

STUDENT and FAMILY HANDBOOK 2016-2017

FLAT ROCK COMMUNITY SCHOOLS



JOHN M. BARNES ELEMENTARY
24925 MEADOWS
FLAT ROCK, MI 48134

734-535-6800

**FLAT ROCK COMMUNITY SCHOOLS
JOHN M. BARNES ELEMENTARY SCHOOL**

**734-535-6800
734-535-6801(FAX)**

VISION STATEMENT

Leaders in Learning

MISSION STATEMENT

J.M. Barnes Elementary views students as the primary focus of all decisions. We accept the responsibility of building a solid foundation through quality educational programs and services by encouraging all students to achieve their highest level of academic performance and fostering their social and emotional growth.

BELIEF STATEMENTS

A. We believe in quality educational programs that:

- Provide a rigorous foundation of core academics
- Use research-based instructional strategies
- Utilize relevant, cross-curricular, multi-sensory, and differentiated learning with varied forms of assessment
- Build up and retain faculty, staff, parents, students and volunteers who are committed to the vision and mission of the school

B. We believe in promoting academic excellence by:

- Developing well-rounded students who reach their fullest potential by providing meaningful learning opportunities
- Encouraging critical thinking, study and organizational skills
- Maintaining high expectations for student achievement
- Meeting individual student learning needs
- Expecting students to take ownership for their education

C. We believe in fostering social and emotional growth by:

- Nurturing each student's positive self-esteem
- Promoting high expectations for student conduct in regards to respect, responsibility, and safety
- Respecting each person for their strengths and weaknesses
- Establishing outlets for communication to deal with conflicts and problems

BARNES PLEDGE

Barnes School is important to me. I will follow all school rules, show kindness and respect to everyone, and try to get along with others. I know the importance of learning and will put forth my best effort. Each of us makes Barnes School special.

SCHOOL DAY SCHEDULE

FULL DAY SCHEDULE

| | |
|----------------------------|---------------|
| SCHOOL BEGINS | 8:05 |
| RECESS/LUNCH BEGINS | Varies |
| STUDENT DISMISSAL | 3:10 |

HALF DAY SCHEDULE

| | |
|--------------------------|--------------|
| SCHOOL BEGINS | 8:05 |
| STUDENT DISMISSAL | 11:10 |

Students who walk or are dropped off by parents/guardians **should not** arrive at school more than 15 minutes before the start of the day (7:50 a.m.).

ATTENDANCE POLICY

In order to provide a quality education for the students of Flat Rock Community Schools, good student attendance must be an important priority. It is an accepted reality that students achieve at a higher level when maximum time is spent on task in their classes. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life. The Board encourages every effort be made by students and parents to keep absences from school to an absolute minimum.

In alignment with the Wayne County Prosecutor's Office, students should only miss school due to serious illness, funerals, family emergencies, religious holidays, and legal business that cannot be done after school hours. Daily attendance records shall be maintained for each student in each school.

If your child is going to be absent from school, please call our attendance line at 734-535-6800 to report their absence. Leave a message stating the child's name, the child's teacher, and the reason for their absence.

ABSENCE AND TARDINESS

We feel it is very important that a student have a good start every day, therefore, we encourage parents to make every effort to have your child arrive on time. Habitual tardiness is very frustrating for a child. It is also very important that your child remains with the class until the end of the day. Students and teachers need that time to go over any homework and to review the day's events. Habitual tardiness and consistent early dismissal may lead to a truancy referral.

It is very hectic in the office at the end of the day. A parent picking up their children early contributes to this. If you do need to pick up your child early, please do so at least twenty minutes before dismissal.

PARENTS/VISITORS DURING SCHOOL HOURS

Everyone entering the building must sign in and out at the office before going to the classroom. The visit must be planned. We can take a message for the teacher to call you, if needed but unplanned visits disrupt the education in the room. Visitors and parents are to enter the building only at the main entrance doors. All visitors must sign in at the office and wear a visitor tag for security purposes.

A written request or personal appearance of the parent is necessary before a child may be permitted to leave the building during school hours except in an emergency. For safety of our students, identification may be required.

