



Parent and Student Handbook 2018-2019

www.chatfieldschool.org

2018-2019 Calendar

8/16/2018	6:30 PM	New Family Orientation
8/20/2018		Volleyball Camp Begins Grades 4-8
8/21/2018		Teacher Professional Development
8/21/2018	5:00 PM	Middle School BBQ Grades 6-8, 5:00pm-6:30pm
8/21/2018	6:30 PM	Middle School Tech Meeting for incoming 6th graders and new students
8/22/2018		Teacher Professional Development
8/22/2018	6:30 PM	Kindergarten Open House
8/23/2018		Teacher Professional Development
8/27/2018		First Day of School
8/31/2018		No School
9/3/2018		No School - Labor Day
9/6/2018	6:30 PM	Parent Teacher Partnership Night K-2
9/6/2018		Picture Day
9/11/2018	6:30 PM	Parent Teacher Partnership Night 3-5
9/11/2018	3:45 PM	PIE Meeting
9/13/2018	6:30 PM	Parent Teacher Partnership Night 6-8
9/17/2018		Ok to Say Assemblies
9/18/2018	6:30 PM	Parent Meeting: OK to Say & Cyber Safety Initiative
10/6/2018		Bike Rodeo & Chrysler Cars for Classrooms
10/9/2018	3:45 PM	PIE Meeting
10/15/2018		Fifth Grade Camp
10/15/2018		Conferences
10/16/2018		Fifth Grade Camp
10/17/2018		Fifth Grade Camp - Overnight
10/17/2018		Conferences
10/18/2018		Fifth Grade Camp
10/19/2018		No School
10/22/2018		No School
10/31/2018	2:30 PM	Halloween Trunk or Treat
11/2/2018		Half Day Students Dismissed at 11:30
11/2/2018		End of First Marking Period
11/9/2018		Report Cards Issued
11/13/2018	3:45 PM	PIE Meeting
11/21/2018		No School
11/22/2018		No School Thanksgiving Day
11/23/2018		No School
12/11/2018	6:00 PM	PIE Meeting
12/12/2018		PIE Holiday Shop
12/13/2018		PIE Holiday Shop
12/19/2018		Treat Street and Trolley Rides
12/20-31/2018		No School
1/1/2019		No School
1/2/2019		No School
1/3/2019		School Resumes
1/8/2019	3:45 PM	PIE Meeting
1/18/2019		Winter Studies Culmination
1/21/2019		No School Teacher Professional Development

1/25/2019		Half Day Students Dismissed at 11:30
1/25/2019		End of Second Marking Period
1/30/2019		Middle School Musical
1/31/2019		Middle School Musical
2/1/2019		Middle School Musical
2/1/2019		Report Cards Issued
2/7/2019	6:30 PM	Sweetheart Ball
2/4/2019		Math and Reading Family Game Night
2/12/2019	3:45 PM	PIE Meeting
2/15/2019		No School
2/18/2019		No School
2/20/2019	6:30 PM	Spelling Bee
2/28/2019	6:00PM	Science EXPOSITION
3/12/2019	3:45 PM	PIE Meeting
3/14/2019		Conferences
3/19/2019		Conferences
3/25-29/2019		No School
4/4/2019		Star Wars Night
4/5/2019		Half Day Students Dismissed at 11:30
4/5/2019		End of 3rd Marking Period
4/9/2019	3:45 PM	PIE Meeting
4/12/2019		Report Cards Issued
4/15/2019		Earth Day Studies Begin through 4-26
4/19/2019		No School
4/22/2019		No School
4/28/2019		8th Grade to Washington DC through 5-3
5/3/2019		Cinco de Mayo Lunch and Spanish Celebration
5/14/2019	3:45 PM	PIE Meeting
5/20/2019		Fourth Grade Camp
5/21/2019		Fourth Grade Camp
5/22/2019		Fourth Grade Camp-Overnight
5/23/2019		Fourth Grade Camp
5/24/2019		No School
5/27/2019		No School Memorial Day
5/29/2019		6th / 7th Grade Class Trips
5/30/2019		6th / 7th Grade Class Trips
5/31/2019		6th / 7th Grade Class Trips
6/7/2019		Olympics XXII
6/10/2019		Step Up Day K-4
6/12/2019	9:00 AM	K-5 Pride Assembly
6/12/2019	6:30 PM	Middle School Evening of Pride
6/13/2019	10:30 AM	Eighth Grade Farewell Assembly
6/13/2019		Half Day Students Dismissed at 11:30
6/14/2019		Teacher Professional Development
6/17/2019		Teacher Professional Development
6/18/2019		Report Cards Mailed

THE CHATFIELD STAFF

The Chatfield School

231 Lake Drive

Lapeer, MI. 48446

(810) 667-8970

www.chatfieldschool.org

Email any Chatfield staff member using the format in the example below:

bkraly@chatfieldschool.org

EXT#

OFFICE STAFF

Mr. Bill Kraly	Director	204
Mr. Matt Young	Director	203
Mrs. Lynn Borck	Secretary	201
Mrs. Deborah Pert	Bookkeeper	240

EARLY ELEMENTARY

Kindergarten

Mrs. Cathy Houghtaling	Teacher	207
Mrs. Maribeth Boyer	Teacher	218
Mrs. Nancy Antonides	Assistant	207
Mrs. Mary Jane Norum	Assistant	218

First Grade

Mrs. Kim Kobylik	Teacher	220
Mrs. Anne Rieves	Teacher	215
Mrs. Debbie Anderson	Assistant	215
Mrs. Cheryl Sanderson-Smith	Assistant	220

Second Grade

Mrs. Michelle Bryant	Teacher	217
Mrs. Maureen DelCampo	Teacher	205
Mrs. Julie Wilcox	Assistant	217

UPPER ELEMENTARY

Third Grade

Mrs. Cathy Dunsmore	Teacher	212
Mrs. Sarah Nolan	Teacher	213
Mrs. Diane Zarate	Assistant	212

Fourth Grade

Mrs. Mayme Lange	Teacher	235
Mr. Stefan Brady	Teacher	208
Mrs. Mable Szymanski	Assistant	235

Fifth Grade

Mrs. Karly LaForge	Teacher	210
Mrs. Jean Block	Teacher	206
Ms. Amy Lynch	Assistant	210

MIDDLE SCHOOL**Sixth Grade**

Mrs. Jennifer Bierbusse	Teacher	226
Mrs. Aimee Wolinski	Teacher	225
Mrs. Paula Datsko	Assistant	226

Seventh Grade

Mrs. Tracy Logan	Teacher	231
Mr. Robert Kurtz	Teacher	230
Mrs. Jen Smith	Assistant	231

Eighth Grade

Mrs. Annette Young	Teacher	228
Mrs. Tracy Boyle	Teacher	229
Mrs. Amanda Kehoe	Assistant	228

ADDITIONAL TEACHING STAFF

Mr. Nicholas Lange	Art & Technology	219
Mr. Keith Corbett	General Music, Choir & Band	245
Mr. Lowell Boyle	Phys. Ed/Athletic Director	233
Mr. Peter McCreedy	Ecology Director	241
Mrs. Cindy Leonard	Special Education	234
Mrs. Sheena May	Special Education	236
Mrs. Lindsey Conner	Spanish	224
Mrs. Jan Neumann	Library Coordinator	214
Mrs. Kristi Huestis	Technology	237
Mrs. Christie Jelneck	Reading Specialist	221
Mrs. Julia Schlusler	Math Specialist	232
Mrs. Sue Jostock	Ecology	242

SUPPORT STAFF

Mrs. Elizabeth Kress	Character Education/Counselor	223
Mrs. Kate Mutch	Speech & Language	236
Mr. Brian Hartman	Technology	227
Mrs. Ami Davis	Library / Lunch Coordinator	214/211
Ms. Shawna Solwold	Support Staff	
Ms. Carrie Loveday	Support Staff	
Mr. Clark Arnold	School Safety Officer	
Mr. John Gonzales	School Safety Officer	

BUILDING & GROUNDS

Mr. Mike Sutphin	Custodian	209
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BEFORE & AFTER SCHOOL CARE

Mrs. Jodi Smith	Child Care Director	211
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WEE DOLPHINS EMPLOYEE CHILD CARE

Mrs. Alicia Kluck	Child Care Director	222
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THE CHATFIELD BOARD OF EDUCATION

PRESIDENT

DR. CRAIG WATSON

VICE-PRESIDENT

MRS. CHRISTIE SMITH

SECRETARY/TREASURER

MRS. KAREN DUMAS

TRUSTEE

MR. SEAN O'BRYAN

TRUSTEE

MR. NATHAN MUIR

Board of Education meetings are held on the third Thursday of the month in the Conference Room at The Chatfield School at 8:00 a.m.

