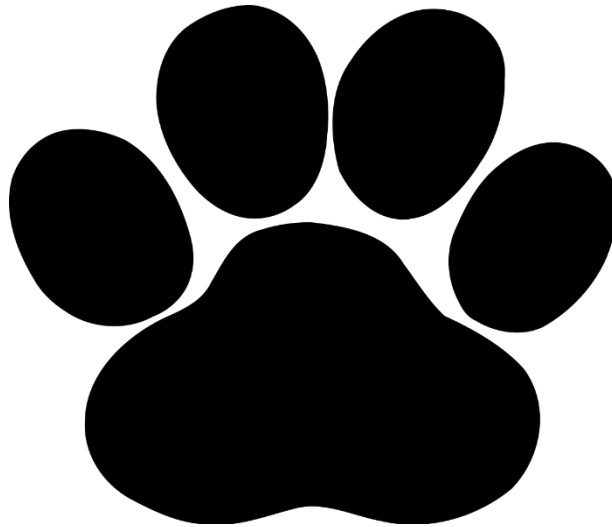


UBLY ELEMENTARY SCHOOL

Student/Parent Handbook

2020 Union Street
Ubly, MI 48475
(989) 658-8202
Fax (989) 658-2361
www.ublyschools.org

Welcome to Ubly Elementary School. All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.



Troy Reehl, Superintendent

Jill Ogryski, Elementary School Principal

Jeanne Gusa, Elementary School Secretary

School Year 2025-2026

Adopted by the Board of Education on August 18, 2025

2025-2026 CALENDAR

August	August 18-19 Teacher Professional Development August 26 First Day of School August 28 ½ Day of School For All August 29 NO SCHOOL
September	September 1 NO SCHOOL – Labor Day September 26 Students Dismissed at 12:00 P.M. Teacher PD Day 12-3
October	October 16 Students Dismissed at 12:00 P.M. P-T Conferences 12-8 October 17 12:00 P.M. Dismissal for All October 24 Students Dismissed at 12:00 P.M. Teacher PD Day 12-3
November	November 7 END of 1st Marking Period November 14 Students Dismissed at 12:00 P.M. Teacher PD Day 12-3 November 26-28 No School – Thanksgiving Break
December	December 19 12:00 P.M. Dismissal for All December 22 - January 2 – No School – Winter Break
January	January 5 School Resumes January 14 High School Exams – Students Dismissed at 2:00 P.M. January 15 High School Exams– Students Dismissed at 12:00 P.M. January 16 High School Exams – Students Dismissed at 12:00 P.M. January 19 NO SCHOOL- Teacher Professional Development
February	February 12 Students Dismissed at 12:00 P.M. Teacher PD Day 12-3 February 13 NO SCHOOL February 16- NO SCHOOL- Presidents' Day
March	March 20 End of 3rd Marking Period March 27 12:00 Dismissal for all March 30 – April 3 No School – Spring Break
April	April 6 Return to School from Spring Break
May	May 1 12:00 PM Release for All May 25 NO SCHOOL – Memorial Day
June	June 3 High School Exams Students Dismissed at 2:00P.M. June 4 High School Exams Students Dismissed at 12:00P.M. June 5 High School Exams Students Dismissed at 12:00P.M.

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed/published on 8/18/25. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: www.ublyschools.org, by clicking on "Board of Education" and then "Board of Education Policies (NEOLA)" and finding the specific policy or administrative guideline in the Table of Contents for that section.

Ubly Elementary School Mission Statement

Ubly Community Schools, an innovative educational environment, in partnership with home and community, is committed to the highest quality education to better prepare students to be successful citizens and lifelong learners.

Ubly Elementary School Vision Statement

Ubly Community Schools is committed to providing a safe, stimulating environment, which encourages participation, creativity, problem solving, enthusiasm for learning and respect for others.

Parent Involvement Goals:

1. To increase parent involvement in and knowledge of their student's academic progress.
 - Arrange flexible, scheduled parent/teacher conferences and facilitate parent-requested conferences.
 - Schedule at least one conference annually with the teachers to inform parents of their students' progress.
 - Send folder's home (each week) with elementary students to keep parents abreast of individual student progress.
 - Provide opportunities for discussion between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academically or socially.
 - Provide students with individual assessment results, reading results, progress reports and report cards.
2. To increase parent involvement in school through the use of multiple lines of communication.
 - Maintain a consistent, district-wide effort to communicate regularly with parents.
 - Publish district and school newsletters informing parents about the parent involvement plan and other events at the school.
 - Send a positive invitation to parents through newsletters to participate in various activities.
 - Make calls and use email letters as needed for teachers and administrators to communicate with parents.
 - Place announcements on the district's website.
 - Place current and accurate announcements on the school marquee.
3. To increase parent participation in school improvement groups and committees.
 - Form advisory groups of parents to help review, plan and improve the school.
 - Form a school improvement team composed of parents, teachers, administrators, and students (when appropriate) to review and develop a School Improvement Plan.
 - Encourage continued positive partnerships between the school and parents.

Ubly Community Schools Board of Education

President: Clint Hagen	Vice President: Ryan Kramer
Secretary: Tammy Peruski	Treasurer: Joe Stacer
Trustee: Jake Maurer	Trustee: Brad Hagen
Trustee: Angela Hughes	

Elementary Office Staff

Mrs. Jill Ogryski - Elementary Principal jogryski@ublyschools.org	989 658-8202 ext. 57012
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Mrs. Jeanne Gusa - Elementary Secretary jgusa@ublyschools.org	989 658-8202 ext. 57011
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Mr. Jakob Asmondy - Technology Director jasmondy@ublyschools.org	989 658-8202 ext. 57005
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Mrs. Nikki Tibbits - K-12 School Counselor ntibbits@ublyschools.org	989 658-8202 ext. 57023
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Mr. Tom Volmering - Maintenance & Transportation tomvolmering@ublyschools.org	989 658-8202 ext. 57006
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Ubly Community Schools Parent/Teacher Organization - Executive Board

President: Krystal Kolar	Vice President: Stephanie Kubacki
Treasurer: Krystal Kolar	Secretary: Stephanie Workman
Teacher Representative: Amy Rothe	

PTO Meetings are generally scheduled for the second Monday of each month during the school year and start at 3:30PM All parents are invited to attend PTO Meetings and to become involved in PTO activities.

To learn more about the PTO at Ubly Community Schools, attend a meeting, contact a PTO Executive Board Member or contact the Elementary Principal.

Elementary Teaching Staff

<u>Teacher</u>	<u>Grade/Subject</u>	<u>Email Address</u>
Mrs. Jolene Lochrie	Young Fives	jlochrie@ublyschools.org
Mrs. Brenda Engler	Kindergarten	bengler@ublyschools.org
Mrs. Katie Plester	Kindergarten	kplester@ublyschools.org
Mrs. Briana Deacons	1st Grade	bdeacons@ublyschools.org
Mrs. Pam Klee	1st Grade	pklee@ublyschools.org
Mrs. Amy Rothe	1st Grade	arothe@ublyschools.org
Mrs. Sarah Franzel	2nd Grade	sfranzel@ublyschools.org
Mrs. Claudia Kidd	2nd Grade	ckidd@ublyschools.org
Ms. Jada Learman	2nd Grade	jlearman@ublyschools.org
Mrs. Cheryl Guigar	3rd Grade	cguigar@ublyschools.org
Mrs. Meghan Hudson	3rd Grade	mhudson@ublyschools.org
Mrs. Jennifer Smalley	3rd Grade	jsmalley@ublyschools.org
Mrs. Tammy Bischer	4th Grade	tbischer@ublyschools.org
Mrs. Katie Warner	4th Grade	kwarner@ublyschools.org
Mrs. Kris Wright	4th Grade	kwright@ublyschools.org
Mrs. Kelly Camp	5th Grade	kcamp@ublyschools.org
Mrs. Jessica Roth	5th Grade	jroth@ublyschools.org
Ms. Holly Emerick	Special Education	hemerick@ublyschools.org
Mr. James Becker	Physical Education	jbecker@ublyschools.org
Mr. Jim Gentner	Physical Education	jgentner@ublyschools.org
Mr. Mark Dekoski	Physical Education/Elementary Specials	mdekoski@ublyschools.org
Mrs. Jennifer Nicol	Band/Elementary Specials	jnicol@ublyschools.org
Ms. Amy Schmitz	Elementary Specials	aschmitz@ublyschools.org

FOREWORD

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy. Each student and parent should sign the acknowledgement page that indicates they have read and understand the contents of the handbook and submit it to the office. If you do not have access to a computer to read the online version of the handbook, a printed copy is available in the office.

Arrival/Dismissal

When picking children up at the end of the school day, parents are to wait out in the Elementary parking lot. If you need to enter the building, you will need to buzz the office to enter the Elementary office or High School office. All other entrance doors are locked during the school day for the safety of your child. For the safety of our students and staff, please do not ask a student or staff member to admit you into the building. Thank you for your cooperation!

Attendance

Attendance at Ubly Community Schools is face to face/in Person. Remote or virtual will be considered an absence and will follow the established guidelines for make-up work and be subject to Truancy rules. Consideration for virtual learning will be met on a case-by-case basis by meeting with the principal. There will be a review of students’ progress with virtual learning at the end of each marking period and Semester.

Any virtual learning student earning a failing grade for any class in a Marking period or Semester will be required to attend in person for the remainder of the school year.

Attendance is taken seriously from the time a child begins his/her educational experience. Parents/guardians are expected to establish a regular attendance pattern with their child(ren). It is the responsibility of the parent/guardian to see that their child arrives on time and stays until the entire class is dismissed at the end of the day.

