

**WELCOME TO
McCOMB ELEMENTARY
SCHOOL**



Dear Parents:

Welcome! We wish to thank you for choosing McComb Elementary School and entrusting us with the education of your children. We look forward to a cooperative partnership with you as we work for the benefit of the children in our care. We will do our best to provide a variety of educational experiences for your child to help him/her develop to the best of their potential.

This handbook has been provided to give you some helpful information regarding school policies and procedures. Please read this carefully, discuss the contents with your child, keep it handy, and refer to it when needed.

Please feel free to call or visit if you have any questions regarding information contained in this handbook.

Educationally yours,

Ms. Heather LaBerge, Principal

Ben H. McComb Elementary School

989-673-3169

BEING A TIGER CUB

Have you heard about CUB cards? Our students spend time learning what positive behaviors are expected of them in the different areas of our school: classroom, gym, library, hallway, bathroom, cafeteria, playground and bus. By seeing what behavior is expected, also known as modeling, the children are more likely to practice this positive behavior.

Our school-wide expectations are taught using our Tiger Cub motto:

Choose Respect

Use Safety

Be Responsible

Using this School-Wide Positive Behavior Support Intervention System (also known as SWPBIS), our McComb staff will be reinforcing students' positive behavior throughout the school year. The children look forward to our monthly CUB celebrations that acknowledge their positive behavior, as well as daily and weekly acknowledgements.

*Please reference our "McComb Behavior Expectations" as well as the "Student Code of Conduct" that our administration will utilize as needed. Please take a moment to have your child share his/her understanding of the CUB cards and our McComb expectations.

THE TIGER CUB PLEDGE

I want to be a Tiger Cub

And act the way I should

I'll choose respect, use safety too,

And be responsible and good.

I'll think and try to do my best

And choose good things to do,

And when I'm caught being a Tiger Cub

I'll know you think so too!

Arrival/Dismissal

The parking lot in front of McComb provides parents a convenient drop off point. You can circle around the outside of the parking lot and drop off students at the stop sign. They are going directly to the playground. After 8 a.m. you should accompany your child into the office and sign them in for the day as they are arriving late.

No child should arrive at school earlier than 7:30 am. Their entrance bell is 7:50 a.m. Students should be in their classroom at the 8:00 a.m. bell. During good weather, all students are expected to play outside until the entrance bell. In case of inclement weather, students who are dropped off by a parent may immediately enter the main entrance door.

Parents are not allowed beyond the office unless the parent has permission from the principal, a prearranged conference with a teacher, a prearranged volunteer in a classroom, or chaperoning a field trip. Please leave all classroom deliveries (snacks, clothing, homework, etc.) in the office. This is for the safety of all students!

When picking children up at the end of the school day, parents are encouraged to use our car line and Pikmykid app. If you need to enter the building for an early pickup, the only entrance door is the main entrance door, you will need to ring the doorbell. All outside doors are locked during the school day for the safety of your child. Please do not ask a student or staff member to admit you into the building through any other entrances.

If you pick up your child on a regular basis, a car tag will be provided to you. These signs make the pickup process move quickly. Upon pulling into the carline please display your car tag in your front windshield. You may wish to take your car tag out of the window when you have left school grounds for your child's protection. If you are using our Pikmykid app you will be able to announce yourself once you are on school property and it is 3:00 p.m. or after. Please make sure you stop for pedestrians in the crosswalks if you are in line to pick up or drop off your child.

If your child arrives late, leaves during the school day or is dismissed before 3:18 p.m., you MUST sign them in or out at the office. Their absence will be considered unexcused unless they have a medical slip from the doctor. To save “end of the day confusion”, the office will not make transportation changes after 2:30 p.m.

Our goal is to keep everyone safe as they leave the school. Thank you for your help in making this possible.

Attendance

Except for special cases, all children are required by state law to be in continuous and consecutive attendance in school throughout the school year. This regular attendance is important to the child's academic growth and development. When a necessary absence from school occurs, a form of communication is needed to excuse your child's absence. Please use one of the following ways to communicate with us.