Information about the Board of Education can be found on The Chatfield School website.

CHATFIELD PARTNERS IN EDUCATION

P.I.E. stands for Partners in Education. P.I.E. is Chatfield's parent partnership organization, similar to PTA, other schools, but like Chatfield School itself, unique in many ways. The goal is to foster partnership between parents and Chatfield School. All parents and staff are welcome and encouraged to participate in P.I.E. meetings and activities. P.I.E. leadership is committee based. The P.I.E. meeting dates and times are listed in the events on page 2-3.

CHATFIELD SCHOOL WEBSITE

Chatfield School maintains a website located at www.chatfieldschool.org

Many state-required documents and data reports are located on the site. We also have Facebook, Twitter, and Instagram pages. If you do not have access to a computer and the Internet, please contact the school secretary and printed materials will be made available.

SKYWARD STUDENT DATA SYSTEM

Log onto the Skyward Data System at www.goo.gl/ANrL42 or by following the Skyward link located on the Chatfield School website. The Skyward System should be used by all Chatfield parents to access your child's schedule, lunch account, the Skylert notification system, the school directory, and notifications from teachers. The username and password for this site is available from the school secretary.

SKYLERT NOTIFICATION SYSTEM

The school utilizes the Skylert School Messenger system to notify families of school closings, school emergencies, and school current events. To update your contact preferences use the Skyward Student Data System.

WELCOME TO CHATFIELD!
“Once a Dolphin, Always a Dolphin!”

GENERAL INFORMATION (Arranged Alphabetically)

ABSENCES

To be successful children must attend school regularly. Only illness or family circumstances constitute reasons for an excused absence. When your child is ill, he/she should not be permitted to attend school. The office must be notified by the parent or guardian when pupils are absent or tardy. Please call the school office prior to 8:20 a.m. **Please call each day that your child is absent, unless you have previously indicated he/she will not be in school. Unreported absences will be marked as unexcused.** Absences should be called in to the school office at 810-667-8970. Please leave a message on the attendance hotline.

ANNUAL EDUCATION REPORT

The Annual Education Report required from all schools in Michigan is located on the Chatfield Website. The report contains data collections on M-STEP testing, Annual Yearly Progress, and other measures of school quality. A printed edition of the AER can be made available upon request at the school office.

ATTENDANCE AND TARDINESS POLICIES

Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should be absent only in the case of illness or extenuating circumstances. **Students are expected to be on time to school each day and ready for class to begin at 8:20 a.m. If a child arrives after 8:20, the parent/guardian must accompany their child into the school building and sign their child in for the school day.**

When your child is absent, please call the school office before school starts to verify his or her absence. Please follow the prompts to the "Reporting an Absence" extension and follow the instructions. Please include the name of your child's teacher and the reason for the absence.

The Attendance/Tardiness Policy includes progressive steps when it appears that excessive absences and/or tardiness are interfering with the child's learning.

The three steps of the Attendance Policy are as follows: (Each Semester)

10 or more absences	a written notice will be sent to parent(s)/guardian(s) and will become part of the school record.
15 absences	a second written notice will be sent and a meeting between parents and school staff will be held.
20 absences	Legal Notice of non-attendance will be sent to parent(s)/guardian(s) with possible referral to the Lapeer County Truancy Officer.

The three steps of the tardiness policy are as follows:

6 or more times tardy	a written notice will be sent to parent(s)/guardian(s),
12 or more times tardy	a written notice will be sent to parent(s)/guardian(s) and Extra School Time (EST) may be assigned
20 or more times tardy	a meeting will be scheduled with school Director/s to determine an action plan to eliminate tardiness and to make up missed time.

Perfect Attendance Award:

- 1.** In attendance every day (exception death in family)
- 2.** 6 or more times tardy disqualifies perfect attendance

Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your support as we work together to provide a successful educational experience for your child.

BEFORE AND AFTER SCHOOL CHILD CARE

Childcare services are available before and after school: 6:30-8:10 a.m. and 3:35-6:00 p.m. Registration forms are available from the Childcare Supervisor, the website, or in the school office. This is a self-supporting program, and therefore, prompt payment is required. Prepayment may be required for families that develop an unpaid balance. **Delinquent/perpetually unpaid balances will result in the suspension of child care services for the current school year and subsequent school years. ***All students/families arriving for Child Care before 7:30am or after 5pm must enter through the Gym Lobby entrance and use the intercom to the right of the door.*****

BIRTHDAY TREATS

If you wish to celebrate your child's birthday with his/her fellow classmates, please ask the teacher's permission first. The teacher will advise you of any food allergies.

BOOKS AND SUPPLIES

Textbooks and library books are provided for student use without charge. Students are responsible for the care of these books and **will be** asked to pay for them if the books are abused or lost. The school furnishes the basic supplies your child's needs. Teachers may request donations of supplies from time to time.

BOX TOPS, LABELS FOR EDUCATION PROGRAM

Please save your labels and box tops from participating products, and send them in to school.

DAILY SCHEDULES

Students are not allowed in the classroom areas before 8:10 a.m. Students should not arrive at school before 8:00 a.m.

Students in the building prior to 8:00 a.m. must go to Child Care and parents will be charged the Child Care rate for the time children spend there prior to 8:00 a.m. Children arriving late (after 8:20 a.m.) must be checked in by their parent/guardian at the office prior to going to their classroom.

School Day

6:30 a.m.	Before School Care Opens
8:00 a.m.	Teachers in classrooms/Office is open
8:00 a.m.	Building is open to students, but they must remain in the lobby areas until 8:10 a.m.
8:10 a.m.	First bell for students to go to classrooms
8:20 a.m.	Classes begin
3:35 p.m.	Academic day ends; students dismissed *2:35 p.m. on Fridays
6:00 p.m.	After School Child Care closes

Middle School Extended Learning Time Dismissal is 4:30 p.m. Tuesday, Wednesday, and Thursday.

Lunch Break Schedule (includes recess)

11:30-12:30 p.m.	Kindergarten
11:30-12:05 p.m.	1 st and 2 nd grades
11:55-12:30 p.m.	3 rd through 5 th grades
12:20-12:55 p.m.	6 th through 8 th grades

All students/families arriving for Child Care before 7:30am or after 5pm must enter through the Gym Lobby entrance and use the intercom to the right of the door.

DISCIPLINE AND STUDENT EXPECTATIONS

The Chatfield School does not select students; the Chatfield School's Mission is to create select students who do the right thing because it is right to do so, not because of the fear of consequences. Although Chatfield School has clear rules and consequences detailed in the Discipline Code, the goal is first and always to have children understand the expectations for being a good citizen.

General Expectations:

Parents, students, and school staff must be partners in knowing and practicing the expectations for all children and adults who make up the Chatfield School and the Chatfield family.

Each Chatfield student is expected to:

- Walk quietly through the school
- Keep his or her locker clean and the door closed
- Push chairs under the table or out of the way when not being used
- Sit properly with his or her feet on the floor
- Raise his or her hand when wanting to participate in class
- Not chew gum or eat candy during class time
- Say "please, thank you, and excuse me" when it is appropriate
- Use acceptable language at all times
- Be considerate and respectful to others
- Clean and organize his or her personal work area at the end of each day

Bullying and Harassment:

Bullying, threatening, name-calling, and any behavior intended to embarrass or intimidate other children is unacceptable. Equally unacceptable is retaliating to this behavior by doing the same thing. Students are to respect each other and all adults in the building. If a child is experiencing bullying or similar behavior, it is to be reported confidentially to a teacher or teacher assistant. School staff will work with students to resolve issues and to assure that the problem is corrected. If disciplinary action is warranted, the steps described in the Discipline Code will be followed. The Chatfield School is participating with a consortium of schools that is implementing a Character Education Program that involves all students in daily activities to develop principles of respect.

Discipline Code:

All Michigan Public Schools must have a Discipline Code that is to be reviewed annually by the School Board and revised when necessary. The Discipline Code is an important document, to be used as a guideline to support general expectations for being a good member of the Chatfield Family.

School Board Policies for School Operations and Programs Of The Chatfield School

Section II – Item D: Student Conduct and School Discipline Compact

Everyone who becomes a member of The Chatfield Family: student, family member, staff person, volunteer, enters into a Compact to create an environment where children are safe, encouraged to learn, nurtured as individuals, and taught the roles for being a good citizen.

A: COMPLIANCE WITH LAW

Both state and federal laws dictate certain provisions of every public school’s discipline policies. In some cases the law defines “what is a school violation” and requires that the School Board impose specific consequences. These are highlighted within the Compact.