School Hours: 8:00 am – 2:55 pm

Except for special cases, all children between the ages of 6 and 16 years are required by the State of Michigan to be in continuous and consecutive attendance in school throughout the school year. This regular attendance is important to the child’s academic growth and development. When a necessary absence from school occurs, please send a written note or call and leave a message at 989 658-8202 ext. 57011

Tardiness & Absences:

Students who arrive more than 5 minutes late at school may be considered tardy for that day. If a student misses 1-4 hours of school in a day, it will equal a ½ day of absence; while 4 or more hours of school time missed in a day will equal a full day of absence

In the event that a child is experiencing attendance or tardy problems, they will receive counseling and encouragement. Parents/guardians will also be contacted to resolve the truancy issue. If the attendance/tardiness issue is not resolved, a truancy report must be filed with the County Truancy Officer.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

Illness, recovery from accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, such other good cause as may be acceptable to the Superintendent.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence on the day of the absence or by the following day. They are to call the Elementary Office 989 658-8202 ext. 57011 and explain the reason for the absence.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered to have an unexcused absence.

MAKE-UP WORK

It is the responsibility of the student/parent to get assignments for make-up work.

1. Students are given one day for each day absent to hand in make-up work.
2. If a student is absent four days or more, special arrangements should be made with the teacher.
3. If the work is not completed satisfactorily at the prescribed time, the work may or may not be accepted for credit, based on the teacher's discretion.
4. During the time of absence, daily assignments should be obtained by contacting the school office.

Suspension from School

A suspended student will be responsible for making up schoolwork due to suspension. Make up work due to suspension shall be completed by the time the student returns to school. Assignments may be obtained from the teacher(s) or the office. Make-up of missed tests may be scheduled when the student returns to school. The suspended student will be given credit for properly completed assignments and for any make-up tests.

Attendance Letters

Students are limited to 10 absences per semester. There are three types of absences: Medically Excused, Excused, and Unexcused. Medically Excused absences must have documentation (i.e. doctor appointments, dentist, court, etc.) Absences that are considered "Medically Excused" or suspensions will not count toward the allotted 10 absences. All other absences (excused or unexcused) count towards the allotted 10 absences and are subject to Truancy Protocols. *Extenuating circumstances may be taken into consideration.

The following are the guidelines that we will be using to send out letters notifying you if your child is having attendance issues. These guidelines are given to us by the County Truancy Officer.

- Up to 5 absences, parents will be notified with a letter informing them of the current absent totals and policies concerning student absences.

- After 7-12 absences, the school will contact the Huron County Truant Officer and make a referral.
- After the 13th absence, the Huron County Truant Officer notifies parents by a certified letter of their obligations regarding compulsory attendance and future court involvement if attendance doesn't improve.
- After 15th absence, referral to the Prosecuting Attorney is made.

If there has been a past history of truancy, after 3 absences and/or tardies, a letter may be generated, and referral made to the County Truancy Officer

Birthday, Party and Classroom Treats

Children may have parties at school on Halloween, at Christmas time, Valentine's Day, Spring Break/Easter and at the End of the Year. Other parties may be planned at the discretion of the teacher. Treats and parties will be held so as not to interfere with lunch. Birthdays may be shared with the other students by bringing a treat to class. Please check with your child's teacher to ensure safety for students with various food allergies. We ask you to keep in mind that a nutritional snack is much better than a lot of sugar type treats. Please refrain from sending flowers and helium balloons. They will not be sent to the classroom until the end of the day, due to the extra distractions they can create. Also, glass flower containers and balloons are difficult to be transported safely on school buses. Please do not send birthday party invitations to be passed out at school as this is something that needs to be handled from home.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Building Hours

The Uby Elementary Office will be open from 7:00-3:30 on normal school days. Class times are 8:00-2:55. Elementary staff will be available to supervise students on school grounds 30 minutes before the school day begins (7:30-8:00) and 20 minutes after the school day ends (2:55-3:15). Students are not permitted to be in the building beyond these times unless under direct supervision of a parent, staff member, coach or club sponsor.

Bullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. Bullying is not an acceptable behavior at Uby School and is prohibited.

The entirety of the school policy can be found by accessing the school website under:

- Section 8000 – Students
- Bullying (Cf.8018)
- Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyber bullying") either in or outside of school." It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically based or gender based put-downs, extortion or attempted extortions of money or possessions, and systematic exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District and is prohibited. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, 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, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit for that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Communication and Electronic Devices & Valuables

It is recommended that students at Ugly Elementary do not bring cell phones or other wireless communication devices (WCDs) to school. However, a student may possess a wireless communication device WCD or other 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 and provided that the WCD or other ECD/ESD remains off and in a locker during school hours.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at school activities and school-related functions will be subject to disciplinary action. Device will be kept in the office, and

the student can pick it up at the end of the day. If the student violates this policy more than once, the device will be kept in the office until the end of the day, and a parent/guardian will be required to come and pick it up.

The school prohibits the use of any video device recording from any restroom, locker rooms, or other locations 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 ten-day suspension, loss of privileges, and may be recommended for expulsion.

Students are encouraged not to bring items of value to school. Items such as jewelry, toys or fidget items, expensive clothing, electronic equipment, trading cards (i.e. Pokemon Cards) and the like as they can cause distractions at school and are tempting targets for theft. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Computer Technology and Networks:

Acceptable Use Policy (AUP) on page 43 & Student Acceptable iPad Use Policy on page 48.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide MHSAA educational materials on concussion awareness to each student and to the student’s Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District’s complete concussion protocol is in Policy 5340.01 including information on student removal from activity for possible concussion and return-to-play requirements.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, 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.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school’s administrative guidelines.

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 their 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 persons in school unless there is definitive evidence to warrant exclusion.

Non-causal-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-Aids Related Complex (condition), HIV (Human-immunodeficiency)HAV, HBV, HCV (Hepatitis A, B, and C); and other diseases that may be specified by the State Board of Health.

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

Counseling Services

Students who may be experiencing difficulty with grief, divorce, friendship or school adjustments may receive counseling. Services are available through Harbor Beach Community Hospital. The Harbor Beach Community Hospital counselor can be reached at (989) 658-8202 Ext. 57105. Services through the Huron ISD are based on referrals through the teacher.

Crossing Guards

Crossing guards are provided by the Village of Ubly and are stationed at Union Street and M-19. Crossing guards are on duty from 7:25-7:55am and 2:45-3:15pm each day that school is in session. Please stress the importance of your child crossing these busy streets when and where a guard is available.

Course Schedule

The Elementary Course Schedule for each grade level can be found on our website at www.ublyschools.org.

Dress Code

It is our responsibility at Ubly School to provide a safe learning environment for all students to learn and perform at their best. We believe that proper dress reflects the school and self-pride.

Students should dress in a manner that is acceptable to parents and the school. Children should be appropriately dressed for learning and for safety. Outer clothing should be suitable for weather conditions.

- Students should be dressed for the weather so that they may play outside every day.
- In the winter children need to have winter coats, hats, gloves, snow pants and boots as they will go outside as long as the weather permits.
- Students will be expected to wear a coat outside when the temperature is less than 50 degrees.
- Children need to wear appropriate footwear for gym and recess. Gym shoes are required for gym class. We suggest students keep a pair of gym shoes at school.
- Shoes should be appropriate for recess outdoors. High heels, platform shoes, and sandals may inhibit play and promote injuries and should not be worn. Flip flops and shoes with wheels are not permitted at school.
- Socks must be worn with shoes (toes must be covered) and if sandals are worn, they must have straps on the back.
- All clothing should be neat, clean and in good repair.

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 others, they will be asked to change clothes and may be removed from the educational setting.

The following styles or manners of dress are **PROHIBITED**:

- Tails, ears, etc. except when dressing up on Halloween or if it coincides with Spirit Days Dress up days or medical exemption.
- Hats or head coverings, e.g. caps, hoods, bandanas, scarves, etc. except when dressing up on Halloween or if it coincides with Spirit Days Dress up days or medical exemption.
- At minimum, clothing must cover the student's body from one armpit directly across to the other armpit down to approximately 3-4 inches in length on the upper thighs. Students must consider that some courses/programs may require specialized attire, such as athletic or safety gear. These guidelines will be applied when students are sitting/standing, participating in lab, participating in physical education, and other school-related activities.
- See-through or mesh garments must not be worn without appropriate clothing coverage underneath that meets the minimum requirements of the dress code.
- Clothing must not require frequent adjustment to maintain appropriate coverage (needing to pull up/down garments on the upper and lower body).

- Shirts that advertised alcohol, tobacco or inappropriate pictures, language, etc.

Students who represent Ubyly Schools 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.

A parent will be called to bring appropriate clothing to school if the dress code is not followed.

If children are given clothes from school due to an incident at the school (i.e. bathroom accident, milk spill at lunch or wet/muddy from the playground), please return the clothes cleaned/launched to the school in a timely manner.

Emergency Closing/Delayed Openings

In case of emergency school closings, announcements will be made through our Skylert message system, over WLEW 1340 AM and 102.1 FM, WMIC 660 AM and 97.7 FM, WNEM TV5, AND WJRT TV12.

On occasion it is necessary to delay the opening of school due to unsafe conditions that are of short-term duration. Please do not drop your child off early at school during one of these days as the school is not open and there will not be any supervision in the building or school grounds.

No breakfast is served at school on days that begin with a 2-Hour Delay.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Enrolling in the School

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling in schools of choice under the districts open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- An original birth certificate
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the district liaison for homeless children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Field Trip Policy

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Participation in any field trip at Ubly Schools is a privilege, not a right. School rules apply to all school-related field trips. It may be necessary for a student's participation to be in question if any of the following have occurred:

- Students with a major behavior infraction
- Students with repeated disciplinary referrals.
- Students with excessive absenteeism.

It will be up to the principal's discretion if a student is denied participation on a field trip. Students who are denied participation will be reimbursed any prepaid fees for the trip.

Field trips are extensions of the educational experience and are not family outings, therefore, siblings and other children are not permitted to go on field trips. Participation in student field trips at Ubly Schools may require payment of the district's transportation fees.

