

Corunna Public Schools' Elementary Student and Family Handbook 2023-2024



CORUNNA PUBLIC SCHOOLS' DISTRICT MISSION STATEMENT

To prepare an unprecedented number of students for college **and/or** careers regardless of demographic factors.

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Adopted by the Board of Education on July 2021

It's **GREAT** to be **GOLD**

****Due to the COVID-19 pandemic, many of these procedures may be altered/changed/revised based on recommendations from the Shiawassee County Health Director, the Michigan Department of Education or any Executive Orders.**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

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Welcome to Corunna Public Schools. The following information is designed to provide students and families with an overview of our K-3 elementary services, procedures, and general information used at our schools. Please be advised that school staff may revise the handbook as needed to ensure appropriate educational programming and student wellbeing.

**Elsa Meyer Elementary
Beginnergarten – 3rd Grade**

100 South Hastings Street
Corunna, MI 48817
(989) 743-4404
Principal: Mrs. Stacy Regan
Asst. Principal: Jason Beldyga
Office Manager: Mrs. Hayley Nellis
Office Manager: Mrs. Brittany Wiggins
School Hours: 8:35 a.m. – 3:40 p.m.
Office Hours: 7:45 a.m. – 4:15 p.m.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Corunna Public Schools that no person shall, on the basis of race, color, national origin (Title VI of the Education Amendment Act of 1972), sex (Title IX of the Educational Amendment Act of 1972), or handicap (Section 504 of the Rehabilitation Act of 1973), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. Any questions concerning this policy or implementation of the same should be directed to:

Jamie Johnston - Title IX Coordinator
124 North Shiawassee Street
Corunna, MI 48817
Telephone: 989-743-1579

Partners in Education:

Communication between families and school is vital to your child's educational career. A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community. The school uses our [district website](#), emails, social media, telephone calls, newsletters, parent-teacher conferences, and our weekly newspaper insert (The Communicator) found in the *Argus-Press* to provide you with important school-related information. Parents/guardians are also encouraged to call the school with questions, comments, or concerns. Non-custodial parents are encouraged to call the school with contact information so we can share copies of the newsletters, report cards, and other school-related information.

Parent-Teacher Organization (PTO):

Volunteer help is always welcome and our Parent Teacher Organization needs parents in order to continue its strength and effectiveness. Each elementary school provides many opportunities for parent involvement. We invite you to become an active parent of the elementary school community through your time and support in these worthwhile activities. This involvement will also help in home/school communication. If this is not possible, we encourage you to stay informed about PTO activities through classroom and school newsletters, PTO newsletters, and each school's PTO bulletin board.

Please Talk With Us:

It is important you always have accurate information and quick answers about school-related activities. If an issue arises, please set up an appointment with your child's teacher to discuss concerns. If you have further concerns **after speaking with your child's teacher**, please feel free to make an appointment with the principal. If your concerns are still not resolved, your next step would be to speak with the Curriculum Director, Superintendent of Schools, and then finally, the School Board.

- **Newsletters** Each school year is filled with many events and activities that are important to your child's education. These events will be announced in your child's classroom or school newsletters, as well as, on our school website.
- **Email/Telephone Contact** If you need to talk to a classroom teacher during school hours, please call the school office. Teachers may not be available during student contact time. Email is encouraged, but be aware that responses may not come right away. Please allow at least a 48-hour period for staff to respond. Each teacher's email address can be accessed from our district website: [Corunna Public Schools](#).
- **Parent-Teacher Conferences** Parent-Teacher Conferences will take place after the 1st trimester. If you have concerns prior to, or following conferences, please set up an appointment with your child's teacher.

Visitors:

Parents and guardians must sign in the office. Only those who have a pre-scheduled appointment will be allowed in our academic halls during school hours. If you are dropping off something for your child or picking them up early for an appointment an office manager will assist you. Parents and guardians wishing to have lunch with their child will need to contact the office to make arrangements.

Attendance:

Attendance in the classroom is an important element of a student's education and a strong correlation to good academic performance in the classroom. Attendance and tardiness patterns will shape the foundation of your child's educational career and beyond. We "Strive for 5" or fewer absences per school year. There is a direct link between attendance and academic success so as a district, we are focusing on encouraging our students to miss 5 or fewer days.