The law also requires that special due process procedures be followed in discipline cases involving students with disabilities. These procedures are contained in the Individuals with Disabilities Education Improvement Act (IDEIA).

The School Board is required to annually review the data collected on disciplinary infractions at the school and to report the data to the Michigan Department of Education. The Board uses the data to determine if changes in the Compact are needed.

B: STUDENT RESPONSIBILITIES

It is the responsibility of each student to be respectful and considerate to school staff, other students, and school property.

A student at The Chatfield School is to conduct him/herself properly at all times while at school or on school grounds and at special events and activities. School jurisdiction extends to any activity and any place where a child is there as a Chatfield student.

A student is expected to exercise good manners and to be courteous at all times. Rudeness, use of bad language, bullying, and teasing will not be tolerated.

A student is expected to know and follow specific **school-wide rules** and classroom rules established by the staff.

A student is expected to always exercise academic integrity.

A student is to report to staff persons when another student is disrespectful or threatening to him/her. A student is to come to the School Directors if he/she believes a problem is not being treated fairly.

C: PARENT AND STAFF RESPONSIBILITIES

Staff members and parents are to review, explain, and reinforce to their students the Responsibilities of Students and the specific **school-wide rules** students must know.

Staff members and adults supervising students are to treat students with respect and dignity even in circumstances where the student has violated **school-wide rules** or the Responsibilities of Students.

Staff members and parents are to respect confidentiality in all discussions with or about students. No one is to be disrespectful or inconsiderate of other students or families when addressing student behavior issues.

The Chatfield School curriculum includes the teaching of responsibility, citizenship, and etiquette. Staff members and all adults are to model the good citizenship, courtesy, and respectful behavior that is expected of the students. Staff members and parents will identify and reinforce students who are fulfilling the Chatfield School's student expectations.

D: SCHOOL-WIDE RULES AND CONSEQUENCES FOR VIOLATIONS

Teachers and other staff members establish and enforce basic rules for students in the classrooms, in and about the building, and on the school grounds. There are also **school-wide rules** that apply to all students at all times. The **school-wide rules** are the basic elements of The Chatfield School Compact. Violations of these rules are reported to the School Directors, and students may be suspended from school for violating the **school-wide rules**.

Discipline for violations of school-wide rules is progressive except in cases of extreme violations. Prior to suspending or permanently expelling a student, the following interventions may be used: calling parents, parent conferences, losses of recess time or other privileges, assignment to Extra School Time (EST), and in-school suspension.

Progressive discipline approaches will not or cannot be used when extreme violations occur or when a violation consequence is dictated by law (such as weapons). In these situations a student may be immediately suspended from school. Students who repeatedly violate classroom rules or **school-wide rules** will be considered persistently disobedient and suspended from school.

"Suspension" means a temporary removal from school. A one- to three-day suspension is most commonly used. The School Directors can suspend a student for up to 30 days. Only the Chatfield Board of Directors can impose a longer suspension or expel (permanently remove) a student.

E: ANTI-BULLYING POLICY

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber-bullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or at any time or place where a child's imminent safety or overall well being may be at issue.

"Bullying" and "Harassment" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and, is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber-bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, or at a school-sponsored event,

whether or not held on school premises. Bullying or harassment, including cyber-bullying/harassment, that is not initiated at a location defined above, is covered by this policy if the incident results in a potential material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

Reporting

The Chatfield School Board of Education requires the Directors at the school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Directors. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

F: SCHOOL-WIDE RULES

1. Students are not to have in their possession any alcohol, tobacco product, drug, pill, or any item that is intended to appear to other students as being a prohibited item.
2. Students are not to have matches or lighters and are not to start any type of fire. No student is to activate a fire alarm or to make a bomb threat. Starting or trying to start a fire, even as a prank, is arson. The police are called in all such circumstances. **State law requires that if a student who commits arson is in Grade 6 or above, he/she must be expelled for one year.**
3. Students are not to fight, nor are students to verbally or physically assault other students. Verbal assault includes threatening to hurt another student or using abusive language that is intended to scare other students. It also includes making threats to do damage to the school that could hurt others in the school. **State law requires, beginning with students in Grade 6, that a student committing assault, either physical or verbal, is considered for expulsion for 180 days. The Board of Directors shall make the final determination in any such cases. The School Directors shall be responsible for determining if a student's behavior in an incident at school is possibly an assault subject to this law. Prior to filing a complaint with the City of Lapeer Public Safety Department, the administration shall consult with the City Police regarding the disposition of the complaint.**
4. Students are not to intimidate, harass or bully other students.
5. Physical contact, public displays of affection such as hand-holding, kissing, etc., or public exposure are prohibited.
6. Students are not to steal from other students or from the school, and they are not to destroy or damage school property or the property of others. See vandalism (Item 10).
7. Students are not to threaten, be verbally abusive to, or be insubordinate to any staff member or adult supervising students. **State law requires, beginning with students in Grade 6, that a child be expelled for 180 days for physically assaulting a school staff person or an adult working at the school. It also requires that a 180-day expulsion be considered for students who commit a verbal assault against school staff. If such an incident should occur, the Board and School Directors shall expect the staff member or adult to file a complaint against the child with the City Police Department.**
8. Students are not to have at school any firearm, knife, or other item perceived by the student or by other students to be a weapon. Students are not to use any item as a weapon to hurt or threaten other students. **Knives and firearms at school may be a violation of both federal and state laws. A student may face mandatory expulsion from school if he/she has a firearm or a knife on school property or at a school-sponsored activity or event.**
9. Students who persistently violate the basic rules of respect for other students and staff members or who persistently do not respect the rules of behavior and expectations for students will be considered persistently disobedient and will be subject to disciplinary action up to and including expulsion from school. Progressive discipline will be used whenever possible, but Chatfield School requires that all students respect the school's basic rules and respect the staff and the directions given by staff.

10. Vandalism will not be tolerated and all students are expected to respect both the school property and the property of other students. Students who destroy or damage school property will be subject to disciplinary action up to and including expulsion from school.

G: DUE PROCESS PROCEDURES

1. Prior to finalizing or imposing any disciplinary action for violating **school-wide rules**, the student and his/her parents will have the opportunity to review the facts and reports of the violation, meet with the teacher or other staff persons, and to review disciplinary alternatives. Parents will not be allowed to question students other than their own children. The school administration will collect all available evidence.
2. Disciplinary actions are individualized considering all the facts and circumstances of the incident and the student. However, discipline is always applied in a manner that treats all students fairly and fulfills the Chatfield School Compact.
3. Any disciplinary decisions of the Director may be appealed to the Board for review. The decision of the School Board shall be the final school appeal of any decision.
4. If the School Directors decide to recommend to the Board that a student be suspended for 30 days or more or that the student be expelled, the parents will receive a written statement of the reasons for the recommendation.
5. Parents have the right at any stage in a disciplinary process to be represented by an attorney or other person of their choice and at their expense.

DISMISSAL DURING SCHOOL DAY/CHILDREN LEAVING EARLY

If you wish to have your child released from school at a time other than regular dismissal, please send a note with your child to give to the homeroom teacher. In emergencies, the school office or teacher may be called. **YOUR CHILD WILL BE RELEASED ONLY TO YOU OR TO A PERSON AUTHORIZED BY YOU. THE PERSON PICKING UP THE CHILD MUST COME TO THE SCHOOL OFFICE AND SIGN THE EARLY DISMISSAL RECORD.**

DRESS CODE

Clothing worn to school should be appropriate for health, safety, and the orderly conduct of classroom learning. We expect parents to take note of what their child is wearing to school. In addition, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment.

Students are expected to follow the fingertip rule regarding length when wearing shorts or skirts. When standing up straight and the student's hand and arm are fully extended at side, the length of shorts must be longer than the longest finger. There is to be no exposed midriffs. Necklines must be modest. Straps on tops must be at least three fingers wide. Pants cannot be worn low enough to expose underwear. Undershirts or clothing that may be **perceived as underwear or pajamas** are not acceptable. Shirts cannot have inappropriate graphics or wording. Outerwear, such as hoods/hats are not to be worn in the school building. The school reserves the right to establish whether or not a student's clothing is appropriate.

When clothing is considered inappropriate, the parent will be notified. The student will not be allowed to remain in class and will be allowed to return to class only when clothing is changed.

Please be sure that clothes are appropriate for cold weather and remember that children are out for 10 to 15 minutes at lunch in addition to recess. Your cooperation in sending children to school dressed appropriately and for the weather is greatly appreciated. This includes boots, jackets, gloves, hats, and scarves as the weather dictates.

