

Mio AuSable Elementary School

2023-2024 Parent and Student Handbook



1110 West 8th Street, Mio, MI 48647

T:(989) 826-2430 F:(989) 826-2417 www.miok12.net

Mrs. Celeste Shiffer, Principal 8:05 am - 3:15 pm

The mission of the Mio AuSable Schools Community is to provide an innovative and enthusiastic learning environment that develops knowledgeable, responsible, and respectful lifelong learners.

Statements in this handbook may be changed without notice to comply with State and/or Federal guidance. This handbook is not intended to be all-encompassing, does not create a contract between the school and parents or students, and may be revised to implement the education program and ensure student and staff well-being. School officials are responsible to interpret the handbook and if there is a situation not specifically addressed the school will make decisions based on staff discretion, board policy, state and federal statutes and regulations consistent with the school's best interests.

Marvin Taylor, Superintendent, Title IX Coordinator 989.826.2400

Mio Elementary Song – “Kids of Mio AuSable School”

“Kids of Mio AuSable School”

We are the kids of Mio AuSable School.

We come to learn each day.

We are the kids of Mio AuSable School.

Good character leads the way.

Reading and writing are some things that we do,

Social studies, science and mathematics too.

We also learn that our character counts,

So we are proud to say...

We are the kids of Mio AuSable School.

We come to learn each day.

We are the kids of Mio AuSable School.

Good character leads the way.

ARRIVAL AND DISMISSAL

| <i>ELEMENTARY</i> | School Start Time | School Dismissal Time |
|-------------------|-------------------|-----------------------|
| Full Day | 8:05 am | 3:05-3:15 pm |
| Half Day | 8:05 am | 11:45-11:55 am |

When Students Arrive

- Buses will arrive at school between 7:45-7:55 am. Parents who are transporting students should try to arrive during that same window of time. Doors will be open from 7:45-8:05 am for student arrival. Parents may park in a designated space and say good-bye at the entry doors or they may drop off in the moving drop off lane.
- Students should enter the building through the main entrance and proceed directly to the elementary cafeteria.
- Breakfast is provided to all students at no charge, and we encourage all students to take advantage of this.
- Students are asked not to go to their classroom or lockers first but rather go directly to the elementary cafeteria.
- All students arriving after 8:05 a.m. will be marked as tardy or absent depending on the time of arrival. **Parents dropping off at 8:05 or later are required to sign the student in at the elementary office at the time of arrival.**

When Students Are Dismissed

- The end of the school day is 3:05-3:15 pm.
- If you are picking your student up at the end of the school day, you'll park in a designated zone and meet under the porch near the third grade doors. Adults picking up will be greeted between 3:05-3:15 by a school employee to check out students. Students will be sent to the adult who checked the child out through the exterior doors in the elementary cafeteria. **ANYONE CHECKING OUT A STUDENT MUST BE ON HIS/HER EMERGENCY CONTACT INFORMATION PRIOR TO THE CHECK OUT.**
- We assume that students who regularly ride a bus will be riding the bus each day unless we hear differently. Please let us know of any changes in plans by the morning of, in writing. If we do not hear differently, the child will be put on his/her regular bus.
- Due to safety concerns, there will no longer be BUS PASSES. Students will be permitted one registered pick up address and one registered drop off address for the school year.

Dismissals During the School Day

- Mio AuSable Elementary is a closed campus, meaning that students are not permitted to leave school during the school day without permission.
- During the school day we can only release a student to a parent, guardian or a person

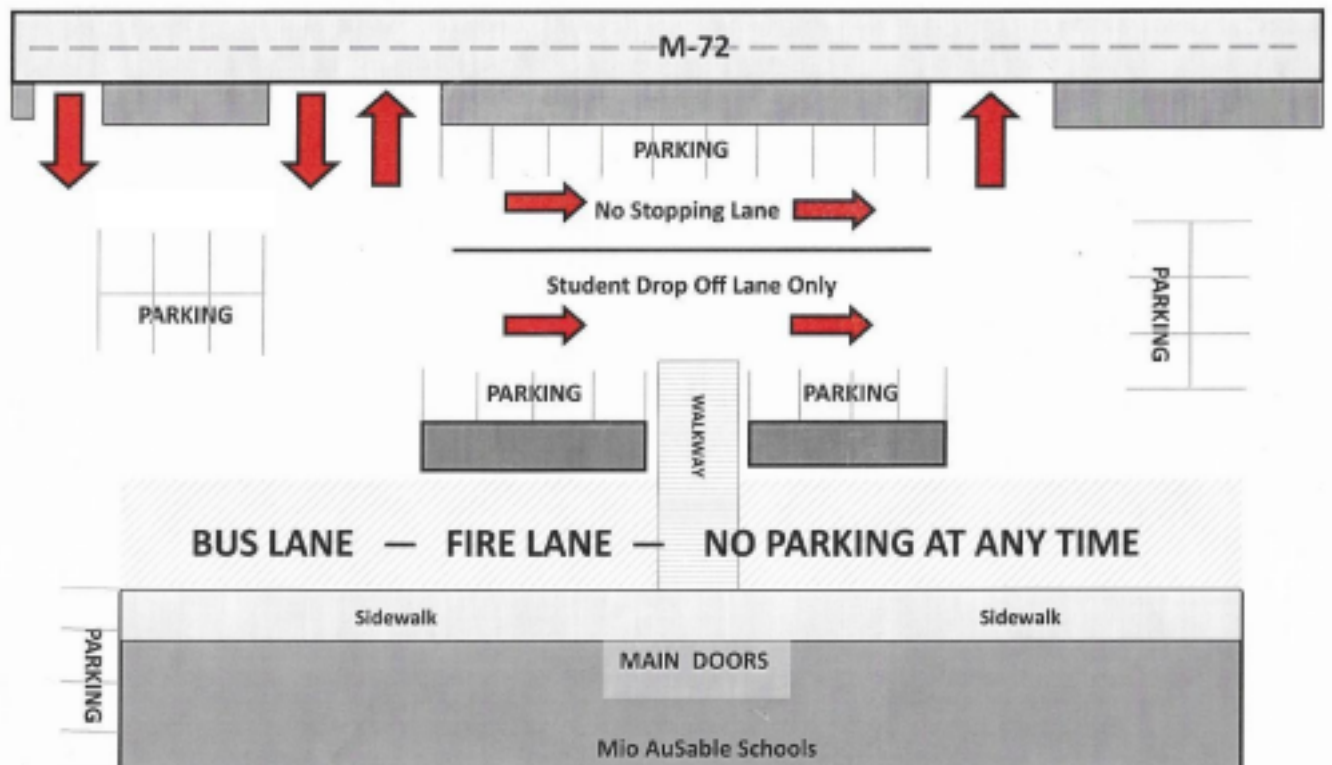
designated on the student's emergency card. Changes to those authorized to pick up your student must be in writing.

