Roseville
Community
Schools

Elementary Handbook
2016-2017

ROSEVILLE COMMUNITY SCHOOLS
ELEMENTARY HANDBOOK

The mission of the Roseville Community Schools, in a cooperative partnership with students, the home, and the community, is to develop lifelong learners prepared to meet the challenge of the future.

ROSEVILLE COMMUNITY SCHOOLS
ADMINISTRATION BUILDING

18975 Church Street
Roseville, Michigan 48066
(586) 445-5500

Superintendent	John Kment
Deputy Superintendent	Mark Blaszkowski
Assistant Superintendent	Pete Hedemark
Director of Elementary Curriculum	Dave Rice
Director of Special Education	Jeanne Petersen

ROSEVILLE COMMUNITY SCHOOLS
BOARD OF EDUCATION

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Alfredo Francesconi	Vice President
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INTRODUCTION

The purpose of this school handbook is to provide you with a ready source of information regarding general school procedures, policies, rules, and services. We hope that this handbook helps you become more knowledgeable about your own school and its programs and policies.

The Roseville Student Code of Conduct, which has been approved by the Roseville Board of Education, is included in this handbook. These are the rules that all children in our schools are expected to follow.

Please feel free to call your child's school for clarification of anything contained in this handbook. The elementary school rules and guidelines are based on the Roseville Code of Conduct.

ROSEVILLE'S ELEMENTARY SCHOOLS

DORT
Donovan Stec, Principal
Donelle Peterson, Secretary
16225 Dort
586-445-5750
dstec@roseville.k12.mi.us

FOUNTAIN
Wayne Johnson, Principal
Lauren Eberly, Secretary
16850 Wellington
586-445-5765
wjohnson@roseville.k12.mi.us

HURON PARK
Daniel Schultz, Principal
Kris Muehlbrandt, Secretary
18530 Marquette
586-445-5780
daschultz@roseville.k12.mi.us

STEENLAND
Charles Felker, Principal
Julie Turner, Secretary
16335 Chestnut
586-445-5745
cfelker@roseville.k12.mi.us

KAISER
Teresa Tomala, Principal
Amanda Cloutier, Secretary
16700 Wildwood
586-445-5785
ttomala@roseville.k12.mi.us

KMENT
Paul Schummer, Principal
Diane Surma, Secretary
20033 Washington
(586) 445-5756
pschummer@roseville.k12.mi.us

PATTON
Jeanne Williams, Principal
Lisa Allen, Secretary
18851 McKinnon
586-445-5795
jmwilliams@roseville.k12.mi.us

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Registration

To enroll a child in the Roseville Community Schools, you need the following:

- Certified birth certificate
- Proof of residency (three of the following)
  - Tax bill
  - Lease or purchase agreement
  - Utility bill or application
  - Driver's license or state I.D. card
  - Voter registration
- Immunization records
- Hearing and Vision (Kdg. only)
- Prior Discipline Information Request

Home School

Students will be registered and assigned to their home school as determined by residence and district school boundaries.

Intra - District School Transfer

Parents may request that their student attend a Roseville school in an attendance area different from the area of residence or assignment by completing an Intra-District School Transfer Application. All requests must be submitted to the Child Accounting Office at the Administration Building for approval. Transfers will be permitted to take place at the beginning of each new trimester. Transportation is the responsibility of the parent or guardian. Once a transfer request has been approved for two consecutive years, the student will become a permanent member of the school.

A transfer request may be denied if it will cause an overload in a grade or program or if a student has attendance or discipline issues.

A student may be transferred back to the home school if he/she is not a good citizen or develops a poor attendance record.

School of Choice

Students from Macomb County may apply to attend Roseville Schools as a School of Choice student. Applications will be accepted during the summer open enrollment period and at the beginning of second trimester. These applications will be processed by the Child Accounting Office at the Administration Building.

School Attendance

Absences

If your child is going to be absent from school please call the office between 8:00 and 9:00 on the day of the absence. Absence information can be left on the school answering machine. Regular attendance is important for your child's success in school. State law requires that we report excessive absences to the Macomb County Attendance Office.

Tardiness

The tardy bell in most elementary buildings will ring at 8:35. Students arriving after 10:00 will be marked absent for the morning session. Students picked up before 10:00 will be marked absent for the morning session. Students arriving after 2:00 will be marked absent for the afternoon session. Students picked up before 2:00 will be marked absent for the afternoon session. More than three (3) tardies in a marking period will disqualify a student for perfect attendance for that period.

Accident or Illness

If a child is injured or becomes ill, the parent is called. If the parent cannot be reached, the emergency number furnished by the parent is called. It is the parent's responsibility to see that the school has a current and valid emergency number to contact.