EMERGENCY INFORMATION CARD

For the safety and/or health of your **child**, parents are required to complete the **Emergency Information Card**. The card will be sent to every home on the first day of school. Be sure to fill out both sides of the card. **RETURN THE CARD TO SCHOOL ON THE FOLLOWING DAY.** The card should be updated as needed.

Parents should make the necessary provisions and arrangements for emergency housing if we should experience early dismissal. Choose someone who can pick up your child during the school day.

The individual contingency plans need to be reviewed periodically as conditions in each household change. Children **should** know how they can reach you if no one is home when they arrive.

EMERGENCY SCHOOL CLOSINGS

During the year it may become necessary to cancel school due to freezing temperatures, snow, ice or equipment failures. In order to notify families of such closings a notice will be available at the following sources:

Radio: WWJ 950 AM, WJR 760

Television: Fox 2, Local 4, ABC 7, WWJTV CBS, CW 50, **ABC 12**

Internet: **Skylert Notification System** and www.chatfieldschool.org

Chatfield School directors work closely with local agencies and neighboring school districts to determine whether Chatfield will be closed and make the decision to close school. For various reasons, Chatfield School may be open when other school districts have closed. The school directors will notify families as indicated above when a decision to close school is made.

If it is ever necessary to release all students early due to an emergency condition, notices will be posted at the same sites as for school cancellations. In addition, **the school will utilize the Skylert Notification System to update parents.**

ENVIRONMENTAL SAFETY

Chatfield School is dedicated to providing an environmentally healthy building for its children and staff. The following notices are required postings:

Annual Pesticide Notice

As part of the Chatfield School's pest management and grounds maintenance programs, pesticides and herbicides may be applied. You have the right to be informed prior to any pesticide application to the building or its grounds. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notice or emergency application notices, you must complete a written notice and deliver it to a school director. Your Notice must include your name, the names of your children attending Chatfield; your address; your day and evening phone numbers; and it must have your signature.

Annual Asbestos Notification

In October, 2000 the Testing Engineers & Consultants, Inc. completed the required 3-year re-inspection of Chatfield School in accordance with AHERA. TEC confirmed that all ACBM materials had been removed from the building and updated the Chatfield School Management Plan required by federal regulators. The Plan is available in the school office.

EQUAL OPPORTUNITY / NOTICE OF NON-DISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, every child, regardless of race, creed, color, gender, national origin, cultural or economic background, or disability is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school.

Notice to Public Regarding the Nondiscriminatory Policy of the Chatfield School Title IX of the Education Amendments of 1972 of the United State Congress specifically states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance with certain exception ..."

It is the policy of the Chatfield School to fully comply with Title IX under guidelines adopted by the Department of Health, Education and Welfare and approved by the President of the United States and Congress. The Board of Education, the administration, and the staff will seek to take whatever policy and procedure steps necessary to

eliminate discrimination on the basis of sex in all education programs, curricular and extracurricular activities, and employment practices which come under the regulations of Title IX. All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services. It is a violation of policy for the district, Board, administration, teachers, or other staff to discriminate against students on the basis of sex or marital or parental status including pregnancy in terms of disciplinary actions, entitlement and provisions of services, selection of courses or programs, counseling services, physical education and athletics.

Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities and school time shall be provided to any non-school organization or individual which discriminates on the basis of sex.

All employment decisions will be made in a nondiscriminatory manner in relationship to recruitment, hiring, assignment, promotion, transfer, layoff, termination, reinstatement, job clarification, salary, and fringe benefits. In addition to compliance with Title IX, all such employment decisions shall be made in compliance with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Further, individuals with disabilities may request accommodation(s) needed to successfully complete the employment application process or essential job functions.

Inquiries concerning the nondiscrimination policy may also be directed to: Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C. 20201 and/or Director, Equal Employment Opportunity Commission, 1801 L Street, N. W., Washington D.C. 20507.

Reporting Concerns

By action of the Chatfield Board of Directors, the School Directors: Mr. Kraly and Mr. Young and Board Vice President Christie Smith have been designated Compliance Officers for any employee, parent, student, or community member who believes there has been a violation or misapplication of the rules at the school in respect to Title IX (primarily sex discrimination); Title VI (equal access) and sexual harassment. Any person having a concern, complaint, or a question should contact the Directors or Board of Directors immediately at 231 Lake Drive, Lapeer MI 48446

EXTRA-CURRICULAR ACTIVITIES, ATHLETICS, AND CLUBS

Chatfield School offers a wide variety of athletic activities, special-interest clubs, field studies, and special events. A Chatfield student must be in "good-standing" to participate in these activities. Students who are not completing school work, misbehaving in school, failing subjects, or being disruptive at activities will not be allowed to participate. Students violating Discipline Code provisions and are suspended from school may not attend any extra-curricular activities.

There is a specific Chatfield School Board Policy for Student Athletic Teams that are involved in competitive activities. This Policy has specific provisions for students, parents, and school staff. Two parts of the Policy follow below:

General Principles:

The goals for all school-sponsored athletic teams are for children to learn, to develop values, and to have fun.

Each child who chooses to participate is expected to learn: 1) the basics of the game's skills, strategies, and rules; 2) how to evaluate his/her own skills in relation to other team members; and 3) how to set goals for and establish routines for improving his/her skills.

Each child who chooses to participate is expected to value: 1) teamwork and the contributions each individual can make to a team effort; 2) hard work, effort and commitment, not just skills or talent, for athletic success; 3) fair play and respect for all of one's own team members and all opponents; and 4) competitiveness and being part of a team that is playing with its maximum effort.

Each child who chooses to participate is expected to have fun and to enjoy the experience; winning is better than losing, but the goal is not a winning season above all else.

Student Eligibility:

1. To participate in the week's practices and contests a student must receive a "no Ds or no Es and assignments up-to-date" report from his/her homeroom teacher.
2. On Fridays a student is expected to meet with his or her teacher to review any outstanding work or failed classes and to determine what work, if any, must be successfully completed over the weekend; (school staff shall interpret and

apply this rule in a manner that encourages a student to remain or to become eligible and to relate eligibility to actual effort)

3. Must be in attendance on the day of a game or a practice (exceptions: half day attendance is acceptable with an approved AM or PM absence and a full day absence may be acceptable if the reason for the absence meets the perfect attendance requirements).

Most extracurricular activities—especially athletics—have expenses involved that must be shared among the school and the participating students and families. Every effort is made to minimize such expenses for club activities so that all students may be able to participate.

Since athletic activities are expensive the Chatfield School has developed guidelines for all of the sports programs: Chatfield School shall, to the extent the school budget allows, pay for:

1. Officials
2. Tournament or League Entry Fees
3. Playing field/gym maintenance on the Chatfield grounds
4. Extra-duty staff supervision or assistance when necessary
5. Equipment or uniforms of a permanent nature that may be used for more than one year (i.e. cheerleader skirts)
6. School-property trophies that are maintained at the school

Parents of participants on Competitive Teams or in Special Workshops, Training Teams, or After-School activities shall pay for:

1. Personal safety equipment (mouth guards, shin guards, etc.) for their children.
2. Uniform shirts and other items ordered by the team coach for the student participants and necessary for participation.
3. Other optional items, facilities, or activities determined by the coach and parents that are not provided by Chatfield or by the Chatfield Athletic Account.

Concession profits or other general athletic fundraising shall pay for:

1. Student trophies, certificates, and other awards presented at team recognition programs.
2. Incidental expenses and decorations for end-of-season awards programs.

Coaches (or a coach-designated parent) shall be responsible for collecting money for uniform shirts and for collecting the Concessions Fee (Items 2-4 above)

Parents are expected to volunteer to participate in concessions programs at athletic contests.

All proceeds generated---payments for shirts or other items, parent donations, concession revenue, or any fundraising activity--are to be deposited in the Chatfield School Internal Funds Accounts. Any use of funds from these accounts is subject to the approval of the Chatfield School Athletic Director and Chatfield School Directors. **Funds for each athletic activity shall be identified separately and each activity shall be able to monitor its revenues and expenditures. Any excess funds in a specific activity fund shall become part of the general Athletic Fund.**

EXTRA SCHOOL TIME

Students may be assigned to Extra School Time (EST) for disciplinary reasons or for being tardy to school. **During the EST time a student may be assigned time to do homework or reading and will be expected to use the time for academic purposes or the the student may be assigned a task that in some way relates to the reason the EST was assigned.** Students must attend the EST session on the day immediately following their assignment to EST. Parents will be notified of an EST assignment and will need to arrange for transportation.