- Adults who are picking up a student must enter the main entry doors and come to the elementary office to sign the child out. The child will be called to the office to meet his/her waiting adult. Teachers have been instructed to not release a student to an adult without receiving prior authorization from the office. We cannot send the student out to a waiting car.

ADULTS WHO ARE PICKING UP OR SIGNING STUDENTS OUT MUST BE ON THAT STUDENT'S EMERGENCY CARD. STUDENTS WILL NOT BE RELEASED OFF BUSES. THE SAFETY OF ALL STUDENTS IS A TOP PRIORITY!

Parking Lot Flow

- During times of pick up and drop off, the parking lot can be quite busy. Of course, our greatest concern is the safety of the students. We ask that drivers review the diagram below to help ensure efficient and safe traffic flow.



No parking in fire lane

- There is to be absolutely no parking in the fire lane located in front of the building. When dropping off or picking up your children, please follow directions on the signs posted in the parking lot.
- If you are dropping a child off who needs to be unbuckled from a car seat please park so as not to cause a backup in traffic.
- Treat school staff with respect at all times.

Guarding Academic Time

- It is important that we guard the academic time that the teacher has with your child, and therefore, we do our best to limit interruptions.
- If you visit the school for any reason, you'll come to the elementary office. We will take care of the matter in an expedient fashion to create as little disruption to academic time as possible; heading to the classroom or lockers will not be permitted.
- Please try to refrain from picking your children up from school early unless they have an appointment or you have an emergency to attend to. Missing the last few minutes of instruction can often mean missing some very valuable links in the educational chain.

Visitors and Volunteers

- We want to encourage as much parent participation in school life as possible and there are many, many ways to do so without physically being in the building. Visitors will be limited to pre-arranged and previously-screened adults with a specific purpose.
- During the school year there may be times when your child's teacher asks for volunteers for an event or special activity. In order to do this, you must have the required volunteer paperwork completely filled out and have been cleared at least a week prior to the event. This paperwork can be found on our school website or by calling the central office.
- Children who are not students enrolled in our school will not be permitted to visit.

Breakfast and Lunch

Breakfast:

- Breakfast will be served every day. Mio AuSable Schools has "Universal Free Breakfast" which means that all students are provided breakfast each day without charge.
- On the rare occasion that school has a late start due to a weather delay, breakfast will not be served.

Lunch:

- Lunch is served each day including early release days with the exception of the last two days of school.

Emergency Form

- It is important that the school office have correct emergency information on file for each student. Please fill out the form which will come home during the first week of school.
- We encourage families to talk through emergency procedures such as how a student will be picked up during the school day if they are ill or what should happen in the rare occasion when school is dismissed early.
- Should an address or phone number change, please immediately update the information with the school office so that we can reach you quickly if an emergency should occur. Any changes need to be made in writing.

Health

WE HAVE PARTNERED WITH THUNDER BAY COMMUNITY HEALTH AND A FULL TIME RN WILL BE AT OUR SCHOOL WELLNESS CENTER.

FILLING OUT THE FORMS FOR YOUR CHILD TO SEE THE RN WILL BE HELPFUL.

Participation

- We assume that if a child is well enough to be in school, he/she is well enough to take part in all normal activities including outdoor recess.

Sudden Illness

- If a child becomes ill or presents with symptoms of an illness while in school, parents will be called and asked to come get the child.

Contagious Diseases

- Please call the school if your child has a contagious virus or disease. We will make an attempt to follow all Health Department guidelines.
- Children with a contagious virus or disease will not be allowed to attend school until cleared by a medical professional. This includes, but is not limited to pink eye, strep throat, and ringworm. These are highly contagious. Students suffering from these may not come to school until they are under treatment and the okay has been given by the doctor.

Medications

Prescriptions and Over the Counter Medications

- The student must have a signed district prescription authorization form on file in the office. A record of medication disbursement will be kept on the form.
- The medication must be in the original prescription bottle. The student's name, prescription number, physician, date, and directions must be clearly written on the container.
- The medication must be brought to school by the parent/guardian. Please do not send the medication to school with the student.
- Pills that have to be divided should be divided before giving them to the school.

Inhaler/Epi-Pens

- If a child requires an inhaler or Epi-pen the parent/guardian must have the original box and they must fill out and sign the district prescription medication authorization form. The same requirements are needed as for other prescription medications.
- Students needing to carry their inhaler or Epi-pen with them must follow the student self-possession policy.