1. Send a written note or a doctor's slip
2. E-mail: Send an email to nhoffman@carok12.org
3. Attendance Line: to leave a recorded message of your child's absence please call 989-673-3169 and select 8.
4. Communicate on-line through Family Access

If one of the following contacts is not made within three days, the absence will become unexcused. If you pick your child up early or are signing your child out for another reason, you must sign them out at the office.

If a child enters the classroom after 8:00 a.m. but before 8:20 a.m., they are tardy. If a child arrives after 8:20 a.m., they are considered absent for the morning (half day). If a child leaves between 3:00 p.m. and 3:18 p.m. they are considered "tardy leave". If a child leaves before 3:00 p.m., they are considered absent for the afternoon (half day).

In the event that a child is experiencing attendance/tardy problems, they will receive proper counseling and encouragement from school staff to attend school on a regular basis. Parents will also be involved in the process so that the problem can be resolved. If the problem is part of the child's history or is not resolved, a report will be filed with the school truancy officer.

Bullying

Bullying is not an acceptable behavior at McComb Elementary School and is prohibited. A copy of the school policy is found below.

Section 8000-Students

8260 Bullying (Cf.8018)

Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as “cyber bullying”) either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortions of money or possessions, and systematic exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district.

Students who engage in any act of bullying while at school at any school function, in connection to or with any district sponsored activity or event, while enroute to or from school, or outside of school hours if the bullying is likely to carry some connection to or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to intervene effectively if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law.

Counseling Services

The counseling program at McComb Elementary is under the direction of our social worker, Mr. Brian Bennett. He is available to work with students individually, in small groups, or in whole class lessons. Students who may be experiencing difficulty with grief, divorce, friendship or school adjustments may receive counseling. Please inform the office in writing if you do not want your child to receive counseling services. Mr. Bennett is available to students and parents/guardians during regular school hours. Parents are invited to contact Mr. Bennett at 989-673-3169, ext 4008.

Crossing Guards

A crossing guard is provided by the City of Caro and is stationed at Hooper Street and Gibbs Street. They are on duty from 7:30 a.m. to 8:15 a.m. and from 3:18 p.m. to 3:45 p.m. each day that school is in session. Please stress the importance of your child crossing these busy streets when and where a guard is available.

Dress Code

It is our responsibility at McComb School to provide a positive and safe learning environment for all students to learn and perform at their best. Parents have the primary responsibility regarding their children's attire. School personnel have responsibility for maintaining the school dress code.

Students have the responsibility to dress in an appropriate manner, which does not interfere with, or effect, the safety of themselves or others or disrupt the educational environment.

1. Students should be dressed for the weather so they may play outside everyday.
2. Children need to wear appropriate footwear for gym and recess. Tennis shoes are required for gym class. We suggest students keep a pair of tennis shoes in their locker for gym and recess play.
3. All clothing should be neat, clean, and in good repair. It is helpful to have the student's name on clothing including boots, gloves, hats and coats. It makes it easier to identify lost clothing if there is a name written on it.
4. Clothing which is negative or offensive, puts oneself down by language, message or gestures, advertises or advocates violence, death or illegal practice (drugs, alcohol or tobacco) or may be interpreted as a sexual connotation is not allowed.

5. Pajamas, flannel pants, halter tops, tank tops, muscle shirts, bare midriff shirts, see through clothing, short shorts, short skirts and exposed under garments are not allowed. **Any type of clothing, tops or bottoms, that show undergarments are not allowed.** Shirts and pants must overlap each other or shirt must be tucked into pants or skirt. Shorts and skirts must be mid-thigh length or longer.
6. Parents will be called or acceptable clothing may be provided when parents can't be reached if a student's dress fails to meet dress code or community standards of safety.
7. Any other apparel will not be allowed which the Principal determines to be inconsistent with community standards.

Emergency Closing/Delayed Openings

Early release information forms are sent home at the beginning of the year. Please keep us informed of any changes.

In case of emergency school closings, announcements will be made by Skylert, Caro Schools' Facebook page, www.carok12.org and TV stations WJRT-TV12, NBC-TV25. On occasion, it is necessary to delay the opening of school due to unsafe conditions that are short-term duration. Please do not drop your child off at school during one of these days. It can be a frightening experience for children to have to wait, possibly for up to an hour or longer by themselves. Supervision is not available on delayed openings.