EXTENDED LEARNING TIME COURSES

Middle School students may be enrolled in courses that extend beyond the school day. This is sometimes referred to as an 8th hour. These courses are typically advanced honors courses in specialized areas. The Middle School Program of Study includes current offerings.

FAMILY EDUCATIONAL RIGHTS & PRIVACY (FERPA)

Notice and Consent/Opt-Out for Specific Activities

The Family Educational Rights & Privacy Act requires Chatfield School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;

Presently Chatfield School has no activities planned that would be covered by FERPA. Should a situation arise in the future, the school Directors will notify parents of their right to opt-out.
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3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Disciplinary Records Exception

Parts of both Michigan law and federal law and regulations make it mandatory that a child’s disciplinary record become part of his or her school file if there is a record of a **serious violation of school rules**. Serious violation would be an instance of an expulsion or long-term suspension (at least 10 days). Parents should remind their children that certain violations---such as bringing weapons or weapon-like objects to school---is a serious offense that can have long-term consequences.

The Chatfield School may use names, quotes, school work, photos or videos of students for promotional or marketing purposes using various mediums such as newspaper and internet. If you prefer that your child’s name, quotes, photo or video not be used for such purposes please contact School Co-Directors Bill Kraly or Matt Young.

FIRE DRILL, LOCKDOWN AND SEVERE WEATHER DRILLS

The Chatfield School is required to have **five** fire drills, three lockdown drills, and two severe weather drills during each school year. Practice drills occur throughout the year. The children are instructed on how to vacate the building for a fire drill in the most expedient and orderly manner. For lockdown drills students are instructed on how to **safely proceed to a secure location**. In case of a **severe weather** warning, children have been briefed by their teachers to take appropriate action and have learned the safest locations in the building. The Lapeer **Police and Fire Departments along with the Michigan State Police and other safety organizations** assisted in developing these plans.

GYM WEAR/PHYSICAL EDUCATION

Students in Grades K-5 have physical education class two days per week. Some students in Grades 6-8 may have P.E. every day. Students must wear (or bring with them to change into) gym shoes and clothing suitable for P.E. class. Children who are not prepared will need to sit out during the P.E. session. Students who must frequently sit out will receive an unsatisfactory grade. Children who are unable to participate on a temporary basis due to health or physical conditions must have a parent or doctor note to provide to the **homeroom** and Physical Education teachers.

HEALTH/ILLNESS

The following contains information and health department recommendations for various communicable diseases in schools. Diagnosis should always be made by a physician. The exclusion period given is a minimum amount of time and applies to uncomplicated cases of the diseases listed.

Chicken Pox	Exclude until all lesions have dried or crusted. Usually 5-6 days after the eruption of the first crop of lesions (with or without Zovirax therapy).
Conjunctivitis (pink eye)	Exclude until under medical care and drainage from eye(s) has cleared
Fifth Disease	Exclude while fever is present
Impetigo	Exclude until under treatment, lesions healing and no new lesions appear
Head Lice	Exclude until 1 st treatment completed. A 2 nd treatment may be necessary 7-10 days after 1 st treatment
Rotavirus (stomach flu)	Exclude until vomiting has ceased and/or diarrhea is under control and fever has resolved
Scarlet Fever & Strep Throat	Exclude until under treatment for 24 hours and fever free
Influenza	Exclude until 24 hours after fever has resolved without fever reducing medication

Children with a fever (100 degrees F taken by mouth or 99 degrees F taken **at the ear or under the arm**) should remain at home until they have been **fever free for 24 hours** without using fever reducing medications.

HIGHLY QUALIFIED INSTRUCTORS

Chatfield employees highly qualified teachers. On the rare occurrence that a child's teacher does not meet the requirements for highly qualified status as identified by the Michigan Department of Education parents will be notified in writing. Parents/Guardians have the right to review and examine their child's teacher's qualifications.

HOMEWORK AND REPORTING OF STUDENT PROGRESS

Homework should be project-based. It is to be designed and assigned in a manner that allows students the opportunity to plan the use of their time outside school. Project-based homework should, most often, be accomplished with parental support. The Saxon Math Program dictates that students have a daily homework assignment. This should take less than 15 minutes to complete, and the completed assignment should be returned the following day. If your child is taking longer than 20 minutes to complete the math assignment, please notify the teachers so that an evaluation may be made.

Unfinished Work should be work the child had time to complete in class but needs to finish at home because he/she wanted to check it with parents, did not use time wisely, or simply did not have enough time to complete for whatever reason. Unfinished work should not take more than half an hour a night to complete and should only come home two or three times per week at most.

Teachers will be sensitive to what they are sending home as unfinished work and will see that students have the necessary tools to do the unfinished work.

Examples of homework might include: Science Fair Project, Monthly Book Reports, Book Making, Rehearsal or Costume Preparation, Math Facts, 20 minutes of reading, current events, etc.

Examples of unfinished work might include: Math Problems, review assignments, and uncompleted assignments where sufficient class time was provided.

Planners are provided to all Chatfield students in Grades 2-5. The planners are intended to assist students in developing responsibility for schoolwork and planning their activities. They are also used as a communication tool between parents and teachers. Work that is homework or unfinished work will be labeled in the planner as such (Example HW=Homework, UW=Unfinished Work). If an assignment is missing, a missing assignment note will be attached or written down in the planner. There will also be a notification in the planner if the child has a behavior issue that day. The planner is the most important tool used to communicate daily with parents. **Middle school students are expected to keep a planner using their assigned computer or may choose to keep a paper planner.**

Labeling Assignments

All students are expected to label their assignments with whatever labeling the teacher requires. Specifically at the Upper levels and Middle School, students must have first and last name, assignment number, and date.

Work with no name will be placed in a "no-name file" to be retrieved by the student when he/she determines that it is missing. No name file searching should be done before or after school.

Late and Missing Assignments

A missing assignment is given a zero in the grade book. The student has a one-day grace period accompanied by a parent note to turn in the assignment with no penalty. Late work will be accepted up to one week from the due date with a percentage penalty of up to 50% according to teacher discretion. After one week, the zero stands as the final grade unless the team chooses to accept the late work on an individual basis. Math assignments are only accepted one day after the due date.

Lunch recess may be used as a work time for a student who has displayed irresponsible work habits. This work will be monitored by the child's teacher. Parents will be notified via the planner.

Denied participation in extracurricular activities may be a consequence for a student who has displayed seriously poor behavior or irresponsible work habits. This non-participatory consequence will be agreed upon by the teaching team and the directors. Parents will be notified by phone.

The **Friday Folder** for grades K-5 and **Daily Planner** are tools used to keep students and parents informed of finished and unfinished assignments.

Correcting Assignments

Contact your child's teacher regarding grade level policy. In general it is the philosophy of the school that students correct work for the purpose of correctly learning concepts.

Notification of Grades

Parents **are expected to utilize** Skyward to keep abreast of students' grades (grades 4-8). Progress reports will be given to those students who need it, ask for it, or whose parents request it. Progress Reports can be sent weekly, biweekly, or once a card marking. Teachers are not required to, and should not be, providing Progress Reports to all students, unless the aforementioned applies.

ILLNESS AND INJURY

Parents are notified of an illness or injury and may be required to take the child home. It is extremely important that we have an updated **Emergency Card** on file with information as to whom to notify and their phone number in case we are unable to contact you. Please notify the school whenever a change should be made to the Emergency Contact information for your child.

IMMUNIZATIONS

Each child must be up-to-date on his/her immunizations. Routine vaccinations are available for a minimal charge from the Lapeer County Health Department. Phone 810-667-0448 for further information. The Chatfield School is required to have all families comply with the State's immunization statutes and the school must comply with any Health Department Student Exclusion determinations. Immunization waivers must be procured from the Lapeer County Health Department.

LABELING CLOTHING AND LOST AND FOUND

To help identify misplaced articles, we suggest that your child's clothes be labeled. Each boot, mitten, coat, glove, and personal item such as baseball mitts, etc. should have the name securely applied. All items of clothing, lunch bags, backpacks that are left in the locker areas, on the playground, or in the gym/cafeteria are put in the **Lost and Found** collection located **near the gym lobby**. Small items (glasses, jewelry) are sent to the Office. Four or five times each year, during school vacations, all lost and/or found items not claimed are taken to the Goodwill Collection Center.