PARENT VOLUNTEERS

Believing that many parents wish to become involved with their child's education and believing that parent involvement is an essential element of an effective school, we invite parents to volunteer their time as classroom helpers. All parent volunteers must fill out a Background Check form, and must be approved by the Board Office before volunteering at school. The forms are always available in the school office.

We live in a diverse community and welcome assistance from all parents. The school recognizes that some parents are not able to provide their contributions via school-day activities. There are many opportunities for assistance at special events. All parents are encouraged to share their concerns, ideas, and praises directly with those involved, whether it be the students teacher, bus driver, principal, or office staff.

REQUESTS

Parents may choose two teachers as a request for the following school year. This request must be based on educational purposes. It is not guaranteed that your child will receive the requested teacher/s. However, it will be taken into consideration. This request must be made in writing and submitted to the office by May 31, 2017. Any requested after the deadline will not be taken into consideration.

SAFE ARRIVAL AND DISMISSAL

Parents should take time to discuss with their child safety rules that should be followed going to and from school.

1. Go directly to school or home.
2. Be careful crossing streets and cross only at intersections.
3. Walk with a friend.
4. Do not stop to talk with strangers.
5. Do not get into a stranger's car



BICYCLES



Bicycle riders at Barnes School must walk their bikes to and from Tamarack Street and Alders Street when other students are walking on the sidewalk. Bikes should be locked at all times in the racks provided at the front of the building.

DROP OFF AND PICK UP SAFETY

With the congestion that occurs during arrival and dismissal times, it is very important that the following procedures are adhered to ensure the safety of our students .

During Student Drop-off/Pick-up, Parent Should:

- Drop off for all students is in the front of the building in the drop off loop. Please pull car as far forward as possible to drop of students. This will help with the flow of traffic.
- Please observe all signs and the directions of the crossing guard.
- Cars will form one line on the school side of the street during student pick up.
- Do not use the school bus loop at the back of the building loop for student drop off or pick up.

The School Bus Loop is located in the back of the building. This is to be used for school buses only. Please do not use this area to drop off your student.

BUS TRANSPORTATION



All students living within the established boundaries where bus transportation is available (per board policy), are permitted to ride the school bus to and from school each day. Students who normally ride the bus home will need written parental permission for any changes in transportation. Riding the bus is a privilege, and students are expected to follow the established rules at all times. Normally, bus discipline is progressive. It is a five step process, with the first step being a verbal warning and the last step indefinite suspension. Bus write-ups are distributed at the discretion of the bus driver. Should a student's conduct cause him/her to lose the privilege of riding the bus, it will become the responsibility of the parents to provide transportation for their child to and from the school.

- Students should be at their assigned bus stop at least 10 minutes before the scheduled time for the bus arrival.
- If students are not ready when the bus arrives at an assigned bus stop, drivers are instructed to stop and wait for a slow 20 count before proceeding to the next stop. Even short delays add up during a bus run, and can cause the entire bus full of students to be late for classes.
- If a student misses the bus because they are not ready when the bus arrives at the assigned bus stop, the parent or guardian is responsible for the student's transportation to school. Busses will not return to pick up late students.
- Bus stops are planned so students do not need to cross roads or streets to board the bus. Exceptions must be approved by the Transportation Director.
- Busses pick up and drop off only at assigned bus stops. Exceptions must be approved by the Transportation Director.

If you have questions or comments about these bus transportation requirements, please contact the Transportation Director 535-6515.

FOLLOW THESE BUS RULES

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. Keep your hands and head inside the bus.
8. Do not destroy property.
9. For your own safety, do not distract the driver through misbehavior.
10. Sit up straight with shoulders touching the back of the seat.

MISBEHAVIOR ON THE BUS

Anyone refusing to follow a bus rule will be reported to the Transportation Director in writing by the bus driver on a Bus Incident Report Form. The Bus Incident Report Form must be signed by the parent/guardian; the student must hand the bus driver the signed Report when returning to the bus or the driver **will not permit the student to board the bus.**

Penalty, at discretion of the principal and transportation director, depending on circumstances, may include removal from the bus for 1 to 10 days or permanent removal from the bus by a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

NOTE: If a student loses bus service because of a discipline problem, it is the parent's responsibility to transport their children to and from school. Failure to do so during withdrawal of bus service will be considered an unexcused absence. The intention is not to deny anyone transportation service. The intention is to provide the *safest* and most pleasant service possible. Everyone's support in this endeavor is necessary.

