

## WELCOME

Welcome to the Clare-Gladwin Area School! We are a non-graded, center based program that services students with Moderate and Severe Cognitive Impairments. Our students range in ages from 6 to 26 and they come from five local school districts: Beaverton, Clare, Farwell, Gladwin and Harrison.

The educational emphasis at the Clare-Gladwin Area School is manifested in our functional curriculum. The students learn daily living skills, social skills, and functional academics which will help them at school, home, and as a contributing member of their community. Older students receive job training through work enclaves and individual work experiences.

Staff members at the Area School work diligently to meet the students' individual needs. It is our desire to help each person who attends by providing enriching and challenging learning experiences.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

Elizabeth Wood, Principal  
Clare-Gladwin Area School  
Clare Gladwin RESD



## HEAD LICE POLICY

The Clare-Gladwin Area School has a 7-day policy in regards to head lice. If a student is found with **live head lice**, someone will be called to pick them up. If they are found to have **nits (lice eggs)**, but no live lice, they will be allowed to remain in school and the appropriate information will be sent home with them. Once a student is found to have either live lice or nits the parent/guardian will have 7 days from that point to have all nits and lice removed. Every effort will be made to assist the parent/guardian to remove all the lice and/or nits, and prevent further infestations.

After the discovery of live lice the student **MUST** be treated and be “lice free” before they will be admitted back to school. Lice **CANNOT** fly, hop, or jump, but they **CAN** crawl very rapidly. Head lice are primarily transmitted by direct head to head contact and sharing of personal grooming items, such as combs and brushes, as well as hats and scarves. Severe, untreated infestations can lead to secondary infections caused by bacteria.

The student will continue to have frequent head checks until the lice and nits have all been removed. The school nurse, teacher, or Para educator in the classroom will perform head inspections. Lice are not prejudice and can affect people of all race, age, color and socioeconomic status.

## ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from parent and physician and guidance from the school nurse, may possess and use a metered dose of inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school nurse, principal and classroom staff and is updated annually.

## Table of Contents

### School

Staff	3
Student Calendar	4
Program Purpose	5
Vision Statement and Instructional Goals	5
Educational Opportunities	6
Enrollment Process	6
Certificate of Completion	7
Grades/Classroom Level	7
State Assessment	7
Individuals with Disabilities	8
Homebound Instruction	9
Student Records	9
Limited English Proficiency	10
Due Process	10
Confidentiality, Search and Seizure	11

### Students and Parents

Student ID's	12
Computer Technology and Networks	12
Appropriate Dress	12
Attendance	13
Student Groups, Clubs and Activities	14
Parent Advisory Council, Parent Teacher Organization	14
Parent Involvement in the School Program	15
Relations with Parents	16
Student Withdrawal	16
Change of Address/Phone Number	16
School Lunch Program	17
Textbooks and Other Educational Resources	17
Review of Instructional Materials and Activities	17
Wireless Communications and Electronic Devices	18
Early Dismissal/Student Release	19
Emergency Closings and Delays/Snow Days	19
Conduct/Disciplinary Actions	20
Student Rights of Expression	20
Bullying and Other Aggressive Behavior	22
Substance Abuse	22
Tobacco	22
Firearms, Knives and Weapons	23
Fire, Lock-Down and Tornado Drills	23
Emergency Operations Plan/Toxic Preparedness	23
Standards for Emergency Use of Seclusion and/or Restraint	24
McKinney-Vento Homeless Education Assistance Act	26

### Health

Health Criteria for School Attendance	27
Control of Casual Contact Communicable Diseases and Pests	27
Control of Non-Casual Contact Communicable Diseases	28
Administering Medication at School	28
Head Lice Policy, Asthma Inhalers and Epi-Pens	29

**CLARE-GLADWIN AREA SCHOOL**

4041 East Mannsiding Rd  
Clare, MI 48617  
Office: (989) 386-3682 Fax: (989) 386-6840

**Web Site: [www.cgresd.net](http://www.cgresd.net)**

**Clare-Gladwin RESD Board of Education**

President	Barbara Richards
Vice President	Sue Murawski
Secretary	Sarah Kile
Treasurer	Jason Pahl
Trustee	Lou Adams
Superintendent	Sheryl Presler

