

RIVERSIDE ELEMENTARY

Parent-Student Handbook

“It takes a whole village to raise a child”

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WELCOME BACK TO SCHOOL

We look forward to working with you and your child this year. The Riverside staff is dedicated to providing a quality educational experience for students. We are also committed to maintaining good communication between school and home, recognizing that education is a cooperative effort by the parent, educator and child.

This booklet is meant to familiarize you with the school program, expectations and procedures. Please read it with your child and keep it as a handy reference guide.

Riverside Mission Statement

The Riverside Elementary School community believes that all children are valuable, precious and capable of learning. Therefore, our school will create a safe, secure, stable and supportive environment enabling students to become critical thinkers, effective decision-makers, and productive citizens in our society. We will build on existing strengths to foster the development of academic and social skills and to promote good life choices for a better future. This mission will only be accomplished as a combined effort of parents, students, staff and community.

Office Phone: 269-435-8950
Office Hours 7:30am – 3:30pm
Fax: 269-435-8983

Riverside Principal – Mr. Craig Badman
Riverside Secretary – Mrs. Tina Dingess

School Doors Open at 7:35am
Doors are open to students participating in the breakfast program at 7:20am
Classes start at 7:40am
School dismisses at 2:50pm

We Support the 3 R's --- Respect and Responsibility at Riverside

The Constantine elementary schools have the reputation for being friendly and efficient. Each individual is expected to be a positive influence on all others who come to work at school. The **responsibility** of the students is reflected in smiling faces that take pride in completing their assigned tasks. This pride is also reflected in the courteous manner that students, teachers and others **respect** each other. Each person attempts to treat others in a way that he or she in turn wishes to be treated.

ABSENCES, ILLNESS AND MEDICATION

ATTENDANCE POLICY:

Regular attendance at school is vitally important to each student as it directly affects his/her academic progress as well as the development of attitudes and habits for life! Studies show regular attendance is tied to success. The responsibility for good school attendance rests with the student, the parents and guardians, and the school.

PLEASE CALL THE SCHOOL BY 9:30 A.M. WHEN YOUR CHILD IS ABSENT FROM SCHOOL. SCHOOL WORK MAY BE PICKED-UP UPON REQUEST AFTER SCHOOL. If you have not contacted the school, please send a note with your child upon their return to school. Please remember that it is important to report any communicable diseases such as measles, chicken pox, flu, pink eye, etc.

A student is considered tardy if they arrive after **7:40 a.m.** to **9:30 a.m.** If a student arrives after **9:30 a.m.**, they will be marked absent for the morning. If a student arrives after **1:00 p.m.**, they will be marked absent for the whole day. Any student leaving before their lunch period will be marked absent for the afternoon.

Persistent tardiness will be considered as a violation of the discipline policy.

Any child absent (without cause) 20% or more of the scheduled instruction days may be considered as truant. Situations such as this will be referred to the school social worker or local officials of St. Joseph County Agencies for follow-up. The social worker cooperates with St. Joseph County agencies to ensure that students maintain regular attendance patterns.

School Policies

ILLNESS

When a child becomes ill at school, particularly if there is a fever, every reasonable attempt will be made to contact the parent or guardian so that the proper action can be taken for treatment. It is best not to send a child to school if the child is experiencing difficulty with breathing, a sore throat, coughing, chills, fever, vomiting, or unusual skin irritations. An untreated child can be a threat to his own health and well being, as well as a threat to those who may come in contact with him.

Mandatory Removal From School

HEAD LICE: Even children and adults from the cleanest homes may get lice through accidental contact with an infected person. When head lice are discovered on a child at school, that child will be sent home for treatment. Your child may return to school the

following day but will be rechecked in the office before returning to class or riding the bus. Periodic head checks for lice will be made by school personnel to attempt to keep this under control.

COMMUNICABLE DISEASES: Other communicable diseases such as pink eye, chicken pox, scabies, etc. require a student to be out of school until recovered. In some cases a doctor's statement may be required upon returning to school.