Chaperoning of field trips is encouraged; however, due to the frequent large number of individuals requesting to chaperone such trips, only parents or immediate care-giver(s), or grandparents (with written request from parent or immediate care-giver) of the child/student will be allowed to chaperone field trips (except in situations with extremely unusual circumstances and upon approval of the school administration). Often, many more individuals request to be chaperones than we are able to take on field trips; typically in such instances a "lottery drawing" will be held with the names of all persons requesting to chaperone the trip put into a "hat" and then the appropriate number of "names" are selected to determine who will chaperone the trip.

All students and chaperones participating in a field trip are expected to ride on the school transportation/bus when going on the trip except under special circumstances. Such situations will require approval from the principal. Parents that are not selected to chaperone may choose to independently drive to the location of the field trip and enter the site on their own (provided the location of the field trip is a public site). Parents not chaperoning the trip may opt to transport their child from the field trip by signing them out with their child's teacher.

Ubly Elementary School has established guidelines for chaperones participating in student field trips. A signed and completed Parent Chaperone Agreement form must be returned to the school staff member in charge of the trip for each parent that will be chaperoning a field trip.

Homebound Instruction

The school district shall arrange for individual instruction to students at 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. Applications must be approved by the superintendent. The district can provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an education program.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Nikki Tibbits/Guidance Counselor

2020 Union St. Ubly, Mi. 48475

989-658-8202

ntibbits@ublyschools.org

For detailed information about Homeless Children and Youth, see Policy 5111.01.

Homework

The assignment of homework can be expected. Often classwork that is not completed during the school day becomes work that must be completed at home. Student grades will reflect the completion of all work, including outside assignments. Homework is also a part of the student's preparation for the State mandated test and graduation and used to enhance the student's learning.

Honor Roll

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the school principal.

Ubly Elementary School's Honor Roll is produced after each marking period and for each semester for students in 3rd Grade through 5th Grade. For 3rd through 5th Grade students, any student receiving all "A's & B's" is placed on the Honor Roll.

Perfect Attendance Certificates are awarded at the end of the school year to those students who have no recorded absences and also no recorded tardies for the school year.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5320.

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements:

Unless given a waiver, students must meet the following requirements:

- Diphtheria Four (4) doses of D and T or 3 doses Td if #1 given on or after 7 years of age. Must have one dose within last 10 years.
- Tetanus Four (4) doses of D and T or 3 doses Td if #1 given on or after 7 years of age. Must have one dose within last 10 years.
- Pertussis Four (4) doses of D and T or 3 doses Td if #1 given on or after 7 years of age. Must have one dose within last 10 years.
- Polio Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Measles Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Rubella Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Hepatitis B A new enrollee must have three (3) doses of vaccine.
- Varicella Two (2) doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease.
- Chickenpox Meningococcal One (1) dose on or after the 11th birthday.

Individuals with Disabilities

The American's with Disabilities Act (ADA) 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 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 if they qualify. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school principal to inquire about evaluation procedures and programs offered by the District.

Injury and Illness

All injuries must be reported to a staff member. If it is a minor injury, the student will be treated and may return to class. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

If your child is sick, please keep your child at home. This helps prevent spreading of infections among children in our building. We need to be informed if your child has any communicable diseases such as measles, mumps, chicken pox, scabies, pink eye (conjunctivitis), strep throat, or any communicable disease.

It is the policy of Ugly Schools to exclude children from school with head lice or the presence of nits in their hair. If your child is sent home with head lice, they will need to be cleared by the office before they will be permitted to go to their classroom.

When we receive a note requesting a child to stay in for recess because of illness we will do so for one day. If it is necessary for your child to stay in for a longer period of time, a doctor's excuse is necessary

Inclement Recess Weather

The principal or an authorized person will decide if recess time will be held inside or outside on days with questionable weather. If: a) the wind chill temperature is ten degrees or below, or if b) it is raining or the playground is excessively wet or if c) the temperature is over 95 degrees, children will remain indoors at recess.

Instructional Material Review

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. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5540. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Leaving School Grounds

We are concerned about the safety of the children placed in our care. In order to be under proper supervision, each child must remain on the school grounds from the time she/he arrives until she/he leaves to go home. All children arriving after 8:00 am MUST sign in at the office. Any student leaving before 2:55 pm MUST be signed out in the office by a parent or guardian. Under no circumstances is a parent or guardian to pick up a child from the playground or the classroom. You MUST report to the office, and your child will be called to the office. If it is necessary for someone other than a parent or guardian to pick up their child, they MUST be on your child's emergency care form. They may also be asked to show picture identification before the child will be released to them.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. 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 programs offered by the District.

Locker Use

Pursuant to Policy 5771, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

Things that are found in the school and appear to be lost by one of the children in our building are placed on the table in the hallway. Jewelry, money, and glasses are turned in at the office. If your child loses anything, please have them

look first at the lost and found table and then inquire in the office. Please put your child's name on all personal articles. All Lost and Found items will be donated to Thumb Industries at the end of each month.

Make-up Work

It is not necessary to request make-up work for a one-day absence. For two or more days absent we would appreciate morning calls requesting work so that the teacher may have time to prepare assignments. Homework may be picked up in the office after 2:00 pm. Students are given one day for each day absent to hand in make-up work.

Meal Service

If your child has food allergies the school or food service staff must be notified in order for adjustments to be made to lunches served to those students.

Charge Policy: This policy has been established as a convenience for parents and students, as meal money can sometimes be forgotten. Students are permitted to charge a maximum of \$10.00 on their account. There is no charging of ala carte items ("Seconds", "Doubles" or "Dessert"). If any student's account is at the maximum negative balance the student will no longer be served regular breakfast or regular lunch menu choices. Students with the maximum negative balance will be served a sandwich, vegetable and/or fruit and milk for lunch. For Breakfast, maximum negative balance students will be allowed a small snack and a juice. Parents may request in writing that no charging be allowed on their child's account. Breakfast is served every morning 7:30a.m.—8:00a.m. in the MPR.

Breakfast Prices: Reduced: \$0.30 Full Paid = \$1.50

Lunch Prices Reduced: \$0.40 Full Paid K-5 = \$3.00 Full Paid 6-12 = \$3.25

KDG Milk \$.75 KDG Snack \$.15

*Prices are subject to change

Accounting System: Mealtime is our computerized Food Service Accounting System. Meal payments may be made at any time to a student's account. Payments may be made by mailing directly to Ubly Community Schools Food Service Department or made in person at the office. Payments may also be made online at www.mymealtime.com. Every parent/guardian is encouraged to have an account online to make deposits. When the account gets low or overdrawn, the student is notified with a Deposit Request Slip and/or notified via email.

Students may also bring their own lunch to school. There is a microwave in the cafeteria for student use during lunch. Applications for the school's Free and Reduced Priced Meal Program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the Business Office.

Medication & Homeopathic Healing/Essential Oils

If any student must receive (be administered) medication prescribed by his/her physician during school hours, it shall be the policy of this district, to provide adequate control and supervision of the administration of medication. Such administration of medication must comply exactly with the direction of the pupil's physician as to dosage and time schedule. For additional information and requirements, see Policy 5330.

If the pupil is to take medication every day, a form must be on file in the school, containing the doctor's signed instruction and the parent's signed permission. The medication MUST be in a PRESCRIPTION BOTTLE showing the pupil's name, the Pharmacy prescription number, and identification of the medication (the name of medication), the dosage and time to be administered. Medication forms are available in the school office. Please note that all medications must be registered in the school office.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver) at parental request. This should be arranged in advance. **Do not send any medications to school solely with your child.**

Students, with appropriate written permission from the physician and parent, and in accordance with Policy 5330, may use a metered dose inhaler or dry power inhaler to alleviate asthmatic symptoms. Said medication will be stored in the nurses's station. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually. Mandated by state law, all public schools in Michigan are required to supply two epinephrine injectors for students who are believed to be in anaphylactic shock. Epinephrine (Epi-pen) will be administered only in situations deemed to be in "emergency of nature" and in accordance with a written medication administration plan.

If a pupil is to take medication temporarily for an acute illness, such administration of medication must comply exactly with the direction of the pupil's physician as to dosage and time schedule. A written permission form from parent/guardian must be on file as well as a doctor's signed instruction.

Parents may authorize the school to administer a non-prescribed medication by using a form which is available in the school office. NO MEDICATION/ESSENTIAL OIL under any circumstances will be given at school until all medication/essential oil forms and signatures are on file.

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- Race, color, and national origin harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- Disability harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- Sex-based harassment can take many forms.
- See board policies that address Non-Discrimination, Anti-Harassment, Non-Retaliation, and sexual harassment: 1662, 3362, 2264, 2266, 4362, 5517, 5517.02.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Todd Walker

2020 Union St.

989-658-8202

twalker@ublyschools.org

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Nikki Tibbits
2020 Union St.
989-658-8202
ntibbits@ublyschools.org

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Troy Reehl
2020 Union St.
989-658-8202
treehl@ublyschools.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing. A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5611.

Playground

All children will be expected to go outside for recess every day. In case of inclement or extremely cold weather children will stay inside. If a child has been seriously ill, parents must send in a written request for the child to remain inside for 1 DAY. If a longer period of time is necessary, a written statement must come from a physician. When on the playground, students are expected to follow playground behavior expectations.

Policy for Parent Involvement

Research indicates that parent involvement has multiple benefits for students and schools. Student benefits can include improved grades and test scores, better attendance, higher rates of homework completion, more positive attitudes towards school, less disciplinary actions, higher graduation rates and increased post-secondary enrollment. School benefits can include improved teacher morale, better ratings of teachers by parents, improved community perceptions and positive changes in student achievement. Policy addressing Parent Involvement in Education is 9250.

Recognizing that parents are the first teachers, we believe that parent involvement in our school is not limited to, but includes:

- Seeing that my child attends school regularly and is punctual.
- Read with my child daily and let my child see me read.
- Respect the diverse cultures of the school.
- Support the staff in their efforts to maintain proper discipline.
- Stay aware of what my child is learning.
- Maintain high expectations for my child.