School attendance is a parent's responsibility and students are expected to attend and arrive at school on-time, each day. Any student who arrives after 20 minutes in the morning will be considered absent in the morning. Likewise, any student who leaves more than 20 minutes early from school will be considered absent in the afternoon. The following attendance codes will be used for accounting purposes: U- Unexcused, A- Absent, D- Documented, V- Activity, I- ISS (In-School Suspension), O- OSS (Out of School Suspension), F - Office. An Unexcused absence is marked when there is not communication with the school and an "A" is marked when there is communication from the family. Documented absences include a doctor or dentist appointment, mandated court appearance, funeral or religious observances based on the conditions outlined in the Michigan School code. When the school determines it would be in the student's best interest to send a child home (fever over 100.4, suspected pink eye, etc.) the school will use the absence code of "D" for documented that day and the following day. Any additional days would require a doctor's note to be considered "D".

- Doctor's notes should be turned in upon returning to school and should include the specific day(s) your child was absent and a specific reason/diagnosis for why your child couldn't attend school.
- Dental appointments (note from dentist office), court appearances (court papers), religious observances (note from a parent), and prearranged vacations (building office form) must have paperwork on file in the office.

Whenever possible, it is also suggested that family vacations should be scheduled to coincide with the district's academic calendar. Parents should make arrangements prior to these absences with the child's teacher to collect homework assignments. Homework should be obtained and completed immediately after a student returns from an absence. The school principal has the responsibility of being the attendance officer for the building to ensure that students attend school. Behavior, attendance, and tardiness are part of the State of Michigan Compulsory Education Law which states: *"SEC. 1586. (2) If a child is repeatedly absent from school without a valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, the superintendent of schools, or the intermediate superintendent in a district which does not employ a superintendent, may request the attendance officer to notify the parent or other person in a parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities."*

The law requires that all children attend school regularly and it holds parents responsible for their child's attendance. Students who are chronically absent will be considered truant and may be referred to the Truant Officer of Shiawassee County. Our goal is to avoid court involvement when it comes to school attendance. In all cases, this framework may be modified by the building principal in cases of chronic illness or contraction of one of the childhood communicable diseases.

Tardy:

Students who are tardy to school **must report to the office** to be given an admittance slip. A child is considered tardy if he/she arrives within the first 15 minutes of school. Likewise, a student will be marked "tardy" if he or she leaves school within the last 15 minutes of the instructional day. Tardies may be documented in the same manner as absences. By state law, absences, and tardies, must be counted. **10 tardies = 1 absence.**

Bus Travel:

Transportation is an important part of a child's daily routine as it begins and ends each school day. Corunna Public Schools Transportation Department makes every effort to ensure that each child's experience is a positive one. We encourage parents to communicate with their child's driver as we have found that this reinforces a positive relationship between the student and driver. The conduct of a student while riding to and from school should be an extension of good classroom behaviors. For the safety of all of our students, please discuss the bus routines and expectations with your child and encourage them to be respectful and safe travelers. Please encourage your child to set a good example for those sitting around them and report any incidents on the bus, directly to the driver. Students riding a bus must have **a signed permission slip** if they:

- a. Are not riding the bus home.
- b. Are getting off the regular bus at a destination other than home.
- c. Are riding a different bus to a destination other than home.

Arrival Routine:

1. Students at Elsa Meyer may enter the building report directly to the classroom, unless getting breakfast, starting at 8:25 a.m.
2. All students are expected to be in their class ready for instruction to begin at 8:35 a.m. at Elsa Meyer.
3. Heavy traffic in school areas creates a need for school walkers to carefully observe safety rules. Students who walk to school should obey pedestrian traffic laws and use the sidewalks. Students should not cut across private property.
4. Students who ride bikes should not ride double. Bikes should be left in the rack and should be locked. Corunna Public Schools does not accept responsibility for damaged or stolen bikes.
5. Skateboards/roller blades ARE NOT allowed on school property.
6. Bus students should follow the rules set by their driver.

Dismissal Routine:

1. Students will be dismissed at 3:40 p.m. at Elsa Meyer.
2. If you must pick your child up early, you must stop in the office to **sign the early dismissal sheet**. The office will then notify your child's teacher and your child will be released to the office at that time. This is a safety procedure that is followed by all Corunna Public Schools.
3. Students who are picked up before 3:25 p.m. at Elsa Meyer will be marked absent in the afternoon.
4. Students are expected to be in school all afternoon. Like the morning routine, students will be marked "tardy" if he or she leaves school within the last 20 minutes of the instructional day, even though the reason may be legitimate or necessary, such as a doctor or dental appointment. By state law, absences, and tardies, must be counted.
5. Parents/guardians shall wait in designated pick-up areas.