Medication at School

It is against the law for school personnel to administer prescription medicine at school unless instructed by a doctor with the dosage and frequency of administration information. **All** prescription medicine must come in the original dispenser with the doctor's instructions on it.

Medication should not be sent to the school with a child. The medication will be administered by office personnel and a record will be kept of dosages and times given. Any **over the counter medications** such as Aspirin, Tylenol, or cough drops will be treated in the same manner as prescription drugs. All over the counter medications need to be brought to the office in their original containers. We cannot dispense over the counter medications brought in plastic bags or other containers that are not original to the product. Cough drops are not candy and cannot be kept in the student's possession to take when they feel the need to do so. **These rules are the product of state laws governing the use of medications in school.**

Make-Up Work

Students will be given a reasonable amount of time (usually one day for every day absent) to complete work missed during an excused absence. The student will be responsible for asking, completing, and handing in all made up work. Parents should contact the school by 9:30a.m. to have work picked up at the end of the school day. This will allow teachers ample time to gather materials and write instructions without jeopardizing valuable learning time for other students. Cooperation in this matter is greatly appreciated.

OFFICE INFORMATION

Enrollment

Students enrolling for the first time should have a parent or guardian fill out all enrollment forms in the office. It is necessary for a parent to sign a release form for school records from the former school. A parent should also sign a card for permission to have the school take the child to a doctor in case of an emergency. Students entering a Michigan school must present a record of immunization that is up to date, a **certified** birth certificate, and a verification of residency. A social security number is also requested. Enrollment will be delayed until these items are presented to the school.

Emergency Information

Parents should keep the Riverside office informed of any changes in the previous enrollment information, such as current address, phone numbers, parent information and emergency contacts. If a child has allergies to bee stings, food, etc. or any physical disabilities, this information should be on file in the office. The classroom teachers should also be made aware of any emergency measures that might be necessary. Families who have legal documents concerning guardianship, or for someone else not having access to the child, should be sure that a copy is in the child's permanent file.

Student Records

Each student's records are kept in a confidential file located in the school office. The information in a student's record file is available for review only by the parents or legal guardian of a student and those authorized by Federal law and District regulations. Parents and guardians can request to review their child's records by filing a formal request in writing at the Superintendent's office. A parent or adult student has the right to:

- Inspect and review the student's education records within forty-five (45) days after the receipt of the request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- Request amendments if the parent or adult student believes the record is inaccurate, misleading or otherwise in violation of the student's right. The school has a form which may be used to identify which information in the records the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- File a complaint with the U. S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- Obtain a copy of the District's policy and administrative guidelines on student records (#8330).

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days (refer to policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

ACADEMIC INFORMATION

Curriculum

We study all academics to include but not limited to Language Arts (reading, spelling, writing, and grammar), Science, Mathematics, Social Studies, Music which includes band and choristers, Art, Physical Education, Technology, and Spanish. Supplemental programs such as drama, field trips, school assemblies, art and music shows, field and track, and/or other special events are also offered.

Homework

Students who are not completing work during the regular school day are expected to take their work home for completion or correction to avoid receiving a 0. Therefore, if your child is bringing work home consistently, you should contact the teacher to avoid further problems. Each student in the school receives a school planner that will be brought to and from home each day. It is expected that each student will discuss their day and planner with their parents/guardians and have the parents sign the planner each day to promote better communication between home and school.

Student Evaluation

Assessments of student achievement are an ongoing process based on daily written work and performance. The following grading scale will be used:

A 93 to 100%	C 73 to 76%
A- 90 to 92%	C- 70 to 72%
B+ 87 to 89%	D+ 67 to 69%
B 83 to 86%	D 63 to 66%
B- 80 to 82%	D- 60 to 62%
C+ 77 to 79%	E Below 60%
	0 Not handed in or incomplete

When grades are averaged for the report cards, all recorded grades for daily work, reports and quizzes will be averaged together for a letter grade. **Report cards are sent home every 12 weeks. Progress reports are sent home to all students midway through the first marking trimester. After the first marking period progress notes are sent home only to students who are working below their potential or not completing work, midway between the report cards. These are to be signed and returned to the teacher.** If you have a concern about your child's lack of progress, please call the teacher to make an appointment.