Non-Prescription Medication

- Non-prescription medications can only be given out to your child after the parent/guardian fills out and signs a non-prescription medication form.
- All non-prescription medication must be supplied by the parent/guardian; not possessed or transported by the student.

Attendance

When Absent from School:

- We recognize that there are justifiable reasons for absenteeism, such as illness, death, doctor or dentist appointments, and other emergency conditions.
- Please remember that just because there is a good reason for a child to be absent, does not mean that he/she won't be negatively impacted by it. Important things go on every day at school and we want your student here as much as possible.
- Parents are required to send a written excuse to the teacher stating the reason for their child's absence the day of return. Calls can also be made to the office with the reason for the absence. Written notes may include doctor excuses.
- Remember, absent is absent so reserve those times for when it is absolutely necessary. If absences or tardies are becoming problematic, you may be contacted to discuss the matter.
- It is the responsibility of the student to get missing assignments from the teacher for any days absent. As a general guideline, students will be allowed two days to make up work for each day missed.
- Students are expected to have regular daily attendance and active engagement in content. Failure to do so may result in attendance action.

Chronic Absenteeism:

- We encourage good attendance so students can take maximum advantage of their educational opportunities. If a student misses as little as two days per month, it is the equivalent of missing a month of school.
- If a student misses six (6) days in any one semester, his/her name is brought to the principal's attention and a letter may be sent home.
- Absences beyond ten (10) days per semester may be referred to the district's truancy officer.

Tardy/Leaving Early:

- A student will be tardy if he/she arrives between 8:06 a.m. and 9:00 a.m. and/or leaves between 2:30 p.m. and 3:15 p.m. (or the staggered release times between 3:05 and 3:15). Excessive tardiness will be reported to the principal who, in turn, may refer to the truant officer.
- If your student arrives after 9:00 am, or leaves before 2:30pm they will be marked absent for half a day.

Truancy and the Law

- Michigan's compulsory school attendance law is described in the Revised School Code [MCL 380.1571-380.1599]
- It requires that parents or guardians of a child from age 6-16 have the child in school during the entire school year except for limited, specific circumstances.
- The law states that a parent or guardian who does not comply is guilty of a misdemeanor.
- The school district will pursue all truancy cases when applicable.

Communication

Report Cards:

- Report cards will be issued four times during the school year at the completion of each marking period.
- Report cards will be sent home in student folders.
- We have adopted a “learning target” system. Your child will receive a 1-4 indicating where he or she is in relation to learning the expected grade level material (4 is exceeding the expectations and are usually rare as many of the targets are year long). With a year long learning target it will be completely reasonable to see a 1 or 2 in the first couple marking periods as children acquire and practice needed skills to show proficiency. A three is the goal and indicates meeting the target! We have changed to this format to best communicate where a student is in relation to the standard. It is not about points or a grade, but rather about the learning!

Conferences:

- We encourage all parents to attend conferences to ensure that we are all working as a team to make each student successful.
- Formal Parent-Teacher Conferences are scheduled twice during the year. However, other meeting times can be set up as needed.
- If you want to discuss an issue with your child’s teacher or the principal, please call and schedule an appointment so that the discussion can be given the time and privacy necessary.

Classroom Folders:

- All elementary students will periodically bring home a folder containing work your child has done for the week, as well as important information from the school.
- Please take the time to review your child’s work and read all communications from the school. Folders should be returned to the school the following day.
- The first folder is furnished free of charge by the school. Additional folders, due to loss or poor condition, can be purchased for \$1.00 at the elementary office.

Other Forms of Communication:

- Teachers will use SeeSaw to communicate with families. Most families find that this app is the most expedient way to contact their child’s teacher and visa versa. This is not to be used in place of a note in writing by the morning for any transportation changes. SeeSaw can be used in “addition to” but will not suffice in place of.
- Follow us on our Facebook page, Mio AuSable Schools. We use our Facebook page for information purposes only. Please call your child’s teacher with questions as comments to Facebook posts are generally disabled. Be sure to be signed up for regular updates through SchoolMessenger.
- If email or phone calls are best for you, contact the teacher to secure the best phone number and/or email address to reach him/her.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

- The intent of the Mio AuSable Schools is to offer appropriate instruction to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade level is not a single level of instruction, but rather a series of levels intending to meet the various needs of students assigned to that grade level.
- Insofar as possible, promotion, retention and placement will be decided through conferences involving the teacher(s) and parents and principal.
- Parents will be notified as early as possible that retention is being considered and, except in very unusual circumstances, no later than the end of May.
- The principal is responsible for making the final decision as to retention and placement.(MCL 380.1608)

STUDENT ASSESSMENT

- To measure student progress, students will be tested in accordance with state standards and district policy. Students may be assessed through many formats such as but not limited to paper pencil, verbal, digital, online, etc.
- Students will also be expected to take the appropriate state mandated assessments. Additional tests are given to students to monitor progress and determine mastery levels.
- Classroom tests will also be used to assess student progress.

DRESS AND GROOMING

Footwear and Headwear

- Students are required to wear footwear at all times. Students should be able to tie their own shoes if wearing shoes with laces.
- Footwear should be appropriate for the activity. Flip flips and other unsecured footwear is not appropriate for playground or PE time.
- Students are prohibited from wearing hats and other head coverings in school.
- Children are expected to wear boots outside for recess on snowy days. Boots, however, should not be worn all day in school, as they become warm and uncomfortable.

Dress for the Weather

- It is important to monitor the weather forecast and dress your child appropriately.
- All children are expected to participate in outside activities and go outside during recess time, unless it is raining or extremely cold. In that case, a decision will be made by school personnel to keep children inside for recess.
- In the winter season it is important to think about warm clothing for children while at school. Please take a moment before your child leaves

in the morning to be sure he/she has a warm coat, hat, boots and mittens.