Early Release from School

Parents are encouraged to make prior arrangements when it is necessary for a child to leave school early. All students leaving the building during school hours must be signed out at the school office by an authorized individual based on the emergency contact individual on file with the school. This procedure will guarantee the safety and accountability of all children during the regular school day.

Student Arrival and Departure

For reasons of safety, do not allow your child to come onto the school grounds until 10 minutes before the morning or afternoon bells. Children will be permitted to enter the building at 8:20 am only on days when inclement weather conditions exist. Students should be out of the building and on their way home immediately after school is dismissed.

Students who normally stay for lunch are not allowed to leave the school grounds without an authorized person based on the emergency contact information on file.

Student Services

Latchkey Services

Latchkey services are offered at several elementary sites. Registration for this program is located at the Administration Building at 18975 Church St. Latchkey hours are 6:30 a.m. to 8:30 a.m. and 3:20 p.m. until 6:00 p.m.

All students participating in the Before/After School Child Care program must be enrolled in Roseville Community Schools. As with any before/after school activity, school rules apply to all enrollees. District policies are outlined in the Student Code of Conduct Guides for each building.

Lunch Program/Breakfast Program

Hot lunches are served daily. Students may purchase a hot lunch or may bring a lunch from home. Milk may be purchased at lunchtime. Breakfast is served daily.

Students paying the full price or receiving a reduced price lunch may borrow money from the school to purchase their meal. Students may borrow money from the school provided the school is repaid after each occurrence. Students not allowed to borrow money because of unpaid debts will be given an alternative lunch.

Free and Reduced Lunch Program

Applications for free or reduced lunch can be obtained in the school office or at our district website (www.rcs.misd.net). If a student does not qualify or have a current application approval on file the parent will be responsible for the payment of the lunch.

Safety Patrol

Safety Patrol members are assigned at important crossings to help our students cross safely. They have a very responsible position and need the cooperation of our students. For safety purposes students are to cross a street only at the designated crossing. Safety Patrol is on duty 10 minutes before the bell time and at dismissal until the last student crosses.

Service Squad

Service Squad students assist in our lunchroom and office. They also help teachers at dismissal and escort kindergarten students to lunch and the bus.

School Clubs

Many clubs and activities take place for elementary students. Announcements of in-school activities, youth organizations etc. will be published in the school newsletter and or sent home via flyers.

Optional Instructional Programs

The curriculum that is taught in the Roseville elementary schools is aligned with the standards and benchmarks of the State of Michigan.

The following optional instructional programs are offered in the Roseville School District. Information on the availability and location of these programs can be found through the curriculum office at 445-5688.

Multiage Program

The multiage program is an academic program in which children from traditional grades of 1, 2, and 3 are combined and the traditional grades of 4, 5, and 6 are combined. Each classroom has two teachers. The purpose of this program is to use teaching practices and an integrated curriculum to maximize the benefits of interaction, cooperation and learning among children with a variety of experiences, maturity, and abilities. It is designed to allow children to master content as fast as they can or to repeat content in a variety of ways in order to achieve mastery. This program teaches children to be self-directed learners and allows them the time and opportunity to experience many facets of the learning process.

Project Challenge

Project Challenge is a program for the academically talented students in grades 4-7. Students are nominated by teachers and evaluated for qualification. Exceptional projects and learning opportunities are a specialty of this program.

Diagnostic Kindergarten

This program is designed for students who are eligible for kindergarten by age, but may need additional support to achieve academic success. The goal of this program is that with extra support, small class size, and a hands-on learning environment, students will be able to successfully move into first grade.

Early Childhood Special Education

This program is designed specifically for student 4 years of age with learning disabilities. Students must be identified and have an Individual Educational Plan through the Special Education office. If you have any questions contact the Special Education Department at 445-5675.

School & Home Communication

Communication

Communication is a vital tool in the partnership between home and school. Each school has a web site that is up to date with current information. Access to this site can be located at www.rcs.misd.net. All Roseville schools send a newsletter home every month. RCS has recently added an e-mail notification program for you to receive information about events at your school. If you would like to register to receive notifications, visit the web site http://www.rcs.misd.net/mailout.htm . Check these sources for schedules and events.

Disclosure of Directory Information

The School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weights, and heights of team members.

Parent's Club

It is our goal to strengthen the partnership between home and school. Each family is a vital link. Our Parent's Club provides opportunities for family involvement to enrich the quality of our school program.

Every year the Parent's Club of each school provides the means for field trips, assemblies, supplies and materials, special events and major purchases like playground equipment. The Parent's Club provides financial support through school-wide fundraisers.

All families are invited to participate in their school's PTO. For a listing of the current PTO officers from your school, please refer to the school web site or newsletter.