Standardized Testing

Riverside students take part in the Michigan Educational Assessment Program (MEAP). In October, students take various tests in reading, writing, math, social studies, and science, depending on the grade level they are in. Results of these tests are sent home with students as soon as the results are received.

Recognizing Achievement

The staff believes that it is important to recognize good and steady achievement. During the course of the year recognition is given for outstanding student achievement, leadership or character. Among the awards given or programs offered are:

President's Academic Fitness Award

Art

Michigan Art Education Association Student Art Competition and Awards

Student of the Month

President's Physical Fitness Award

Spelling Bees

AR Awards

Poetry Awards

Clue-Me-In

Good Attendance

Young Authors

Choristers

Geography Bees

March Reading Month Awards

Physical Fitness (not presidential)

Field day

Winter Olympics/Spring Olympics

PARENT INVOLVMENT AND COMMUNICATIONS

Conferences

A Parent-Teacher conference is scheduled each **fall for all students and during the final two trimesters** at parent requests or if a student is having difficulty in school. These days are scheduled for all parents to meet with teachers on a personal basis and everyone is encouraged to attend. Teachers and/or the principal may contact the parents throughout the year for conferences. Parents are also invited to call for a conference at any time when a problem arises. We encourage parents to stay in touch with your child's teacher. Our goal is to eliminate problems before they develop.

Procedure in Dealing with a Perceived Problem

School officials request that parents follow the correct procedure when they have a specific problem they wish to discuss.

1. Contact the teacher for a conference to discuss the issue;
if the problem is not resolved,
2. Contact the principal;
if the problem is not resolved,
3. Contact the superintendent.

The School Board should be contacted only as a last resort. School Boards set policy and guidelines and administrators enforce those policies and guidelines.

Parent Involvement

Research has shown that if schools and families do not work together, children will not learn as effectively. The staff at Riverside encourages parent involvement. Parents can be involved by helping their children at home and by staying in touch with the teacher. Parents can also be involved by helping in the classroom or at other school activities. Please contact your child's teacher if you would like to assist in the classroom. P.T.O. membership is another very good way to be involved. The P.T.O has been a tremendous support to the school in many ways.

Newsletters

Riverside sends parents a bi-monthly newsletter of events happening at school.

Many teachers send home weekly or monthly calendars of classroom events and academic plans also.

GENERAL INFORMATION

Dress and Grooming Regulations

In general, it is the responsibility of parents and/or the individual student to set guidelines for appropriate dress within reasonable standards of social acceptance. Students are in school to learn. Any fashion (dress accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or to others, they may be removed from the educational setting subject to administrative discretion.

The following styles or manners of dress are **not allowed**:

- Clothing that suggests or promotes anti-social behavior, violence, obscenity, vulgarity or profanity, sexual inferences or logos referring to drugs or alcohol.
- Halter tops, crop tops, tank tops with narrow straps and/or those that are low-cut, short shorts, spaghetti tops and/or dresses, torn or mutilated clothing.
- Lycra/biker shorts unless covered by loose shorts.
- All shorts must be appropriate in length using fingertip length as a guideline.
- Facial or body piercing other than in the ears.
- Coats or other outerwear worn during the school day.
- Wallet chains
- Hats
- Flip-flops

Children are expected to dress for the weather, Coats, jackets or sweaters are recommended unless the weather gets extremely warm. Recess is held whenever possible, and children will be expected to participate

Safety First- * for your child's protection, doors will be locked once school is in session *

Student Drop Off and Pick Up before and after school:

Parents who pick up their children after school or drop them off in the morning are asked not to drive behind the building or thru the bus drive in front of the school. With buses arriving and departing and students rushing around, additional and unnecessary traffic creates a very dangerous situation. If you must drop off or pick up a child, please do so by using the parking lot turn around. We ask that parents pull close to the side walks to drop your child off. This will allow other cars the ability to go around your car and exit the parking lot, thus avoiding traffic congestion.