In order to facilitate a collaborative partnership, the school's staff and administration are committed to:

- Provide an environment conducive to learning for all students.
- Maintain high expectations for staff and students alike.
- Utilize a variety of teaching techniques to benefit all students and develop strategies and learning experiences to enable parents to participate actively in their child's education. Communicate strategies for accessing online programs.
- Maintain open lines of effective communication with all students, parents and community members in order to support student learning. Communicate in a variety of ways, including phone calls and email.

- Seek ways to involve parents, students and community members in school activities and advisory groups and committees at the school level. Explain CCSS (Common Core State Standards), M-Step assessment data and local assessments at parent teacher conferences and other parent meetings scheduled throughout the year.
- Establish effective two-way communication with all families respecting the students, their parents, and the diverse culture of the school.
- Providing support and coordination to implement and sustain appropriate parent involvement through their child's attendance in our school and participation in our programs.
- Utilizing the school to connect students and families with community resources that provide educational enrichment and support.
- Coordinating the services and resources from other programs to maximize support to the parents and students.

To provide parents with opportunities for participation in our Title I program and services, the school and administration will:

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program.
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate. Encourage parent attendance by providing childcare and snacks. Make home visits if necessary to involve parents with transportation issues.
- Provide information about the Title I program and describe curricula, student assessments, and proficiency levels on a timely basis but no less than the end of each semester in a language that parents can understand.
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices.
- Offer a flexible schedule of meetings.
- Provide support or training to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home.
- Providing support or training to build the staff's capacity to effectively involve parents. Encourage parents to observe their child's instruction in both classrooms and Title I programs.
- Create collaborative school-parent-student agreements (compacts) that outline the responsibilities of the school, the parent and the student for a true partnership for improved student academic achievement and be distributed to all parents during Parent-Teacher conferences in October.

Each year a Parent/Student/School Compact will be signed to cement the bond and commitment to student success at Ugly Elementary School.

Positive Behavior Support (PBIS)

Ugly Elementary School's Positive Behavior Intervention Support system is a framework to help improve the social learning behaviors of students and decrease disruptions that interfere with instruction.

Students are taught specific expectations for all areas of our school at the beginning of the year. Periodically, throughout the school year, behavior expectations are taught again. We have found that through specific teaching and continual reinforcement students meet our expectations for good behavior. This improves the overall peaceful atmosphere of our building and decreases interruptions to instruction.

We encourage Ugly Students to choose to:

BE RESPONSIBLE!

BE RESPECTFUL!

BE READY!

Our Elementary School students look forward to our weekly Orange Ticket drawings, monthly White Ticket drawings, and monthly assemblies that celebrate and reinforce positive character traits and decisions.

Preparedness for Toxic and Asbestos Hazards

The 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 or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Central office upon request.

Promotion, Placement and Retention

A student's progress toward promotion is determined by completing required coursework, earning the necessary credits and taking the state mandated tests. A student is only promoted when the necessary requirements are met, or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the responsibility of the student and parents to keep in contact with school staff members to ensure that all requirements are being met.

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

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

Report Cards/Conferences

Students will be assessed based on the expectations in each subject. In order to better inform parents and students, progress reports (report cards) will use the following scale to indicate how the student is performing.

Please feel free to monitor your student's progress in Skyward.

90% to 100% = A = Excellent Achievement

80% to 89% = B = Good Achievement

70% to 79% = C = Satisfactory Achievement

60% to 69% = D = Minimum-Acceptable Achievement

F = Failure

I = Incomplete

CR = Credit

NC = No Credit

(In Skyward * = missing work, not a 0%)

Conferences will be set up and scheduled in the fall. Please feel free to call the school to set up a conference with your child's teacher at any time.

In an effort to boost reading achievement, Michigan lawmakers passed Public Act 306 in October 2016. To help more students be proficient by the end of third grade, the law requires extra support for K-3 students who are not reading at grade level.

Your child's reading progress will be closely monitored beginning in kindergarten. If your child is not reading where expected a plan to improve reading will be created. This means your child's teacher and school will work with your child to find where your child needs support in his/her reading development and create a plan to support him or her.

This plan includes:

▪ Extra instruction or support in areas of need. ▪ Ongoing checks on reading progress ▪ A Read-at-Home plan that encourages you and your child to read and write outside of the school day. ▪ Your child may be encouraged to participate in summer programs.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Safety and Homeland Security Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law, five per year. 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 a fire drill consists of a continuous, loud buzzing alarm

Lock Down and Security drills in which students are restricted to the interior of the school building and the building secured will occur a minimum of 3 times each school year. These drills may also include an evacuation of the school building and/or property. The alarm system for these drills is indicated by an announcement over the PA informing them of the conducting of a lock down/security drill.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement over the PA informing of the conducting of a tornado drill.

In case of actual emergencies, students would be sent home only if the building were rendered unsafe. In case of severe weather alerts, students are not dismissed early unless parents come for them.

If conditions (weather or otherwise) are unsafe at the time of dismissal, students will be held at the school until an "all clear" has been given.

Scheduling and Assignment

Schedules and classroom assignments are considered carefully by teachers and administration to determine the best educational placement for each child. Therefore, teacher requests by parents cannot be honored, so that we can ensure the best classroom environments with a balance of different types of learners, personalities, and educational needs. The principal will determine final assignments and classroom programs. Any questions or concerns about the assignment should be discussed with the principal.

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 a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are not permitted on student lockers.

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 school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computer located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all

electronic, computer files, databases, and any other electronic transmission contained in or used in conjunction with the District'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 District with or without the students' knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the school. A student's refusal to permit such access may be grounds for disciplinary action.

Skyward Family

We would like to welcome you to the educational team. We are happy to provide Skyward student information software, a web-based service that will allow parents and authorized family members to view "real-time" attendance records, grades, assignments, and progress reports. With Skyward Family Access, the Ubyly School District gives the parent the power of information. This tool will help us involve parents in the educational process and will also eliminate surprises at parent/teacher conferences and report card time. When parents and teachers get together with up-to-date information, they can better plan for the student's educational success. We have also added a new module to our Skyward software called "Skylert" that will improve communication with parents. This powerful tool will contact you with messages such as school cancellations or school emergencies. You have the option to make choices through Skyward Family Access under the Skylert tab whether you would like to receive this information via a phone call, text message, email or all three. To obtain usernames and password information, contact the school.

Snack List

Snack time is optional and at the discretion of the teacher. Please plan small portions that can be eaten in 5 minutes or less. Pre-pack your child's snack in single serving snack-size bags, or purchase snack-size, prepackaged portions. Please review the list of Healthy Snacks that are acceptable:

Fruits & Vegetables (dried or fresh)	Popcorn (without cheese)
Dry Cereal (unsweetened)	Rice Cakes
Crackers	Cheese
Granola & Cereal Bars	Meat
Pretzels	Nuts
Bread Sticks	Trail Mix (without candy)
Yogurt	

PLEASE TRY TO AVOID:

Foods with artificial colors- High sugar, high fat foods

Students should NOT bring soda pop to school

Gum can be chewed in classrooms only with permission of the teacher.

Be aware that we have a number of students enrolled at Ubyly Elementary School with food allergies. Identified food allergies at our school include peanut butter, peanuts/tree nuts, pineapple and milk & dairy products.

Student Assessment

All students will be required to take the state M-STEP assessment. These assessments generally take place in April and May of each school year. Parents and students should watch school newsletters and the local press for announced testing dates and times.

Additional group tests are given to student to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Student Concerns, Suggestions and Grievances

The school is here for the benefit of the students. The staff are here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal, counselor or student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. NO student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

Student Code of Conduct and Discipline Code

Elementary Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board. The purpose of this student discipline code is to improve quality and achievement in schoolwork, and to provide an environment, which will maximize these qualities of education. All aspects of student/school relationships are affected by the disciplinary climate.

While Ugly Community Schools are focused on positive expectations for behavior and restorative, instructional approaches to discipline, there are some behaviors that cannot be tolerated in a school setting and for which specific consequences result. Most student/student conflicts of a less serious degree, would first be dealt with by conferencing. Student/teacher conferences, and parent/teacher conferences, would hopefully resolve problems at these levels.

Should the problem persist or escalate, it would be dealt with by procedures outlined in the discipline code.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Administration reserves the right to alter consequences based on information obtained after investigation.

Nothing in the following code, limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age.
2. the student's disciplinary history.
3. whether the student has a disability.
4. the seriousness of the behavior.
5. whether the behavior posed a safety risk.
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in the discipline code limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this handbook.

Harassment of any kind will not be tolerated in the school. If a student or other individual believes there has been harassment, he or she should report it and allow administration to determine the appropriate course of action. Please see the district bylaws and policies for a more complete description of what constitutes harassment.

Hallway Expectations

1. Walk quietly.
2. Stay in a straight line.
3. Face forward.
4. Keep hands, feet, and objects to yourself.
5. Use one stair at a time on the stairway.

6. Keep hallways neat and tidy.
7. Open and close your locker quietly.

Lunchroom Expectations

In order to provide a healthy and pleasant lunch hour, it is necessary to enforce rules and maintain order. Adult supervisors will see that students observe the following lunchroom rules:

1. Use a quiet "restaurant" voice and acceptable table manners.
2. Clean up your area table, bench and floor.
3. Respond quickly and remain silent after adult signals.
4. Remain in the cafeteria until excused by an adult.
5. Line up in a quiet and orderly manner.
6. Wash your hands before lunch
7. Keep all food and drink in the lunchroom.
8. Keep hands, feet and objects to yourself.
9. Use kind words and actions.
10. Eat only your own food. (No trading or sharing of food due to food allergies and hygiene.

Playground Expectations: Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

1. Use playground equipment safely and properly
2. Follow adult directions.
3. Put equipment, toys and games away after use.
4. Take turns and share.
5. Keep hands, feet and objects to yourself.
6. Report unsafe behavior to an adult.
7. Use kind words and actions, including others in games/activities.
8. Please wipe your feet and brush off your clothes before coming into the building.
9. Come into the building in a quiet and orderly manner.
10. Enter and exit the building single file.
11. Young Five and Kdg students are not allowed to play on the tall rock-climbing wall for safety reasons.