**Administration Support Staff**

Principal	Elizabeth Wood	(989) 386-8629
Administrative Assistant	Janet Ramer	(989) 386-3682

**Instructional Staff**

Rachel Crain	Severely Cognitively Impaired
Colleen Crites	Moderately Cognitively Impaired
Mallari Faching	Severely Cognitively Impaired
Emma Galliher	Moderately Cognitively Impaired
Chelsea Herron	Moderately Cognitively Impaired
Josh Higgins	Physical Education/Health
Rachel Jones	Moderately Cognitively Impaired
Katie Morton	Moderately Cognitively Impaired
Mary Orloski	Transition

**Transportation Director**

Lisa Downey – Dean Transportation (989) 386-8678

**CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include, but are not limited to: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HCV, (Hepatitis A, B, C), and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their student’s blood checked for HIV, HBV, and other blood-borne pathogens when the student has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**ADMINISTERING MEDICATION AT SCHOOL**

All medication given at school must have the required documentation from your physician’s office. This includes prescription medication as well as over the counter medication. The necessary forms are included in the student registration packet. Additional forms may be obtained by contacting the Area School office. If there is a change in medication, this documentation will need to be completed for the new medication. Please notify the school whenever there is a change in medication.

**The first dose of any new medication should be given at home. Following the first dosage, the student should remain home for 24 hours and be monitored closely for adverse reaction.**

## HEALTH CRITERIA FOR SCHOOL ATTENDANCE

Students learn best when they are well and able to attend school regularly. When a student is not feeling well, he/she is not able to deal with both the demands of the illness and the demands of school at the same time.

## CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Schools have a high concentration of people and it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Specific diseases include, but are not limited to: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and State Health Departments.

Health and learning go hand in hand. Here is a list of criteria in which a student should be kept home from school, or may be sent home from school. They include, but are not limited to: fever, diarrhea, vomiting, severe coughing or wheezing, unusual spots or rashes, conjunctivitis (pink eye), chicken pox, scabies, ear infections, and ringworm.

If your child has a fever, diarrhea, is vomiting, or any combination of these symptoms, please keep the home for 24 hours following the last incident.

It is also important that you understand if you are called to come and pick up your student because they are having any of the above symptoms, you be willing and able to come and get them (or send someone who can) as soon as possible. An ill child who remains at school is very uncomfortable (often delaying recovery) and puts others at risk of contracting their illness. It also makes it difficult for staff to attend to other students if they are focused on the care of a sick student. Because of this, if you suspect that your child is ill it is best they stay home and recover. As always, we appreciate a phone call to let us know your student will be absent.

## Clare-Gladwin Area School Calendar 2019-2020

Staff Professional Development (no students)	August 20,21, 22
Student First Day	August 26
No School	August 30
No School – Labor Day	September 2
Teacher Record Day (no students)	October 21
No School – Deer Day	November 15
No School – Thanksgiving Break	November 28, 29
Christmas Break	December 23- Jan 3
School Resumes	January 6
Staff Professional Development (no students)	February 14
Spring Break	March 23-27
School Resumes	March 30
No School – Good Friday	April 10
No School – Snow Day Make up	May 22
No School – Memorial Day	May 25
Student Last Day	June 5

School begins at 8:30 a.m. and ends at 2:45 p.m.

For those students who qualify, tentative extended school year dates are:  
June 23, 2020 – August 6, 2020.

The extended school year program runs three days per week for 5 hours per day. Students start school at 8:30 a.m. and end at 1:30 p.m.

## PROGRAM PURPOSE

The purpose of this handbook is to provide students and their parents or guardians information regarding the operation and expectations of the Clare-Gladwin Area School. It is not intended to be all-inclusive, and we reserve the right to make changes to this handbook as needed. Please visit the Clare-Gladwin RESD's website, <http://www.cgresd.net>, for a complete list of policies.