TRANSPORTATION CHANGES

Any changes in your normal student pick up procedure **must be made in writing or by phone** no later than **2:00 each day**. If we do not receive either, we will send your child home as usual. If an emergency arises and you need to make a change at the end of the school day, **DO NOT LEAVE A VOICE MAIL**. We often do not have time to check voice mail at the end of the school day. Please inform your child of the changes, if possible, as the child is often confused or unbelieving. It also causes a disruption to the classroom.

SCHOOL CLOSINGS

For school closings due to weather or other conditions, please tune to radio WJR (760 AM) or TV channels 2, 4, or 7. Twitter @frcsbarnes

EMERGENCY DISMISSAL

The State Police in the event of possible severe weather or FERMI disaster, for the area, will inform the schools. The Superintendent's office will determine dismissal when conditions warrant. However, in most cases, the children will remain in the building for safety. With the occurrence of an emergency release of students, the following guidelines will be instituted:

1. No elementary student will be released early from the schools until a parent; guardian or listed emergency contact person is called and students will only be released to those individuals.
2. Students who normally attend Latch-Key after school, will go immediately there at the time of the closing
3. Whenever possible, secondary students will be released before elementary students.
4. School officials will notify police to insure crossing guards are on duty.
5. School officials will request announcements about the early closing at local stores and malls and on TV, radio and local access cable.

PROCEDURES TO DEAL WITH UNCLAIMED CHILDREN

Elementary Child Unclaimed at School:

- a. School personnel will attempt to contact the parent or other emergency contact person(s).
- b. School personnel will supervise the child on site until the school office closes.
- c. School personnel will contact the school district Child Care facility – located in the Flat Rock Community School Building.
- d. School personnel will make and post on the main door, a note to inform the parent that the child has been transported to the Child Care facility including the address and phone number of the facility.
- e. School personnel will transfer the child to the district Child Care facility and provide Child Care personnel with emergency information.

Child Unclaimed at Child Care:

- a. Child care facility personnel will supervise the child at the site until the facility closes (6:00 p.m.)
- b. Child Care personnel will contact the Flat Rock Police Department to report the child abandoned and the pending transfer of the child to the police station.
- c. Child care personnel will make and post on the main door a note to inform the parent that the child

has been transported to the Flat Rock Police Station, including the address and phone number of the station.

- d. Child care personnel will transfer the child to the police station.
- e. Parent will be billed for Child Care services.

Notification:

- a. Notice of this policy will be provided to the parent of every elementary school child prior to enactment.
- b. Notice of this policy will be published in *Your Schools and You* at the start of each school year.
- c. Notice of this policy will be published in the elementary school student handbooks

EMERGENCY CARDS

It is very important that we have an up-to-date and complete emergency card on file for every student. This allows us to get in contact with you, other family members, or trusted friends when your child is sick or hurt. Please make us aware of any changes in address, phone or other emergency contact information by contacting the main office.

IMMUNIZATIONS

Michigan law requires that before students can attend school, they must have all of their required immunizations. Those who do not have all of their required immunizations will not be allowed to attend school until parents provide proof that all required immunizations have been given, or meet the waiver requirements. This is a directive issued to all school districts in Wayne County from the Wayne County Health Department.

DISPENSING OF MEDICATION

Should it be necessary for a student to take medication during the school day, all containers should be kept in the main office, in order to prevent accidental abuse. Containers should be clearly identified with the student's name, contents, dosage and time when the medicine should be administered. **Parents will be required to complete a form that explains complete dosages and timetable, as well as a physician's signature.** The building secretary or other designated school official will oversee the dispensing of all medication to students while they are in the office. **School officials are unable to provide and dispense aspirin or other medications to students without written notification from a physician.**

GOOD HEALTH

To follow good health rules, please do not send children to school if they are ill (24 hours fever free). If your child must stay in during recess, a daily note to the teacher will be required. If your child must stay in more than **three days, a doctor's excuse** will be required.