6. Student plans for after school rides to a friend's home must be made prior to the start of the school day. Students must have written permission to leave school with an adult other than the parent/guardian. Students will not be allowed to use the phone for such calls. Of course, students will be able to use the school phone for emergency calls by getting permission from their teacher and the office staff.
7. Students who ride a bus, must have a signed permission slip if they:
 - a. Have a change in their regular routine and will not ride their bus home.
 - b. Are getting off the regular bus at a destination other than home.
 - c. Are riding a different bus to a destination other than home.
 - d. In an emergency situation, a call to the office may be made if received before dismissal.

In case of a bus problem please call the bus garage (989) 743-4666.

Change in Dismissal Routine:

If there is a change in dismissal routine, **we must have a note or receive a phone call by 2:00 p.m.** Notes are particularly helpful so we can pass the documentation on to the teacher and bus driver. If we do not have a note or receive a phone call, **we must follow through with your child's regular dismissal routine.**

Custodial Documentation – If there is a ruling regarding the physical and legal custodial rights of your child, we must have a copy in our office. If we do not have a copy of the document, we are obligated, by law, to release the child to either their mother, father or legal guardian.

Early Dismissal:

It is expected that your child attends school every day for the full day. If an emergency situation occurs which causes him/her to miss part of the school day, the following procedure is designed for your child's protection:

1. Please send a note to the teacher with your child stating the time you will be picking him/her up. In an emergency situation, a phone call will do.
2. The student will be dismissed from the office after your arrival. Parents are not to pick students up at lockers or classrooms.
3. Students will not be allowed to leave the school grounds during the day unless accompanied by a parent, parent designee, or by special instructions from the parent to the principal.

Inclement Weather Early Dismissal:

Parents should be aware of school policies for closing school early in case of severe weather or other emergencies. You should make arrangements in advance if your child is to go to a destination other than the regular one. In all cases of early dismissal, secondary students are transported home first, with elementary students following, about an hour later. Elementary "walkers" will be sent home as indicated on a public announcement on the radio. In early dismissal situations, a parent may always come to the school to take his/her child home. Notification will also be shared through email, telephone, and social media outlets.

Reporting Student Progress:

Formal reporting of student progress will take place, using the district report card. Students at Elsa Meyer Elementary building will receive a formal report card two to three times per year. Communication between home and school is critical to student success. It is a teacher's responsibility to meet with every parent regarding their child's progress. Parents/guardians will be given an ample amount of notification if a student is in jeopardy of failing grades, other academic concerns, or retention. Parents/guardians are encouraged to communicate with staff and monitor their own child's progress on a daily and weekly basis. We value the partnership between home and school and will be providing feedback on a regular basis. Please do not hesitate to write, phone, or stop in to visit (after school hours) with your child's teacher should you have any questions regarding your child's progress.

Homework:

The Corunna Elementary Schools suggest that students spend a minimum of 10 minutes each evening reading. Additional homework may be sent home depending on the unit of study and/or if teachers feel more practice is needed. Examples of

additional homework could be practicing math facts, reviewing math skills or reinforcing phonics skills. If you have any questions about homework please contact your child's teacher.

Requests for Missing Assignments due to Absences:

Assignments requested for a ONE-DAY absence will be given when the student returns to school. If a student is absent more than one day, requests by parents/guardians to pick up homework assignments will be coordinated through the office.

Parents may contact a teacher via e-mail and ask that his/her child's assignments be emailed. Please give your child's teacher a 24-hour grace period to respond to emails. Under normal circumstances, students are allowed the same number of school days, as days absent, to make up homework. If you know ahead of time that your child will be absent from school due to a medical appointment, you are encouraged to let his/her teacher know and request any assignments that may be missed. A Pre-Arranged Absence Form must be requested from the office **PRIOR** to the vacation departure date so that homework, or other activities, can be provided to the student leaving on vacation.

Student Records:

Parents may review their child's school records and you are asked to make an appointment with the building principal. Records cannot be released to anyone other than a parent or legal guardian without the consent of the parent or guardian. If you move during the school year, please check with the new school about obtaining your child's records.

Breakfast/Lunch Program:

School lunch prices will be published at the beginning of the school year. This year breakfast and lunch are free at Elsa Meyer Elementary. All breakfast and lunch meals meet Federal guidelines.

General Cafeteria Expectations:

1. Students enter the cafeteria in an organized manner.
2. Students should show respect and listen to breakfast/lunch supervisors.