Parents/Guardians, students and school personnel are welcome to visit the Clare-Gladwin Area School. We ask that arrangements for visitations be made with the Principal's office prior to your visit.

## VISION STATEMENT AND INSTRUCTIONAL GOALS

The Clare-Gladwin Area School will maintain and form working relationships with families, community agencies, and local businesses to further the education of our students.

**Curriculum Goal:** Staff will use a variety of research based curriculums and differentiated instruction that best meets the student's ability level and needs.

**Social Goal:** Students will have the opportunity to acquire social skills through interacting with peers in organized activities within the school and community. These opportunities will foster the development of social skills for all students.

**Community Goal:** Students will have the opportunity to interact with their community through field trips, PEER to PEER, work sites, outings, and curriculum based activities.

**Technology Goal:** Students will increase functional communication and facilitate individual learning modalities through the use of a variety of technology.

## MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. The guiding phrase of the definition of homeless is a child or youth who lack a fixed, regular and adequate nighttime residence. A child or youth who is homeless may include:

- Those who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters.
- Those who have a primary nighttime residence in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Those who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar setting.
- Those who are migratory children.

If any of the above describes your current situation, then your child or youth is considered homeless. If this is the case, please call the local liaison for homeless education at the Clare-Gladwin RESD. We can help.

Local Area McKinney-Vento Liaison

Katie Knapp-Wyman  
McKinney-Vento Liaison - CGRES  
989-386-8614

Or

Jana Kullick  
McKinney-Vento Regional Coordinator  
989-923-5024

3. Mechanical Restraint means the use of any device, article, garment, or material attached to or adjacent to a student’s body that restricts normal freedom of movement and that cannot be easily removed by a student. Mechanical restraint does not include: a. an adaptive or protective device recommended by a physician or therapist (when it is used as recommended); or b. safety equipment used by the general student population as intended (for example, seat belts, safety harness on school transportation).

The full document can be found at:

[https://www.michigan.gov/documents/mde/StandardsforSeclusion-Restraint\\_247533\\_7.pdf](https://www.michigan.gov/documents/mde/StandardsforSeclusion-Restraint_247533_7.pdf)

## **EDUCATION OPPORTUNITIES**

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education.

For information please contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 (989) 386-3851.

## **ENROLLMENT PROCESS**

Clare-Gladwin RESD has designed programs and services for students with disabilities whose needs require a more intense delivery model than provided locally. These programs and services have been developed to extend the local district’s continuum of services in a more restrictive environment. Individualized Education Program plans are developed in cooperation with students, parents, and local district staff to meet the unique needs of each student. Special education programs operated by Clare-Gladwin RESD consist of two types of classrooms: Moderately Cognitively Impaired, and Severely Cognitively Impaired.

The Area School is designed to provide a special education program option for students who have or function as if they have moderate or severe cognitive impairment. Placement consideration should only be made following implementation of comprehensive intervention plans that have included curriculum modification, intensive intervention by special education personnel, strategies including data. Parents wanting to enroll their student need to start with their local school district personnel. The local school personnel will contact the Area School Principal, collect data, and fill out the necessary paperwork to start the process.

## **CERTIFICATE OF COMPLETION**

Students who attend the Clare-Gladwin Area School will not receive a High School Diploma, but will receive a Certificate of Completion. This certificate will be issued at the age of 26 or when the IEP team feels the student is ready to exit and the student has obtained independent vocational and daily living skills. Before receiving the Certificate of Completion the student and family will be given information for future community agencies and possible opportunities.

## **GRADES/CLASSROOM LEVEL**

The Clare-Gladwin Area is a non-graded school. The parents are notified every nine weeks with a copy of the goals and objectives pages with progress notes on the individual goals. Letter grades are not given. Instead a continuum of progression is noted. These include but are not limited to: achieved, nearing completion, moderate progression, slight progression, no progress, and not introduced.