If you have not signed up for Skylert yet (through Skyward Family Access), please email Natalie Hoffman at nhoffman@carok12.org to obtain a username and password. After receiving your username and password, go to <http://www.carok12.org>, click on Student/Parent Resources at the top of the page and then on Skyward Family Access to get to the login page. This module will improve communication with parents. It will contact you if your child has an unexcused absence, if your food service balance is below \$5.00, or with messages such as school cancellations or school emergencies. You have the option to make choices through Skyward Family Access under the Skylert tab whether you would like to receive this information via a phone call, text message, email, or all three.

Enrolling in the School

In general, state law requires student to enroll in the school district in which their parent or legal guardian resides unless enrolling in schools of choice under the districts open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- An original birth certificate
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- 2 proofs of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the district liaison for homeless children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity to all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Superintendent (989)673-1002

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Skyward Family Access

We would like to welcome you to the education team by providing a web-based service that will allow parents and authorized family members to view “real-time” attendance records, schedules, food service balances, grades, assignments, progress reports, and discipline issues.

With Skyward Family Access, the Caro School District gives the community the power of information. This tool will help us involve parents in the educational process and will also eliminate surprises at parent/teacher conferences and report card time. When parents and teachers get together with up-to-date information, they can better plan for the student’s educational success.

To obtain a username and password for Skyward Family Access, please email Natalie Hoffman at nhoffman@carok12.org. After receiving your username and password, go to <http://www.carok12.org>, click on Student/Parent Resources at the top of the page and then on Skyward Family Access to get to the login page.

Field Trip Policy

Field trips are an extension of the school curriculum and are designed to stimulate student interest and inquiry. They provide opportunities for student enrichment, not usually possible in the classroom setting. Field trips are carefully planned with specific objectives related to the curriculum.

In order to ensure the highest quality field trip experience possible for all students, it is necessary to establish guidelines for students. Students failing to meet these guidelines will not be allowed to participate in the field trip experience.

Serious violations of guidelines would include such things as chronic misbehavior, both in the classroom and on the playground and lunch area and serving time in the Responsibility Room for failure to follow school rules.

Homebound Instruction

The school district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The district can provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an education program.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also a part of the student's preparation for the State mandated test and graduation.

Homework will be used to enhance the student's learning.

Immunizations

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

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide 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 who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures if they qualify. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Joe Chapelo at 989-673-1006 to inquire about evaluation procedures and programs offered by the District.

Injury and Illness

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

If your child is sick, please keep your child at home. This helps prevent spreading of infections among children in our building. We need to be informed if your child has any communicable diseases such as measles, mumps, chicken pox, scabies, pink eye (conjunctivitis), strep throat, or any communicable disease.

During school, if your child complains of feeling sick, we will take their temperature and if it is 99.5 degrees or greater, we will call you to come and get them. Students must be fever and vomit free for 24 hours before returning to school.

It is the policy of McComb School to exclude children from school with head lice or the presence of nits in their hair. If your child is sent home with head lice, they will need to be cleared by the school health coordinator/office before they will be permitted to go to their classroom.

When we receive a note requesting a child to stay in for recess because of illness we will do so for one day. If it is necessary for your child to stay in for a longer period of time, a doctor's excuse is necessary

Illness

If your child is sick, please keep your child at home. This helps prevent spreading of infections among children in our building. We need to be informed if your child has any communicable diseases such as measles, mumps, chicken pox, scabies, pink eye (conjunctivitis), strep throat or covid.

During school, if your child complains of feeling sick, we will take their temperature and if it is 100 degrees or greater, we will call you to come and get them. It is important that parents make timely arrangements to pick them up. Students must remain home until they are vomit-free and fever-free for 24 hours without use of any fever reducing medications.

It is the policy of the McComb School to exclude children from school with head lice. They will need to be cleared by the McComb health coordinator/office personnel before they will be permitted to go to their classroom.

When we receive a note requesting a child to stay in for recess because of illness, we will do so for one day. If it is necessary for your child to stay in for a longer period of time, a doctor's excuse is necessary.

Inclement Weather

The Principal or an authorized person will use an on-site weather device to determine wind chill and temperature on questionable days. If the wind chill or temperature is ten degrees or below, children will remain indoors for recess. We watch the wind chill throughout the day to determine if the children stay in or go out for recess.