Any parents picking up their children after school in person should wait in the office for dismissal. The office will notify teachers to send the student to the office for their parent to pick them up. Please do not go to the rooms. Students will not be allowed to call home for instructions on a daily basis.

Early Release of Students

Early release is for emergency or medical reasons only. Children will not be dismissed early on a regular basis because doing so interrupts class time. **No** student will be dismissed from school on their own to leave the building. Parents must sign out their student from the front office.

Note: For your child's protection, doors will be locked once school is in session with the exception of the front doors by the office.

Early release is for emergency or medical reasons only. Children will not be dismissed early on a regular basis because doing so interrupts class time. Early dismissal on a regular basis is like tardiness, it takes time off task.

Bicycles

Bike racks are provided at each school for the convenience of the bike riders. Bikes are to be parked in or very near the racks. All children are to play away from the area of the bike racks. Bikes are not to be ridden once students have reached the school grounds.

Students on bikes are encouraged to use the sidewalks along the busy streets (Washington, Sixth, and White Pigeon Road). When students are not riding along the busy streets at the busy times of the day, they are encouraged to follow the regular traffic rules for bikes and cars. Students should follow the safety rules and not ride more than two abreast or more than one on a bicycle. **Bike riding is a privilege and can be withdrawn if problems/ safety violations occur.**

School Supplies

Students will be supplied with sufficient textbooks and workbooks. A textbook deposit is not required for grades K-5, however, if a book is lost or damaged, a replacement or repair cost may be assessed. A list of additional needed supplies such as crayons, pencils, etc. will be sent home with students. Pencil and eraser vending machines are in the hall for purchase. Please replenish supplies as needed.

Library/ Media Center

The Riverside Library/ Media Center is an important part of the academic day and students are encouraged to use it whenever possible. Students may check out books and renew them if necessary. If a book is lost or damaged, a replacement cost will be assessed.

Physical Education Class

Physical Education is a required class for all students. In this class students will learn about fitness, teamwork, movement skills, and good citizenship. Students are graded on sportsmanship, participation, and behavior. Students should dress comfortably, and are required to wear soft, non-black soled athletic shoes. In order to be excused from participation, a note is required from a parent for a single day, and a Doctor's note is required for extended release from participation. Please discuss with your child the importance of reporting any injuries received during class to the physical education teacher.

Art Education

Art Education is required for all students. Class will meet approximately 45 minutes weekly. Materials in the art room may become messy and could possibly ruin some clothing. The school does not supply students with art shirts, but individual students may supply their own and bring to class each week. Each year the art, music, and physical education departments make efforts to organize a variety of extra programs to enhance learning in the arts. Although the student does not receive a letter grade they are assessed on artistic ability, participation, and behavior. Due to safety concerns, students who make inappropriate choices may not be able to utilize all of the equipment in the art room. Please speak with your child about the importance of proper use of art materials and the possible hazards.

Recess

Each day students are given a break from their studies with recess. Students are expected to go outdoors for this break and should come to school dressed for the weather. This helps students stay alert and make greater gains from lessons after the fresh air. When the temperature gets extremely low or during other inclement weather, students will have indoor recess. Children may not be excused from recess or gym without a doctor's request. ****When the temperature reaches 0 degrees or the wind chill falls below 0 degrees, students will stay inside.** . Students may stay in at recess for one day with a parents note. Any further missed recesses require a doctor's note. A maximum of 3 days will be allowed only as we do not have personnel to watch individual children during this time.

School Pictures

School pictures are taken each fall and are optional in the spring. Information regarding purchase prices and selection will be sent home in advance of the day they are taken.

School Parties

Parties can be a learning experience for students because of the group planning, cooperation and manners involved. However, only **Halloween, Christmas, and Valentine's Day** are recognized as party days. Children may bring a small limited treat for the class for birthdays or other special occasions if the teacher approves. Birthdays can be made very special without sweet treats, by purchasing a book and placing the child's name and birthday inside the cover and having the child or parent read it to the class before donating it to the library or classroom.