Report Cards, Progress Reports and Conferences

Report cards, progress reports and parent teacher conferences are ways that student progress is reported. In addition to the formal reports and conferences, the teachers and the principal call parents as needed. They also receive calls from parents. These communications are encouraged and considered very important and considered basic to the school's effectiveness.

Steps to Resolve Problems

If you have a school-related problem, please try to solve it at the building level. The procedure and appeal process for problem solving is as follows;

FIRST	Make an appointment to discuss the problem with the teacher.
SECOND	If you need further assistance, meet with the principal.
THIRD	If the problem is still not resolved, contact the Assistant Superintendent, Mr. Michael LaFeve, 445-5508.
FOURTH	Call the Superintendent of Schools, Mr. Kment, 445-5505.
FIFTH	Final Appeal: Contact your Board of Education, 445-5505

Health Policies

Medication

When it is medically necessary that a child receive medication at school, and written instructions from the physician are on file, school personnel may administer the medication in strict compliance with the district policy and procedures.

The Student Medication Request Form must be completely filled out by the parent or legal guardian and signed by the physician. The form is good for the current school year only. All medications, inhalers, and kits for asthma and diabetes will be kept in the office. (Students with asthma inhalers may carry them in school if specific criteria are met).

All prescription medication should be brought to school by the parent, legal guardian or other reliable adult in an original pharmacy container with a label identifying student name, name of medication, dosage, and physician's name. Over the counter medication must be in original manufacturer's container with a label identifying student name and dosage. The district has very strict guidelines and procedures for dispensing medication. Please contact your school office for complete information.

First Aid

First aid given at school is limited to cleaning and bandaging. Parents can assess the child's injury at home and apply further attention as needed. If an injury appears to need more than first aid, parents will be called to make a determination as to how it should be handled.

Lice Check

To avoid a major outbreak, students will be checked for lice when the office is notified of a case. If evidence of head lice is found, parents of that classroom will be notified.

Communicable Diseases

Please telephone your school office if your child is diagnosed as having a contagious disease. Written notification of communicable diseases will be sent home with students of the classroom affected.

Safety Procedures

Emergency Cards

Every student in our schools must have an emergency card on file. If a child is injured or becomes ill; a parent is called. If the parent cannot be reached, the emergency contact furnished by the parent is called. IT IS THE PARENTS RESPONSIBILITY TO SEE THAT THE SCHOOL HAS A CURRENT AND VALID EMERGENCY NUMBER TO CONTACT.

Parents and Visitors

ALL visitors to the school must report to the office to sign in and/or pick up a visitor badge. For your child's safety and security, all contact with students must be made through the office.

Early releases, deliveries and messages to children should be handled through the office to minimize disruption to classroom instruction. Prior arrangements must be made with the office to release a child to anyone other than the parent or legal guardian. Students are released only to persons listed on the emergency card.

Parents bringing students to school or picking them up should wait outside the school or in the designated area.

Volunteer Applications

As part of our ongoing effort to maintain a safe school environment for students, Roseville Community Schools will conduct an annual criminal history check on prospective school volunteers and chaperones. Our purpose is to verify the background of individuals who will be responsible for supervising students during field trips or other school activities.

If you are interested in serving as a volunteer or chaperone during the current school year, please complete the Volunteer Application Form and return it to the building principal. A new application form must be filled out each year. Questions should be directed to the building principal or to the personnel office.

Field Trip Policy

Students are required to ride the bus to and from their field trip destination. Chaperones are expected to follow the no smoking rule and safe school policies. Parents/chaperones are required to have been approved for a chaperone list prior to the field trip. Non-school aged children cannot ride the bus.

Emergency Dismissal

In emergency situations such as utility failure or severe weather, it may be necessary to send students home immediately. Discuss this possibility with your child so that he/she will know what to do and where to go in case of an emergency. Please make arrangements with a neighbor to care for your child if you are not home.

Severe Weather Closing
School closings will be first announced on the following radio stations: WJR 760 and WWJ 950. Notification will also be made through the district Call Command system.

Fire & Disaster Drills
Fire and disaster drill rules and procedures are reviewed with students each year. Each school is required to practice 6 fire drills, 2 tornado drills, and 2 lock downs.

Tornado Warning Procedure
In case of a tornado warning, students will be kept at school in designated safety areas until there is an all clear signal. During this warning, students will be released ONLY to parents or guardians, but for the safety of all, we strongly recommend that students remain in school in tornado safe areas until the all clear signal. Parents are requested not to call the office during tornado warnings so the school telephone lines are open to receive Civil Defense messages.