Table Manners:

1. Students are expected to follow CAVS and CHAMPS expectations.
2. Students should not share food with others.
3. Students will take care of their own lunch trays or food wrappers.

Recess:

Students will have outdoor recess daily throughout the school year. Research shows that recess promotes a healthy lifestyle, increases focus, and develops social skills. Recess is one of the key times during the day when children have the time to experience socialization and real communication. Students are encouraged to play outside – run, etc... Students should not bring personal electronic devices or other such toys to the playground. We cannot accept responsibility when damage to these items occurs.

Students will participate in an outdoor recess on the school playground unless the wind chill factor is at or below zero degrees, or severe weather is imminent. In order for students to enjoy the season's weather, it is very important that they have the appropriate outdoor clothing to participate in daily recess. This includes clothing that is protective and insulated for outdoor activities. All students should have coats, hats, and gloves to wear when necessary. Boots (or 2nd pair of shoes) and snow pants (or a change in pants) are recommended when snow is on the ground. Please help all of us by labeling your child's winter gear. When weather conditions are too severe to be outdoors, students will have indoor recess. Indoor recess expectations follow general rules of student conduct.

Playground Safety Expectations:

Students must use good judgment, courtesy, and fair play. It is impossible to provide a detailed listing of all situations and specific expectations, however, below are general guidelines when using playground equipment:

1. Students are expected to follow CAVS and CHAMPS expectations.
1. Play in designated areas only.
2. Do not leave the playground without permission.
3. Leave wood chips, rocks, and snow on the ground.

When safety rules and expectations are not followed, students may lose recess or playground privileges. Consequences for not following the playground expectations will be dealt with either outside by recess supervisors or in the office accordingly.

General Rules of Student Conduct:

Every student's right to a public education carries with it a responsibility to know and observe school rules. A safe and orderly school and classroom environment that fosters academic growth and social development is crucial to a successful foundation of learning. School rules and expectations help keep non-educational distractions to a minimum and help prepare students to become responsible and active community members.

Students will receive instruction about behavioral expectations during the first weeks of school and will be reminded of them throughout the school year. Each teacher will develop his or her own fair and consistent discipline policy.

Consequences for unacceptable behavior may include, but are not limited to:

- Restorative practices
- Conference with student
- Loss of recess/privilege
- Timeout or time in the office
- Written behavior plan
- Parent/guardian notification
- In-school suspension (ISS)
- Out of school suspension (OSS)

When a student has been suspended a meeting may be held with the principal, parent, social worker, teacher and student to determine the best plan for future successful school attendance.

Distribution or Sale of Material on School Property:

No materials are to be sold on school grounds without the approval of the school administrator. The selling of items is usually limited to school-sponsored groups or activities.

Student Dress Code:

Students attending any of the Corunna Public Schools are expected to conform to the following dress regulations:

1. All clothing should be in good taste. Any clothing or accessories that disrupt the educational process are not permitted.
 - a. Hats or other headgear, should not be worn in the building except by special permission.
 - b. All garments should be of adequate coverage to avoid bearing the student's midsection, cleavage, or undergarments at all times.
 - c. Clothing with obscenities, cigarettes, beer, alcohol, drug information or sexual connotations will not be allowed.
2. Shoes must be worn at all times:
 - a. Gym shoes and socks must be worn for physical education class.
 - b. Closed-toe shoes are encouraged to be worn on the playground. No shoes with wheels are allowed on school premises.

Any student activity and/or dress deemed likely to cause a substantial disruption or material interference with school activities may cause any of the following dress code items to be modified and/or revised, per the *Tinker v Des Moines Indep Sch Dist*, 393 US 503 (1969) court ruling.

Should a student wear inappropriate clothing to school he/she will have the opportunity to make adjustments that will allow them to remain at school. **THIS DRESS CODE MAY BE MODIFIED AS FADS OR FASHIONS CHANGE.**

Student Information Form (Verification Form):

Each school year, parents/guardians are required to fill out, or update, a Student Information Form for each child attending school. This form provides us with the necessary information to contact a parent or designee in the event he/she becomes ill or is injured at school. We **MUST** have two sources of contact information other than the parent/guardian. We appreciate having this information up to date during the school year and it is the parent/guardian responsibility to inform the office immediately of any changes.

Field Trips:

All students must have a signed parent permission slip to take part in educational field trips that are further than 10 miles away. For walking trips or bus trips within 10 miles, the signed verification page will count as permission.