Lost and Found

Many unclaimed articles of clothing and other various objects are collected each year in a box in or near the office. Students and parents are urged to check this box when something is missing or to check with the secretary. Each trimester of the school year, the lost items not picked up will be donated to a local charity.

Visitors

Parents or guardians are always welcome and encouraged to visit our school to assist or gain better understanding of our daily schedule in educating students. We request that arrangements with the teacher are made in advance of your visit. **Visitors must check in at the office before going to a classroom.** We request that students not bring other visitors (other than parents) to school with them for the day.

Field Trips

From time to time, teachers may find it beneficial to enrich a unit of work by arranging a field trip. These trips broaden education by giving children a first-hand experience that books cannot. As usual, all precautions are taken to ensure the safety of all the children involved. Permission slips are requested at the beginning of the school year and will be kept on file in the school office. The school may need to limit the number of chaperones, but usually parents are encouraged to go along to help with supervision of students. There is usually a charge for field trips; however, no child will be excluded because of fees. Parents should contact the teacher if there is a problem with field trip charges.

Parent Volunteers

The school invites parents of the community to volunteer within the school. **All volunteers must submit to a police background check and be approved prior to assisting in the school. Background checks are done annually.**

STUDENT SERVICES

For those students with special needs who need additional support in school, the following services are available at Riverside:

Home/School Coordinator

Many personal problems may interfere with a child's learning. Students who are experiencing some difficulty either socially or emotionally, or who are going through a loss in their lives, such as divorce, death, incarceration of a family member, etc., may benefit from a brief contact with the Home/School Coordinator. This should not be in place of traditional therapy/counseling for intense, more severe issues. If the problems are in direct relationship to school issues, referrals may be made directly with the home/school coordinator. School staff, at times, may make referrals to the home/school coordinator. If it is deemed that the student requires more sessions with the home/school coordinator the parents will be contacted to sign a release of information and permission slip. The services provided include working with the child in the school setting and on occasion with the parents.

Special Education

The Intermediate School District offers a variety of services to students that are not available at the local district level. Such services include: psychological testing (for students having learning problems), speech and language therapy, and sight and hearing testing. Information about these programs may be obtained through the school office.

Referrals for testing or assistance for special needs should be made through the classroom teacher. Parents need to submit **written rationale as to why they feel their child needs testing**. Teachers will then complete appropriate paperwork and submit it to the Student Assistance Team. The team will meet and discuss the student and parental concerns and develop recommendations as to referring the student for testing or developing other alternative interventions the teacher might incorporate within their teaching to help the student. If the student is recommended for testing, a date will be set for the parent to come into the school and meet with the team and an ISD representative to gain information on the student and to discuss the testing procedure and obtain parent permission. Once the testing has been done, parents will be notified to attend another meeting to discuss the testing results and actions, if any, that will be implemented. The testing is a complicated procedure that takes a lot of time. Anybody requesting testing for their child, needs to have **valid rationale** for the request.

Promotion, Placement and Retention

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, social maturity

A recommendation for retention will be made by the classroom teacher and principal. A conference will be held with the teacher and parent regarding what is best for this child. It is the belief of Riverside Elementary that a child is not always ready for the next grade,

and his/her self-confidence may be enhanced by placing a child in a classroom where the abilities match his/her peers.

GETTING TO SCHOOL

Walkers

Adult Crossing Guards are provided at the corners of Sixth Street and US 131, Lafayette and US 131, and Sixth Street and Canaris Street. Students who must cross the highway should use the corners where the guards are provided. Student should choose routes with sidewalks. School doors open at 7:35a.m. During cold or inclement weather, students should time their departure from home to arrive close to that time.

Bikers

Bike riders are to follow the same general routes as walkers. Along busy streets such as Sixth or US131, bike riders should ride on the sidewalk; however, bikers should also be careful of walkers and property. **Bikers should follow safety rules at all times.** Once at school, bikes are to be immediately placed in the rack provided. Bikes are not to be ridden on school grounds or parking lots. A bike lock is recommended.