Lockdown Procedure
In the event of a crisis or intruder in the building, a lockdown will be in effect. Students will be moved to a secure area. Students will remain in this area until the situation has been resolved. Lockdown drills will be practiced twice a year, once in the fall and once again in the spring.

Walking Safety
Students will be assisted crossing streets by student Safety Patrol members. Students are advised to walk directly home, crossing at the designated safety crossings.

Bicycle Safety
Bicycle parking areas are available on school grounds. Students should park their bikes in the racks provide. Bikes should be kept locked. There are NO skateboards, skating shoes, roller blades, or scooters allowed.

Bus Safety
The Roseville School District has a separate bus conduct contract that each student riding the bus needs to sign along with his or her parents. This form is available from the transportation department and your school office.

Playground Safety
Rules governing playground conduct are frequently reviewed. During recess students are expected to follow the Elementary Code of Conduct to protect the rights, safety, and welfare of each student.

Instructional Policies/Procedures

Honor Roll

An Honor Roll helps to recognize excellence in academic achievement and to motivate students to achieve better grades. An academic Honor Roll is limited to students in grades 5 and 6. Special needs students can achieve Honor Roll status with adjusted grades.
A student must have a "B" average in all academic subjects that are graded "A through E". (Students receiving a "D or E" are excluded from meeting Honor Roll criteria). In addition, students must have a "B" average in Citizenship/Life Skills-Work Habits.

Awards and Certificates

Improvement Awards may be given to any student who makes significant improvement in his/her academic work.
Citizenship Awards may be given to any student who demonstrates good skills/work habits.
Perfect Attendance Awards will be given at each marking period. Students must be in school every day (no excused absences) to be eligible. A student with more than three (3) tardies in a trimester will not be eligible for perfect attendance for that trimester.

Grade Placement Regulations

At the request of a parent, teacher, or administrator, consideration for advanced placement (skipping a grade) or retention (repeating a grade) shall be given in the following situations:

Advancement:

1. A case of a child retained in the primary grades whose best interests may later be served by double promotion in the upper elementary grades.
2. A case of the gifted child whose intellectual and social development far exceeds his chronological age.

Retention:

1. A child is significantly behind classroom peers academically, socially, or emotionally.
2. There is clear evidence that given time the child has the ability to be successful in the general educational setting.

Homework Policy

Homework is a vital part of the learning process. It is the continuation and reinforcement of classroom work. For students in K-6, homework is assigned two days per week.

ROSEVILLE COMMUNITY SCHOOL DISTRICT POLICIES

PRIVACY ACT NOTICE

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) **The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.**

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurat**e.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement personnel; a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA**.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the School District to disclosed directory information from your child's education records without your prior written consent, you must notify the district in writing by **September 18**. The school district has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photographs, video images or other electronic images
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

STUDENT WORK DISPLAYS

The Roseville Community School District displays student artwork and other assignments on bulletin boards in the classroom, in hallways of the school and at the Administration Building. The District may also display student work in areas frequented by the general public, such as shopping malls. Student work may also be reproduced in school publications or posted to school web sites. If you do not wish to have your student's work displayed, you must notify the district in writing by September 18.

PARENT INVOLVEMENT POLICY (LEBA)

The Board strongly encourages and welcomes the involvement of parents/guardians in the District Title I Programs and activities. The Board recognizes that parents/guardians are the "first teachers" of their children and that their interests and involvement in the education of their children should not diminish once their child enters the district's schools. In order to meet the requirements of the No Child Left Behind Act, the Board directs administration to design a program that will encourage parental/guardian participation in all District Title I Programs and activities.

In accordance with the requirements of the No Child Left Behind Act, Roseville Community Schools Board of Education encourages parent/guardian participation in Title I programs/services. Parents/guardians must be offered substantial and meaningful opportunities to participate in the education of their children. The Board directs that the following actions be implemented to insure compliance with federal law:

Parent/Guardian Involvement Policy – Title I Programs/Activities

1. Involvement of parents/guardians in the planning, implementation, evaluation, and improvement of Title I programs/services through participation on building School Improvement Teams and/or Parent Advisory Committees
2. Invitations to parents/guardians to attend at least three meetings, at the building level, designed to provide Title I information and program services, and to solicit parent/guardian's suggestions on program development, planning, evaluation, and operation
3. Assistance to parents/guardians in understanding Title I, including the providing of information in a language understandable to the parent/guardian if practicable
4. Parent/guardian notification of Title I student selection and criteria for selection. Opportunities to share information regarding student achievement and progress.
5. A provision for input by Title I staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the Title I staff or parent/guardian.
6. Opportunities to enhance parent/guardians' capacity to work with children in the home on school learning.
7. Other appropriate activities such as: Family Curriculum Nights (math, science, language arts, technology, etc.) parenting/guardian sessions to improve student achievement (motivation, homework, supplementary academic services, etc.).