SPECIAL EDUCATION & SECTION 504 CHILD FIND NOTICE

Flat Rock Community Schools has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or Section 504 accommodations or services. Children eligible for special education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional/behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay and

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who, because of such an impairment, need special education services. Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity. If you suspect your child has a disability and may require Special Education services or Section 504 accommodations, please contact your school principal for additional information.

ADA ACCESSIBILITY NOTICE

Flat Rock Community Schools, consistent with the Americans with Disabilities Act (ADA), is committed to ensuring that communication with individuals with disabilities are as effective as communications with others and will furnish appropriate aids and services where necessary to meet this commitment. Persons desiring further information are to contact the Superintendent at 734-535-6502.

FOOD SERVICES

Breakfast will be provided for those students who qualify for free and reduced lunch as well as those students who wish to purchase it. We will begin serving breakfasts as the buses arrive, but not more than fifteen minutes before the start of school.

Lunch

1. Lunches are 3.00
2. Pre-paying, putting money into your child's account, weekly, monthly, etc., will be a necessity. There will be no charging of meals. Parents will be called if your child does not have money for his/her meal.
3. Students will come through the serving line, pick up the selection and then proceed to the checkout area. Students will then either key in their code or a food service person will scan a barcode with their name next to it. This program will help to insure the privacy of all students.
4. Menus are available on the Barnes School website.



FIELD TRIPS

When trips are planned as part of school activities, a written consent must be signed by the parent or guardian prior to student participation. Students are expected to follow all school rules and regulations while on school trips. Students NOT attending field trips will be placed in another classroom to receive instruction. They will be provided with work from their classroom teacher.

REPORT CARDS

Report cards are distributed at the end of each semester. At the end of each semester, students are to take the report cards home with them for their parents to review. They will be sent home in an envelope specifically designed for this purpose. In order for staff members to have verification that the reports were received by parents, please sign the designated area on the envelope and return to the teacher. Students are expected to return the signed envelope within three school days to his/her teacher.

All students are assessed using standards based report cards. This type of reporting is a continuation of the report cards used for students in kindergarten through second grade. Standards based report cards are aligned with the State of Michigan curriculum standards and the Common Core. They provide more detailed information of student learning for students, teachers, and parents and offer reporting transparency to parents. Similar methods of standards based reporting may be continued throughout the middle school as well. This system of reporting will be a better reflection of student progress.

HOMEWORK

Homework is an extension of the classroom. It guides and promotes independent learning. When a student is absent, a parent may call the school requesting to pick up homework. Please make your request early in the day to allow teachers time to prepare the work. Upon return from an absence, each student should see his/her teacher regarding missed assignments. Teachers give sufficient time in class to complete assignments. If an assignment is not completed at school, it may be taken home to finish and returned the next day, unless the teacher chooses to extend the timeline. It is the teacher's discretion to determine when an assignment is considered late and the grade given on the assignment.



SCHOOL RULES

School Wide Positive Behavior Support

Barnes Elementary School has adopted School Wide Positive Behavior Support. **SWPBS** is a program designed to teach respect, responsibility, and safety at school. We hope to encourage students to continuously make good behavioral choices by implementing this program. This is a research based program which can increase time for instruction, increase positive behaviors and decrease disruptive behaviors. Students and staff are taught behavior expectations for all areas of the school, from the classrooms, office, cafeteria, recess and the restrooms. Students will receive a frequent review of the expectations and be acknowledged when they demonstrate them. We provide consistent, predictable and fair use of rewards and consequences for all students. Our plan will focus on three areas: 1) Responsibility, 2) Respect, and 3) Safety. The following is a list of majors and minors and their possible consequences.