LOCKERS

Students in Grades 1-5 share a locker with another student. These students are not allowed to use a lock on the locker. The locker space is very limited and parents need to monitor items being taken to school. Unnecessary items should be eliminated from your child's backpack. In the Middle School, Grades 6-8, students have individual lockers and students are required to lock their lockers using the locks provided by the school. Students are expected to keep their locker **clean and to return it in the condition it was assigned to the student.**

LUNCH TIME

Chatfield participates in the National School Lunch Program which provides our families and our school with additional benefits. A vended hot lunch meal will be offered each school day through Chartwells. National School lunch forms will be mailed to all students in the August packet and must be completed and turned in to the main office. The completed forms will be processed and a letter will be sent to each family indicating approval status. The federal government determines who qualifies and approval may take up to two weeks. All school lunches must meet federal nutrition guidelines so parents can rest assured that every hot lunch served meets those guidelines.

Lunch orders are taken each morning in each student's homeroom. Lunch orders are placed each day at 9:00 am. Students arriving to school after 9:00 am will need to bring their lunch from home. A student debit card system is available for parents to deposit money in lieu of student's carrying cash. Parents are responsible for all overdrafts. Parents can make deposits to their student account(s) by completing a debit card deposit form and placing it in the deposit box located in the lobby outside the cafeteria or online at www.chatfieldschool.org. Students must have their ID card in order to use the debit card system. Replacement cards can be purchased for \$5.00.

MEDICATION

In keeping with State Law, it is the adopted procedure of The Chatfield School that under no circumstance shall any school employee attempt to suggest a medical diagnosis or prescribe or give medication of any kind, including over-the-counter medications such as cough drops or aspirin, to a student unless:

- 1.** Written authorization from the student's parent(s) or guardian(s) is on file in the school office.
- 2.** The medicine must be in the **original container** with instruction for administering of the medication
- 3.** The medicine itself is kept in the school office
- 4.** Medications are to be delivered to the office by an adult and not transported to school by a child
- 5.** Verbal parental consent may be given for isolated instances

ONE TO ONE TECHNOLOGY – Middle School

Parent Responsibilities

Your son/daughter has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the computer at home.
- I will discuss our family's values and expectations regarding the use of the Internet and e-mail at home.
- I will supervise my child's use of the Internet and e-mail.
- I will not attempt to repair the computer, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school, any problems with the computer.
- I will make sure my child recharges the computer battery nightly.
- I will make sure my child brings the computer to school every day.
- I understand that if my child comes to school without the computer, I may be called to bring it to school.
- I agree to return the computer to school when requested and upon my child's withdrawal from The Chatfield School.
- The Chatfield School has developed a cost effective usage fee for our families to prevent the cost of total computer replacement in the event of accidental damage or theft.
- First Incident – computer will be covered by the usage fee unless damage is determined by the Chatfield School IT Department to have been caused by misuse of the computer or failure to follow the guidelines in the parent or student responsibility agreement.
- Second Incident – Parent responsible for the cost of repair to the computer / cost of replacement of computer if necessary.
- Third Incident – Parent responsible for the cost of the full computer replacement
- In the event of loss or theft, it is very important to notify school personnel quickly. The school will treat a lost computer as stolen and will support the authorities in tracking the device, if possible.
- All repair work will be completed by the Chatfield School IT Department only.

Student Responsibilities

Your computer is an important learning tool and is to be used for educational purposes only. In order to take your computer home each day, you must be willing to accept the following responsibilities.

- When using the computer at home, at school, and anywhere else I may take it, I will follow the policies of The Chatfield School Acceptable Use policy, and abide by all local, state, and federal laws.
- I will treat the computer with care by not dropping it, getting it wet, leaving it outdoors, leaving it out of the case, or using it with food or drink nearby.
- I will not lend my laptop to anyone, including friends or siblings; I will know where the laptop is at all times.
- I will not access personal email accounts using the laptop other than those assigned by the school.
- I will not remove or attempt to remove school installed programs, profiles, or files from the computer.
- I will honor my family's values when using the computer.
- I will not give personal information when using the computer.
- I will bring the computer to school every day.
- I agree that email (or any other personal communication) should be used only for appropriate, legitimate, and responsible communication. I will not mass email others.

- I will keep all accounts and passwords assigned to me secure, and will not share them with anyone.
- I will not attempt to repair the computer.
- I will recharge the computer battery each night.
- I will return the computer when requested and upon my withdrawal from The Chatfield School.
- I will transport the computer in a protective case at all times.
- I will not alter the computer operating system or configuration in any way.
- I will refrain from placing stickers on the laptop. I will not deface the laptop.
- I understand that the Chatfield School and my parents have the right to view the content of my laptop.
- I shall be responsible for reporting damages to the equipment, system, or software.
- I will not stack books or other items on top of the laptop.
- I understand that it is important to carry the computer correctly. I will avoid carrying the laptop with the lid open and will not pick up the computer by the screen.
- I will be careful not to leave any item on the keyboard when closing the lid.

Laptop Lending Agreement

- One laptop, charger, and case will be assigned to the student in good working order. It is the student's and parent/guardian's responsibility to care for the equipment and ensure that it is kept in a safe environment.
- The equipment is, and at all times remains, the property of The Chatfield School and is herewith assigned to the student for educational purposes only for the Academic School Year. The student may not deface or destroy the property in any way. Inappropriate use of the laptop may result in the student losing their right to use the computer. The equipment will be returned immediately upon request by The Chatfield School, or if the student withdraws from The Chatfield School prior to the end of the school year.
- The school property may be used by the student only for noncommercial purposes, in accordance with the school's policies and rules, the Acceptable Use Policy, as well as local, state, and federal statutes.
- Students may not install or use any software other than software owned or approved by the school and made available to the student in accordance with this Receipt and Agreement.
- Each laptop has been assigned one user with specific privileges and capabilities. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- The student may not make any attempt to add, delete access, or modify other user's accounts on the laptop or on any school owned computer.
- The laptop has an affixed identification (asset tag) indicating that it is the property of The Chatfield School. This identification should not be altered, removed, or modified in any way.
- Student and parent/guardian agree to use best efforts to insure that the school property is not damaged or rendered inoperable by any such electronic virus while in the student's possession.
- The student and parent/guardian acknowledge and agree that the student's use of the school property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his/her responsibility to protect and safeguard the school property and return the same in good condition.
- An annual usage fee of \$30.00 per laptop (max \$50.00 per family) is due prior to receiving the device. This fee covers routine maintenance and is not refundable. If the Chatfield School IT Department determines that damage to a device was caused by device misuse or by not following the guidelines in the parent or student responsibilities agreement the cost of the repair or replacement is the responsibility of the student and parent/guardian. Notification of additional costs will be made to the parent or guardian by the school director.
- Take home privileges for the device may be removed at the Director's discretion and the device will remain at Chatfield. The school directors reserve the right to require any devices to remain at school at any time.

PARENT COMPACT

Chatfield School's Mission has always been to create a partnership between school and parents for the benefit of all the children at Chatfield. Federal regulations now require that a specific Parent Compact, approved by the Chatfield School Board, be provided to all parents. The school must maintain a parent-signed copy of that document and provide an annual notice. Parents sign a copy of the Compact when they enroll their children. The following is a copy of the Compact:

The Chatfield School Partner Compact

Chatfield School is a partnership endeavor that requires staff, volunteers, parents, and children to fulfill specific roles. Chatfield School Partners must be knowledgeable of the school philosophy and committed to fulfilling their individual roles. Chatfield Partners believe they are one team with one purpose.

Students as Partners

Children are Partners at Chatfield and have specific roles to fulfill:

- ❖ Each child is expected to be involved in planning goals, assessing progress, and accepting responsibility for his or her progress toward the educational goals.
- ❖ Each child is responsible for developing the values, the enthusiasm for learning, and the skills necessary for being a self-motivated, productive citizen.
- ❖ Each child is to become a teacher partner to his or her fellow students.

Parents as Partners

Parents are expected to be Partners and to pursue their roles both to benefit the school and their own child, there **are no specific requirements**, but Parent Partners must recognize that the expectations for the School and their child cannot be fulfilled without their commitment to:

- ❖ Attend Chatfield School workshops and informational programs intended to help parents understand the curriculum, instructional practices, and philosophy of the school.
- ❖ Attend scheduled Parent-Teacher conferences, Partners in Education (P.I.E.) meetings, and school functions.
- ❖ Make classroom observations as necessary to be fully aware of the school's program and their child's progress.
- ❖ Meet with Staff Partners as necessary to monitor and support their child's progress.
- ❖ Maintain a study area in the home and equip and arrange it so their child's attention is concentrated on study and to establish a family quiet hour in the home to minimize disruptions to study.
- ❖ Provide intellectual stimulation in the home by encouraging reading, controlling television use, and participating in intellectually stimulating activities.
- ❖ Establish standards and responsibilities so that their child learns that he/she must complete tasks satisfactorily.
- ❖ Participate in school functions including regular volunteerism in the classroom.