Roseville Community Schools as a recipient of Title I funds also adopts the following policy statement regarding the development of a district plan and school level plans for parental/guardian involvement in the development of Title I plans, and directs the administration to:

District Level

1. Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parental/guardian involvement activities to improve student academic achievement and school performance.
2. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/guardian involvement strategies.
3. Integrate and coordinate the plans/policies for parental/guardian involvement in Title I programs with parental/guardian involvement in other programs, including but not limited to Early Childhood Programs.
4. Review and evaluate the district plan annually and to share the results of that review and evaluation with the Board.

School Level

1. Involve parents/guardians in the development of the plan.
2. Develop a plan that provides for the involvement of parents/guardians in the Title I activities of the school.
3. Assure that the policy/plan contains a compact that outlines how parent/guardians, the school staff, and students will share the responsibility of improved student achievement.
4. Distribute the school and district plans to parents/guardians of participating children and to the local community.
5. Review and evaluate school plans annually and to share the results of that re view and evaluation with parents.

The Board also recognizes special populations within the district and the importance of eliminating possible barriers for their participation in programs and activities.

Migrant Education Program (MEP) Parent/Guardian Involvement

Parents/guardians of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation and evaluation of the program.

Limited English Proficiency (LEP) Parent/Guardian Involvement

1. In accordance with federal law, parents/guardians of LEP students will be provided notice regarding their child's placement and information about the district's LEP program.
2. Parents/guardians will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from LEP program and place the child in a regular program.
3. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

The Board and district administration direct the establishment of a parent/guardian involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the district. The plan encompasses parent participation through meetings and other forms of communication. It shall be distributed to all parents and students through publication in the student handbook or other suitable means. The Roseville Community Schools Parent Involvement Plan includes the following strategies:

Curriculum/Assessment

1. Provide a description and explanation of the curriculum in use by the district, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The district will also provide each school's discipline policy along with the absence/tardy policy.
2. Have school administrators and staff provide test data and interpretation meetings and answer parent/guardian questions.
3. Arrange flexible schedule parent/teacher conferences and other parent meetings as needed or at parent request to report student progress.
4. Provide weekly reports of student progress to parents/guardians who request them.
5. Provide an annual report to parents/guardians informing them of the school's and district's progress in areas indicated by Public Act 25.
6. Provide information and understanding of school programs and activities through regularly scheduled meetings of the Superintendent's Discussion Group.

Communication

1. Schedule periodic meetings in school buildings where parents/guardians can share concerns and desires to better improve the school environment and student achievement.
2. Post PTA/PTO meetings and agendas on the district web site.
3. Publish district and school newsletters informing parents/guardians about opportunities for parent involvement and other events at the schools.
4. Maintain open communication with parents/guardians using a variety of communication tools

(notes, e-mail, call command, etc.).
5. Provide to parents/guardians information about the appeal process in disciplinary matters and conduct necessary meetings to insure student due process.

Participation

1. Encourage active faculty participation in PTA/PTO, parent teacher conferences, open houses and curriculum information nights.
2. Encourage parents to serve as chaperones for class field trips and chairpersons for other school activities.

Finally, the Board requires parents/guardians to assume and exercise responsibility for their child's behavior and encourages parents to support their child in school by:

1. Participating in school functions, organizations and committees.
2. Supporting teachers, administrators and the schools in maintaining discipline and a safe orderly learning environment.
3. Requiring their child to observe all school rules and regulations.
4. Supporting and enforcing consequences for their child's misbehavior in school.
5. Sending their child to school with proper attention to his/her personal cleanliness and dress.
6. Maintaining an active interest in their child's daily work.
7. Cooperating with the school by attending conferences set up for the exchange of information about their child's progress in school.

NON-DISCRIMINATION POLICY

Statement of Policy

It is the policy of the Roseville Community School District that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Civil Rights Coordinator at Roseville Community School District, Administration Building, 18975 Church St., Roseville, MI 48066 or call 586-445-5513.

Grievances will be handled under the procedures set forth in Policy GAAD.

Grievance Procedure

Section 1: Any person believing that the Roseville Community School District, or any part of the school organization, has discriminated on the basis of race, color, national origin, gender/sex, age, disability, height, weight or marital status, may file a grievance with:

Civil Rights Coordinator
Administration Building
18975 Church Street
Roseville, Michigan 48066
586-445-5513

Grievance forms are available from any building principal or from the Administration Building.

Section 2: All grievances will be processed through the following steps:

A. A written statement of the grievance, using the district's grievance form, shall be submitted to the Civil Rights Coordinator.