Students are placed in their classrooms based on age, severity, and number of students within each classroom above or below.

## **STATE ASSESSMENTS**

MI–Access is Michigan’s alternate assessment based on alternate achievement standards. It is designed for students with the most significant cognitive impairments whose Individualized Education Program (IEP) Teams have determined that it is not appropriate for them to participate in the state’s general education assessments (the Michigan Student Test of Educational Progress [M–STEP]).

## **STANDARDS FOR EMERGENCY USE OF SECLUSION AND/OR RESTRAINT**

### **Definition of Emergency Seclusion**

Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. A room or area used for seclusion:

- must not be locked;
- must not prevent the student from exiting the area should staff become incapacitated or leave that area; and
- must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

### **Definitions of Emergency Restraint**

There are three types of restraint: physical, chemical, and mechanical.

1. Physical Restraint involves direct physical contact that prevents or significantly restricts a student’s movement. Restraint is a last resort emergency safety intervention. Restraint is an opportunity for the student to regain self-control. This policy on physical restraint is not intended to forbid actions undertaken:
  - a. to break up a fight;
  - b. to take a weapon away from a student;
  - c. as the brief holding by an adult in order to calm or comfort;
  - d. as the minimum contact necessary to physically escort a student from one area to another;
  - e. to assist a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration; or
  - f. to hold a student for a brief time in order to prevent an impulsive behavior that threatens the student’s immediate safety.

2. Chemical Restraint is the administration of medication for the purpose of restraint. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician.

## **FIREARMS, KNIVES, AND WEAPONS**

Carrying firearms, knives or other dangerous or deadly weapons in school or on school grounds is prohibited. Any student found violating this law may be referred to the appropriate police authorities. After a due process hearing, a student may also face suspension or expulsion from the Clare-Gladwin Area School.

Any object that is used to threaten, harm or harass another person may be considered a weapon. This includes, but is not limited to: padlocks, pens, pencils, laser pointers, jewelry and so forth. Intentional injury to another person can be a felony and/or a cause for civil action. A student may be expelled for violation of this policy.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of the ringing of the building-wide fire alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the P.A. system.

Lock down drills in which the students are restricted to the interior of the school building and the building is secured will occur a minimum of three times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the P.A. system.

## **EMERGENCY OPERATIONS PLAN/TOXIC PREPAREDNESS**

The Clare-Gladwin Area School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials. A copy of the Clare-Gladwin Emergency Operations Plan is located in the Area School Office and is updated annually.

At this time, MI–Access assessments are available for three student populations.

1. The Participation assessments are for students who have, or function as if they have a severe cognitive impairment. These students may have both significant cognitive and physical impairments that limit their ability to generalize or transfer learning, and thus makes determining their actual abilities and skills difficult.
2. The Supported Independence assessments are for students who have, or function as if they have, moderate cognitive impairment. These students may also have both cognitive and physical impairments that impact their ability to generalize or transfer learning; however, they usually can follow learned routines and demonstrate independent living skills.
3. The Functional Independence assessments are for students who have, or function as if they have significant, yet mild cognitive impairment. These students typically can assess their personal strengths and limitations, and access resources, strategies, supports, and linkages to help them maximize their independence.

It is up to the student’s IEP Team to determine which MI–Access assessment is most appropriate for the student based on his or her cognitive functioning level, curriculum, and instruction. MI-Access is designed for students working toward the alternate content standards: Essential Elements with Michigan Range of Complexity\*, Extended Grade Level Content Expectations, Extended High School Content Expectations or Extended Benchmarks

## **INDIVIDUALS WITH DISABILITIES**

The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal to inquire about evaluation procedures and programs.

## **HOMEBOUND INSTRUCTION**

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

Parents should contact the school administration regarding procedures for such instruction. The Clare-Gladwin RESD will provide homebound instruction based on the current Michigan Administrative Rules for Special Education.

## **STUDENT RECORDS**

The Area School maintains many student records including both directory information and confidential information. Directory information includes: student name, address, phone number and photo. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Superintendent’s office.