Illness/Accidents at School:

We strive for excellent attendance throughout the academic year. However, we understand your child may become ill from time to time. If your child is ill, please keep him/her home from school, and please notify the office. If he/she is well enough to attend school, he/she is well enough to participate in school activities and outdoor recess. Minor injuries are treated by qualified school staff. Parents are notified immediately in cases of more serious accidents or suspected injuries. An injury report will be completed and filed with the main office. If parents cannot be contacted, an alternate name appearing on the child's emergency sheet will be notified. If the school is unable to contact either the parents or alternate, the school principal or office manager will seek professional aid if necessary. Every effort will be made to notify parents.

Immunizations:

If immunizations are against religious beliefs or impossible because of a medical condition, parents must sign a waiver obtained at the Shiawassee County Health Department. Otherwise, students will not be allowed to attend school without proof of the following immunizations:

1. DPT- 4 doses (5 recommended) - the last booster must be after the 4th birthday.
2. Oral Polio-3 doses (4 and 5 recommended) - the last must be after the 4th birthday.
3. MMR- 2 doses given after the 15th month.
4. Hepatitis B
5. Varicella (chickenpox): 2 doses between the ages of 4 & 6 years

Communicable Diseases:

Students with the following conditions will be sent home with a documented absence for that day and the next day. Students can return 24 hours after being symptom-free without medication.

1. Fever of 100.4 degrees Fahrenheit or higher.
2. Vomiting (verified by staff).
3. The public health nurse determines evidence or suspicion of a possible communicable disease.
4. Any other conditions identified by the Michigan Department of Education or Federal, State, and Local Health Agencies that require or recommend the removal of the student from school.

Head Lice Policy (8451):

Head lice are a common condition that can be transmitted where any group assembles regularly, especially among children whose hats and jackets hang close together. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your child's head frequently, especially around the ears and back of the neck. Use good lighting - stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. Dandruff, or scalp flakes, move very easily as compared to nits that do not move. If there are lice, notify the school and start treatment immediately. A child may not return to class until she or he has been determined to be lice free. Please use the following link to learn more about Corunna's head lice policy: <https://go.boarddocs.com/mi/coru/Board.nsf/Public> or visit the Michigan Department of Community Health website: www.Michigan.gov

Child Protective Services:

If school personnel suspects or has information that suggests that a child is being abused or neglected, they are **required by law** to make a referral to protective services. This information reported by staff is confidential and may not be shared with parents/guardians.

Health Room:

1. If a student needs to use the health room, they should receive permission from a staff member before entering the health room.
2. When a student becomes ill at school, arrangements will be made through the school health room for care or transportation home. No person becoming ill at school will be allowed to go home unless parents are at home or some responsible person can be reached. **STUDENTS SHOULD NOT CALL HOME WHEN ILL WITHOUT A SCHOOL OFFICIAL BEING INVOLVED.** Students needing to go home for health and wellness issues must go through the health room. Calls to parents will be made by school staff after an

assessment has been completed.

3. If a student sustains a minor injury, the staff will administer simple first aid. The staff will call parents if the injury is serious or the student becomes ill.
4. When there is a pattern of a student going to the health room, parents will be notified and a doctor's note will be required to continue missing class.
5. ***IT IS NECESSARY THAT THE OFFICE HAVE THE ADDRESS AND TELEPHONE NUMBER OF SOMEONE WHO COULD CARE FOR THE STUDENT IF WE CANNOT LOCATE THE PARENTS.***

Medications Policy:

1. All medications must have appropriate forms completed and signed for each school year before the school accepts or administers medications. (Except school-supplied emergency medications, i.e., EpiPens, Narcan.)
2. Prescription medications must come in the original container from the pharmacy with the approved [prescription medication form](#) completed and signed by the physician. (Any changes to the prescription will require new documentation to be completed and signed.)
3. Over-the-counter (OTC) medications will be accepted and administered with parent or guardian approval and the completion of the approved [OTC medication form](#). OTC medications must be for a specific condition (i.e., sprained ankle). OTC medications needed for longer than 14 days or for chronic conditions will require a physician's order and the completion and signature of the [prescription medication form](#). All OTC medications must come in a new, unopened bottle.
4. The school will not accept or administer any previously opened or expired medications.
5. All medications must be picked up within 14 days of the approved form expiration date. Medications not picked up within 14 days will be disposed of.
6. All medications must be kept in the office unless otherwise approved by the student's provider and with the signature and approval of the school principal and public health nurse.