B. Upon receipt of the completed grievance form, the Coordinator will conduct an investigation and notify grievant of the results, including any remedial measures. Normally, the investigation will be concluded within (30) thirty school days.

C. Within (10) ten school days, the grievant may appeal, in writing, to the Superintendent of Schools, who will make a written decision, normally within (30) school days.

The complete grievance procedure is found in Roseville Community School Board Policy GAAD, which can be obtained from the Coordinator.

NO CHILD LEFT BEHIND NOTICE

As required by Federal law, the District has a policy restricting the collection of information from students concerning political and religious beliefs, mental or psychological problems and other information of a private nature without the advanced written consent of the parents. A copy of the policy is available in the principal's office. The policy also provides that parents have the right to inspect any surveys prepared by outside agencies before the survey is used. Parents have the right to "opt out" of any survey that requests private information as described in the policy.

Parents also have the right to inspect any curriculum, textbooks or teaching materials of the school in which the pupil is enrolled as provided by Board Policy KMA.

ROSEVILLE COMMUNITY SCHOOLS
ELEMENTARY CODE OF STUDENT CONDUCT

INTRODUCTION

Every student's right to a public education carries with it a responsibility to know and observe school rules and to focus on teaching and learning activities each day. These rules help keep non-educational distractions to a minimum. They also help a student prepare for adult responsibilities and discipline. In enforcing this Student Code of Conduct, Roseville Community Schools will insure due process and safeguard the rights of all students.

The Michigan Legislature has passed several laws that limit local school districts' discretionary discipline options. These laws have been incorporated in the Student Conduct Code. Please discuss these laws with your child and the mandated consequences for violation.

STUDENT RESPONSIBILITIES

Come to school
Every day…..On time
Ready to give and get help
Ready to follow all school rules

What you (the student) can do:

1. **TAKE PART**
   Come to school every day.
   Come to school on time.
   Go to all classes. Do the class work.
   Ask your teachers for help.

2. **CONTROL SELF**
   Follow all school rules.
   Act in a way that will help you and other students to learn.
   Help care for books, supplies and all school property.

3. **RESPECT SCHOOL WORKERS**
   Be polite to all teachers, principals, aides and other school workers.
   Show respect to all teachers, principals, aides, and other school workers.
   Talk problems over with your teacher, the principal, and your parents.

ASSAULTS AND WEAPONS

A student who possesses or uses a weapon will be disciplined. Weapons include guns, knives, bladed instruments, martial arts implements, and any other items that are primarily designed for self defense or inflicting pain or injury on another person. Weapons also include BB guns, pellet guns and toys or replicas that look like weapons. Also, anything that is used to threaten another person or to cause physical injury will be considered a

weapon.

State law provides that possession of a “dangerous weapon” can result in permanent expulsion from all Michigan public schools. A dangerous weapon is primarily defined as a gun or a knife.

A student can be disciplined for committing a physical or verbal assault on a school employee, volunteer or contractor, or another student. A student can also be suspended or expelled for making a bomb threat or committing any degree of Criminal Sexual Conduct. State law requires expulsion or other specified penalties for some of these offenses. The penalties are more fully spelled out in Board Policy JCDAD, a copy of which is available at the principal’s office.

BULLYING AND HAZING

The District strictly prohibits any conduct that could be considered hazing or bullying (JCDD). The distinction between hazing and bullying is the motive of the perpetrator. Generally, the motive for bullying for bullying is to extort money or property from a victim or to coerce, intimidate, embarrass or physically harm the victim. Hazing is usually for the purpose of initiating a new recruit or officer into the group or of maintaining loyalty to the group by some sort of ceremony or ritual. Certain types of hazing are crimes if the victim is injured.

Students who participate in hazing or bullying may be disciplined under the Student Code of Conduct. Students may be disciplined for conduct off of school property as long as there is a connection to school or to any school sponsored activity.

DRESS CODE

Reasonable standards for student dress and personal appearance are essential requirements in the maintenance of an acceptable climate for effective instruction. Extremes in wearing apparel or personal appearance tend to be disruptive to learning and teaching, and such disruption is incompatible with a good learning environment. The great majority of students in Roseville take pride in good appearance. They dress in a manner which reflects favorably upon their school, their class, and themselves.

Prohibited Apparel

Tank tops/muscle shirts
See-through clothing
Spaghetti straps
Sunglasses
Bare midriff tops
Hats or head gear
Spandex/underwear as outerwear
Flags shall not be worn in a demeaning
Inappropriate slogans and emblems manner (i.e. references to alcohol, drugs, low cut shirts or sex)
Exposed undergarments

Pajamas Slippers
*Gang clothing Bandanas
*Gang related dress (i.e., emblems) that suggests membership or promotion is prohibited.
Shorts, skirts, and skorts will not be more than 4 inches above the knee.
Hats, Coats and outerwear should be stored in lockers.