- Please be sure you label all outside clothing and boots with visible identification.

Inappropriate Clothing

- Any items that advertises directly or indirectly alcohol, tobacco, marijuana, or illegal drugs or which promotes violence may not be worn.
- Obscene or vulgar pictures, sexually explicit or suggestive writings on garments or jewelry, immodest clothing,(including unduly restrictive clothing), “see through” or clothing that exposes midriffs is not allowed.
- Shirts, blouses, and tops must cover midriff and torso by at least 2 inches.
- Tank style tops or tops with spaghetti style straps are not allowed. Straps must be at least 2 inches wide.
- Dresses, shorts, and skirts must be no shorter than 3 inches from the knee cap. All pants, skirts, and shorts must be worn at appropriate waist level.
- Pajama bottoms may not be worn to school.
- Jackets or coats may not be worn during the school day and must be kept on hooks in the hallway for K-2 students and lockers for 3-5 students unless room conditions warrant their use during class time.
- Any article of clothing that, by its color or emblem, would disrupt or interfere with both the work and discipline of the school, may not be worn.
- The wearing of chains is not permitted.
- Students wearing distracting or inappropriate clothing, jewelry or make-up may be required to make necessary changes before attending further classes.

Lost and Found

- The school cannot be held responsible for lost items.
- Found articles are turned in to the office and will be placed in the lost and found area.
- Valuables such as watches, wallets, and purses, are turned over to the office for identification and return.
- Unclaimed articles will be disposed of periodically.
- Please label all articles of clothing and other possessions with your child’s name.
- Students should not keep valuable items in their lockers or backpacks. These areas are not locked.
- If you have concerns about possible loss or theft of your child’s item, please encourage your child not to bring it to school.

Telephone Calls

- With permission, students are allowed to use a school telephone to call home in the case of an emergency. Forgotten homework, folders, or shoes are not considered emergencies.
- Students MUST know telephone contact numbers. Writing this information down and reviewing it regularly with children is a critical safety issue.
- Children will NOT be permitted to stay after school. They will be dismissed according to procedures for pick up or bussing.
- Calls made to teacher’s voicemails and/or SeeSaw app notifications may not be seen by the teacher prior to school dismissing. Communication in writing is expected the morning of any

changes to the child's routine.

Banned Items

- Certain items have been deemed a disruption to the education process and are not permitted at school. This list may be updated during the course of the year.
 - Fidgets
 - Squirt/water guns/toy guns of any type
 - Remote control vehicles
 - Music players during school hours
 - Video games, hand held games, tablets are not permitted to be used in classrooms during instructional time
 - Laser lights
 - Trading cards
 - Cell phones during school hours (must be OFF/SILENT and not out)
 - Chains like those worn on pants pockets
 - Perfume and perfume-like sprays (including hair sprays)
 - Wheelie type shoes
 - Backpacks with wheels
 - Toys are not permitted in classrooms during instructional time

Cell Phone/Technology Policy:

The Administration and Faculty understand and encourage the use of technology in the school setting. However, today's personal phone has become an ever-increasing distraction to the learning process of many students. Therefore, cell phones and other personal electronic devices PED's (including but not limited to Bluetooth earbuds, wired earbuds, iPod, iPad etc.) will not be allowed in classrooms OR hallways during the school day.

The following progressive disciplinary actions could be taken in each instance that these rules are not followed, failure to relinquish a phone/tech item when requested will be considered Failure to Comply and dealt with accordingly:

1. 1st Offense: Written Warning/Phone Confiscated – May be picked up from the office at the end of day.
2. 2nd Offense: Detention(s) – Phone returned to parent only
3. 3rd Offense: In School Suspension
4. 4th Offense: Out of School Suspension
5. 5th Offense: Loss of personal technology privileges – 180 school days.

Students DO NOT HAVE THE RIGHT to photograph or take video of students or staff without prior consent. Examples of this would be the recording of student fights, confrontations, teachers during class time and other events on school grounds. This includes the school building, activity or on school transportation to/from home or events. Where appropriate, police authorities may be contacted.

The following consequences could result if any student is found to be in violation of this policy.

1. 1st Offense: 1 day OSS and device will be confiscated and returned only to a parent(s)/guardian(s)
2. 2nd Offense: 3 day OSS, device confiscated and returned only to parent(s)/guardian(s) after a parent/student/administration meeting.
3. 3rd Offense: 5 day OSS, device confiscated and returned only to parent(s)/guardian(s) after a parent/student/administration meeting.

Student Recognitions/Media Consent:

Students and classes are recognized for a variety of positive reasons at school. We do this on a regular basis. In many cases photos are taken and the images are shared on our website or social media. If you wish for your child NOT to be photographed and published on our website or in social media please contact your child's teacher and/or the office to notify us of your wishes. This MUST be done each year, names are not held over year to year.

School Photos:

- Photographs of all students are taken each year for school record purposes.
- Parents are under no obligation to purchase photos.
- Information about upcoming school photos will be sent home in classroom folders.
- If you have questions regarding the school photos you may direct them to the company used.

School Closings/Delays:

Notifications

- In the event of a school closing or delayed start, we will make every effort to communicate with you about the change in schedule. These include:
 - TV on 9 & 10 News (Note: While this is the only news station that we contact, other TV and Radio stations also distribute the information.)
 - SchoolMessenger is another free service that will send a text message in the event of a school closing. A link for this is also available under the "For Parents" tab on the district webpage.
 - Notices are also posted on the district's Facebook page.
 - E Alerts from 9 & 10 News. This will generate an email or text message to alert you of school closings. It is a free service. There is a link on the "For Parents" tab on the district webpage.