Winter Playground Rules

Because unusual weather conditions may exist during winter months, additional rules must be implemented.

1. Students are not allowed to slide on icy patches.
2. Snow forts, snowmen, or snow sculptures may be built on the playground. Students are not to destroy the structures built by others.
3. Children without boots must stay on the blacktop only.
4. Under no circumstances may snowballs be thrown at anyone or anything.
5. Students must dress appropriately for the weather.
6. During the winter months, the rainbow slide may be off limits to our Young Fives and Kdg students for safety reasons. It will be at the staff member's discretion and the weather conditions whether to have the slide available for use.

******When students follow the rules, all students can learn and feel safe and happy. When students choose to disobey the rules there will be consequences.

Consequences for Choosing Not to Follow the Rules

Office Discipline Referrals are sent home/ and or a phone call is made for parents to be informed of the discipline problem that occurred at school.

The following consequences are only some of the options that can be used for discipline. They are not necessarily meant to be utilized solely in this order. Consequences are determined on an individual basis in considering all factors of the event.

- Warning to the child. (Verbal)
- Parent contact and/or one of the following actions for one or more days depending upon severity and repeated nature of the choice:
- Lunch/Recess Detention
- Community Service
- Parent/student/staff/principal conference arranged by the principal or the teacher to seek behavior interventions and a combined home/school behavior plan.
- Loss of privileges: such as special school activities, assemblies, field trips
- Suspension (one or more days)

Some of the reasons for possible suspension include but are not limited to:

Insubordination

Bringing dangerous objects to school including knives, guns, etc.

Throwing dangerous objects (including snowballs)

Fighting

Vandalizing school property

Theft

Illegal substances

Verbal and physical threats

Physical Violence towards a staff member

Consequences for Major Offenses

Consequences for offenses may include a variety of methods to prevent further such behavior, to warn others, to punish, and to model future behavior. Factors in both minor and major offenses, which will be used to set a child's punishment, will be based on the student's behavior record, prior misbehavior, attitude displayed, and cooperation. Any student who has initiated or taken part in any act of vandalism or arson, as described in this code, may be suspended for the balance of the current school marking period or longer, if deemed appropriate. Furthermore, it shall be the policy of the Board of Education to seek to recover damages from the parents, or from any person who has initiated the offense. Possible disciplinary or corrective actions/penalties for major infractions include suspension by the principal or his designee of not less than one (1) nor greater than ten (10) school days. However, the principal, through the Superintendent of Schools, may seek suspensions for periods of greater than ten (10) days including expulsion. Home study programs and legal actions may also occur as a result of major offenses by a student. Students are denied access to school events throughout the duration of all suspensions. Students may also be denied school events such as parties, field trips, special activities or assemblies. Out of school suspensions will be considered an absence.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have

committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student with at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student with at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the School's Staff and Administration. Due process ensures that disciplinary action is imposed only after review of the facts and or special circumstances of the situation. Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion. EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE (Organized by Rule Number)

1. Use of drugs: A student's use or sale of a performance enhancing substance is a violation that will affect the student's 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 to any school activity and transportation. This means that any activity – sale, possession, 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. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. 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.

2. Use of Breath-Test Instruments: The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.
3. Use of tobacco: Smoking, vaping 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 or electronic cigarettes or similar devices 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 pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. Students may be subjected to a search with a vape wand. Student will also complete the Second Chance program. A ticket will be issued by the local (Ubly) Police Department, if and when a violation occurs.
4. 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, he/she 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
5. 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 he/she 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 that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blowgun, toy gun, etc.)
6. Use of an object as a weapon: Any object that is used to threaten, harass or harm 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.
7. 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.
8. 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.
9. Physically assaulting a staff member/student/person associated with the District: Physical assault at school against a District employee, student, volunteer or contractor, with an intent to cause harm, which may or may not cause injury, may result in an immediate suspension and may result in charges filed and recommendation for expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence". This includes hitting, kicking, biting, spitting. Situations dealing with physical violence towards a staff member when

student is being put into a certified CPI restraint hold by a trained staff member will be examined by the principal for further action.

10. Verbally threatening a staff member/student/person associated with the District: Verbal assault at school against a District employee, student, 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.

11. 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.

12. 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.

13. Falsification of schoolwork, identification, forgery: Forgery of hall/bus passes and excuses as well as false I.D.'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. The use of AI apps such as ChatGPT other than under the teacher's direction and/or approval may also subject the student to these penalties or disciplinary actions. Violations of this rule could result in suspension or expulsion.

14. 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 the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. 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.

16. 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.

17. Theft: When a student is caught stealing school or someone else's property, he/she 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 school principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. 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 expulsion.

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

20. Persistent absence or tardiness: Attendance laws require students to be in school all day the world of work. Excessive absence could lead to suspension from school and a referral to the Truancy Officer.

21. 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.

22. 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.

23. 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.

24. Displays of affection: Students demonstrating affection between each other are 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.

25. Possession of Wireless Communication Devices (WCDs): It is recommended that students at Uby Elementary do not bring cell phones or other wireless communication devices (WCDs) to school. However, a student may possess a wireless communication device WCD or other 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. Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at school activities and school-related functions will be subject to disciplinary action. The school prohibits the use of any video device recording from any restroom, locker rooms, or other locations 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 ten day suspension, loss of privileges, and may be recommended for expulsion. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD. Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, h/she will face disciplinary action which may include failing of exam, suspension and/or expulsion. Possession of a cellular telephone or other WCD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy of the School, or otherwise engages in misuse of this privilege. Violations of this policy will result in confiscation of the cellular telephone or WCD/ESD until a parent reclaims the item.

26. 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.

27. Violation of bus rules: Please refer to the section on transportation for bus rules.

28. Disruption of the educational process: Any actions or manner of dress that interfere with school activities or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

29. 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. 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 that 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 benefitting 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 or etc. F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to

create or has the effect of creating discomfort and/or humiliation to another; H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

29a. 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 bullying are: A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physician procedure for any school related activity, which involves conduct such as but not limited to: 1. illegal activity, such as drinking or drugs; 2. physical punishment or infliction of pain; 3. intentional humiliation or embarrassment; 4. dangerous activity; 5. activity likely to cause mental or psychological stress; 6. forced detention or kidnapping; 7. undressing or otherwise exposing initiates.

29b. Bullying and Other Aggressive Behavior: It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, 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. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. 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, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Notification Notice of this policy will be annually circulated to and posted in conspicuous locations in 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 will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation. Implementation The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. Procedure Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt Retaliation or

false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action. "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. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving. "At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District. "Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following: A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students; B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or D. causing substantial disruption in, or substantial interference with, the orderly operation of the school. 43 Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of contact. B. Verbal – taunting, malicious teasing, insulting, name calling, making threats. C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.). "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason. "Staff" includes all school employees and Board members. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events

30. 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. (All knives are illegal on school grounds. Any blade of three (3) inches in length or longer requires immediate expulsion by state law.) Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01). 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 disabled students. A student who has been expelled 44 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 both violated. Students shall be aware that state law requires that school official 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 schools 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 school buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this exception 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.

31. 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.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students who are eligible under IDEA and Section 504 have certain additional protections when charged with a violation of the Code of Student Conduct that constitutes a significant change in placement. This applies to students who are already determined eligible under IDEA and Section 504, as well as students who may be eligible under IDEA and Section 504 and have not yet been identified and evaluated.

The District will ensure, at a minimum, the following:

1. The District will conduct an evaluation of a student with a disability under IDEA or Section 504, referred to as a manifestation determination, before implementing a disciplinary removal that will result in a significant change in placement, which means:
 - 1) A removal from class or school for longer than 10 consecutive school days, or
 - 2) A series of removals from class or school that together total more than 10 consecutive school days in a school year and constitute a pattern of removal. Whether a series of removals creates a pattern of removals is determined on a case-by-case basis taking into account the following factors:
 - a. The length of each removal
 - b. The proximity of the removals to each other
 - c. The total amount of time the student is removed from school
 - d. The nature of the behavior underlying each incident and giving rise to the series of removals.
2. A disciplinary removal includes formal removals (ex: out of school suspensions, in school suspensions, and time at the office) as well as informal removals (ex: shortened school day, required early pick-up, removal to the hallway, and removal to the quiet room).
3. The manifestation determination must be conducted before the eleventh consecutive day of removal or, before the eleventh total day of removal during a school year if a series of short-term non-consecutive removals create a pattern of removals totaling more than 10 days. This determination should be made by a group of persons knowledgeable about the student, the meaning of evaluation data, placement options, the student's IEP or Section 504 Plan, and the disciplinary incident. Also, the student's parent or guardian must be invited to participate in the meeting and provided a copy of the Notice of Procedural Safeguards.
4. The purpose of the manifestation determination is to review whether the student's misconduct was caused by, or had a direct and substantial relationship to the student's disability; or whether the conduct was a direct result of the District's failure to implement the student's IEP or Section 504 plan. If the team determines yes to any of the previous inquiries, the team must then determine whether changes in the student's placement are required to ensure the student receives a FAPE; In making its determination, the IEP or 504 Team must review all relevant information in the student's file, the student's IEP or Section 504 plan, any teacher observations of the student, and relevant information provided by the parent.
5. If the IEP or 504 Team concludes that the student's conduct is a manifestation of the student's disability, the student must remain in (or be returned to) his/her current educational placement, unless the parent and the District agree to change the student's placement.

6. If the student's IEP or Section 504 team determines that the student's behavior was not based on the student's disability, school officials may discipline the student, as long as they do so in the same manner in which they discipline similarly situated students without disabilities; and
7. The District shall provide parents and guardians the notice of procedural safeguards, notice of the team's determination, and an opportunity to challenge the determination.

Student Records

The School District maintains many student records including both directory information and confidential information. See Policy 8330 for an overview of the District's disclosure of student records.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by the law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- *enrollment data and validated birth record
- *basic health data
- *objective progress reports
- *information of a general nature.