A “school official” is considered any school staff that has direct contact with the student, teacher, para-educator, therapists, school social worker, and any consultative services provided by the school. The involved staff must have a legitimate educational interest to view the student file.

Consistent with the Protection of Pupil Rights Amendment (PPRA) and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes s/he has been or is the victim of bullying or other aggressive behavior should immediately report the situation to the Principal, a teacher or counselor. The school Principal will investigate all such reports promptly. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. Individuals may also be referred to law enforcement or other appropriate officials.

## **SUBSTANCE ABUSE**

No student will possess, be under the influence of, use, attempt to deliver, sell or advertise any controlled substance including alcohol, drugs, marijuana or any other intoxicants. This includes any non-controlled substances which the student represents to be a controlled substance by appearance or effect.

## **USE OF TOBACCO**

Use or possession of tobacco products is prohibited.

## Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. A material cannot be displayed if it:
1. is obscene to minors, libelous, indecent and pervasively or vulgar;
  2. advertises any product or service not permitted to minors by law;
  3. intends to be insulting or harassing;
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Area School Office twenty-four (24) hours prior to display.

In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPR. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

## LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the Clare-Gladwin RESD. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Area School Office at 989-386-3682.

## DUE PROCESS

Parents, legal guardians or the student, if he or she is 18 years of age, have the right to appeal a decision involving or affecting the student. A request for appeal must be made to the Area School Principal. Matters subject to appeal are defined as, but not limited to, any disciplinary and/or administrative actions.

Appeals should be dealt with at the classroom instructor level initially, then proceed to the school principal. If resolution is not achieved at that level, a conference with the Area School Principal and Area School instructor will be arranged.

The Clare-Gladwin RESD gives notice that it does not discriminate on the basis of race, color, national origin, sex, age or disability in the education programs and activities operated by the District, including employment. Any questions or concerns may be directed to: Area School Principal, Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd., Clare, MI 48617 (989) 386-3682.

### **CONFIDENTIALITY**

Parents may share information with others as they wish, but we understand that parents and students have a right to privacy. We will guard that privacy as much as permitted by the law, ethics, and school rules. We recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If parents ask that information be shared with others, parents will be asked to sign a release form. We will send only information you request unless mandated by law or ethics. Parents should know that there are exceptions where we are obligated to break confidentiality, including potential harm to the student or someone else, state laws that mandate reporting of child abuse, or a court of law that requires testimony or student records.

### **SEARCH AND SEIZURE**

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

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

All computers located in classrooms and offices of the Clare-Gladwin Area School are the property of the Clare-Gladwin Area School and are to be used by students, where appropriate, solely for educational purposes.

### **CONDUCT/DISCIPLINARY ACTIONS**

Students are expected to follow individual classroom rules established to help everyone be successful during their time at school. When rules are not followed, students will first be disciplined as outlined by the classroom rules. Administration intervention will take place if the classroom teacher feels the classroom rules are not effective in changing the student's behavior.

If the student is not able to follow the established rules without additional help, a behavior plan may be developed by the teacher, a school psychologist or behavioral specialist that works with the student, along with input from parents/guardians and the student when appropriate. All behavior plans developed for Clare-Gladwin Area School students are designed to help the student learn more appropriate ways to communicate and interact with others.

On rare occasion a student is not able to benefit from classroom rules, administration intervention, or an individual behavior plan. At that point, a student may be suspended from our school for up to ten (10) days each school year. If a student is suspended, an IEP meeting must be held prior to the maximum ten (10) day suspension to determine if the placement and program are appropriate for the student and what changes, if any, are needed.

For certain offenses outlined by the Board of Education, a Special Education student may be expelled and prevented from attending school. Expulsion is a decision which is made only by the Board of Education after the student has been allowed due process under United States and Michigan law.