Early Dismissals

- Occasionally, school must be dismissed early. When this occurs, families will be notified through all of the methods listed above.
- Please discuss with your child/children what procedures to follow should an early dismissal be required. Have a plan!
- Being able to contact families in the event of an early dismissal is one of the many reasons that current family contact information is essential. Please contact the office to let us know of any changes.

Delayed Start:

- Occasionally, weather conditions may warrant that school begins on a two hour delay.
- When a two hour delay is called, families will be notified by the methods listed above.
- Breakfast will not be served on a delayed start day.
- Students should expect to be picked up by the bus 2 hours later than on a regular school day. Parents transporting their own students should drop off students between 9:50 and 10:05 a.m.
- The school day will begin at 10:05 and be dismissed at the normal time of 3:05-3:15 pm.

Recess and Winter Activities:

- No bats or hard balls are permitted at recess. If a student brings his/her own equipment it must be approved by recess staff and labeled with the student's name. If the privilege is abused, the equipment could be confiscated and picked up by a parent at the end of the day.
- Students are allowed to sled on the hills on the playground at recess time, provided they are dressed appropriately (snow pants, gloves, boots, etc.) and conditions are deemed safe.
- Snowball throwing is not allowed at any time on school property. This includes before school and dismissal times.
- Students are not to climb on the snow hills around the parking lot at any time.

Pets:

- If children wish to bring a pet to school, it must be pre arranged with the teacher and administration.
- All liability is assumed by the owner, not the school.
- Pets must be properly caged and must not be disruptive to the learning program.

Drug Free Education and Drug Free School:

In order to comply with Michigan Law, the Mio AuSable Elementary School provides age-appropriate, developmentally-based drug and alcohol prevention programs for all students. The use of illicit drugs and unlawful possession and use of alcohol is stressed as wrong and harmful. Disciplinary action is taken with those students who violate this standard of conduct. Counseling is also made available to those students who are found in need of it.

- The Mio AuSable School District agrees to comply with Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989.
- Use, possession, transfer or distribution of tobacco, alcohol, or drugs or anything that resembles these products is strictly prohibited. This includes candy pills and cigarettes and also gum in the shape and appearance of cigarettes.
- Disciplinary sanctions up to and including suspension and/or expulsion and referral for prosecution will be imposed on students who violate these standards of conduct.

Pupil Transportation

- Students should remember that transportation is provided for their convenience and that it is a privilege to ride the bus, not a right. Students are expected to exercise proper conduct at all times and follow all rules and expectations for the safety of everyone.
- Once boarded, drivers WILL NOT release students from the bus during dismissal. Students must be checked out as described in dismissal procedures previously.

- The driver of a bus has a great responsibility. Because of safety factors, misconduct will not be tolerated. The driver is in charge from the time you enter the bus to the time you leave it.
- Students who misbehave or in any way jeopardize the safety of others may lose their bus privileges.

Responsibilities of Students on a School Bus

- Only students eligible for transportation will be permitted to ride buses to and from school each day. Friends and guests should not be invited to ride the bus.
- Riding the bus is a privilege, and pupils riding buses must obey all rules and regulations.
- The driver is in charge of the bus, and students shall render the driver the same respect and courtesy given a teacher.

While waiting for the bus, the student is to:

- Stay back from the edge of the road
- As the bus approaches, be safely positioned and visible to the bus driver.

When boarding or leaving the bus, the student is to:

- Step on and off quickly and quietly at only the front door.
- Watch their step and avoid pushing or shoving.
- Wait until the bus has come to a complete stop before attempting to get off.
- When it is necessary to cross, wait for a signal from the driver, and walk (don't run) 10 feet in front of the bus being aware of any cars.
- Students are to follow the directions of the driver and may be assigned a seat.
- Students are to stay in their seats, facing the front.
- Students are to keep all parts of their body and all objects inside the bus.
- Students are not allowed to swear, use rude gestures, tease or bully anyone on the bus.
- No music players with external speakers are allowed to be used on the bus.

The following inappropriate behavior may result in automatic suspension of bus transportation privileges until the matter is resolved to the satisfaction of the principal:

- Physical harm to a student.
- Physical harm or threat of physical harm to the driver.
- Failure to give correct name.
- Refusal to obey driver's direct request.
- Bringing a weapon or any controlled substance on the bus.
- Water filled devices on the bus are forbidden.
- The use of tobacco products of any kind.
- Bringing dangerous/hazardous containers filled with liquid on the bus.
- Bringing perfume, nail polish, sprays, etc.

If there is an issue that needs to be addressed, speak to the driver FIRST. This is part of the chain of command and the issue can be immediately addressed. If further action is needed, please contact the office. In most cases, speaking to the driver will resolve the problem.

Property Damage to Bus:

- Students who damage a bus such as writing on or poking holes in the seats, may lose bus transportation privileges until the total cost of the damage is paid for and the matter is resolved to the satisfaction of the building principal or superintendent.

Bus Passes:

- Due to safety concerns, **there will no longer be BUS PASSES**. Students will be permitted one registered pick up address and one registered drop off address for the school year.

School Sponsored Trips:

- The only persons permitted on school sponsored trips will be students, staff and adult chaperones. Preschool aged children/siblings will not be permitted on such trips, even if the parent is a chaperon.

Mio AuSable Schools has a no smoking policy. We ask that parents that volunteer to chaperone field trips refrain from smoking so that we can continue to provide a safe and healthy environment for our students in all settings.

Bicycles

- Bicycles must be parked in the space provided upon arrival at school and left until time to return home.
- We ask that the parents send a note giving permission for the student to go home on his/her bicycle due to our sign out safety procedures.
- Bike riding is a privilege and can be withdrawn if problems occur.