Prescription Medication Labeling and Documentation

All medications sent to school must be in the original container provided by the pharmacist. The label must contain:

- A. Student's name
- B. Name of medication
- C. Amount of dosage
- D. Time to be given
- E. Physician's name

In addition to the above, the parent **MUST** return the signed medication permission form with the medicine, in the original bottle, stating:

- A. Student's name
- B. Date
- C. Name of medicine
- D. Amount of dosage
- E. Time to be given

Doctor Note Needed:

Children will be allowed to stay indoors during recess and/or not participate in Physical Education class, **ONLY** if they have a signed note **from their doctor** indicating the reason and the length of time required to stay indoors and/or not participate in P.E. Without a doctor's note, students will be expected to participate in regular school activities.

Media Release:

Audio-visual and other types of electronic media are a valuable and important tool used to enhance educational experiences and communication about our schools. Photographs or videotapes may be used in presentations, newsletters, or other digital forms of communication for purposes of promoting our educational programs and student learning. In compliance with federal and state regulations, parents may refuse permission for their children to appear in photographs, press releases, multimedia presentations, videos, and/or the CPS website, which may be taken at school or at school-related functions. If you choose not to have your child's photograph used for any type of media purposes, please notify – in writing – the school office manager at the beginning of each school year.

Personal Belongings:

Loss, theft, or destruction, of any valuable items, is not the responsibility of the Corunna Public School staff. Any personal belongings brought from home are 100% the responsibility of the owner. If your child chooses to bring any of these items

to school, please be respectful of the learning environment and keep these items out-of-sight, “off”, and stored in a safe place (locker/backpack) during school hours.

Pets:

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or a staff member who has a seizure disorder, those that provide reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as a service animal as required by Federal and State law. Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District’s facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go.

Lost and Found Articles:

A lost and found area is maintained in the school. Parents are asked to check this area if articles are not brought home. Many valuable pieces of clothing are left and need to be disposed of several times a year. Please mark coats, boots, etc. with your child’s name.

Textbooks and Library Books:

Students will be provided with textbooks, library books, and workbooks needed for instruction, free of charge unless the books are lost or damaged. At that time the age and wear of the book will determine the replacement charge. The fine will continue to follow the child through graduation or exit from the Corunna Public Schools. It is the responsibility of the teaching staff to document student textbook usage and wear and determine replacement costs with the building principal at the end of the year and communicate costs with parents.

Access to the School Library:

One of our goals in Corunna Public Schools is to be open and transparent with our families. This long-standing mission is one of the many reasons that parents continue to trust and support our District. Also, we understand that many parents have different values and beliefs within their home. These differences help make our District great! Bearing that in mind, Corunna Public Schools offers optional materials to students in our school library that some parents may consider not appropriate for their child based on various factors:

- Offensive Language
- Religious Topics
- Political Topics
- Violence/War
- Drugs, alcohol, and smoking
- Sexuality and other adult themes
- Age appropriateness

In the past, all students have been given access to all books within our school library. We will still continue to offer this option; however, we also would like to offer the option to families time to research the material before their child checks it out. If parents/guardians would like to select this option, the student will NOT be able to check out the material until we get a signed permission slip from the parent/guardian. If you would like to review all materials before checkout, please contact the building administrator to implement this option.

Weather/Tornado Situations:

The Corunna Public Schools will operate under the following procedures when weather conditions prohibit the schools from conducting classes. The district will also activate the Instant Alert System to inform registered parents of school closing information. School closing information can also be found on our [website](#), or through our social media outlets. Radio and television stations will be notified prior to 6:15 a.m. when school is canceled for the day. If no announcements are made, it may be assumed that school will be in session and that buses will be operating. If school is dismissed during the school day, we will follow the procedures described above. In early dismissal situations, a parent may always come to the school to take his/her child home.

When the district is notified of a:

1. **Tornado Watch** (Conditions are conducive to form a tornado): Normal school activities will continue and students will be dismissed at the regular time even if the watch is still in effect.
2. **Tornado Warning** (Tornado has been sighted): Students will remain at school until the warning is canceled. Parents may pick up their children during this situation. Students will not be sent home while a warning exists,

regardless of the time of day.

Fire, Lockdown, and Tornado Drills:

The school complies with all safety laws and will conduct safety drills in accordance with the state laws. Specific instructions on how to proceed with the drills will be provided to the students, by their teachers who will be responsible for safe, prompt, and orderly completion of the drills.

