency Response Act</p> <p>In April 1996, the Materials Testing Company completed regularly scheduled inspections. Routine six-month inspections were performed by district personnel as a part of our “Management Plan.”</p> <p>Asbestos materials were confirmed in North Muskegon Public Schools. They were found to be in good condition and present no danger to students, staff or visitors. If and when any changes occur, employees and parents will be promptly notified.</p>
<p>Non-discrimination Policy</p> <p>North Muskegon Public Schools does not discriminate against individuals on the basis of their disabilities. This non-discriminatory obligation, under Section 504 of the Rehabilitation Act of 1973, applies to admission or access to, participation in, or treatment or employment in, its programs and activities.</p> <p>In addition, it is the policy of the Board that no one on the basis of race, color, religion, national origin, creed or ancestry be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in any program or activity for which the Board is responsible.</p>	<p>Freedom of Information</p> <p>Public Notice is hereby given of the rights of parents to inspect and review school records regarding their children, to make any necessary corrections to them, and to know what kinds of records are kept, who maintains them, and who may have access to them. Consult your child’s teacher or principal concerning this matter. When a student moves to another school district, records will be transferred when requested by the receiving district without prior consent of the parent.</p>
<p>Questions regarding these notices? Any district parent, guardian, or care provider desiring additional information may contact: Superintendent’s Office at 719-4100.</p>	

**Notification of Family Rights Under the
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In compliance with the above Federal regulation, North Muskegon Public Schools has established the following guidelines and procedures. FERPA affords parents and eligible students (over age 18 with full majority rights) certain rights with respect to the student's educational records. These rights include:

1. The right to review the student's educational record within forty-five (45) days of the date the school receives a request for access.
Procedure: Parent(s) or eligible students should submit a written request which identifies the record(s) they wish to review. Requests should be directed to the Principal (see below). The school will make arrangements for the review and will notify the parent(s)/eligible student of date, time, and place where the record(s) may be reviewed.

2. The right to request the amendment of the student's educational record, when the parent(s)/eligible student believes it to be inaccurate.
Procedure: Parent(s) or eligible students may write to the Principal to request an amendment of a record. The request should clearly identify the portion of the record they want changed and specify why it is inaccurate.
If the school determines that an amendment is not warranted, the Principal will provide written notification of that decision and advise the parent(s)/eligible student of their right to a hearing regarding the denial. Procedures for that hearing will be provided with the notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's record. Disclosure without consent is permitted only when:
 - It is to a recognized school official with a legitimate educational interest in the record required to fulfill his/her professional responsibility.
 - It is to an official of another school district in which the student seeks or intends to enroll and that district has requested the record.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure of the school district to comply with the requirements of FERPA. Complaints should be registered with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The District has established the following information about each student as “directory” information. This material may be released to any requesting party, including media, unless a parent, guardian, or eligible student files a written notification to the contrary within ten business days of the publication.

Procedure: Parent(s) or eligible students should send a written request to the Principal (see below) specifying that directory information may not be released without consent.

Directory information includes any or all of the following:

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance, date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

A copy of the Board of Education policy and accompanying District regulations are available at the **Muskegon Area Intermediate School District**, 630 Harvey St., Muskegon, MI 49442.

North Muskegon Elementary Principal
Mr. Mitri Zainea
1600 Mills Avenue
North Muskegon, MI 49445

North Muskegon Middle/High School Principal
Mr. James VanBergen
1507 Mills Ave.
North Muskegon, MI 49445

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Elementary Principal at 719-4200.

ATTENDANCE

Students are expected to attend school regularly. If your child is absent, please call the school office before 9:00 a.m. Be prepared to give your child's name, teacher's name and reason for absence.

Absences

Full day students will be marked absent if they are not present 1-1/2 hours in the morning and 1 hour in the afternoon. Otherwise, they will be marked tardy.

DK & K students will be marked absent if they are not present 1-1/2 hours or more. Otherwise, they will be marked tardy.

Students who leave school on an early dismissal (2:15-3:10 p.m.) will be marked tardy for the afternoon.

Planned Absences (hunting, vacations, etc.)