Staff and Volunteer Adults as Partners

Teacher is a generic term that encompasses all of the adults who may be working and volunteering at Chatfield. Every adult is expected to be a role model for the children. Every adult models behavior that demonstrates and reinforces the educational goals for the students at Chatfield. Staff and adult partners practice etiquette, use the listening and speaking skills, demonstrate the responsible behavior, and espouse the values that are basic to the school's mission.

PARENTAL PERMISSION NEEDED

Written parental permission is required:

1. Whenever your child is to leave school during the day.
2. Whenever there is a field trip.
3. Whenever a child is riding home with a friend or someone other than regular pickup.

PARKING, TRAFFIC RULES, AND STUDENT PICK-UP PROCEDURES

Morning Drop-Off

Students may be dropped off on the west side of the school (by the mailbox) or at the gym/lobby entrance. Please respect your Chatfield Partners who may **be in a hurry**.. If you are entering the school or wish to walk your children into school be sure to park so that the traffic flow is not impeded.

Parking Lot Procedures

Children should not exit or enter cars on the driver's side. In most areas there is a drive-by lane on the left side of the cars in line to drop off or pick up.

At the end of the school day, school staff members will supervise the pick up process. Students will not be allowed to walk through traffic or parked cars to reach their parent's car. Parents may park in available spaces and accompany their child to the car. At the end of the day drivers picking up children at the mailbox are asked to drive around the Mott Building before entering the pick-up area rather than entering directly off Lake Drive.

For approximately ten minutes before school and for fifteen minutes after school, the parking areas and driveways are congested. **Please be patient.** As the school year progresses, conditions improve. Children are **not** allowed to walk through traffic lanes. Children must be dropped off and picked up at the designated spots or accompanied by parents if walking through the parking areas.

Pick Up:

Front Entrance:

All First through
Third Grade students and
**Students in 4-8 who are Siblings of
First to Third Grade Students**

Gym/Lobby Entrance:

All 4-8 Students who **do not**
have K-3 Siblings

South Parking Lot:

Kindergarten and all siblings
of Kindergarten children

PHYSICAL EXAMINATIONS

Parents are encouraged to have their child receive an annual physical examination. State Law requires that children be immunized (see IMMUNIZATIONS). State law requires vision and hearing screening for all students prior to the start of kindergarten. Chatfield participates with the Lapeer County Health Department on vision and hearing screenings for students during the school year.

PLAYGROUND SAFETY

The Homeroom Teachers and the Teacher Assistants review playground rules regularly with the children. Teachers or Assistants are assigned to provide supervision during recess times, but children are expected to behave and to follow the rules. Students causing problems are assigned to the No-Fun Zone or sent to the Office. Clothing with strings and loose clothing can catch on playground equipment and cause severe injuries. Parents are encouraged to dress their children appropriately in clothing that allows for active play and outdoor lessons based on weather conditions.

PROFESSIONAL STAFF DEVELOPMENT

All staff members are encouraged to participate in staff development activities, which will enhance their teaching skills. This may mean absence from their teaching duties during the course of the year. To lessen the amount of time teachers are away from their students and to reduce the expense of substitute teachers, Chatfield has provided Staff Development Days and early release every Friday at 2:35 p.m.

PROHIBITED ITEMS IN SCHOOL

Any potentially dangerous items such as knives, cap guns, toy weapons, as well as valuable items, toys or items that have great sentimental value to the owner are not to be brought to school by the students. This applies to electronics, iPods, gaming devices, etc. If such an item is to be part of a report or demonstration, it is requested that the parent bring the item to school and then take it home. Please note that if knives, guns, matches, lighters, or look alike objects are brought to school, disciplinary action will result.

RECESS

Recess is a regular part of the school day. Your child should be dressed properly for the weather. This is especially true during the cold season and during the changeable fall and spring weather. Students should wear boots when the playground is muddy. A healthier environment is created when mud is not carried into the classroom and turned into dust. **Permission for a child to remain inside during outdoor recess is granted only if she has a doctor's statement to this effect.** When your child is ill, he/she should be kept at home. Teachers and their assistants are in charge during recess to assure student safety.

REPORT CARDS

Report cards will be sent out four times each year. Report card **envelopes** should be returned to school signed by a parent or guardian as soon as possible after each marking period. Cards will be mailed home at the end of the year, following the close of school.

ROOM PARTIES

Room parties may be held on Halloween, during the holiday season, Valentine's Day and the last day of school.

SCHOOL PICTURES

School pictures are usually taken within the first two weeks of school. You will receive picture information on the first day of school. Every child will have his/her picture taken even if they do not desire to purchase a package. This is done for school records, ID cards and the yearbook.

SAFETY and SECURITY

We are extremely concerned about your child's safety, before, during, and after school. Please help us by continuing to remind your child of good safety rules. Students are expected to follow the directions of the playground supervisors, staff and parent volunteers who are helping with pick-up and drop-off traffic. Parents play an important role in helping to maintain a safe building by adhering to safety procedure and communicating concerns to school personnel.

Chatfield School must be a secure and safe place for students, parents, and staff. The first priority is to ensure that there are no intruders in the building.

- During the school day all entrances are locked except for the West Entrance (front, mailbox side)
- Several surveillance cameras are installed at strategic places
- A safety officer is on the premises.
- All visitors (parents, volunteers, vendors, etc.) are required to sign in/out at the security desk while school is in session
- All staff and parents are asked to contact the office immediately if an unfamiliar person is seen in or around the building

Students and staff must also know procedures to follow if an emergency were to occur caused by an intruder or some event outside the school.

- An emergency lockdown plan has been established that quickly organizes student and staff so they are prepared for taking the appropriate action in an emergency
- At least twice during the year a practice is conducted to test the emergency response system

SELLING THINGS AT SCHOOL

Children are not to sell or buy things from other students at school.

SNACKS, GUM, AND DRINKS

Students are not allowed to chew gum in school. Snacks are to be eaten only at designated times and places according to individual classroom procedures. Water is a healthy choice to stay hydrated and students are allowed to have bottled water as individual classroom procedures dictate.

STATE-WIDE ASSESSMENT

Students are expected to participate in statewide assessments such as Michigan Student Test of Academic Progress (M-STEP). Parents have the right to opt their child out of statewide assessments and must contact school directors should they consider that option.

STUDENT PLACEMENT (HOMEROOM ASSIGNMENT)

Teachers and Directors carefully collaborate on class composition. All placements are based upon the best available information. Placements are tentative and sometimes adjustments are needed. If adjustments are necessary, they will be based upon one or more of the following: student records, teacher observations, parent input, professional judgment and diagnostic assessment. **The final decision for placement rests with the Directors.**

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

Students are not to use or display to other students any type of personal, hand-held electronic devices---cellular phones, games, music players, or any such devices used for electronic communication---during the school day or while participating in a school activity. This prohibition includes lunch and recess times. Students are not prohibited from possessing a parent-authorized cell phone, but the device must be in the **silent**-status during the school day. The device must be kept in the child's locker or backpack. The personal cell phone is not to be used to circumvent the policy on student use of school telephones. A student is

not to use his/her personal cell phone in place of the school phones unless specifically approved by an appropriate staff member.

If a student uses a cell phone or electronic device in any manner that has not been approved by a staff member or displays the cell phone or device to other students, the item will be confiscated and may be picked up by the parent in the school office. Use of a cell phone includes social media, photo taking, and texting. The school shall not be responsible for lost or stolen cell phones brought to school by a student. If a parent believes there is an instructional purpose for a student having a personal electronic device, the need should be discussed with the teacher and must be approved by the school directors.

STUDENT USE OF SCHOOL TELEPHONES

Students are allowed to use the telephones that are available throughout the building after receiving the approval of a staff member. Staff members will require a student to explain the need for using the telephone and may monitor the call and/or ask to speak with the person to whom the call is made. Students are not allowed to make any phone calls unless it is deemed necessary and not disruptive to the school routines. During Emergency/Crisis Situations, the Emergency Management Team controls all telephone use.

TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of the Chatfield telecommunication network is to facilitate information exchange in support of the Chatfield mission. Internet and Network services are provided on school owned computing and networking systems to further the school's mission of research, instruction and public service. Employee and student uses of the network must be consistent with this mission and the specifics of this policy. The school reserves the right to monitor and log all network activity, including e-mail, with or without notice, and therefore employees and students should have no expectations of privacy in the use of these resources.