Corporal Punishment and Anti-Harassment Policies (5630 & 5517)

NEOLA policies are used to provide information to staff and families. Please use the following links to learn more about Corunna's corporal punishment and anti-harassment policies. <https://go.boarddocs.com/mi/coru/Board.nsf/Public>

Bullying Policy (5517.01)

Bullying is defined as any written, verbal, or physical acts, including cyberbullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as the internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld 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. <https://go.boarddocs.com/mi/coru/Board.nsf/Public>.

POLICY OF DRUG-FREE SCHOOLS:

In accordance with Federal law, the board of education deems wrong and harmful, and therefore prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, an anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and administrative guidelines [5500A](#) and [5610.03](#), up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. Students in violation of the district's policy concerning drugs and alcohol will be subject to the following consequences:

1. On the first violation, the student will be suspended from school for 10 school days or for 5 school days if the parent agrees to enroll the student in a drug/alcohol abuse program recommended by the building principal. Failure to complete the program will result in the reinstatement of the remaining 5 days of suspension.
2. On the second violation, the student will be suspended until a hearing before the board of education, with expulsion being possible.

Parents are reminded that smoking and vaping **are prohibited at ALL times in school buildings and on ALL school grounds.**

Corunna Public Schools Dangerous Weapons Policy (5772):

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent. Please use the following link to learn more about Corunna's dangerous weapons policy. <https://go.boarddocs.com/mi/coru/Board.nsf/Public>

Corunna Public Schools Technology Use/ Internet Safety/Personal Device Policy Student User Agreement:

Technology Use and Internet Safety Summary

The District considers technology a tool for teaching and learning and encourages the responsible use of computers and related technology in District classrooms. This is a summary of the Technology Use and Internet Safety Administrative Guidelines. All students and parents are encouraged to read the full Administrative Guidelines. All students and parents must sign the handbook before using District technology.

1. All use of the District technology must be in support of education and in coordination with classroom assignments and projects.
2. Users have the privilege to use all of the technology for which they have had training. Anyone using the technology is responsible for the preservation and care of that technology.
3. Accounts are to be used only by the owner. The sharing of passwords is prohibited.

4. Real names must be used; no aliases are allowed. Additional personal information must not be shared over the Internet.
5. Users experiencing harassment or receiving requests for personal information must report the problem.
6. In order to have a digital account at Corunna Public Schools, students will need to have an individual login and/or password. All students in third through twelfth grade will be provided with an email address for email and document sharing. Access to the email account is limited. At some levels, student email addresses may be restricted to grade-level access only to comply with the CIPA Act; they will only allow communication between CPS staff and student email domains. Due to the nature of these restrictions, anyone outside our closed-campus network will not be able to email students at their CPS email address without prior administrative approval.
7. Any violations of the use of technology should be reported to the teacher in charge. Students violating the Administrative Guidelines may be subject to discipline as outlined in the District Discipline Policy, and may also be subject to legal action if appropriate.
8. Copyright laws must be followed.
9. Users will not attempt to download software, applications, games or other programs.
10. Users are prohibited from using or attempting to use sites, software or any other means to bypass the District's Internet filter and/or firewall.

Personal Device Policy

Purpose:

Students possess devices that allow them access to information and resources easily; the opportunities these devices offer students are limitless, borderless, and instantaneous. In an effort to allow students increased learning opportunities and to take control of their learning, Corunna Public Schools will allow students to use some personal digital learning devices in school for educational purposes. Connecting to the Corunna Public Schools' wireless network with personal devices is a privilege, not a right. Students who desire to participate **must** follow the responsibilities stated in the School Board's Acceptable Use Policies as well as the following guidelines:

Device Types:

For the purpose of this policy, the word "device" means a privately owned wireless portable electronic piece of equipment including but not limited to laptops, netbooks, tablet computers, iPod touches, cell phones, and smartphones.

Guidelines:

1. Any student who wishes to use an electronic device within Corunna Public Schools must read and sign the handbook and submit it to their school building as directed. Failure to read and sign the handbook will disqualify a student to use a personally owned electronic device in school buildings during school hours.
2. Special exceptions to this policy will be made for those students who have specific provisions in their IEPs.
3. Students must comply with all district staff requests to shut down the device or close the screen or otherwise cease using the device during school hours in school buildings.
4. The student takes full responsibility for the device and keeps it at all times. The school is not responsible for the security of the device including theft, loss, or damage. The District will not reimburse students for devices that are stolen, lost, or damaged.
5. The student is responsible for the device's proper care, including any costs of repair, replacement, or any modifications needed to use the device at school. The District will not allocate funds or provide technical support resources to repair, replace, modify, or otherwise maintain the usability of personally owned devices.
6. The District reserves the right for staff to inspect a student's personal device if a staff member has a reasonable suspicion that the student has violated Board policies, administrative procedures, school rules or codes of conduct, or has engaged in other misconduct or potential criminal activity while using their personal device. Students must not disable the device (lock it, remove the battery, etc.) if the District has reasonable suspicion the student has violated Board policies, administrative procedures, school rules or codes of conduct, or has engaged in other misconduct or potential criminal activity while using their personal device.