Instructional Material Review

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Leaving School Grounds

We are concerned about the safety of the children placed in our care. In order to be under proper supervision, each child must remain on the grounds from the time he/she arrives until he/she leaves at the end of the school day. **All children arriving after 8:00 a.m. or leaving before 3:18 p.m. MUST be signed in/out at the office by a parent or guardian. Under no circumstances is a parent or guardian permitted to pick up a child up from the playground or classroom.** You must report to the office and your child will be called to the office. If it is necessary for someone other than a parent or guardian to pick up their child, they MUST be on your child's emergency care form. They may also be asked to show picture identification before the child will be released to them.

Lost and Found

Items that are found in the school or on the playground and appear to be lost by one of the children in the building are placed in a box in the hallway. Jewelry, money and glasses are turned in to the office. If your child loses anything, please have them look first in the Lost & Found Box and then inquire in the office. **Please put your child's name on all personal articles.**

Make-Up Work

It is not necessary to request make-up work for a one day absence. For two or more days absence, we would appreciate morning calls requesting work so that the teacher may have time to prepare assignments. Homework may be picked up in the office after 3:18 p.m.

Medication

If any student must receive (be administered) prescription or non-prescription medication during school hours, it shall be the policy of this district to provide adequate control and supervision of the administration of medicine. Such administration of medication must comply exactly with the direction of the pupil's physician as to dosage and time schedule.

If the pupil is to take medication, a form must be on file in the school containing the doctor's signed instructions and a parent's signed permission. The medication **must** be in the **prescription bottle** showing the pupil's name, the pharmacy prescription number, identification of the medication (the name of medication) and the dosage and time to be administered. Medication forms are available in the school office. **Do not send any medication to school with your child. Parents are to pick up and drop off all medications to the Health Coordinator's Office.**

If a pupil is to take medication temporarily for an acute illness, such administration of medication must comply exactly with the direction of the pupil's physician as to dosage and time schedule.

In the event of physician ordered changes in a pupil's medication program, it is the parents responsibility to notify the school of all changes and update any medication paperwork.

Policy for Parent Involvement

Research indicates that parent involvement has multiple benefits for students and schools. Student benefits can include improved grades and test scores, better attendance, higher rates of homework completion, more positive attitudes towards school, less disciplinary actions, higher graduation rates and increased post-secondary enrollment. School benefits can include improved teacher morale, better ratings of teachers by parents, improved community perceptions and positive changes in student achievement.

With this in mind, McComb Elementary implements the parent involvement activities outlined in Caro Community Schools Board Policy as the main focus of our school's policy.

McComb Elementary supports parental involvement as both a valuable resource and ally in teaching and learning for our students. We consider parents/guardians essential partners in the educational and psychosocial development of their children.

The building principal will act as the key liaison for parent involvement. The building principal will provide leadership for the development and implementation of a parent involvement plan. Parent involvement may include both school and home activities. The parent involvement plan will include specific attention to obstacles, which preclude parent/guardian participation with intended remedies.

Recognizing that parents are the first teachers, we believe that parent involvement in our school is not limited to, but includes:

- Seeing that my child attends school regularly and is punctual.
- Read with my child daily and let my child see me read.
- Respect the diverse cultures of the school.
- Support the staff in its efforts to maintain proper discipline.
- Stay aware of what my child is learning.
- Maintain high expectations for my child.

In order to facilitate a collaborative partnership, the school's staff and administration, are committed to:

- Provide an environment conducive to learning for all students.
- Maintain high expectations for staff and students alike.
- Utilize a variety of teaching techniques to benefit all students and develop strategies and learning experiences to enable parents to participate actively in their child's education. Communicate strategies for accessing online programs such as Compass Learning.
- Maintain open lines of effective communication with all students, parents and community members in order to support student learning. Communicate in a variety of ways, including phone calls and email.
- Seek ways to involve parents, students and community members in school activities and advisory groups and committees at the school level. Explain state level GLCEs, MEAP data and local assessments at parent teacher conferences and other parent meetings scheduled throughout the year such as PTO meetings.
- Establish effective two–communication with all families respecting the students, their parents, and the diverse culture of the school.