Use of the school technology is a revocable privilege, requiring compliance and conformity with this acceptable use policy. Administrators must enforce this policy and inform their employees, students, and contractors of this policy. Communications in this medium are protected by the same laws and policies and are subject to the same limitations as communications in other media. However, all users must exercise caution when committing confidential information to electronic media because the confidentiality of such material cannot be guaranteed. For example, e-mail messages can be saved indefinitely on the receiving computer and copies can easily be made and forwarded to others either electronically or on paper.

Additionally, under the Michigan Freedom of Information Act (Public Act 442 of 1976 as amended), electronic files are treated in the same manner as paper files. Any official school documents (as defined by law) in the files of students and employee working at The Chatfield School are considered to be public and may be subject to inspection through FOIA. In such cases, the Freedom of Information coordinator should inspect files to determine which portions may be exempt from disclosure. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable U.S. and Michigan laws and by School policies.

Appropriate Uses

Communication and exchange directly relating to the mission, educational research, instructional purposes, and professional work activities of the Chatfield School.

1. Announcements of school procedures, policies, services or activities, but not commercial advertising.
2. Use for advisory, standards, research, analysis and professional society activities related to the user's duties which further the goals of the Chatfield School.
3. Use in applying for or administering grants or contracts for school research or programs, but not for non-school related fund-raising or public relations activities.
4. Communication and exchange for professional development, to maintain currency or research issues related to the users assigned school activities.

Prohibited Uses

1. Use that is illegal.
2. Use that violates the security, privacy, and confidentiality of policies, practices of the school and applicable laws of the State of Michigan and release of material that is exempt from disclosure as listed in section 13 of the Freedom of Information Act.
3. Use for access to, display of or distribution of (a) indecent or obscene material; (b) pornographic material; or (c) material in violation of the school policy prohibiting bullying or other forms of harassment.
4. Use for profit-making activities unless specific to the mission of the school.
5. Use for private and personal business transactions or for partisan or non-partisan political activities.

Procedures for Enforcement

Administrators are responsible for compliance with provisions of this policy and for investigating suspected non-compliance. These responsibilities include:

1. Investigation of alleged or suspected non-compliance with the provisions of this policy.
2. Suspension of service to users when deemed necessary for the operation and/or integrity of the network. Use privileges, and/or password access may be withdrawn without notice.
3. Progressive discipline, up to and including discharge or expulsion from school, may be appropriate in some cases of non-compliance with this policy. Criminal or civil action may be initiated in appropriate instances.

Staff Responsibilities for Supervising and Educating Students in the Use of Technology

1. Use of technology is to be supervised by instructional staff at all times when students are scheduled to be present.
2. Security of school owned equipment will be a priority at all times to prevent unauthorized use.
3. Students will be allowed direct access to online resources at the discretion of appropriate school staff and the express written permission of a parent/guardian on the Acceptable Use Policy document that is to be retained in the student's file. Parents will be informed of this policy in building handbooks as well as in newsletters at least once each year.
4. Use of facilities or online resources, by staff or students that does not meet the district's Specific Use Guidelines will be considered a matter for disciplinary action, including suspension of access and other disciplinary measures as deemed necessary.
5. Students are to be informed of and reminded regularly regarding the Specific Use Guidelines. The technology curriculum shall include instructional objectives for students to learn the appropriate uses of technology.

Specific Use Guidelines

1. All use of technology and online information resources must be in support of education and research and consistent with the purposes and activities of the Chatfield School.
2. No use of technology is to disrupt its use by others. Hardware and software shall not be destroyed, modified, or abused in any way.
3. Accessing multi-user talk sessions or games except as part of a teacher-directed classroom activity is not allowed.
4. Malicious use of technology to develop files that harass other users or infiltrate a computer or computing system and/or damage the software components of a device or computing system is prohibited.
5. The illegal installation or transfer of copyrighted software or files for use on school computers is prohibited. Users may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the appropriate staff. The user will be liable to pay the cost of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
6. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. The user specifically agrees not to submit, publish, or display on the system any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal information, or software in violation of any local, state, or federal law. Such action is a breach of School Policies subjecting the user to disciplinary action, and the user may be responsible for any loss, costs, or damages, including reasonable attorney's fees incurred by the system, the district, and the system administrators relating to, or arising out of any breach of this sections by the user.
7. Use of technology to access or process pornographic material, inappropriate text or other files, or files dangerous to the integrity of the system or material not specifically made available by the district is prohibited.
8. Technology accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information about, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the system.

Student/Parent Compact for Use of Technology

- Students may have access to information using technology equipment. Since not all Internet materials are suitable for school-age children, the school will implement policies to assure that students have appropriate experiences with online resources:
- Students must promptly disclose to their teacher or other school employee any content that is viewed or received over the technology resources that is inappropriate or that makes them feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. Such content should not be deleted until instructed to do so by a staff member.

- Online resources will not be available to students unless access is allowed by a written parent statement on the Consent Form. Users will not be allowed to share user accounts. Furthermore, misuse of technological hardware or software of any type will be dealt with as a serious disciplinary offense. Agreement to abide by the stipulations of the Chatfield's acceptable use policy will be required of users before access to the Internet is allowed.
- Students shall be responsible for their actions on devices and for following the specific rules established for the use of hardware, software, labs, and networks throughout the school. Students should understand that the failure to do so could result in a loss of technological privileges.
- Students will not share passwords or accounts with anyone and will have full responsibility for the use of their account. Students will not use another's account or represent themselves as someone else.
- Students will not engage in illegal activities on the network, computer and technological devices (i.e. plagiarism, bully, harassment, tampering with hardware, software or documents; vandalism, unauthorized entry or destruction of files; or deliberate introduction of computer viruses).
- Students will obey procedural safeguards to maintain the performance of the network, computer and technological devices.
- Students will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. They will bring incidents of offensive or inflammatory material directed at themselves or others to the attention of the Chatfield Management Corporation staff.
- Students will not share, make, or post online personally identifying information about any members of the Chatfield community without permission.
- Students will access only those resources that are appropriate for school and that which they have specific authorization.
- Students will obey copyright laws and license agreements.
- Students will not install software on the network, computer or technological devices without permission from the system administrators.
- They will not attempt to bypass the security features / filters that are in place for Internet usage.
- They will not misuse any district created email account by sending mass or chain e-mail messages, or an inappropriate language or content.
- Parents accept full responsibility for supervision when their child is using his/her device at home or in other non-school settings.
- Parents understand there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of a technological device by their child.

TECHNOLOGY CONSENT

I have read, understand, and agree to abide by the Acceptable Use Policy and the Student Expectations outlined in the school handbook. I release the Chatfield School, CMC, and its board members, agents, and employees, including its Internet Service Provider, from liability related to my child's use or inability to use the technology resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the technology resources.

I authorize the Chatfield School to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment require such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Chatfield School technology resources is not private. I consent to having the Chatfield School monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

VACATIONS

Long vacations, which keep children out of the regular planned school day, are discouraged. If you plan to take your child out of school for a special trip, it is requested that you notify your child's teacher, in writing, two weeks in advance so that homework and other assignments can be prepared.

VISITATIONS

Parents are welcomed and encouraged to visit in the classrooms of their children and to see the regular, ongoing instructional programs. In order that the class routine is not disturbed unduly, we ask that parents who wish to visit call the classroom teacher in advance and a time will be arranged.

For the protection of our children, we must identify all the adults in the school; therefore, **ALL VISITORS, VOLUNTEERS, AND PARENT HELPERS** are to register at the security desk **BEFORE** visiting the building or going to their respective assignments.

There are certain times during the day when we are unable to give visitors the attention we think they should have. For this reason, we ask you to avoid 8:20-8:30 a.m. and 3:00-3:35 p.m.

VOLUNTEERS

Chatfield is a partnership school where school staff and school families work together to provide the best possible education for children. Chatfield parents are involved with all aspects of the school. We welcome, encourage and appreciate the time and support of all the parents and extended families who have given to our students.

Volunteer opportunities include:

- Classroom help
- Field Study transportation and chaperoning
- Individual student tutoring
- Special Activities – Teacher or Assistant

Volunteers—both Chatfield parents and other community members—who are acting as coaches or who chaperone students for the various Chatfield School sponsored activities will be required to complete a Volunteer Application. The information provided will be used to conduct an ICHAT inquiry through the Michigan State Police.



The Chatfield School

The Chatfield School is dedicated to building a partnership between parents and school staff to assure each child the best educational environment, the best teaching practices and the highest expectations for mastering skills and acquiring the knowledge to be successful in today's world.



“JOY IS EDUCATION”

Please return this page of the handbook to your child’s homeroom teacher.

I have reviewed the Chatfield School 2018-2019 Parent/Student Handbook on the school website.

Student’s Name _____

Parent’s Name _____

Date _____

Parents Signature _____