### **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

## **EARLY DISMISSAL/STUDENT RELEASE**

Students will not be allowed to leave school prior to dismissal time without written permission from a parent/guardian. Anyone other than the parent/guardian wishing to pick up a student from school must be listed on the release form that is included in the student registration packet and have proper I.D. to present to the Area School office. If this person is not listed on the release form the student will go home on the bus.

Students are not allowed to ride the bus to any location other than their home address unless it has been agreed upon and approved by both the transportation supervisor and the Area School principal

## **EMERGENCY CLOSINGS AND DELAYS/SNOW DAYS**

Parents/guardians will be notified of Area School closings or delays by a phone call from the School Messenger automated service. Be sure to notify the school if your phone number changes so that the system may be updated. The Clare-Gladwin Area School will close only if the following three districts are closed on the same day: **Harrison, Gladwin, and Farwell.**

School closing information for the Clare-Gladwin Area School and the local school districts will be broadcast on: **TV 9&10, WCFX 95.3 FM (Mt. Pleasant), WMRX 97.7 FM (Beaverton).**

**Though the Area School may be open, a student's local district can be closed or delayed due to inclement weather. If your district is closed because of the weather, your student's bus will not run that day. If your district is delayed, your student's bus will be delayed as well.**

If the Area School is open and your local district is closed due to weather conditions, the student is welcome to attend school if the parent/guardian provides transportation.

The Clare- Gladwin Area School retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Clare-Gladwin Area School's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Clare-Gladwin Area School with or without student knowledge or permission. The use of passwords does not guarantee confidentiality, and the Clare-Gladwin Area School retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. Student refusal to permit such access may be grounds for disciplinary action.

## **STUDENT ID's**

Pictured student ID's will be issued to each student at the beginning of the school year. Students are expected to wear ID's while they are attending outside sites. If a student loses their ID they will have to pay \$5. Life Touch, our school photographer, will also issue a student information card to the student's family. This card is intended for use by the parent/guardian in case of an emergency.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security before being permitted to access the network and/or being assigned an e-mail address.

## **APPROPRIATE DRESS**

The responsibility for student dress rests in the home. Students should arrive at school properly dressed for school attendance, for any planned activities and for the weather. Students not properly dressed may not be able to take part in normal daily activities.

Clothing/Accessories NOT considered appropriate for school include, but are not limited to: hats, tank tops, halter tops, bare "tummies," short shorts, short skirts and any form of chain hanging outside of clothing.

Any clothing with obscene language or pictures, hints of obscenity, illustrations or promotion of alcohol, illegal substances or tobacco, sexual language or pictures, hints of sexual language or activities are considered inappropriate.

Parents/guardians are encouraged to send a complete change of clothing to school for their student in case of emergency. If a student arrives at school not properly dressed or groomed, the student will be asked to change clothes or correct the grooming problem. Grooming supplies such as shampoo, toothpaste and deodorant are kept at school for student use.

### **ATTENDANCE PHILOSOPHY**

Individuals enrolled in the Clare-Gladwin Area School will want to establish a good attendance record because attendance affects the quantity and quality of work that can be accomplished in class; a good attendance record can show an employer that they are **dependable** and **punctual**.

We realize that illness and personal problems, over which students have little control, play a part in a student's attendance pattern. However, students should make every effort to attend class daily.

### **CLARE-GLADWIN AREA SCHOOL ATTENDANCE POLICY**

Students are expected to attend school regularly and be to school on time. School attendance laws in Michigan require that children attend school regularly. Students should not miss school because of shopping trips, out of town trips, etc.

The most convenient method of reporting a student absence to the office is to call the school at (989) 386-3682 on the morning of the day that your child will not be in attendance.

Parents of students who **are tardy or absent more than 10 days during a marking period** will be notified by the Area School office. Doctor's notes may be required for days absent. If the problem continues the truancy procedures will be followed.

Excessive absences, unexcused absences, and/or tardies may result in a conference with parent, and or filing a complaint with the county prosecutor in which county the student resides, against the parent or other person in parental relation with the failure to send the student to school.