Foreseeable absences should be arranged in advance by presenting a written explanation to the teacher. Parents are responsible for picking up the assignments missed. Class assignments missed during the proposed absence should be satisfactorily completed and given to the teacher in a reasonable amount of time.

Early Dismissals

If a child is to be dismissed early from school, a request written by the parent or guardian, with the date, time, and reason for early dismissal, must be given to the teacher before the child will be excused. The child must be signed out at the office. Also, in the event that the child becomes ill while in school, he or she is expected to come to the office. A student is not to leave the building or school grounds for any reason without notifying his or her teacher or the office.

Tardiness

All students should establish the habit of reporting to school on time. Children who are ready to start the day promptly develop an attitude that helps insure success.

Each teacher maintains attendance records on students. Students that arrive late not only miss valuable class time, but also interrupt the educational process in the classroom. It is the district's policy to monitor tardiness. A warning letter from the principal will be issued if there is a chronic problem. Unexcused or chronic tardiness will result in consequences that will, hopefully, discourage this from becoming a bad habit. (i.e., losses of recess, lunchroom duty, remain after school)

STUDENT ASSIGNMENT & PARENT REQUESTS

When we enter into the class list process, parent information will be considered as an important factor; however, the principal is committed to weigh all factors in creating classes. This may require the assignment of students to classrooms other than the ones requested by parents.

When we create classes we consider the following objectives:

- Assign students to teachers who can best meet individual student's needs by matching teaching and learning styles.
- Structure classroom populations to be heterogeneous.
- Assign an equal number of students to each section of a given grade level.
- If possible, distribute an even number of boys and girls to each classroom.
- Group students who work well together and separate students who do not work well together.

North Muskegon Elementary faculty takes pride in knowing the children very well and also take pride on the high caliber of our teachers. To submit a teacher request, a form must be completed and turned into the elementary office by the first Friday in May. This form will be available in the elementary office. Parents are asked to provide one or two paragraphs explaining the need for a particular teacher for their child. **Parents of any one student are limited to asking for a particular teacher two times during their elementary experience, DK -Five.**

HOMEWORK POLICY

It is the district's policy to give homework throughout the school week. As a general rule grades 1 through 3 may have up to 30 minutes per night. Fourth and Fifth grades may have up to 1 hour of homework per night (average). In an attempt to help students learn organizational skills, students in the 4th and 5th grade will be provided with daily planner books.

Homework guidelines for students:

- Be certain that you understand the assignment before leaving class.
- Enter the assignments in an assignment plan book and be sure you have all the required materials before you leave school.
- Divide larger assignments into small units and do a portion each night to avoid falling behind.
- Review your daily work regularly in preparation for future tests.
- Set aside a regular time and place (away from distractions) for study.
- Always do your own work.
- If you are absent you will have an additional day to complete assignments.
- Students who develop a habit of not doing their homework will be sent to in-school suspension until the homework is completed.

CRITERIA FOR STUDENT ADVANCEMENT

Students being considered for advancement in either math or language arts should meet the following criteria:

- Recommendation by the current grade level teacher.
- Score in the 95% or better on the SAT10.
- Successfully master the current grade level culmination (end of the year) test at a level of 92% or better.
- Demonstrate responsibility and exceptional organizational skills
- Enrichment in the current grade level has not proven to have been challenging enough.

At the end of each marking period, students not maintaining a B+ or better grade after advancement will be returned to their original grade level for continued instruction.

ASSESSMENTS

- The Elementary School uses the following assessment beyond the Board approved curriculum related materials:
- Stanford 10 / Otis Lennon Achievement Test (1-5)
- Woodcock-Johnson Reading Assessment (Title One, Special Education, Gifted, all grade levels)
- MEAP (3rd, 4th, 5th)
- Key Math (Title One, Special Education, Gifted, all grade levels)
- ABC Inventory (Kindergarten, Discovery Kindergarten)
- Portions of the WRAT or KTEA - Reading and Math (all new students in all grade levels)
- Informal observations
- Preliminary screening for ADD, ADHD

GRADING PRACTICES

Grades earned by students reflect the consideration by the teacher of the following:

- Assignments handed in on time, neatness, individual effort, creativity and the number of correct responses.
- Work handed in late may be marked down one grade for each day late (i.e., an A paper handed in two days late would be entered recorded as a C) unless the delay is due to an excused absence.
- Percentages and Corresponding Letter Grades for fourth and fifth grades:

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	E	59 or less
		I	Incomplete

MICHIGAN MODEL HEALTH EDUCATION

North Muskegon Elementary uses the Michigan Model as its health education curriculum. The Michigan Model materials are available to all parents for review. Parents interested in reviewing instructional tools should contact the elementary office to make arrangements to loan out the media utilized by the teaching staff. A copy of the scope and sequence of the program which identifies the topic areas in each grade level is also available. **Parents who choose to exclude their child from all or portions of the model should contact the classroom teacher in writing so that arrangements can be made to accommodate this request.**

MUSIC DEPARTMENT

We have a very successful music program in our school which requires significant dedication and commitment on the part of students, parents and teachers. We consistently witness quality when our students perform and believe the experience gained supports the acquisition of a fine education.

VOCAL MUSIC: Vocal Music is provided for each pupil. We also have a voluntary chorus for fourth and fifth graders which meets weekly.

INSTRUMENTAL MUSIC: Fifth grade pupils are encouraged to participate in fifth grade band.

STRING PROGRAM: If funding is available, the district will offer a Strings program to elementary students.

- Second graders participate in the Suzuki method strings program.
- Beginning and Intermediate Orchestra are also available for 3rd-5th graders.
- Grade level practice and instructional sessions are held during the school day for 30 to 60 minutes a week.
- Note: Students who participate in chorus, band or strings must take full responsibility to complete classroom work that is missed.

ART DEPARTMENT

Art Education teaches skills that are necessary for all human beings. The skills learned in Art are more than just the end product of a painting or sculpture. The process of creating incorporates important basic skills such as:

- cooperating and collaborating with others
- aesthetic awareness
- recognizing and appreciating the originality and uniqueness of others
- creative problem solving
- exploring self-expression
- technical mastery and control of materials
- self-discipline, communicating, visually, verbally and in writing

TECHNOLOGY

Students at North Muskegon Elementary will have classroom computers available to them from the discovery kindergarten level through the fifth grade level. In order to safeguard these expensive systems, the following user responsibilities have been approved by the Board of Education:

- Computers are for school use only
- Users will access authorized files only
- Use school appropriate material only
- Obtain permission before using personal disks
- Keep virus programs off school equipment
- Properly use and care for hardware and software
- Use only the network user ID assigned to you
- Maintain the privacy of passwords at all times
- Report any violations of privacy
- Adhere to copyright policies
- Use appropriate language

If a student fails to abide by this list of responsibilities; he/she will be subject to the following disciplinary steps:

- 1st offense - loss of computer privileges for 2 weeks
- 2nd offense - loss of computer privileges for 6 weeks
- 3rd offense - loss of computer privileges for 1 calendar year
- 4th offense - loss of computer privileges for the remainder of study at North Muskegon Schools
- Students, parents and teachers will sign a "User's Responsibility Declaration" form prior to the start of every school year.

TECHNOLOGY CODE OF ETHICS

Use of technology at North Muskegon Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. Interacting with the learning tools provided by technology will furnish a graduate with many of the job readiness and learning skills required by our evolving business and educational community. But with access comes responsibility - both for the equipment and for the information accessed and created through the use of technology. Users working within the guidelines of the North Muskegon Technology Code as outlined will receive the maximum benefits of the network.

Each user of technology shall read the following Rights, Responsibilities, Printer Usage, Internet Acceptable Use and Disciplinary Action statements and sign the User's Responsibility Declaration form which follows prior to accessing or using technology.

Rights

- * Users have the right to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- * Users have the right to access information from outside resources which facilitates learning and enhances educational information exchange.
- * Users have the right to access the Internet to retrieve information which facilitates learning and enhances educational information exchange.
- * Users have the conditional right to sign up for Listserves and Newsgroups on the Internet which facilitate learning and enhance educational information exchange.