- Providing multiple ways in which parents, students, and community volunteers can support our schools and contribute to our students' education and well-being.
- Providing support and coordination to implement and sustain appropriate parent involvement through their child's attendance in our school and participation in our programs.
- Utilizing the school to connect students and families with community resources that provide educational enrichment and support.
- Coordinating the services and resources from other programs to maximize support to the parents and students.
- Annually evaluating the effectiveness of parent involvement strategies to identify and address barriers to participation and to use the results to redesign the strategies for maximum participation.

To provide parents with opportunities for participation in our Title I program and services, the school and administration will:

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program.
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate. Encourage parent attendance by providing childcare and snacks. Make home visits if necessary to involve parents with transportation issues.
- Provide information about the Title I program and describe curricula, student assessments, and proficiency levels on a timely basis but no less than the end of each trimester in a language that parents can understand.
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices.
- Offer a flexible schedule of meetings.
- Provide support or training to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home.
- Providing support or training to build the staff's capacity to effectively involve parents. Encourage parents to observe their child's instruction in both classrooms and Title I programs.
- Create collaborative school-parent-student agreements (compacts) that outline the responsibilities of the school, the parent and the student for a true partnership for improved student academic achievement and be distributed to all parents during Parent-Teacher conferences in November.

Positive Behavior Support (PBS)

Expectations of positive behavior are taught and modeled daily in the school environment. Students are encouraged to demonstrate “good character” by being respectful, using safety and being responsible. Students are acknowledged for their positive behavior and may receive a “Cub Card” which will allow them the opportunity to earn rewards such as pencils, erasers, special lunch or school related items.

Playground

All children will be expected to go outside for recess everyday. In case of inclement weather or extremely cold weather, children will stay inside. If a child has been seriously ill or has other medical concerns, parents must send in a written request for the child to stay inside for ONE DAY ONLY. If a longer period of time is necessary, a written statement must come from a physician. When on the playground, students are expected to practice good character and safety habits. Each classroom will have a list of playground rules.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Central office upon request.

Report Cards

Report cards will be sent out three times during the school year. Conferences are scheduled on the school calendar. Please feel free to call the school to set up a conference with your child’s teacher at any time.

Security and Homeland Security Drills

During the school year, regular drills are held following established procedures for the safety and protective supervision of students in case of school wide emergencies. The County Director of Civil Defense and City Fire Chief have approved the drill procedures.

In case of actual emergencies, students would be sent home only if the building were rendered unsafe. In case of severe weather alerts, students are not dismissed early unless parents come for them.

If conditions (weather or otherwise) are unsafe at time of dismissal, students will be held at McComb until an "all clear" has been given.

Scheduling and Assignment

Schedules and classroom assignments are considered carefully to determine the best educational placement for each child and the best classroom environment possible with classrooms being balanced. The principal will determine final assignments and classroom programs. Any questions or concerns about the assignment should be discussed with the principal.

Search and Seizure

Search of a student and his/her possessions may be conducted at any the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are not permitted on student lockers.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computer located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other

electronic transmission contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the students' knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the school. A student' refusal to permit such access may be grounds for disciplinary action.

Snack List – PE Nut List

Snack time is optional and at the discretion of the teacher. Please plan small portions that can be eaten in five minutes or less. Pre-pack your child's snack in single serving snack-size bags, or purchase snack-size, prepackaged portions. Please review the list of healthy snacks:

Fruits & Vegetables (dried or fresh)

Dry Cereal (unsweetened)

Crackers

Granola & Cereal Bars

Pretzels

Bread Sticks

Yogurt

Popcorn (without cheese)

Rice Cakes

Cheese

Meat

Nuts

Trail Mix (without candy)

Please try to avoid foods with artificial colors, high sugar and high fat.

Student Concerns, Suggestions and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal, counselor or student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. NO student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and associate and to fair treatment as long as they respond those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

Student Sales

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

Student Well Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down (secure in place) and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

Telephone Calls

Non-emergency messages may be sent to the teacher's voicemail. Please understand that voicemail messages may not be heard until after school is dismissed and when teachers have time to listen to them. **Please direct all emergency messages and last minute dismissal arrangements to the office. All dismissal changes need to be made by 2:30 p.m.**

Transfer Out of the District

When families move and/or students transfer enrollment to another school parents or guardians will need to enroll their child in the new school district and complete and authorization for release of records to that school. Once our school has received a copy of that release the student will be unassigned from our district and all records will be sent to the new school.