Disciplinary Guidelines:

The following identifies the suggested consequences in place for certain types of misconduct. This list is not all-inclusive and the administration recognizes that certain situations may not be identified here. Additionally, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.

- A. Penalties for Matters Related to Citizenship Including Violation of state or local laws, false fire alarms, bomb threats, extreme vandalism of school property, arson, indecent exposure, sexual harassment.
1st Offense: Ten (10) days OSS, parent conference, police report filed, possible recommendation for expulsion.
- B. Possession of pornographic materials; indecent behavior; unauthorized use of student or school property.
1st Offense: Minimum of three detentions or one day OSS
2nd Offense: Three days OSS and parent conference required prior to readmittance.
3rd Offense: Five days OSS and parent conference required prior to readmittance.

- C. Use of profane language.
1st Offense: Warning and/or detention.
2nd Offense: Three detentions assigned.
3rd Offense: One-day OSS.
- D. Use of obscene language or gestures, spoken or written.
1st Offense: Minimum of three detentions or one day OSS.
2nd Offense: Three days OSS and parent conference required.
3rd Offense: Three days OSS and parent conference required.
- E. Hallway conduct, including disruptive behavior, running, littering, gum chewing, public displays of affection.
1st Offense: Warning and/or detention.
2nd Offense: Three detentions.
3rd Offense: One day OSS.
- F. Cheating, plagiarism or other forms of academic dishonesty.
1st Offense: Loss of credit on assignment and phone call to parent/guardian.
- G. Dress Code Violations.
1st Offense: Change clothes or sent home.
2nd Offense: Change clothes or sent home and 1 day detention
3rd + Offense: Change clothes or sent home and 1 day OSS.
- H. Homework Policy (Missed/Late Assignment): Per classroom teacher's policy.
- I. Consequences for Matters Pertaining to the Safety of Others including threats to students, harassment, sexual harassment, and intimidation, including "whip downs".
1st Offense: Minimum of one-day OSS and parent contact.
2nd Offense: Three days OSS; Possible police contact; Parent conference requested.
3rd Offense: Five days OSS and parent's conference required prior to re-admittance.
- J. Racial or ethnic slurs:
1st Offense: Minimum one day OSS. Student to Student conference. Restorative justice practices may be used.
2nd Offense: Three days OSS. Parent notification required.
3rd Offense: Five days OSS. Parent conference required prior to re-admittance.
- K. Threats to staff members, interfering with school officials in pursuit of their duties, extortion, blackmail or coercion.
1st Offense: Minimum of one day OSS. Possible police report filed. Parent conference required prior to re-admittance.
2nd Offense: Five days OSS. Police report filed. Parent conference required prior to re-admittance.
3rd Offense: Ten days OSS. Possible recommendation for expulsion.
- L. Physical aggression and assault. Physical aggression is defined as out of control behavior, or exhibiting and intent to harm another person or destroy property.
1st Offense: Ten days OSS. Police report filed. Parent conference required. Possible recommendation for expulsion.

M. Fighting.

1st Offense: Removal from school for the remainder of day and one day OSS. 2nd Offense: Three days OSS. Parent conference requested.

3rd Offense: Ten-day OSS. Parent conference required prior to re-admittance.

N. Possession or use of dangerous chemicals, weapons, explosives, including look-a-likes.

1st Offense: Ten days OSS. Police report filed. Under state and federal law, students in violation of this rule will face a mandatory expulsion hearing. (Other disciplinary consequences may apply if a student has violated other provisions of the Code of Conduct in conjunction with offense.)

O. Theft.

1st Offense: OSS to be determined by principal based on seriousness of incident. Parent conference required. Student required to make restitution. Police report filed.

2nd Offense: Same as above, with addition of possible recommendation for expulsion.

P. Damaging School Property.

1st Offense: One-day OSS. Student required to make restitution. Police report filed. Parent conference required.

2nd Offense: Three days OSS. Restitution required. Police report filed. Parent conference required for re-admittance.

Q. Disruptive behavior/Behavior that is detrimental to the educational process:

1st Offense: One-day OSS.

2nd Offense: Two days OSS.

3rd Offense: Three days OSS.

R. Disrespect toward school employees, including insolence, insubordination, furnishing false information to any school employee, forgery.

1st Offense: Warning and up to three detentions.

2nd Offense: One-day OSS.

3rd Offense: Three days OSS. Parent conference required prior to re-admittance.

S. Gross Defiant Insubordination.

1st Offense: One day OSS.

2nd Offense: Three-day OSS.

3rd Offense: Minimum five days OSS.

T. Gross disrespect toward school employees.

1st Offense: Three days OSS.

2nd Offense: Five days OSS.

3rd Offense: Ten days OSS. Possible recommendation for expulsion.

U. Violation of Computer Use Agreement.

1st Offense: Minimum of one day OSS and suspension of privileges for length of time to be determined by principal.

Additional Student Behavior Expectations:

- It is the mission of Mio AuSable Schools to develop students who are knowledgeable, responsible and respectful. With this in mind we have certain expectations of student behavior in various situations during the school day.
- When students do not comply with behavioral expectations, they will be corrected.
- Consequences may be assigned at the discretion of the administration based on the frequency and the severity of the infraction.
- The goal of assigning consequences is to prevent the recurrence of the undesirable behaviors. Possible consequences include:
 - Student Conference / Warning
 - Call home
 - Restorative Practices – Written or Verbal Apologies
 - Lunchtime Detention
 - After School Detention
 - Parent Conference
 - Behavior Plan
 - Out of School Suspension (**Note: Students are not permitted to attend school events or be on school grounds while serving an out of school suspension.**)
 - Expulsion
- Should there be a situation when a student is not following the behavior expectations he/she may be asked the following questions: 1.What was done? 2.What harm was caused? 3. How can it be fixed or resolved?