7. Violations of any Board policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of privilege to use the device in school and/or disciplinary action.
8. Recording still or video images is prohibited unless specifically authorized by a staff member. All such recordings shall take place under the supervision of the authorizing staff member or another staff member designated by the authorizing staff member.
9. Posting or transmitting recorded images or video shall be limited to that which is related to school assignments and projects, and shall only be done in accordance with the district policy.
10. The use of electronic devices for educational purposes during lunch will be based on the discretion of the lunch monitors.
11. The use of social media such as Facebook, Twitter, Instagram, Snapchat, Cyberdust, etc. while on school premises are only permitted with explicit permission from a staff member for educational purposes only. Other uses of social media will result in serious consequences, including the loss of using devices.
12. Cyberbullying on school premises with allowed devices will result in the loss of device privileges in addition to other possible disciplinary measures.

Cybersafety

Corunna Public Schools uses a web filter to block inappropriate content from reaching student devices. However, despite every effort for supervision and filtering, all users and students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every user must report security or network problems to a teacher, administrator, or system administrator. Parents/guardians, please be advised that if your child accesses the network supplied by your cellular provider, the school will not be able to filter any content over those networks.

Personal Safety

In using the network and the Internet, users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information/Student Records Board Policy (8330)

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet. Please use the following link to learn more about Corunna's student records policy.
<https://go.boarddocs.com/mi/coru/Board.nsf/Public>

Student Use of Interactive Web 2.0 Tools

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. In order to have a digital account at Corunna Public Schools, students will need to have an individual login and/or password. All students in third through twelfth grade will be provided with an email address for email and document sharing. Access to the email account is limited. At some levels, student email addresses may be restricted to grade-level access only to comply with the CIPA Act; they will only allow communication between CPS staff and student email domains. Due to the nature of these restrictions, anyone outside our closed-campus network will not be able to email students at their CPS email address without prior administrative approval.

With the use of Google Documents, Moodle, classroom blogs, email, podcast projects, chat, or other Web interactive tools, students should follow all established Internet safety guidelines including:

- The use of Google Drive, Google Docs, Moodle, blogs, podcasts, or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.
- Students using Google Drive, Google Docs, Moodle, blogs, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web without permission from a parent or legal guardian (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).

- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces.

Personal Device User Agreement Violations and Consequences

It is one of the technology goals of the district to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. Corunna Public Schools supports the positive use of technology for the purpose of enhancing and supporting learning at any time of the day. It is therefore expected that users will comply with Corunna Public Schools policies, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary, up to and including expulsion. When a student does not follow established guidelines, the device will be confiscated and a parent will have to pick up the device from the office. The wireless access provided to the device is designed to enhance students' educational experience and increase authentic students' engagement. Connecting to the Corunna Public Schools' wireless network with personal devices is a privilege, not a right.

Student Section

Electronically signing the handbook demonstrates that I have read, understand, and will abide by the District's Student User Agreement. I further understand that violations of the regulations may constitute a criminal offense and will be reported to the proper authorities and/or agencies. Should I violate any of the terms of this agreement, my access and privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Parent Section

Electronically signing the handbook demonstrates that I have read, understand, and will abide by the District's Student User Agreement. I further understand that violations of the regulations by my child may constitute a criminal offense and will be reported to the proper authorities and/or agencies. Should my child violate any of the terms of this agreement, his or her access and privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Handbook Verification Page

Please Return This Form to School

STUDENT AND FAMILY HANDBOOK VERIFICATION

Please read and fill out the following form. This verifies that you (and your child) have read and understand our procedures (including the discipline policy, technology policy, media release and the dress code). Your signature below also gives permission for your child to go on local walks and field trips within 10 miles of Corunna.

Parent or Guardian Signature

Date

Student Signature

Date

**ONCE YOU'VE READ AND SIGNED, PLEASE TEAR
THIS BACK PAGE OFF AND
RETURN TO SCHOOL**

Use the QR below to review our student handbook and to fill out this form electronically. You may also fill this form out and send it back to the office with your student.