Transportation

During the first week of operation, we would like parents to be aware that bus schedules will most likely vary until students, parents, and drivers have the timing of the route down.

We currently operate buses on regular morning and afternoon routes. Our drivers meet and/or exceed all State requirements for school bus drivers and have one of the most difficult jobs in our school system. Please work with them to provide an overall pleasant experience for everyone. Safety is the number one priority

BUS STOPS:

1. **Limitations:** Each student may have on record **ONLY ONE** morning bus stop, **ONLY ONE** afternoon bus stop (may be different than the morning stop), and **ONLY ONE** emergency alternate bus stop.

Bus stop record changes:

- a. Must be made in writing, phone request changes will not be permitted.
- b. Changes shall be for a minimum of three weeks.
- c. Request for changes may not exceed four per year.

Transportation will be denied to addresses not on file. Parents in split custody situations need to designate the one morning and one afternoon bus stop; we will no longer be able to accommodate bus stops for each parent.

2. **Locations:** Due to several factors, bus stops will be consolidated where feasible. We are not able to provide direct door-to-door service for many students, who must then meet at bus stops. It is the parent's responsibility for their child going to and from and while waiting at the bus stops. For residents living in the City within the area bordered by: Hooper Street to Gilford Road to Ellington Street to Frank Street to Columbia Street to Green Street to Park Drive and out to M-81, we provide only shuttle locations to assist students. Other options besides these shuttles would be: parent transport, Thumbody Express, or walking.

3. **Bus Passes:** Bus Passes will be used in **emergency** situations for the alternate address listed on file or students shuttling from one school to another. Students are not allowed to ride home with friends for birthday parties, sleepovers, study groups, scouting, etc as some examples.

BUS ROUTE SCHEDULES:

The Board of Education has indicated it is the parents/students responsibility to be ready for the bus. Bus times may vary 5-10 minutes either way, earlier or later than normal. The responsibility of the parent and the student is to ensure the student is at the bus stop and ready for pick-up in the mornings. This means the student is to be waiting within 10 feet of the bus stop. Bus stops are at the curb/roadway where the student boards the bus and **not at the**

doorway to the residences. Please understand the best way for our buses to be on time is for you to be on time. Dress your children appropriately for inclement weather.

1. We are able to control the departure time of the bus from the school, the rest of the timing depends on parents and students. We ask that you keep in mind the following: any additional time spent at bus stops will add time to stops further down the route. For example, even as little as an extra 30 seconds per stop adds six minutes to the route time, twelve stops down. Many parents are not aware of how a few seconds can impact the rest of the route. I have had parents who have criticized the bus drivers because the bus was not on time; not realizing many times it is other students/parents that have caused a delay.
2. Due to a frequently changing kindergarten class list, up to and including mid/late August, estimated pickup and drop-off times will not be available until around the start of school. Any change in the class list, the adding or deleting of students, affects the timing of the bus routes.

MEETING THE BUS:

An adult or sibling must meet the school bus when we drop off kindergartners. It is your responsibility to ensure you are visible to the driver. Please meet the bus and wave to the driver to ensure you can be seen. If we cannot verify someone is home, your child will be brought back to their school and it will be your responsibility to pick them up at the school.

OUT-OF-DISTRICT STUDENTS:

Out-of-district students who ride our buses **must** arrange a bus stop through the Transportation Department and then **must** be met by an adult at the bus stop.

BAGGAGE/BACKPACKS/BOOK BAGS/ETC:

A law for school buses clarifies how baggage, including book bags/backpacks and other articles such as projects or equipment, etc, are to be transported. Basically, unless the item will and can be held by the student on their lap, it is not allowed on the bus. This means no large projects, band instruments, fundraising items or any sport gear, etc. unless the student keeps it on their lap maintaining control.