The Respect and Responsibility Room (R & R):

- The Respect and Responsibility Room (R & R) is a place for students to go when their behavior makes it difficult for them to function in the classroom. This space is not intended to “house” a student all day but rather to provide a space with support to collect him/herself.
- Teachers will refer students to this room which is located near the Elementary Office.
- In the R & R Room, students will identify the events that led up to the behavior and will work with staff on a plan to prevent it from happening again.
- Sometimes students just need a few minutes to collect themselves, and they are ready to head back to class.
- Sometimes, however, the issue is more serious or ongoing and a consequence is needed to reinforce this to the student. Appropriate consequences are determined by the staff.
- We believe that improving student discipline requires a partnership between school, family and students. When necessary we will be in contact to discuss how we can work together to reinforce what is appropriate and what is not. As always, we appreciate your support.
- Dangerous, distracting or disrespectful behavior will not be tolerated and steps will be taken to preserve integrity of the learning environment at school. Sleep
- There may be nothing that has a greater impact on your students’ daily performance than sleep.
- Elementary age students need 10-14 hours per night. It is best when this comes with consistent bedtimes and wake times.
- We encourage families to make their best efforts in this area.

- If your child is falling asleep at school you may be contacted to come get him/her.

Special Discipline Situations:

Some discipline situations are severe and require specific guidelines for how they will be dealt with. These include the following.

Profane Language /Verbal Abuse

- Those elementary students who engage in the use of profane language and/or verbal abuse will be disciplined appropriately, including removal from class/activity, and possible suspension from school.
- The use of near sound-alike words relating to cussing, vulgarity, obscenity, or profanity will be considered in violation of the above.
- Under all circumstances, the use of inappropriate language will mean verbal use, written use, and/or gestures.

Sexual Harassment and Intimidation:

Definition: Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance of creating an intimidating, hostile, or offensive work or learning environment.
- Sexual harassment, may include, but is not limited to, the following:
 - verbal harassment or abuse
 - pressure for sexual activity
 - unwelcome touching
 - sexual jokes, posters, cartoons, etc.
- It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.
- It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff, or student body through conduct or communications of a sexual nature as defined in this policy.
- Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.
- In addition to in-school consequences, police may be notified, depending on the severity of the case.

Bullying:

- Mio AuSable Elementary School strives to offer a bully free environment for children.
- What is bullying? Many people use the term "bullying" for any time that a student gets their feelings hurt. Although we always want students to be kind to each other, bullying has two components, an imbalance in power and repetition. (<https://www.stopbullying.gov>)
 - An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different

- situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Bullying comes in many forms. These include:
 - Verbal – Teasing, threats or name calling. This includes spoken and written. It may also include cyberbullying.
 - Social – Excluding a person from a group on purpose, spreading rumors, embarrassing someone, telling someone to not be friends with another.
 - Physical – Hitting, pinching, spitting, tripping, pushing, taking or breaking someone else's possessions.

Combating bullying can be difficult, and it requires all of us working together. Please talk with your child about the importance of being kind to other students and report any instances! If we contact you and tell you that your student is engaging in bullying types of behaviors, please remember that this does not mean that we think that your student is a bad person. Many children find the feeling of power associated with bullying to be very tempting. We will need to work together to help your child see how their actions are affecting others.

Weapons Free School Zones:

- In compliance with PL 103-382 and MCL-380.1311 and Board policy 5601.01, students in possession of a dangerous weapon (firearm, knife, dagger, pocketknife, etc.), in district buildings or at district or school sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency.
- The parent/legal guardian shall be notified of the referral.

Classrooms

Any location where learning is expected.

| | Looks Like... | Sounds Like... |
|-----------------------|---|--|
| Knowledge | <ul style="list-style-type: none"> → Participate: Raise your hand, talking on topic, complete work → Give it your best: Positive attitude, positive self-talk, continued effort, celebrate growth, set goals → Explore your interests | <ul style="list-style-type: none"> → Sharing your thoughts: "I agree" or "I think" → "I will try this..." → "I will keep at it to get better." → We are - - - M. I. O → "I am interested in..." |
| Responsibility | <ul style="list-style-type: none"> → Taking care of books, supplies/ materials → No food or drinks near books or supplies/materials → Be prepared with papers ready, appropriate books out, pencils sharp, voice off → Keep classroom clean and safe → Be kind to others | <ul style="list-style-type: none"> → Treat others with acceptance, kindness, patience and respect → "I will help..." |
| Respect | <ul style="list-style-type: none"> → Carry materials carefully → Keep your hands and feet to yourself → Use a quiet voice for inside → Listen to the speaker: face him/her, keep eyes on him/her | <ul style="list-style-type: none"> → Whisper → Conversational voice → Voice off → Body calm → Use please and thank you → Positive language, kind words |

Bus

| | Looks Like... | Sounds Like... |
|-----------------------|--|--|
| Knowledge | <ul style="list-style-type: none"> → Look and listen for the driver to signal it is safe to cross the road → Be at your stop on time → Know and follow the bus rules | <ul style="list-style-type: none"> → "Remember to look at the bus driver for directions" Offer kind reminders to others if they need → "Please be at your stop and ready on time so we can all be on time." → "Read the rules at the front of the bus or ask the driver." |
| Responsibility | <ul style="list-style-type: none"> → Sit in your seat → Read your bus pass → Pick up trash to keep the bus clean → Choose a seat and stay in that seat the entire trip | <ul style="list-style-type: none"> → "In order to keep everyone safe, you need to stay seated." → "Thank you for throwing that trash in the trash can." |
| Respect | <ul style="list-style-type: none"> → Keep hands and feet to yourself and in your seat (own space) → Touch only your OWN things (backpack, coat, lunch) → Take off what you bring on → The bus is school property | <ul style="list-style-type: none"> → Use an indoor voice → Use helpful and kind words (please, thank you) → Use only school appropriate language and know your audience (4 year olds - 18 year olds) |