Sagging Pants - Slacks, jeans, shorts, etc. are to be worn at the waist, not hanging low on the hips, or exposing undergarments. Undergarments are defined as any clothing worn under the outer garment.

Shoes – All students are required to wear shoes.

Elementary: All students are required to wear socks and shoes, not slippers or flip flops. Sandals must have heel straps.

Secondary: Shoes must be worn at all times. Slippers are not allowed.

Any clothing indecently exposing the person of a student is prohibited.

Any clothing or jewelry in laboratory, vocational, Physical Education class or recess that might endanger the student or other students is prohibited.

Any clothing that is torn or worn indecently exposing themselves or undergarments is prohibited.

Enforcement

Whether or not a student is dressed appropriately or properly groomed shall be left to the discretion of the principal or designee. A student whose clothing or apparel violates the dress code will be subject to the code of conduct and must change the inappropriate clothing or be sent home. Exceptions to the dress standards may be designated "Spirit Days" or other exceptions approved by administration. Flexibility may be given for kindergarten, first, and second grades. However, in the cases of an intentional violation of the dress code, a student may be disciplined without the benefit of a prior warning. An intentional violation may be shown by either of the following:

1. Flagrant conduct where the only reasonable conclusion is that the student intends to flaunt the dress code. Examples include sagging pants exposing undergarments, low-cut shirts exposing chest, exposed midriff, T-shirts with profanity, racial or ethnic slurs, or which advocate sex, violence, or use of drugs, alcohol, or tobacco.

2. Repetitive conduct designed to test the limits of the dress code will be considered insubordination and subject to discipline. excessively dirty or torn so as to be distracting, extreme or conspicuous; and, in general, dress that is not in good taste will not be allowed in school.

When a student is in violation of this dress code, the following procedure will be utilized: The student shall be sent to the principal's office, and if an agreement for conformity with the Dress Code is not reached with the student, a parent will be notified and discipline issued. If the problem cannot be resolved at this level, the student may be removed from class until a parent conference is held. The parent conference will be for the purpose of resolving the situation, and will not be considered disciplinary in nature. If, following the parent conference, the student refuses to comply with the principal's interpretation of the Dress Code the student may be disciplined as provided in the Student Conduct Code.

DRUG and ALCOHOL POLICY

In compliance with the Drug-Free Schools and Communities Act, the Board prohibits the possession, use or distribution or any behavior which persuades or attempts to persuade someone to possess, use or distribute alcohol and other drugs on district premises or at any school or district related activities. It is the policy of the Board to expel any student found guilty of selling drugs on school property, to and from school, or at any school related activity.

Intervention and Referral Information about drug and alcohol counseling, rehabilitation and re-entry programs shall be made available to all students and community members. A student who, while under the jurisdiction of the school, violates this policy shall be subject to discipline. Such discipline may include suspension from school for a period of time, or permanent expulsion or such other discipline as the school administration may deem appropriate under the circumstances or the individual case.
In addition to any discipline, violations of the criminal law may be referred to a law enforcement agency for prosecution.

ETHNIC INTIMIDATION

The legislature passed P.A. 371 1988 which establishes ethnic intimidation as a felony under the Michigan Penal Code. Ethnic intimidation means that a "person maliciously and with specific intent attempts to intimidate or harass another person because of that person's race, color, religion, gender or national origin".

GRIEVANCE PROCEDURE

Section1:

Any person believing that the Roseville Community School District, or any part of the school organization, has discriminated on the basis of race, color, national origin. Gender/ sex, age, disability, height, weight or marital status may file a grievance with:

Civil Rights Coordinator
Administration Building
18975 Church Street
Roseville, MI 4806
586-445-5513

Grievance forms are available from any building principal or from the Administration Building.

Section 2:
All Grievances will be processed through the following steps.
A. A written statement of the grievance, using the district's grievance form, shall be submitted to the Civil Rights Coordinator.
B. Upon receipt of the completed grievance form, the Coordinator will conduct an investigation and notify grievant of the results, including remedial measures. Normally the investigation will be concluded within (30) thirty school days.
C. Within (10) school days, the grievant may appeal, in writing, to the Superintendent of Schools, who will make a written decision, normally within (30) school days.
The complete grievance procedure is found in Roseville Community Schools Board Policy GAAD, which can be obtained from the Coordinator.

GANG RELATED ACTIVITIES, TATTOOS

Students can be disciplined for "gang" related activities, even if they are not actually members of a gang. Things that are not allowed include wearing of gang clothing or jewelry, display of gang colors and symbols, and taking part in gang activities such as vandalism, producing graffiti, and harassing people who are not gang members. Tattoos and body piercing are strongly discouraged.