BUS "DANGER ZONE":

We need parents/guardians to review some information concerning the “Danger Zone” of the school bus. The Danger Zone of a bus is the area within ten feet all the way around the bus. Students are to stay out of this Danger Zone. Never approach a moving bus, wait until the bus stops and the door is opened. When exiting the bus, move quickly, but do not run out of this area. If your child crosses the road, please follow the procedure listed below. Cross only in front of the bus.

In case your child needs to cross the road, this is the procedure our drivers will use:

1. Loading the bus: Have your child stand ten feet back from the bus stop/road until the bus arrives. Have them walk slowly to within two to three feet of the road and STOP. Wait for the driver to check traffic and then signal to cross the road. The driver will use one hand and make a motion from left to right (wave) to signal it is time to cross the road. Your child should still look in both directions and if clear, walk across the road and board the bus. We encourage an adult to walk with them.

2. Leaving the bus: Your child should walk about ten giant steps out along the roadside in front of the bus and STOP. Look at the driver and wait. When the driver has checked for traffic, they will use one hand and this time move their hand in a right to left motion (wave). At that time, the child should walk to the center of the road and STOP, look for traffic and then proceed across the road. We encourage an adult to meet the bus at the stop location.

AT NO TIME WILL WE ALLOW STUDENTS TO CROSS A STATE HIGHWAY. PLEASE DO NOT ASK FOR PERMISSION FOR THIS TO HAPPEN.

SCHOOL CANCELLATIONS, DELAYS OR LATE BUSES:

You may call the Transportation Office (989-673-7718) and you will be able to access a direct option for receiving information for school cancellations, delays or late buses.

Accurate information on the information sheets (Emergency Medical & Transportation) is a must. PLEASE – always ensure to keep this information current and give detailed information. Thank you!

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. It is important to keep in mind that students will lose valuable instruction while away on vacation that cannot be made up.

Visitors/Volunteers

All visitors and parents must report to the office, sign in and obtain a sticker.

To ensure the safety of our students and staff, every person going beyond the office needs to have a volunteer form on file for a background check. The following procedures need to be followed:

1. Visits need to be arranged 24 hours in advance.
2. All individuals who are scheduled to make a classroom visit/volunteer while school is in session need to:
 - a. Sign in at the office.
 - b. Receive a name tag.
 - c. Sign out of the office.
3. If you wish to meet with the teacher, please schedule a conference outside of instructional time.
4. During classroom visitation, parents are not to videotape or otherwise record classroom activities without the permission of the Principal.
5. All volunteers going on field trips must have been cleared through the volunteer process.

Choose Respect
Use Safety
Be Responsible

McComb Tiger Cubs Behavior Expectations



	Arrival/Departure	Hallways	Recess	Classroom	Bathroom	Office	Cafeteria
Respectful	Follow directions the first time given. Use a quiet voice. Walk	Walk quietly Appreciate hallway displays.	You must have a supervisor's permission to enter the building. Please follow the supervisors' directions and line up quietly when the bell rings; enter the building quietly after recess.	Listen when others are speaking. Use a quiet voice. Use appropriate and positive words. Ask permission to touch things that don't belong to you .	Give others privacy. Keep bathroom clean. Use a quiet voice.	Wait quietly on the bench. Say please, thank you and excuse me.	Say please, thank you and excuse me.
Safe	Go directly home. Keep hands and feet to yourself.	Walk on the right side of the hallway. Put your belongings away. Keep hands and feet to yourself.	Please stay on the playground. Please keep your hands, feet, and other objects to yourself, and use kind language. Please play on equipment safely and with each other safely. Please throw only balls. Leave sand, stones, snow, sticks, and pinecones on the ground.	Keep hands and feet to yourself. Keep your area tidy. Walk	Keep hands and feet to yourself. Wash hands.	Keep hands and feet to yourself.	Keep hands and feet to yourself. Keep quiet feet. Stay seated. Face forward.
Responsible	Wait in your assigned area. Remember book bag and homework. Always follow your normal routine.	Walk directly to your destination. Look forward.	If someone puts their hands on you, tell a supervisor immediately.	Follow directions the first time given. Do your work. Take care of your own belongings. Be ready to learn.	Flush toilet. Clean up after yourself. Report problems to an adult.	Ask for help at the front desk. Tell the truth.	Clean up after yourself. Report problems to an adult.