### **WIRELESS COMMUNICATION AND ELECTRONIC DEVICES**

A student may possess (WCD) wireless communication devices, or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions, provided that during school hours, school events and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants provided that the WCD or other ECD/ESD remains off.

The unauthorized use of WCD and ECD/ESD to communicate or access information during classes or testing is prohibited.

Except as authorized under this policy, use of WCD, ECD, and ESD in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action. During school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight.

The use of WCD and other ECD/ESD in locker rooms or restrooms is prohibited, including the use of audio or video recording capacity of any WCD and other ECD/ESD.

Possession of a WCD or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

The student who possesses WCD or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to WCD or ECD/ESD brought onto its property.

## **SCHOOL LUNCH PROGRAM**

The Clare-Gladwin Area School provides both a student breakfast and lunch program that meets the requirements of the National School Lunch Program.

- At this time breakfast is free for all students.
- Lunch price is \$2.75.
- Charges are not accepted. Meals may be pre-paid or paid daily.

All students are given the opportunity to participate in the Free and Reduced Meals Program.

- An application must be completed and returned to the office where eligibility is determined by household size and income.
- Reduced price lunch cost is .40.
- If your student is eligible for free meals through Direct Certification, notification will be sent to you and no further application is necessary.

## **TEXTBOOKS AND OTHER EDUCATIONAL RESOURCES**

All instructional materials are the property of the Clare-Gladwin Area School and are loaned to students to assist in their education process. As a result, they become the student's responsibility once they have checked them out. Please use them respectfully and carefully. Any student who loses or abusively damages these materials will be billed for repair or replacement.

**IMPORTANT:** Students are responsible for any equipment, toys, or personal items brought to school. The Area School is not liable for the loss, theft, or damage of such items.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

## **TARDINESS/EARLY ARRIVAL**

Students are expected to be in their assigned class and ready for instruction at the scheduled starting time of 8:30 a.m. Staff is not available to supervise students who arrive prior to 8:30 a.m.

## **STUDENT GROUPS, CLUBS, AND ACTIVITIES**

Students at the Area School may have the opportunity to participate in 4-H, Bowling Club, Special Olympics basketball and track and field. For more Special Olympic opportunities please contact the Area 7 Special Olympics office at 989-828-6365.

## **PARENT ADVISORY COUNCIL**

The Clare-Gladwin RESD has a Parent Advisory Council, which consists of a representative from each local district. The purpose of the Parent Advisory Council is to provide an avenue for input from parents of special education students and educational opportunities for parents. The Parent Advisory Council meets monthly. For additional information on the Parent Advisory Council contact Jill Radosta, Supervisor Monitor at (989) 386-8614.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Clare-Gladwin Area School has an active Parent Teacher Organization (PTO). The PTO plans fundraisers each school year that support a specific project at the Clare-Gladwin Area School. Meeting notifications will be sent home with your student.

## **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes.
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired), which may include, among others, the following strategies:

- Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- Encourage parents to serve as chaperones for class field trips and other school activities.

## **RELATIONS WITH PARENTS**

The Board needs parents/guardians to assume and exercise responsibility for their student's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent/guardian. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor student behavior and, as with academic matters, the importance of cooperation between the school and the parents/guardians in matters relating to conduct.

For the benefit of the student, the Board encourages parents/guardians to support their student's career in school by:

- Participating in school functions, organizations and committees.
- Reading all communications from the school, signing, and returning them promptly when required.
- Cooperating with the school in attending conferences set up for the exchange of information of their student's progress in school.

## **STUDENT WITHDRAWAL**

A student who will be transferring to another program must notify the Area School office. A release of information will be completed and signed so the receiving program may request the appropriate information and documentation from the Clare-Gladwin Area School. This is an important process so that the student transferring can have a continuation of services.

## **CHANGE OF ADDRESS/TELEPHONE**

Students are required to inform the Clare-Gladwin Area School office of any change of address and/or telephone number. This is necessary for a number of reasons such as follow-up, emergencies, and the School Messenger automated calling service