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 school office.

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, court documents and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal or counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incrimination or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, which is available on the District's website under 5780 and 2416 or upon request from the District's administrative office, 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 building principal receives the request.

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. 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 the purpose; and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. 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. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and associate and to fair treatment as long as they respond those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals. Parents can access a student's grades and attendance information online through Skyward. If you need the login information (username/password), contact the business office at the school.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

Student Sales

No student is permitted to sell any item or service in the school without the approval of the principal. Violation of this may result in disciplinary action.

Student Well Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down (secure in place) and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

Summer School

Summer School may or may not be offered on a yearly basis.

Telephone Calls

Students can use school phones for emergencies only. Requests to go home with classmates after school are not considered an emergency and need to be taken care of in advance.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

Transfer Out of the District

When families move and/or students transfer enrollment to another school, parents or guardians will need to enroll their child in the new school district and complete and authorization for release of records to that school. Once our school has received a copy of that release the student will be unassigned from our district and all records will be sent to the new school. Be aware that a transfer may be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

Transportation

The school provides bus transportation for all students who live within the boundaries of the School District yet do not live within the Ugly Village limits. The bus schedule and route are available by contacting the transportation supervisor, at (989) 658-8202 ext.57006. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops.

Transportation Policy Guidelines 2021-22:

The guidelines are as follows:

1. Parents/Guardians must designate a maximum of **two** pick-up/drop-off addresses by completing the Transportation Registration Form. (This would include the TAT Bus if your child daily or periodically uses Thumb Area Transit services.). Indicate the location **#A Primary** or location **#B Alternate** on this form and in notes/emails sent to the school.
2. Students will **not** be allowed to ride to any location other than the **two** locations designated by their parent/guardian.
3. Only those students who are registered to ride a bus will be allowed to ride a bus. Parents/Guardians must complete the Transportation Registration Form to designate the pick- up and drop-off location. No form, no ride.
4. Permanent changes may be made by submitting an updated form to the school office at least **two school days** before the change is to take place.
5. If the parent/guardian work schedule changes weekly, please contact the school office in writing to make these changes (for the purpose of pick-up/drop-off). In this case, the two locations listed on the transportation form must be maintained.
6. In the event students are to be picked up at the alternate location that is indicated on the Transportation Form, the Transportation Office must be notified by **12:00 noon** the previous day.
7. In the event students are to be dropped off at the alternate location that is indicated on the Transportation form, the school office must be notified in a written note or email by **12:00 noon** on the drop-off

Emails should be sent to dismissal@ublyschools.org.

Note: No emails will be checked after the 12 noon deadline.

Note: on a scheduled ½ Day of School/12PM Dismissal, all notes/emails must be received at the school by 10:00AM

Notes/Emails must include the following information:

1. Student Name
2. Teacher Name (if elementary student)
3. Dismissal Plans to be changed (either A or B below)
 - A. if Riding Bus Changed Drop Off Location
write either #1 Primary Location or #2 Secondary Location
 - B. or Changed Pick Up Plans (in Old Gym or Office of School
write who and when child will be picked up at school

Examples:

1. Grandma Jane Smith will pick up Jim Smith after school
2. Dad will pick up Susy Brown at 2PM for appointment

If this note or email is not received by 12 noon, the student will follow the plans for the #1 Primary Location (or sent to Latchkey if no one is at the Primary Location).

Except in cases of extreme emergency (see #9 below), no phone calls will be accepted to change dismissal plans.

8. For the safety of all students, no changes of pick-up or drop-off locations (other than what is written in this policy) will be permitted except in the case of an extreme emergency (emergencies should not happen more than a couple times a year). In an extreme emergency please call the principal of your child's school. We will make an attempt to accommodate you but understand that parental convenience is not considered an emergency situation. Also, going to a friend's house (even if it is on the same bus run) is not considered an emergency situation.
9. Students will be allowed to be dropped off at an organized community activity by TAT (i.e. community or church event) or to be picked up by a guardian or their designee. Such a stop or pickup will not count as the Primary or Alternate location but written notification must be given to the school office to inform of these plans.
10. Students who cannot be released from a bus due to no parents being home, in a situation where transportation plans at the end of the day are unclear or who are not picked up at the school promptly* will be taken to the Latchkey Location (the Ugly Multi-Purpose Room) to wait for parent pick up.

*Students who are picked up at the end of the day, will wait by the doors of the elementary office until 3:00 to be picked up. If the students are not picked up by 3:00, the students will be moved down to the small gym. The parent/guardian will then have to come into the school to pick up their child. Children must be picked up no later than 3:15.

- If the parent/guardian is later than 3:15, no more than 3 times, then the student will be taken to Latchkey after school, for the remainder of the school year to be picked up there. Parents will be charged the established hourly rate for Latchkey services.

11. Half days and early release days will be treated in same manner.
12. Parents must inform the school in writing or email if their child is not riding the bus home.
13. Buses will not pick up or transport students to any out-of-district addresses without approval.
14. If a bus has repeated incidences of arriving at a stop with no students out/present, the result will be for the student(s) removal from the bus route until arrangement are made with the Transportation Director.
15. Communication between bus drivers and parents is encouraged to ensure bus safety and bus schedules.
16. Family Emergency Plans: Students and parents/guardians should develop family emergency plans. In the event of an early dismissal, students will be riding on their designated bus drop-off and will arrive at different times than normal. Does your child have a house key or know where to find one? Does your child have a neighbor to go to in case no one is at home? Have you discussed several possibilities so your child knows what to do? It is suggested that you conduct a drill or at least a periodic verbal check to be sure your student knows what steps to take.

Note: The enforcement of all guidelines will be conducted at the discretion of the school administration.

BUS CONDUCT

All school rules apply on the bus and in bus loading zones.

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses or other vehicles as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone,
- Stay off the road at all times while walking to and waiting for the bus,
- Wait until the bus is completely stopped before moving forward to enter,
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- Promptly comply with any directive given by the driver.
- Not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
- Remain seated and keep aisles and exits clear while the vehicle is moving.
- Keep head, hands, arms, and legs inside the bus at all times;
- Help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, drink or play any games unless given permission by the bus driver
- Not tamper with the bus/school transportation or any of its equipment.
- Converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- Not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

Leaving the bus

Each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

Misbehavior on the bus is reported to the transportation department. Punishment can involve the loss of privilege to ride the bus for a short period of time or depending on the seriousness of the offense can even result in indefinite

suspension from riding the bus. Students are not suspended from school, nor are they excused from attending school because of their bus misbehavior. District supplied transportation is considered a privilege, not a right, and safety is our first concern. Please contact the transportation supervisor if your child is experiencing any problems on the bus.

The regulations below have been developed and adopted by the Board of Education. Cooperation between the driver, parents and students carrying out the regulations will greatly assist the school system in the safe transportation of students. Below is a copy of the discipline procedures used on our school buses. If the bus rules are broken, the following procedures will be followed:

1st Step: Verbal Warning

2nd Step: Parent Phone Call; Assignment of or change in student Seat.

3rd Step: Discipline Referral; Parent phone call/meeting; Loss of bus privileges for 3 days.

4th Step: Discipline Referral; Parent phone call/meeting; Loss of bus privileges for 5 days.

5th Step: Suspension of Bus Privileges until further notice under administration's discretion; suspension from school is possible

If a major rules infraction occurs, steps 1 and 2 may be skipped.

VIDEOCAMERAS/VIDEORECORDING ON SCHOOL BUSES

The Board of Education has installed video cameras/recorders on school buses to monitor student behavior. Actual recording of the students on any particular bus may be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded by video camera, the video will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Vacations During the School Year

Parents are strongly encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s). It is important to keep in mind that students will lose valuable instruction while away on vacation that cannot be made up. Make Up Work Policy will apply for students to turn in homework and take tests missed while they were away.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Board Policy, applicable law, or a District employee.

Visitors/Volunteers

All visitors and parents must report to the office. We welcome visitors, particularly parents, at school. To insure that our students are safe and the educational process is not disrupted, the following procedures need to be followed:

1. Classroom visits need to be arranged 24 hours in advance. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.
2. All individuals who are scheduled to make a classroom visit/volunteer while school is in session need to: sign in at the office, wear a visitor's badge and sign out at the office
3. If you wish to meet with the teacher, please schedule a conference outside of instructional time.

4. During classroom visitation, parents are not to videotape or otherwise record classroom activities without the permission of the principal.
5. All volunteers going on field trips must have been cleared through the volunteer process.
*Fill out the volunteer form and return to the Superintendent's Office
6. All visitors and volunteers must exhibit civil and orderly conduct. We expect all adults to be a positive example for our students in regards to behavior and attire.

UBLY COMMUNITY SCHOOLS Acceptable Use Policy (AUP)

Electronic Information Access and Use For Educational Purposes Policy

Uby Community Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources for educational research, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by District information technologies. The District's system is not a public forum and access to the technology is a privilege and not a right. Users have no reasonable expectation that any information contained on any District information technologies is confidential or private.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "as is, as available" basis.

District Definitions:

Equipment includes, but is not limited to, computers, electronic tablets, disk drives, printers, scanners, flash drives, networks, servers, video and audio recorders, cameras, photocopiers, phones, calculators and other related electronic resources.

Technology includes, but is not limited to, equipment, software, networks and other related systems and services.

Software includes, but is not limited to, computer software, print and non-print resources.

Networks include, but are not limited to, Internet access, intranet access, and all voice and data systems.

Users include anyone who is accessing or using District equipment, technology, software, or networks.

Minor includes any individual who has not attained the age of 18 years.