McComb Elementary School Student Code of Conduct

It is the school's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

STUDENT MISCONDUCT

1. Any activity that interferes with the normal, orderly progress of the educational process
2. Any activity that interferes with the right of the teacher to teach, or the right of students to learn
3. Any actions that may endanger, threaten, coerce, or intimidate
4. Any conduct that initiates, promotes, or carries out physical assault
5. Any activity that involves the damaging or theft of either public or personal property.
6. Any behavior that can be interpreted as defiant or disobedient to regularly constituted authority.
7. Any behavior considered distasteful and offensive in the school environment.

CONSEQUENCES FOR MISCONDUCT

Appropriate discipline will vary due to the severity and impact of the particular act on the school community. Violations are placed into two different categories based on the degree of severity. A "minor" represents a less severe infraction while a "major" represents more severe violations.

The chart of Major Offenses below may not include every possible misconduct or consequence. McComb Elementary administration reserves the right to assign appropriate consequences for any infraction that is disruptive, disrespectful or otherwise interferes with a safe and orderly learning environment.

MAJOR Offenses	Description	Consequences
Abusive/Inappropriate Language (or images)	Language or drawings that are violent or sexual in nature.	Apology, loss of privileges. Responsibility room for 1-3 days.
Physical Aggression/Fighting	Intentionally causing or attempting to cause physical harm to another through force or violence.	1-3 day(s) out of school suspension. 3-10 day suspension for each following occurrence
Overt Deviance	The failure to respond or carry out a reasonable request by a staff member particularly defiance and belligerence to a staff member, which goes	Responsibility Room 1-3 days. Out of school suspension for 1-10 days for each additional occurrence

	<p>beyond mere refusal to carry out a request.</p> <p>Talking back, arguing with or pranking a staff member that shows extreme disrespect for the staff member.</p>	
Disruption	<p>Adverse actions or reactions, demanding immediate attention. Behavior, which disrupts the normal function of the classroom or school, which could result in harm to others. This behavior would require immediate removal from the area.</p>	<p>Apology, loss of privileges, responsibility room 1-3 days.</p> <p>Out of school suspension for 1 to 10 days for persistent behavior.</p>
Bullying/Harassment	<p>Extreme name-calling and or threats with some intimidation present or, any act that encourages the bullying of another person.</p>	<p>Apology, loss of privileges, responsibility room 1-3 days.</p> <p>Out of school suspension for 1-10 days for each additional consequence</p>
Cheating/Lying	<p>The act of misrepresenting another's work as one's own by plagiarizing, copying or collaborating when the paper/test/project is presented for a grade. Cheating also includes the unauthorized distribution by a student of a teacher's or student's materials, such as tests/assignments, to other students or the use of such materials by other students.</p>	<p>Apology, loss of privileges</p> <p>Responsibility Room 1-3 days for additional consequences</p>

Property Damage	The act of willful destruction of property belonging to another or others (requires reimbursement, repair or replacement).	Apology, loss of privileges, responsibility room 1-3 days, consider replacement of item/pay for cost of damaged property.
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Consequences for Major Offenses

When a student continues to demonstrate any of the same offenses listed above, the consequences may be assigned in a progressive manner as described below. The building administrator may restart the progression of consequences at the beginning of a trimester.

- 1st offense - 1 day in the In Responsibility Room
- 2nd offense - 2 to 3 days in the Responsibility Room
- 3rd offense - 1 day out of school suspension
- 4th offense - 3 days out of school suspension
- 5th offense - 5 days out of school suspension

6th and subsequent offenses - 10 days out of school suspension and is considered Persistent Disobedience and recommendation for expulsion **may** be considered.

Consequences for Minor Offenses

- 1st offense - Warning and possible loss of privileges
- 2nd offense - Warning and loss of privileges, detention may be considered
- 3rd offense - Loss of privileges, detention may be considered
- 4th offense - 1 day in the Responsibility Room
- 5th offense - 2 days in the Responsibility Room
- 6th offense - 3 days in the Responsibility Room
- 7th offense - 3 days out of school suspension
- 8th offense - 5 days out of school suspension
- 9th offense - 7 days out of school suspension

10th and subsequent offenses - 10 days out of school suspension and is considered Persistent Disobedience and recommendation for expulsion **may** be considered.