Kitchen and Cafeteria

| | Looks Like... | Sounds Like... |
|-----------------------|---|---|
| Knowledge | <ul style="list-style-type: none"> → Stay seated at the proper table → Read and follow the signs → Follow directions → Stay on task | <ul style="list-style-type: none"> → Use an inside voice → Have polite conversations |
| Responsibility | <ul style="list-style-type: none"> → Serve yourself → Clean up after yourself (table space, stack tray neatly, etc.) → Feed yourself, your own food, not that of others → Eat what is packed and take home your leftovers → Keep your hands on your own tray and food → Asking for permission to be excused to use the bathroom, get food from the share table or get help with a spill | <ul style="list-style-type: none"> → Good manners: please, thank you, wait your turn, excuse me |
| Respect | <ul style="list-style-type: none"> → Keep your hands and feet to yourself → Listen to the helpers → Ask if you need help → Stay in line and wait patiently → Give others personal space (your body is calm and in your space) | <ul style="list-style-type: none"> → Say please and thank you → Keep your trays steady and silent → "May I..." |

Bathrooms

In classrooms and in hallways.

| | Looks Like... | Sounds Like... |
|-----------------------|---|--|
| Knowledge | <ul style="list-style-type: none"> → Know what bathroom to use: boys or girls → What ones have dryers, automatic lights, automatic flush toilets | <ul style="list-style-type: none"> → Home and school are different. |
| Responsibility | <ul style="list-style-type: none"> → ONLY go in the correct spot (toilets, urinals) → Flush → Wash your hands well → Keep floors dry → Stand against the wall to wait your turn | <ul style="list-style-type: none"> → Feet are quiet → Voices are off |
| Respect | <ul style="list-style-type: none"> → Wait your turn calmly → Use only the amount of toilet paper needed for the job → Paper towel goes in the trash & toilet paper goes in the toilet → Stay off the floor → Keep your eyes and hands to yourself → Give everyone privacy → Leave it cleaner than when you entered | <ul style="list-style-type: none"> → Count to 5 when drying hands |

Auditorium & Special Events (multi)

| | Looks Like... | Sounds Like... |
|-----------------------|---|---|
| Knowledge | <ul style="list-style-type: none"> → Know where your grade level seats are → Know what teacher or special will be with you → Label parent area (reserved seating) | <ul style="list-style-type: none"> → Gentle feet when entering, sitting, exiting |
| Responsibility | <ul style="list-style-type: none"> → Sit on your bottom → Keep the seats still and quiet → When called up to the front, WALK and SMILE | <ul style="list-style-type: none"> → Voices in a whisper until the event → Keep seats quiet → Participate when asked |
| Respect | <ul style="list-style-type: none"> → Face the speaker → Listen to the speaker → Raise your hand if asked to participate → Keep comments or answers on topic | <ul style="list-style-type: none"> → Voice is off or conversational → Keep seats quiet |

Hallways

*****Specific directions will be given by an adult for students when using the sensory path spaces.**

| | Looks Like... | Sounds Like... |
|-----------------------|---|---|
| Knowledge | <ul style="list-style-type: none"> → Facing forward, hands at sides, evenly spaced, voices off, single file, listen for directions → Know where you're going → Be in the hallways only when given permission by an adult | <ul style="list-style-type: none"> → Quiet → Feet are moving softly to stay quiet |
| Responsibility | <ul style="list-style-type: none"> → Respect the property of others (hands to self) → Clean and clutter free → Use the hooks to keep backpacks and clothes hung → Use the racks for shoes | <ul style="list-style-type: none"> → Ready to listen to the adult with your eyes and ears → silent |
| Respect | <ul style="list-style-type: none"> → Stay on the right (traffic rules) and share the space → Stop at intersections → Offer a SILENT greeting (smile and wave) → Stay with your class/teacher or adult → Gently close lockers → Knock on doors once and wait | <ul style="list-style-type: none"> → Silence when traveling → Low volume when working → "Close your locker gently." → Quiet click |

Outside Time
Playground, sidewalk, outside learning time

| | Looks Like... | Sounds Like... |
|-----------------------|---|--|
| Knowledge | <ul style="list-style-type: none"> → Know and follow the rules → Agree on game rules BEFORE starting → Know where the toys go → Snow stays on the ground → Dress for the weather → Know where to line up | <ul style="list-style-type: none"> → Politely remind others of the rules → Ask an adult if you are not sure of a rule → "Please, help me put these toys away." |
| Responsibility | <ul style="list-style-type: none"> → Line up when called → Have FUN! → Play tag in open grass areas away from equipment → Slides: sit, go down on your bottom, make sure it is clear before your go → Wait your turn → Return toys to the proper place → Use the bathroom before you come out → Ask an adult if you need to come in the building → WALK on the sidewalk only | <ul style="list-style-type: none"> → Laughing students → "Please" → "Excuse me" → "May I play?" → "Would you like to join us?" → Politely remind others of the rules if they need a reminder |
| Respect | <ul style="list-style-type: none"> → Hold on to toys (dolls, balls) on the sidewalk → Take in what you brought out → Use kind words → Include others → Pitch in with toys → Compromise → Share → Enter the building quietly and orderly | <ul style="list-style-type: none"> → Inside voices → Calm body → Listen → "May I play?" → "Would you like to join us?" |

**Thank you for sharing your
Thunderbolt with us!**

~Your Mio AuSable Elementary Staff~