District Responsibility

Uby Community Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes. These include:

- ❑ developing and implementing an Electronic Information Access and Use Policy (this AUP)
- ❑ developing and enforcing use regulations at each network site
- ❑ defining the rights/responsibilities of Users
- ❑ providing resources that support the mission of the School District
- ❑ assigning and removing of member accounts on the network(s) and related services
- ❑ providing training and information on new technologies, software and media as they are acquired and put into use in the District
- ❑ providing training to minors on appropriate online behavior. This includes behavior when interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response
- ❑ maintaining and repairing of equipment that comprise the network(s)
- ❑ selecting software that the network will support
- ❑ setting quota limits for disk usage by users of the District servers (Internet and LAN)
- ❑ establishing procedures for the disabling or otherwise modifying any technology protection measures

The District will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.

The system administrator has the right to view, modify or remove a users electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other staff members and the user in question.

The Uby Community Schools will implement filtering technologies intended to block minors' access to materials that are obscene, pornographic, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering technologies operate only within the District local area network (LAN).

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Ubly Community Schools Network Users

Users of the Ubly Community Schools network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the Ubly Community School's network:

1. Students. Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.
2. Faculty and Staff. Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.
3. Others. Anyone affiliated with the school system may request a special account on or use of the District network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Ubly Community Schools Technology Users

User Privileges

Users have the privilege to:

- ☐ use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange when it is available
- ☐ access information from outside resources which facilitate learning and enhance educational information exchange
- ☐ access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange

User Responsibilities

Users are responsible for:

- ☐ using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school
- ☐ attending appropriate training sessions in the use and care of hardware, software and networks
- ☐ seeking instruction for the use of any available technology with which they are not familiar
- ☐ adhering to the rules established for the use of hardware, software, labs and networks of the District
- ☐ refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization
- ☐ maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. District associated accounts are to be used **ONLY** by the authorized owner of the account for the authorized purpose

- ❑ students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult
- ❑ having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems
- ❑ material received, created or distributed using information technologies
- ❑ maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account
- ❑ keeping material considered pornographic by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software, from entering the school via the Internet or from being reproduced in visual, digital or written format
- ❑ awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the

Users are responsible for: (cont)

transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies

- ❑ using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. Ubly Community Schools is not liable for any financial obligations made nor any personal information provided while using District information technologies
- ❑ financial restitution for unauthorized costs incurred, damages or repair necessitated by inappropriate use or access
- ❑ any damages to, or incurred on, their personal equipment. Users accessing Ubly Community Schools information technologies on personal equipment do so at their own risk
- ❑ abiding by the rules set forth in this policy, as well as all other applicable District or School policies and rules. Additional technology policies, Board of Education policies (including 7540 and its subparts), staff manuals, departmental procedures, student code of conduct, and student handbooks may include such rules.

Prohibitions

Use of the Ubly Community Schools information technologies is intended for legitimate educational purposes that support and enhance the District's mission statement. The following uses are strictly prohibited.

Users are prohibited from:

- ❑ using another individual's login name or password
- ❑ participating in hate mail, harassment, discriminatory remarks, bullying and other antisocial behaviors
- ❑ using e-mail, chat, instant messaging, and other forms of two-way electronic communications except for educational purposes
- ❑ using the technology for unauthorized transfer, deletion, or duplication of electronic files
- ❑ using the technology for a "for-profit" business, for product advertisement or political lobbying
- ❑ the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems
- ❑ using District information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
- ❑ vandalizing District or any other information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation, intentional receipt or transmission of computer viruses

Consequences of Inappropriate Behavior

Use of the District's information technologies is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy (this AUP) will face loss of technology access privileges. The District may also pursue disciplinary action, and/or legal action as deemed appropriate.

Release

By accepting this agreement either individually or as part of a mass agreement, in consideration for the privilege of using the Ubly Community School's Network and technology systems and in consideration for having access to the information contained or accessed on or through it, you release Ubly Community Schools and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the Ubly Community Schools is affiliated for any and all claims of any nature arising from my use, and/or my child's use or inability to use, the Ubly Community School's network and technology systems.

Ubly Community Schools
Student Acceptable iPad Use Policy

Students at Ubly Community Schools now have the opportunity to be educated with some of the latest tools available for delivering the curriculum. Through the use of technology and associated best practices the learning environment can be optimized, increasing student engagement and ultimately student achievement. The incorporation of technology to deliver the curriculum does not in any way diminish the role of the teacher. To the contrary, it transforms the teacher from a learning director to a facilitator of learning, which continues beyond the school day.

With the increased exposure to technology comes an increase in responsibility within the administration, staff, and students. The following guidelines apply to all iPads issued by Ubly Community Schools. The iPad remains the property of Ubly Community Schools and all users must adhere to guidelines governing the iPad within the Technology Acceptable Use Policy, The Student Handbook, and the following rules specifically regarding the iPad.

iPad Protection Plan Guidelines:

I/We understand that I, and or my student are financially responsible for damage to or the loss of the iPad, as well as for any cost incurred due to my student's use of the iPad or AppleID account. The iPad will come with a protection plan on it at the time of purchase. Below are the financials concerning that protection plan coverage:

1. First Incident: Student/Parent are responsible for a \$50 deductible for repair or replacement.
2. Second Incident: Student/Parent are responsible for a \$50 deductible for repair or replacement.
3. Third Incident: Student/Parent would pay replacement cost of device at \$378 or the quoted price to repair the device.

Notes:

- Lost or stolen iPads are not covered under the protection plan and will require a police report if stolen, and an administrative report if lost. A replacement cost of \$496 will be charged.
- Intentional damage to the iPad is not covered under protection plan and will be treated as a device requiring full compensation for replacement.
- Incidents listed above are concurrent within the tenure of each student using the school owned iPad throughout their entire educational experience. They do not "renew" at the beginning of each school year.
- The iPad case (including keyboard), charger, charging cable, or other accessories are not covered by the protection plan. Damage to, or loss or theft of these items will require full compensation.
- All damaged devices, without regard to the extent of damage, must be repaired at the end of each school year.

Distribution/Return of iPads:

Student iPads will be issued according to the following criteria:

1. Successful completion of parent and student iPad orientation sessions.
2. Signed copies of iPad agreement, Technology Acceptable Use Policy, and the Student Handbook.

iPads will be issued with a charger, charging cable, and an iPad case. iPads must remain in the school issued and unmodified iPad case at all times. Students will use an Ubly Community Schools issued iPad only.

The district may require the iPad, and all provided accessories to be returned during school holiday breaks and during the last few days of the school year. The iPads will be available for return upon the resumption of school. Students must sign acceptable use forms and may be subject to a “refresher” course upon returning the device to the student. If a student graduates early, withdraws from school, is suspended or expelled, or transfers out of district, the undamaged iPad and all accessories must be returned on the last day of the student’s attendance at that campus. A student who does not return the device will face disciplinary and legal action.

Expected Use of the iPad:

Each school-issued iPad is intended for use at school every day. Students are expected to bring their device to all classes charged and ready for use. Student devices should not be shared with others. As a user of the iPad, students must understand the above expectations and agree to the following guidelines:

1. I will not loan the iPad to anyone.
2. I will not share my passwords or passcodes with anyone.
3. I will use only my school provided/associated Apple ID (ending in “ublyschools.org”) on the iPad.
4. I will make sure my iPad is fully charged on a daily basis before coming to school. I understand this is easily accomplished by charging the iPad overnight every night.
5. I will follow the “proper care guidelines” listed in this document.
6. I will keep the iPad secure in its complete school issued case at all times.
7. I will not write on or place any labels or stickers on the iPad or case.
8. I will not modify the iPad, case, or accessories in any way or attempt to remove any markings or labels.
9. I will immediately report any problems or damage I encounter while using the iPad or its accessories to the technology department help desk via e-mail or directly reported to the technology director.
10. I understand that the iPad could be set back to factory settings when being fixed which may result in lost data. Therefore, I understand the importance of storing my information in the “Cloud”.
11. I understand that I may not update the iOS operating system on the device to any version without direct approval from the technology director.
12. I will keep the iPad secure in its location at all times.
13. I will never leave my iPad personally unattended at school, except in my secure locker.
14. I recognize that school staff can control and monitor usage of my device during the school day, and I will not attempt to circumvent such capability in any manner.
15. I will not attempt to disassemble, repair, damage, hack or subvert the security of the iPad.
16. I will not have the iPad out in bathrooms or locker rooms.
17. I will not play games or access social media during instructional time (class). Failure to comply with this directive subjects the student to discipline according to the Student Conduct Code and will restrict student access to non-instructional apps for the remainder of the semester/year.

18. I understand that the school issued iPad is subject to full inspection by staff at any given time and that it remains the property of Uby Community Schools.
19. I agree to abide by all policies governing the use of the school issued iPad, both in school and outside of school.
20. I agree to not use the iPad for the purposes of photographing, video or audio recording of other people without their permission. I understand that using these iPad features in a bathroom or locker-room is strictly prohibited under any circumstances.
21. I agree not to use the iPad to bully, cyber bully, or harass others. I will only use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation. I understand that violating this exposes me to discipline as outlined in the student conduct code.

iPad Proper Care Guidelines:

1. Proper Care is to be given to the iPad at all times, including, but not limited to, the following:
 - a. Handle the iPad gently as you would any electronic device.
 - b. Keep food and drink away from the iPad.
 - c. Do not expose the iPad to extreme heat or cold, iPads should not be left in a vehicle for an extended period of time.
 - d. Do not use the case to hold anything other than the iPad.
 - e. Never place anything on top of the iPad case while carrying or storing.
 - f. Do not lean on the iPad or case.
 - g. Do not place anything near the iPad that could put pressure on the screen.
 - h. Use care to not 'bump' the iPad, its case, or a bag carrying them against lockers, walls, car doors, floors, etc.
 - i. Do not attempt to repair a damaged or malfunctioning iPad.
 - j. Keep the complete district approved case including keyboard and screen protector on the iPad at all times.
 - k. Use only the provided and appropriate iPad A/C adapter and cable to charge the iPad.
 - l. Always use care when connecting or disconnecting any cords or cables from the iPad and only apply minimal force to the connector itself. (Never pull on a cable directly)
 - m. Never connect the iPad to a computer.
2. Proper Security is to be provided for the iPad at all times, including, but not limited to, the following:
 - a. Secure the iPad in a safe place at all times.
 - b. Do not leave the iPad in a car or in open view.
 - c. If an iPad is damaged, lost, or stolen, the Technology Director must be notified immediately.

iPad Application Management

1. Students who meet age related requirements with Apple, and who are in good standing with their school, may be allowed to download free apps, appropriate for educational purposes only. If technical difficulties occur or unauthorized software is loaded, the iPad may be restored to its original settings. Certain Apps may be disabled or forbidden for download and use. Apps rated age 17 or higher by Apple will not be accessible in the app store for safety and security reasons.
2. Applications (Apps) purchased by the district will be through the Apple Volume Purchase Program. An administrator must approve apps purchased through this program. The district retains ownership of all assigned app licenses at all times. Apps installed by the district must remain on

- the device in usable condition and be easily accessible at all times. Occasionally the school may add software or apps for use in the classroom.
3. Although students may be allowed to install appropriate apps, the school provides no guarantee that such apps, app data, or add-ins/unlocks will remain accessible or allowed on the iPad at any point in the future. The school is not responsible for lost or inaccessible apps or data.
 4. Students are expected to keep “Wi-Fi”, “Bluetooth”, “Find My iPad” (with “Send Last Location”), and “Locations Services”, enabled on the iPad at all times.