Changes in Arrivals and Departures

Any changes in bus transportation, baby sitters or in routes to and from school should be reported to the office well in advance by phone or a note. Bus passes will be issued for students with notification of change. Use of school phones by students will be limited. Please help your child remember notes or other essential information.

BUS TRANSPORTATION

Change of Address

If you move within the boundaries of the school system, please inform the bus supervisor **and** the school office of your new location.

Change of Route or Bus

If your child will not be riding a bus on a given day or will be riding a different bus (to go to baby sitter, friend, etc.), we require a written note signed by the parent or guardian explaining the change for the bus driver and teacher.

Bus Rules

The following abbreviated bus rules are for your general information and are **not** intended to be a complete statement of current policy or procedures. All students receive this document the first week of school which contains the complete rules and regulations, and copies of the rules are also passed out and discussed on each bus at the beginning of the year.

It is very important for students and their parents to remember that the school buss is considered an **extension of the classroom and school day, and all rules apply to the buses that apply in the classroom.**

- Students should be waiting at the bus stop **WHEN THE BUS ARRIVES** unless other arrangements have been made. In case of severe weather delaying the bus for several minutes or more, the driver will stop at each home and give adequate time for the students to board the bus. The driver is responsible for the maintenance of his schedule and cannot wait for tardy pupils.
- Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver. No pupil shall stand or move from place to place during the trip. The bus driver is in complete charge of the bus and riders at all times. Student behavior must be appropriate; the driver must not be distracted from the job of driving the bus.
- No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened by the driver. Students are not to enter or exit from the bus by means of the emergency door (emergency only). When crossing the road, the students are to take approximately 8 to 10 steps ahead of the bus so that the driver can see them and wait for the driver's signal before crossing the road.
- If a student wishes to get off at a stop other than his or her own, a written request signed by the parent, guardian, or principal of the building must be given to the driver. Students not assigned to the bus must also have a written request to ride. If a student will not be riding to school on a certain day, please notify the driver. Permission to alter a student's ride is only given by the Transportation Supervisor or his or her designee.
- Students shall not be allowed to eat, drink or chew gum on the bus. This is necessary to keep the bus clean.
- Riding the bus is a privilege. Unacceptable conduct, such as loud talking, fighting, disobeying the bus driver, smoking, or using bad language will result in a loss of riding privileges.
- No windows or doors will be opened or closed except by permission of the driver. Students are to keep arms, hands, and heads inside the bus.
- Students shall not be permitted to check mail boxes. (No bus driver shall tie up traffic for this purpose.) Students shall not stand or play in the road while waiting for the bus. They must keep away from all sides of the bus so as not to fall beneath it.
- Students shall respect a substitute driver the same as they would their regular driver. No water device of any kind, including squirt guns, plastic bottles, water balloons, etc. may be brought on the bus. No live animals, reptiles, birds, or insects will be transported on the bus. If there are any questions, check with the Transportation Supervisor.
- Bus violation notices shall be used and will be enforced.

- On extra trips and spectator buses, students will be allowed to leave the bus only at the school where the trip originated.
- A student who has his or her school bus riding privileges suspended due to misconduct **shall not ride any** Constantine School bus or van during the term of the suspension. **This includes all field trips.**

INCLEMENT WEATHER

Weather and Emergency

School closures for severe snow and ice conditions are announced on the following radio and TV stations:

WLKM	Three Rivers 95.9 FM
WKZO	Kalamazoo 590 AM
WFRN	104.7 FM (WFRN)
WNDU	93 FM or Channel 16
WWMT	Channel 3
WSBT	Channel 22

Occasionally it may be necessary to send students home early due to weather conditions. **Making arrangements in advance as to where your child is to go in the event that school closes early and making sure your child understands these arrangements will minimize confusion and anxiety. We ask that you inform your child where they need to go if school closes. Please make sure the school has at least two other emergency contacts.** Use of the telephone in the office will be limited to emergency calls only. If your child walks to school and there is a two hour delay, please do not have them come to school early as there will be no adult supervision and your child will be outside.