| Majors Several majors = automatic Tier 2 referral | Minors Repetitive minor infractions - automatic Tier 2 referral |
|---|---|
| Immediate ODR Consequences should include teachable corrections *automatic suspension for any offense All others are 1 st offense: detention 2 nd offense: suspension 3 rd offense: 3 day suspension | Warnings on Clipboard Conference with Student and/or parent In-Class Time-Out Think Sheet, Privilege Loss, and/or Detention Apology or Corrective Assignment Restitution |
| Physical Contact - harmful & blatant* | Dress code violations |
| Property Damage * | Tardy/truancy |
| Leaving the building without permission* | Minor vandalism |
| Stealing - major* | Cheating |
| Weapons, drugs, lighters, explosives, etc.* | Minor disrespect/disruption |
| Hacking of computer* | Refusal to work |
| Insubordination/disrespect | Irresponsible |
| Major Disruption - serious or multiple disruptions throughout the day | Cell phone violation |

| | |
|---------------------------------------|--|
| Harassment /Bullying | Lying/Cheating |
| Blatant forgery | Non-harmful physical contact - playing/goofing around |
| Inappropriate technology use | Minor stealing |
| Repetitive minor infractions/patterns | Minor lunch/recess issues |
| 4 checks in one day | |

EXPRESSIONS OF THREAT

There is zero tolerance of threats made by students to another student or staff member. Parents will be notified and the involvement of the police may be requested. Threats of violence will result in a suspension.

8260 ANTI- BULLYING POLICY (CF . 8018)

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

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A. Prohibited Conduct

1. Bullying. Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

Approved: July 10, 2006

Revised: March 12, 2012

LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Model Anti-Bullying Policy, Michigan State Board of Education

**Complete description of the policy is available in the Flat Rock Community Schools Board of Education Policy Manual which may be accessed on the district's website: flatrockschools.org

STUDENT SAFETY AND SEARCHES

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal or designee is authorized to search students. All searches shall be carried out in the presence of an adult witness. The district does not permit corporal punishment of any student by any of its employees or representatives. Physical restraint as may be reasonable and necessary may be used (A) to protect an employee, the pupil, or others from physical injury; (B) to obtain possession of a weapon or other dangerous object; (C) to relocate a student who has refused to obey a direct order to move to another location; (D) to protect any and all property from serious harm.

SAFE-DRUG FREE SCHOOLS

The Flat Rock Community School Board prohibits the use, possession, concealment, delivery, or distribution of any drug or drug-related paraphernalia at any time on District property, within the Drug-Free School zone (which extends 1000' from the boundary of any school property), or at any District-related event

WEAPONS FREE SCHOOL ZONE POLICY

The Flat Rock Community Schools Board of Education approved a Weapons Free School Zone Policy that requires any student, regardless of age or grade, may be expelled from school for possession of a weapon. Certain guidelines are in place and the complete policy can be found in the Flat Rock Community Schools Policy Book.

8350 STUDENT SUSPENSION AND EXPULSION (CF. 8080) 8350

Building Administrators or his/her designee, may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion as stipulated in the student handbooks.

Suspensions

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

Suspensions by Teachers

Class, Subject or Activity Suspensions

A teacher is authorized to immediately remove and recommend to the Administration, the suspension of a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy, or the school's Student Code of Conduct.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education policy and the school's Student Code of Conduct.

8350 STUDENT SUSPENSION AND EXPULSION (CF. 8080) 8350-2

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements. He/she shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

The regulations shall include safeguards for the dismissal of students suspended for more than ten accumulative days, procedures for reporting violations of this policy to appropriate members of the District's administration, and procedures for calling an immediate conference with parent(s)/guardian(s) subsequent to the student's suspension.

Expulsion

No student may be permanently expelled from the District until an opportunity for a formal hearing before the Board has been afforded the student.

Written Notices

All required written notices may be mailed certified to the residence of the parent(s)/guardian(s) at the address on file in the school records of the student.

Approved: July 10, 2006

LEGAL REF: MCL 380.1204a; 380.1309; 380.1311, OAG, 1985-1986, No 6271, p 13 (February 7, 1985); **20** USCA § 7151 (No Child Left Behind Act)

DRESS CODE

Students are expected to be well groomed and neatly dressed at all times. Any form of dress or hair which is considered contrary to good hygiene, is distracting or disruptive in appearance, or detrimental to the purpose and conduct of the school will not be permitted. Flip flops, shoes with wheels, open toes, or that fall off when a student is running or playing are not appropriate for school, as they create a safety risk on the playground. Girls must wear shorts or slacks under dresses or skirts to use playground equipment. If a student's clothing or appearance is not acceptable the student and parent will be notified and a change will be requested. Items of clothing considered unacceptable are tank tops (less than 3 fingers in width), skirts or shorts above fingertip length, clothing containing inappropriate words or pictures, pants that hang below the waste, or hats meant to be worn inside. Lanyards without a "break away" snap can cause a potential safety hazard on the playground and in class. Please do not lanyards without a "break away".