Responsibilities (Listing does not indicate priority ranking)

Any user has the right to make use of all hardware and software on which he/she has been trained. However, all students and staff utilizing technology as an educational resource must also accept responsibility for the appropriate use and maintenance of that hardware or software. Responsible users must adhere to the following behavior guidelines:

- * Users are responsible for utilizing district technology only for facilitating learning and enhancing educational information exchange consistent with the purpose of the district.
- * Users are responsible for obtaining permission before using their own disks on district equipment.
- * Users are responsible for keeping programs of a viral nature off all school equipment. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.
- * Users are responsible for properly using and caring for hardware and software.
- * Users are to seek assistance if needed.
- * Users are responsible for ensuring that no hardware or software is relocated, modified or abused in any way.
- * Users are responsible for seeing that no hardware is disconnected, removed or relocated.
- * Users are responsible for keeping all food and drink out of the computer labs and away from other electronic equipment.
- * Users are responsible for using only the network user ID assigned to them and will be held accountable for all activity performed under that ID. The privacy of passwords is to be maintained at all times.
- * Users are responsible for adhering to the rules established in various labs relating to specialized equipment which may be found there.
- * Users are prohibited from using district technology for private business, for product advertisement or political lobbying, or for making any unauthorized financial commitments.
- * Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

PRINTER USAGE GUIDELINES

Multiple printers are available to students so that they can produce quality typewritten or graphics documents. Students are also able to print articles and other documents related to assigned topics and areas of personal interest. When utilizing printing resources, students must adhere to the following guidelines.

- * Users will be responsible for keeping images deemed inappropriate for school use from being printed on any printer.
- * Users will be responsible for practicing printing conservation. Print only what is needed and use what is printed.
- * Users will be responsible for notifying the designated person(s) if there is need for a printer set-up change.

INTERNET ACCEPTABLE USE

The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. However, the North Muskegon Public School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The following guidelines will apply to all users of the Internet.

RIGHTS

- * Users have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- * Users have the right to use the following methods for accessing information: Electronic Mail (E-mail), Telnet and File Transfer Protocol (FTP).
- * Student Users have a conditional right to request newsgroups from the Internet in order to facilitate real-time learning with members on the network.
- * Student Users have the conditional right to sign up for Lists on the Internet.

RESPONSIBILITIES

- * Users are responsible for all material received via the information network under his/her user account. Users accept responsibility for preventing all sexually offensive materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school network.
- * Users are responsible for making appropriate use of the electronic mail system, reporting any violations of privacy, and making only those E-mail contacts which facilitate learning and enhance educational information exchange.
- * Users are responsible for adhering to the copyright policy and procedure in the use of hardware and software and in transmitting or copying of text or files on the Internet or from other sources.
- * Users are responsible for making all subscriptions to Listserves or Newsgroups known to the technology designee and for seeking prior approval before requesting such subscriptions on the Internet.
- * Users will be responsible for logging all connections made while on-line. All file transfers made while on-line must be included in this log.
- * Users will be responsible for abiding by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - * Use appropriate language. Do not become abusive in the message, swear, or use vulgarities.
 - * Do not reveal your personal address or phone number.

DISCIPLINARY ACTION

Users violating any of these Rights and Responsibilities will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Middle and High School students will be disciplined for violating the privileges outlined in the above document. If the student should be found in violation of the Technology Code of Ethics, he/she can expect the following action to be taken.

First Offense - The student will lose all computer privileges for two weeks. The offense will be recorded in the student's file. The student will review the Technology Code of Ethics with the appropriate staff member before computer privileges will be reinstated.

Second Offense - The student will lose all computer privileges for six weeks. The offense will be recorded in the student's file. The student will be expected to write a technology behavior plan for himself/herself before computer privileges are restored. This plan will be signed by the student, his/her parents, the building technology person, and an administrator.

Third Offense - **The student will lose computer privileges for the school year. When privileges are reinstated, they will be on a limited basis.**

Any violation which affects the integrity of the network will result in permanent removal from the network for the remainder of the year.

The high school administration reserves the right to administer disciplinary action in a discretionary manner. Disciplinary action for computer offenses may vary from those outlined above.

LIBRARY DEPARTMENT

Library books are checked out using the automated library card system. The same bar-coded student ID card used for lunch service is used for checking out library books and materials. Students must use this photo ID card for checking out books and materials.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a reasonable fee. Ala carte' items are also available. Students may bring their own lunch to school to be eaten in the school's cafeteria.