Storage and Saving Files

Students are expected to recognize that their iPad has a limited amount of storage available, and that district installed applications, books, documents, and class related data takes precedence over all other data. If available storage becomes prohibitively low, the student is to remove any unnecessary items and to consult with the Technology Director if necessary.

Students are encouraged to save work online in their school provided Office 365 OneDrive accounts, or another form of “Cloud” storage. There is storage space on all school issued devices, but in case of damage, power loss, or app upgrades or reinstallation, things done on the iPad will not be backed up and may not be able to be retrieved. Problems with the iPad are not an acceptable excuse for late assignments or work not turned in.

Home Internet Access

It is not required to have home Internet access for use of a school issued iPad at home, although it is strongly recommended. The district technology director is available to assist in locating available services and advising best practices for safety and security. Most textbooks, novels, apps, and other school materials can be used without access to the Internet but in a more and more connected world, access to online resources can provide expanded learning potential. Students are allowed to connect the school issued iPad to home/public wireless networks with permission of the network owner.

***Note: AppleCare+ provides support for Apple software and configurations, as well as support connecting to home wireless networks. They can be reached at 1-800-275-2273.*

Background Images

Student iPads may be personalized through copyright-free background photos or screensavers. Images of weapons, sexual materials, inappropriate language, alcohol, drugs, or gang-related symbols are strictly prohibited.

Synchronizing

Students are not allowed to synchronize or connect their school issued iPads to any computer.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____

Parent/Guardian

Student/Grade

have read the ***Ugly Elementary School Student Handbook***. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Date

Student Signature

Date

Email addresses are requested to advise parents of important information, notices, announcements, and upcoming dates.

Parent Email Addresses: Please clearly print (including upper/lower case letters):

Name & Email 1: _____

Name & Email 2: _____

.....

Volunteer Opportunities:

Please mark any volunteer opportunities you may be interested in:

____ PTO Meeting Attendee ____ PTO Board Member

____ Christmas Program Bake Sale ____ Concession Stand

____ Sporting Event Ticket Sales ____ Popcorn Popper

UBLY ELEMENTARY SCHOOL COMPACT

The Uby Community School believes that all children can learn. Our mission is to provide facilities, staff, supplies, and services to enhance the learning of all children. Further, each child will develop as an individual, achieve skills, and develop attitudes and behaviors so that they can become contributing members of society.

As a student I agree to:

- Come to school ready to learn.
- Complete schoolwork and participate in classroom activities.
- Follow all school and classroom rules.
- Respect all students, adults, and their belongings.
- Help keep our school safe and clean.
- Keep your parents informed of school activities and assignments.

Student Signature _____

As a parent / guardian I agree to:

- See that my child is punctual and attends school regularly.
- Support the school efforts to maintain proper discipline.
- Encourage my child's effort to do his/her best work.
- Supervise the completion of my child's homework.
- Communicate with the school and stay aware of what my child is learning.
- Encourage a positive attitude toward school and learning.
- Attend Parent/Teacher conferences and other school activities.
- Read and discuss the student handbook with my child.

Parent Signature _____

Parent Signature _____

As a school district we agree to:

- Provide a quality education in a safe and supportive environment.
- Help the children follow the school and classroom rules.
- Demonstrate care and concern for each student's individual strengths.
- Encourage and provide opportunities for positive communication between students, parents and staff.
- Provide regular communications about student expectations and academic progress.
- Provide opportunities to volunteer and participate in classroom activities.
- Provide opportunities for parents to be a part of the school improvement process.
- Provide a quality curriculum designed to meet the needs of all students and meet the State of Michigan requirements.

Teacher Signature _____

Principal Signature _____

Ubly Elementary School P.B.I.S. Behavior Expectation Matrix

	<u>Responsible</u>	<u>Ready</u>	<u>Respectful</u>
Hallway	Keep hands and feet to self Walk with eyes forward	Stay with your class Return to class promptly	Quiet voices Stay out of others business Use appropriate language
Assembly	Be quiet & considerate	Sit on bottom	Listen to speaker Eyes on speaker
Lunchroom	Clean up after eating Take only what you can eat	Have your lunch card Wait your turn	Stay out of others business Use good manners Eat first, talk later
Classroom	Self-developed classroom rules by each teacher		
Bathroom	Put everything where it belongs Wash your hands Clean up any messes	Return to class promptly Use at appropriate times	Show others privacy Flush after you use the toilet
Recess	Use equipment properly/safely Help collect & return equipment	Dress for the weather Line up at the whistle Enter building quietly	Golden Rule – Treat others how you want to be treated Listen to adults
Bus	Keep hands & feet to self Stay in seat Keep aisle clear	Watch for your stop	Use appropriate language Golden Rule – Treat others how you want to be treated

Ubly Community Schools

Transportation Policy & Registration Form

Parents may designate two pick-up/drop-off locations for their child. All students will be picked up and dropped off at the locations on the days indicated below. This will establish a routine for the students. Permanent changes may be made by submitting an updated form to the school office at least two school days before the change is to take place. Please attempt to name all children on the same form for all members of your family, although, if necessary, you may complete individual forms for each child. This form may also be found on the district website (<http://www.ublyschools.org/>).

REMEMBER, ONLY TWO LOCATIONS MAY BE USED.

11. In the event students are to be picked up at the alternate location (either primary or secondary), the school office must be notified by 12 noon the previous day.
12. If Students are to be dropped off at the alternate location (either primary or secondary), the school office must be notified by 12 noon on the drop-off date.

Student Name #1: _____ Grade: _____

Student Name #2: _____ Grade: _____

Parent Name(s): _____ Phone: _____

Location #A (Primary Location)

Name: _____

Address: _____

Phone: _____

Location #B (Alternate Location)

Name: _____

Address: _____

Phone: _____

Parent/Guardian Signature: _____ Date _____

COMMUNICATION PROCESS FLOWCHART

The Board of Education recognizes there are times when a parent, resident, taxpayer, or employee may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Communication is key in solving any problem. Please do all you can to effectively communicate with the teacher and/or individual to gather the complete story. We are here to support our students and their families and your child's success is our number one goal. We are here to work with our students and their parents/guardians to achieve this goal.

Listed below is a flowchart/chain of command that should be of assistance when addressing an issue. Each situation should be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Please visit our website staff directory for contact information.

To ensure the timeliest resolution to your concern and/or question, first contact the teacher, counselor or principal so that he or she can respond without any undue delay. The Board of Education creates policy; it is the responsibility of the administration and professional staff to execute those policies.

Third Level and beyond must be in writing.

Parent/Guardian & Community Communication Process Flowchart – Chain of Command

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Child Abuse	Child line 800-932-0313				
Athletics	Coach	Athletic Director	High School Principal	Superintendent	Board of Education
Facilities Request	Building Principal	Supervisor of Buildings and Grounds	Superintendent	Board of Education	
Attendance	Building Secretary	Building Principal	Superintendent	Board of Education	
Transportation: Drivers & Routes	Transportation Coordinator	Superintendent	Board of Education		
Business Office	Business Secretary	Business Manager	Superintendent	Board of Education	
Curriculum/ Academic	Teacher	Principal	Curriculum Supervisor	Superintendent	Board of Education
Instruction	Teacher	Principal	Superintendent	Board of Education	
Classroom management	Teacher	Principal	Superintendent	Board of Education	
Discipline	Principal	Superintendent	Board of Education		

Facilities	Buildings and Grounds Supervisor	Principal	Business Manager	Superintendent	Board of Education
Guidance	Building Counselor	Building Principal	Superintendent	Board of Education	
Special Education	Teacher	Principal	Director of Special Education	Superintendent	Board of Education
Student Concern	Teacher	Principal	Superintendent	Board of Education	
Technology/ Computer: Hardware & Software	Teacher	Director of Technology	Principal	Superintendent	Board of Education
Bus Discipline	Bus Driver	Building Principal	Superintendent	Board of Education	

DISTRICT CONTACT INFORMATION:

Elem Principal; Jill Ogryski jogryski@ublyschools.org	Director of Technology; Jakob Asmondy jasmondy@ublyschools.org	
HS Principal; Todd Walker twalker@ublyschools.org	Supervisor of Transportation; Tom Volmering tvolmering@ublyschools.org	
Supervisor Special Education: Huron ISD (989) 269-9274	Athletic Director; Branden Sorenson bsorenson@ublyschools.org	
Food Service Director; Asley Holdwick aholdwick@ublyschools.org	Superintendent; Troy Reehl treehl@ublyschools.org	
Supervisor Of Buildings/Grounds; Tom Volmering tvolmering@ublyschools.org	Business Manager; Teri Lochrie tlochrie@ublyschools.org	