It is healthy for children properly dressed to go out during recess as the weather permits. Please see that your child is adequately dressed for the weather. Students will not go outside if the temperature or wind chill drops below 15 degrees Fahrenheit. Please remember boots on wet and snowy days. Children need to be dressed for weather conditions. Proper dress includes hats, scarves, boots, gloves or mittens. If your child wears boots, he/she needs to bring shoes for classroom hours. Drawstrings and loose fitting clothing will prohibit use of some equipment.

ELECTRONIC DEVICES

Any materials brought into school which is disruptive or detrimental to the purpose or conduct of the school will be sent to the school office and may be picked up by a parent or guardian. This includes popular items of the moment, which are often distracting to the learning process. iPods, MP3 players, and any other electronic items are disruptive to learning and are not permitted in school, except with special permission. Cell phones may NOT be turned on during school hours. They must remain **OFF** in the student's backpack throughout the entire day. If a child is seen with the phone at any point throughout the day, it is the parents' responsibility to pick it up from the office.

The use of electronic equipment such as Kindles and other electronic readers are at the teacher's discretion. Please remember that your child is responsible for the equipment.

The school is not responsible for lost or stolen objects.



NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers, assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and building administrators as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

In order for a student to have access to the Internet at school, he/she and a parent must first sign and return a "Flat Rock Community School District Internet Use Agreement" form, which will be provided to students at student registration, Parent Information Night and/or the first day of school.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256, 18 U.S.C. 1460, 18 U.S.C. 2246

TELEPHONE USE

Teachers will not be available for phone calls except during prep times and after school unless it is an emergency. Children will not be allowed to use the telephone to call home except in case of an emergency.



REQUESTS CONCERNING AFTER SCHOOL ACTIVITIES WILL NOT BE CONSIDERED AN EMERGENCY

LIBRARY

All students are responsible for library books signed out in their name. Charges made for lost or damaged books will be determined by the current replacement price. An absent child, who has missed library class, should return their book when they return to school. *Students may not check out another book until the previous book is returned to the library.*

Flat Rock Community Schools Asbestos Hazard Emergency Response Act (AHERA) Notification

The Environmental Protection agency (EPA) requires that each year district workers and building occupants receive notification about asbestos activities such as response actions and inspections. The purpose of this correspondence is to meet those requirements and familiarize you with the asbestos-related activities that have been conducted in Flat Rock Community Schools during the past year.

Management Plans - The existing Management Plans are located in the Administrative Office of each building and are available for review. Periodic Surveillance - The AHERA regulation requires surveillance of the condition of asbestos containing materials every six months. This monitoring is being conducted by Nova Environmental.

Re-Inspection - The AHERA regulation requires a three-year re-inspection of the condition of asbestos containing materials in all school buildings. This monitoring will be conducted by Nova Environmental; questions can be directed to the Superintendent of Schools.

Family Educational Rights and Privacy Act

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Flat Rock Community Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Non-Discrimination Policy

The Board of Education shall comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII 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; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. The Flat Rock Community School District is committed to a policy of non-discrimination because of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

FLAT ROCK COMMUNITY SCHOOL BOARD

Norman Haase, President
Frank Hamet, Vice President
James Clements II, Secretary
Michelle Engelbert, Treasurer
Ivy Nemeth, Trustee
Tara AuBuchon, Trustee
Mark Przybylo, Trustee

ADMINISTRATION

| | | |
|----------------------|-------------------|--------------|
| Mr. Andrew Brodie | Superintendent | 734-535-6500 |
| Ms. Carol Manley | Business Manager | 734-535-6500 |
| Mr. Thomas Arkwright | Special Education | 734-692-7570 |

Barnes Handbook

Signature Page

2016-2017

Please sign and return this page after you have reviewed the handbook with your child.

PARENT AND STUDENT SIGNATURE

I have reviewed this handbook with my child.

Teacher_____

Grade_____

Student Name/Signature

Date

Parent Name/Signature

Date

“Leaders in Learning”