ELECTRONIC COMMUNICATION DEVICES

Personal communication devices are not allowed in Roseville elementary school buildings. Elementary school students must report to the school office when they find it necessary to contact a parent/guardian.

A personal communication device used or possessed in violation of this policy will be confiscated. The device will only be returned to a parent, after a conference with the principal. Repeated violation will result in disciplinary action.

SEXUAL HARASSMENT AND INTIMIDATION

The board shall maintain an environment in the district for all employees and students that are free from discriminatory and/or sexual insult, intimidation, or harassment. Persons who feel they have been offended under this policy should report it immediately to a counselor, principal or an appointed grievance officer. The District Grievance Officers are: Rebecca Vasil, 586-445-5513; or Mike LaFeve, 586-445-5511. 18975 Church Street, Roseville, Michigan 48066.

Behavior including, but not limited to the following behavior, shall be grounds for disciplinary action according to the Student Code of Conduct:

1. Sex-oriented verbal teasing or kidding. (slang terminology or jokes)
2. Subtle or overt pressure for sexual activity. (unwelcome conversation about sexual prowess)
3. Unwelcome physical contact. (patting, pinching, hugging, etc.)
4. Wearing any clothing that depicts sexual reference
5. The threat or suggestion that a student's educational career and/or advancement depends on whether or not the student submits to sexual demands or tolerates such improper behavior.
6. Retaliation against any student or complaining about sexual harassment.

Penalties will depend on the severity of each individual case and can range from reprimand to suspension/expulsion.

A copy of the district's sexual harassment policy (Board Policy GAAD) can be obtained from the principal's office or by contracting a grievance officer.

SMOKING POLICY

Tobacco use by students and/or possession of any tobacco product is prohibited on school grounds, at all school events. In compliance with P.A. 140 of 1993, smoking is banned in all public buildings. As a result anyone who is found smoking in a school building may be charged with a misdemeanor and subject to a $50.00 fine.

TECHNOLOGY ACCEPTABLE USE POLICY

The policy of the district is to provide technology to support curriculum and instruction. All of the district's computers are primarily intended for instructional purposes, and not for entertainment, advertising, recreation, or commercial purposes. Further, use of the district's computer equipment by any person is a privilege, and not a right, and the district reserves the right to prohibit any use, which does not further the instructional objectives of the school district. Any student violating the provisions of this policy is subject to discipline up to and including permanent expulsion from school. The detailed Technology Acceptable Use Policy is available in the principal's office.

STUDENTS SHALL

- Use the Internet for the support of education, research, and information consistent with the goal of the district.
- Obey all copyright laws and report any misuse of the Internet to their teacher.
- Accept responsibilities for the care of the equipment.
- Keep password confidential and report security problems to their teacher and/or the system administrator.

STUDENTS SHALL NOT

- Access inappropriate files or materials including all pornographic material.
- Access or modify other accounts, data, files, and passwords.
- Allow others to use their accounts to access the Internet.
- Use the Internet to send or receive messages that are inconsistent with the District's code of conduct. This includes messages that are inflammatory, harassing in nature, sexist, racist, or containing obscene or pornographic material.
- Use the Internet for commercial or profit purposes, or to obtain illegal copies of software or printed materials.
- Give out personal information on the Internet, nor agree to meet people without parental consent.

Failure to follow these policies will result in loss of technology and Internet access and/or disciplinary action based on the Student Code of Conduct.

PROVISION OF DUE PROCESS – SUSPENSION OF TEN DAYS OR LESS

A student charged with misconduct has a right to due process. Such a student will be fully informed of the charges brought against him/her including a summary of all evidence. Such a student will have an opportunity to explain his or her actions, or status regarding the charges. If the administrator then determines that the charges against the student should stand, he/she will order disciplinary action. A more complete statement of due process procedures can be found in Board Policy JC, a copy of which is available in the principal's office.

Appeal procedures available to parents include:

1. Parents may request a principal conference. The principal will affirm or modify the discipline within two days of the conference. There is no further appeal of a suspension of five days or less.
2. The parent may appeal a suspension of more than five days to the Superintendent of Schools. The Superintendent will affirm or modify the decision of the principal.

PROVISION OF DUE PROCESS – LONG TERM SUSPENSION OR EXPULSION

If a suspension of more than ten days, or an expulsion, is being considered, the principal will refer the matter to the Superintendent of Schools. The Superintendent will advise the parent of due process procedures.

An administrator may order the immediate removal of a student whose conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers, school officials or others; or damages property. The student will be given an opportunity to keep up with assignments pending a decision by the Superintendent.