Students are not allowed to leave the campus without parent permission and notification to the teacher or principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the school secretary.

LUNCH AND CAFETERIA BEHAVIOR

- Students are expected to walk quietly in the hallways going to and from the cafeteria and playgrounds.
- Students who engage in inappropriate behavior such as throwing food, taking food from others, running, talking loud, or ignoring lunchroom/playground supervisors will be subject to disciplinary action.
- Students who are receiving hot lunch will line up along the food service window in an orderly fashion. Students taking cold lunch may proceed into the cafeteria. If they wish, there will be a line where they may purchase a milk or juice without having to wait in the hot lunch line.
- Students may not take or give cuts in any line.
- Students may purchase hot lunches at any time since a debit card system is in place, and lunch credits may be added in any amount parents wish to pay. We recommend paying for at least two or more weeks in advance so that students have enough in their accounts when the need arises. Send checks to school in an envelope with the student's name, teacher's name and amount enclosed, as well as "Hot Lunch" on the outside of the envelope.
- Students who forget their lunch or do not have enough in their accounts will be charged for a hot lunch and may pay the next day. After one time forgetting or not having enough in their account to pay for hot lunch, the student will be given a limited selection of food items offered; usually that means a salad and milk.
- Students are expected to keep their eating area clean and pick up after themselves. Wipe offs are available to wipe off the area used at their specific table. Unused milk or juice will be emptied into a designated waste pail before disposing the carton or bottle into the trash container.

The North Muskegon Public School Food Service Department meets the nutrition standards and dietary guidelines that are specified in the Regulations for the Federal Type A Program. If you should have any questions, comments or concerns, please contact the Food Service Department.

CODE OF CONDUCT

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In certain cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to maintain order. In all cases, disciplinary action will strive to be handled promptly and in an equitable manner. Consequences that are issued as a result of student misbehavior will strive to match the severity of the incident. A major component of the educational program at our school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

CODE OF CONDUCT:

1. Always be considerate.
2. Respect the rights and property of others.
3. Keep the school safe.
4. Observe your own space.
5. Exhibit Integrity.

Dress and Grooming

Although fashion changes often, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Inappropriate Clothing:

- Clothing that exposes too much.
- Clothing that advertises something that is prohibited to minors, such as tobacco or alcohol products.
- Clothing with obscene, profane, drug related, gang related, violent or inflammatory messages.
- If a student has selected a manner of appearance that is beyond mere freedom of expression, disrupts the educational process, or presents risk to themselves or others he/she will be removed from the educational setting.

Additional Guidelines Regarding Student Appearance:

- Shorts, skirts, jams, etc., above fingertip length are not allowed.
- Shorts with leotards are allowed before Spring Break.
- Halter tops, tube tops, crop tops, and half shirts are not allowed.
- Shorts may be worn before November 1st and after Spring Break.
- Lipstick, lip gloss, make-up and eye shadow are not allowed.
- Hats may not be worn inside the classroom.
- Flip-flop footwear is not allowed.
- Sandals that completely fasten the foot in place may be worn during warmer weather, but should be worn with socks.

WEAPONS AT SCHOOL:

State and Federal laws prohibit students from possessing weapons anywhere on school property. Guns, ammunition, knives or fighting implements such as throwing stars or fighting sticks, etc. are all illegal. There is very little leeway on this law and possession of even a small pocket knife could result in student suspension or expulsion. Students who make threats to kill another are subject to an automatic one day of suspension from school and possible additional discipline. Leave all weapons at home.

STUDENT FEES AND FINES:

- Specific fees for some field trips and programs may be assessed. Such fees or charges are determined by the cost of the trip or program. The school and staff do not make a profit.
- Fees may be waived in situations where there is a financial hardship. Notify the principal in writing if there is a need for financial assistance.
- Students using school property and equipment may be fined for excessive wear and abuse of the property and equipment. The fine is intended to cover the cost for damage and/or excessive wear or abuse, not to make a profit.
- Late fines can be avoided when students return borrowed materials promptly. The materials used will be needed by other students.
- Failure to pay fines, fees or charges will result in the withholding of report cards.