Weather and Warning Drills

The report of severe weather, including tornadoes, is issued by the local police agencies. In the case of a **tornado watch or warning**, students are to stay in school and will not be released unless their parents personally pick them up. During a tornado warning, students will be led to the safest corridors and follow the tornado safety regulations posted in each room. The classroom teachers will discuss, with each of their classes, the proper safety measures to be followed in the case of a tornado.

Fire and Disaster Drills

Fire drills are conducted several times a year so that students learn the best way to depart from the building in case of an emergency. Each classroom teacher will instruct students at the beginning of the year as to the proper procedures.

Lunch Policies

Meals

Breakfast and lunch are available to all students at Riverside. Breakfast is served from 7:20 a.m. to 7:35 a.m. All students are expected to remain at school and eat lunch.

Students are welcome to bring a sack lunch and buy milk if they prefer.

If the lunch room supervisors become aware that a student is making a habit of not eating lunch, the parent or guardian may be notified. Good nutrition is essential for good learning!

Lunchroom Rules and Procedures

- Good table manners are expected.
- Students should keep their place in line and wait patiently.
- Students should talk quietly and remain seated.
- Food should be kept on the trays and tables while eating.
- Students should place all trash in the proper containers.
- Students should wait to be excused by the supervisors.
- Eating or drinking should be confined to the cafeteria. Food or drinks are not to leave the designated eating areas.
- **Any inappropriate behavior in lunchroom will result in the following procedures as needed:**
 1. **Warning**
 2. **Student sent to detention table/after eating student will write sentences**
 3. **Principal's Office- (within a two week time period)**
 - a. **contact with parents**
 - b. **noon detention**
 - c. **Possible suspension from school at discretion of principal**

Free or Reduced Lunch

Applications for free or reduced meals will be sent home with students on the first day of school. Certain families, depending upon income and family size, may qualify for a free lunch or a reduced price lunch.

Student Code of Conduct

Classroom Rules and Guidelines for Good Behavior

At the beginning of each school year, the teacher will review behavior expectations with the students. However, all General School Rules also apply wherever and whenever students are in the building or on school grounds.

To ensure optimal learning conditions for all children:

- Students will pay attention in class, take part in class discussions, ask questions when help is needed, and follow directions carefully.

- Students will complete assignments neatly, completely, on time and to the best of their ability.
- Students will come to school each day prepared with books, assignments and other needed materials.
- Students will not interfere with a classmate's attempts to participate and learn.
- Any student **consistently defying** classroom rules will be subject to the following disciplinary actions:
 1. Detention
 2. Parent Conference
 3. Suspension

Each student shall be expected to:

- abide by national, State. and local laws as well as the rules of the school
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly-, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, the student may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Clothing that suggests or promotes anti-social behavior, violence, obscenity, vulgarity, or profanity, sexual inferences or logos referring to drugs or alcohol.
- Halter tops, crop tops, tank tops with narrow straps and/ or those that are low-cut, short shorts, spaghetti tops and /or dresses, torn or mutilated clothing.
- Lycra/biker shorts unless covered by loose shorts.

Students who are representing [the school] at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Playground Rules

At the beginning of each school year, playground rules for safety and fun will be reviewed with all students during an assembly. Students will be made aware that playground supervisors are responsible for enforcing general school rules. Additionally, all playground equipment will be used properly and taken care of when no longer in use.

- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly-, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

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Student Discipline Code

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, **Informal** and **Formal**.

Informal Discipline:

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time detention
- after-school detention;
- in-school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

Formal Discipline:

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
-

During the appeal process,

- The student shall not be allowed to remain in school.
- If safety is a factor, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 304 of the Rehabilitation Act of 1973.

Drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the

list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing -on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as during a school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than

the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/ he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object(s) that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow guy, toy gun, etc.)

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "Intentionally causing or attempting to cause physical harm to another through force or violence."

Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false ID's are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher or principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

School staff is acting "in loco parentis," which means they are allowed, by- law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension.

Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school and notification of local law enforcement agencies for educational neglect.

Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Cell Phones and Electric Communication Devices

A student may possess a cellular telephone or other electronic communication devices (ECDs) and electronic storage devices (ESDs) 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 cell phone or other ECD/ESD remains off.

Except as authorized under Board policy, use of cellular telephones or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy. " A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and could be suspended depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Disruption of the educational process

Any action-s or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means; including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent at 435-8900.

Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or

explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained In this policy.

Hazing - any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Bullying

The Board will not tolerate any 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 activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying - intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts - i.e., internet, telephone or cell phone,

personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

Any- student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Notice of Nondiscrimination Policy

It is the policy of Constantine Public Schools that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex or concerns regarding alleged incidents of sexual harassment between:

*A school employee and another school employee:

*A school employee and a student:

*A student and another student:

should be directed to: Jim French, Number One-Falcon Drive, Constantine, Michigan 49042. Phone (269)-435-8920

Inquires related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of sex should be directed to:

Chuck Frisbie

Number One- Falcon Drive- 435-8900

Constantine, Michigan 49042

**GRIEVANCE PROCEDURES FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section I

If any person believes that the Constantine Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinators.

Title VI and IX

Mike Mulligan
Number One-Falcon Drive
Constantine, MI 49042
Phone- 435-8920

Section 504

Tori Wentela
Number One-Falcon Drive
Constantine, MI 49042
Phone- 435-8900

CONSTANTINE PUBLIC SCHOOLS BOARD OF EDUCATION

Board of Education-2008-2009

Chuck Colley
Connie Dalrymple
Phil Portinga
Marilyn Ritzer
John Shuler
Mary Smith
Pat Touse

Superintendent of Schools: Mr. Chuck Frisbie

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps;

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

If the complainant wishes to appeal the decision of the Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the superintendent’s response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within the (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the district’s grievance procedures and investigate all complaints in accordance with the procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Superintendent’s office.

Riverside Elementary Staff

Administration: Craig Badman/ Principal

Administrative Assistant: Tina Dingess

Clerical Assistant: Heather Dull

School Contact Number: (269)-435-8950

Teachers:

Third Grade:

Mr. Bratt

Mr. Timm

Mrs. Wheeler

Mrs. Wilson

Art:

Mrs. Brueck

Fourth Grade:

Mr. Hubbard

Mrs. Niblock

Mrs. Pettit

Ms. Potts

Music:

Mrs. Smith

Physical Education:

Ms. Forfinski

Fifth Grade:

Mrs. Bullock

Mrs. Hill

Mrs. Hoffman-Hoxie

Mr. Wing

Special Education:

Mrs. Bailey

Mrs. Wright

Para Pros: Educational Assistants:

Mrs. Bernhardt -Library
Mrs. Mahoney-Educational assistant
Mrs. Wadsworth-Special Education assistant
Mrs. Furlong- Educational assistant
Mrs. Ruggles- Educational assistant

2008-2009

OFFICE INFORMATION

Office Hours: 7:30-3:30 p.m.

School Hours: 7:40-2:45 p.m.

District Administration Office (269-435-8900/Hotline (269) 435-8919

Mr. Chuck FrisbieSuperintendent
(269)-435-8900)
Mrs. Lisa Seidner.....Business Manager
(269)-435-8902
Mrs. Julie Lorenz.....Payroll
(269)-435-8903
Mr. Tom Muckel.....Maintenance Supervisor
(269)-435-8905
Mrs. Rhonda King.....Transportation Supervisor
(269)-435-8970
Mr. Ben Daugherty.....Technology Director
(269)-435-8910

Riverside Elementary (269) 435-8950/ Hotline 435-8959

Mr. Craig Badman.....Principal
(269)-435-8950
Mrs. Tina Dingess.....Administrative Assistant
(269)-435-8950

School Board Members- 2005

John Shuler.....Pesident	Connie Dalrymple.....Trustee
Mary Smith.....Vice-President	Marilyn Ritzer.....Trustee
Chuck Colley..... Secretary	Pat Touse.....Trustee
Phil Portinga.....Treasurer	