TRANSPORTATION

Our Transportation Department is directed through the Superintendent's Office. Parents should direct questions concerning the Transportation Department to the director's office at 719-4145.

Bus Conduct

Students who are riding to and from school on transportation provided by the school district are required to follow some basic safety rules. This applies to school-owned buses, as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Prior to loading on the road and at school each student shall:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop); if a child is late, the bus cannot wait.
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing the street until the bus driver signals it is safe;
- Proceed immediately to a seat and be seated.

During the trip students will:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- May not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat or play games, cards, etc.;

- Not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

Penalties for Infractions

A student who exhibits chronic misbehavior on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

SEXUAL HARASSMENT

A. **Verbal:** The making of written or verbal sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, and threats made to a fellow student, staff member, or other person associated with the district.

B. **Nonverbal:** Placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. **Physical Contact** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, or pushing the body, with a fellow student, staff member, or other person associated with the district.

- Sexual Harassment incidences will be treated as major violations of the discipline code.

The current Code of Conduct Behavior/Disciplinary Referral form will be included in this handbook.

SCHOOL SONGS

Fight Song

(Fight Song Tune: Notre Dame Victory March)

Cheer for the Gold and the Blue
 Come on you fellows – Yes, we mean you.
 Give our team a mighty shout,
 Sure we will win – there is no doubt.
 It makes no difference what we go through,
 Still North Muskegon, we cheer for you,
 While our team is marching, marching
 Onward to victory!

Norsemen, Hail

Alma Mater

In between the calm lake waters,
 Scenes we call our own,
 Spreads our North Muskegon campus,
 Fairest ever known.
 Swell the chorus, let it echo
 Over hill and vale.
 Cheer for Blue and Gold, our colors
 Norsemen, hail, all hail!

DRUG-FREE SCHOOLS

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives support through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever professional support is needed.

DISCIPLINARY REFERRAL

Respect Essence – Respect is being considerate of the rights, safety, feelings, values, cultural heritage, needs and preference of others. Students and staff will cultivate the ability to think about others and to act with consideration and respect.

Student Name		Grade	Date
Date of Incident	Time	Teacher	Referred By

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student.
2. Working together is the key to having a successful school. Please cooperate with the corrective action initiated today.

<p>Level I</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disruptive Behavior <input type="checkbox"/> Running in Halls <input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Unsportsmanlike Behavior <input type="checkbox"/> Lack of Cooperation <input type="checkbox"/> Disrespectful behavior toward peers <input type="checkbox"/> Tardies <input type="checkbox"/> Truancy <input type="checkbox"/> Misuse of Computers 	<p>Level II</p> <ul style="list-style-type: none"> <input type="checkbox"/> Theft/Vandalism of School Property <input type="checkbox"/> Using or displaying profane, obscene language, gestures or materials <input type="checkbox"/> Disrespectful behavior toward school employees <input type="checkbox"/> Cheating <input type="checkbox"/> Insubordination <input type="checkbox"/> Persistent Misbehavior <input type="checkbox"/> Unauthorized checkout 	<p>Level III</p> <ul style="list-style-type: none"> <input type="checkbox"/> * Verbal/Physical Assault <input type="checkbox"/> * Weapons <input type="checkbox"/> * Drugs <input type="checkbox"/> * Ethnic Intimidation <input type="checkbox"/> * Sexual Harassment <input type="checkbox"/> Athletic Addendum <p style="text-align: center;">AUTOMATIC SUSPENSION</p>
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* Governed by Law

Description of Incident:

Action Taken:

Student Corrective Plan:

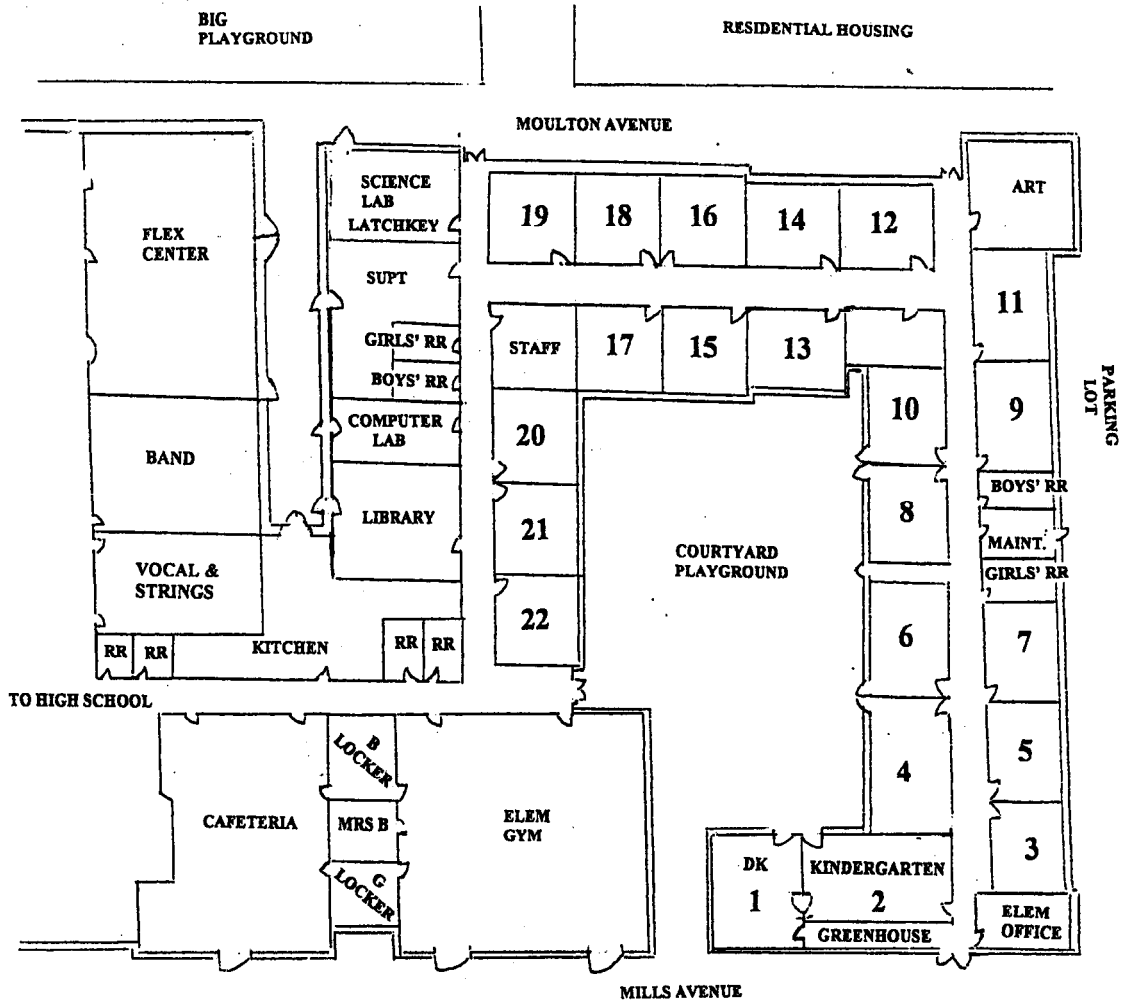
Student Signature: _____

Number of Offenses: _____

Principal's Signature: _____

White – Parent
 Yellow – Office
 Pink- Teacher

MAP OF ELEMENTARY



Filename: Parent- Student Handbook 09 10
Directory: C:\Documents and Settings\gentlesk.NMPS\Local
Settings\Temporary Internet Files\OLK12
Template: C:\Documents and Settings\gentlesk.NMPS\Application
Data\Microsoft\Templates\Normal.dot
Title: PARENT/STUDENT ACKNOWLEDGMENT OF
STUDENT HANDBOOK
Subject:
Author: zaineami
Keywords:
Comments:
Creation Date: 8/26/2009 2:05:00 PM
Change Number: 62
Last Saved On: 8/31/2009 2:21:00 PM
Last Saved By: martinja
Total Editing Time: 546 Minutes
Last Printed On: 8/31/2009 7:49:00 PM
As of Last Complete Printing
Number of Pages: 27
Number of Words: 8,775 (approx.)
Number of Characters: 50,024 (approx.)