

COON SCHOOL

Parent/Student Handbook

Coon School
6679 S State Rd.
Ionia, MI 48846
616-527-2569

The mission of Coon School is to provide a caring environment where teachers, parents, and administrators assist students in achieving mastery of essential (life-long) learning skills.

SCHOOL STAFF

Teacher	Amy Eaton
Parapro	Pam Handlon
Parapro	Lisa Myers
Art Teacher	
Music Teacher	Mindy Gerdes
Title I Specialist	Katie Mahar

DAILY SCHEDULE

8:00 a.m.	School Begins
10:00 a.m.	Recess
11:30 a.m.	Half-day dismissal
12:15 p.m.	Lunch
3:30 p.m.	Dismissal

Students should not be dropped off at school before 7:45 a.m. and should be picked up by 3:40 p.m.

4 [Independence Day](#)

JULY 2017						
S	M	T	W	Th	F	S
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30	31					

JANUARY 2018						
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28	29	30	31			

1-2: Winter Break
11: ½ day PD Day

22: ½ day- First day
31: ½ day

AUGUST 2017						
S	M	T	W	Th	F	S
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FEBRUARY 2018						
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25	26	27	28			

8: ½ day PD day
23: ½ day P/T Conf.

1-5: no school
14: ½ day

SEPTEMBER 2017						
S	M	T	W	Th	F	S
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MARCH 2018						
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8: ½ day PD day
29: ½ day
30: No School: Good Friday

6: ½ day P/T conferences
12: ½ day PD day
31: ½ day Halloween

OCTOBER 2017						
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APRIL 2018						
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29	30					

2-6: Spring Break
19: ½ day PD day

2: 1/2 day PD day
22: ½ day
23-24: Thanksgiving Break

NOVEMBER 2017						
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MAY 2018						
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9: ½ day PD day
28: No School

19: ½ day
20-31: Winter Break

DECEMBER 2017						
S	M	T	W	Th	F	S
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JUNE 2018						
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1: 1/2 day Last Day

**HOME-SCHOOL COMMUNICATION
SCHOOL/PARENT COMPACT
PHILOSOPHY STATEMENT**

To demonstrate our belief that high student performance is a shared responsibility by parents, the entire school staff, and students, the school has developed the following school/parent compact:

Your school will provide all students with high quality curriculum and instruction which will provide the maximum opportunity for all students to successfully meet the state core and performance standards. Furthermore, regular and open communication regarding student progress will be maintained at all times, including regularly scheduled parent-teacher conferences and reasonable access to staff.

In turn, parents of all students will agree to be responsible for supporting your child's learning. This support will include, but not be limited to, monitoring attendance, homework completion, and participating in decisions regarding your children's education.

REPORT CARDS

Report cards are issued four times a year at the end of each quarter. Report cards will be sent home with your child, unless a conference is scheduled.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled in *October and February*. Conferences are scheduled by appointment. Parents are invited to request a conference appointment any time during the year when they feel that the interest of their child merits one.

CHANNELS OF COMMUNICATION

We hope you will feel free to bring your concerns to our attention. Often, a miscommunication between the home and school can be quickly clarified or corrected. Parents who have questions about their child's schooling are urged to communicate with the staff most directly involved. If an issue cannot be settled at a particular level, the parents may pursue the discussion at higher levels, as outlined below:

Step 1: Contact the school employee. If you are not satisfied with the outcome, go to Step 2.

Step 2: Schedule a time to present your case to the Board of Education.

ATTENDANCE

Good attendance is essential if a student is to have academic achievement. Students must be in their classroom when the instructional day starts.

- A. Children need to be in attendance at school every day unless ill.
- B. When a child is absent from school, call the school (527-2569).
- C. When a student has an extended illness (3 or more days), the parent should request assignments.
- D. The student is responsible for making up assignments after any absence.
- E. Truancy, excessive absenteeism without just cause, and tardiness are not acceptable and may result in disciplinary action. This action may include referrals and a written complaint to the Ionia County Intermediate School District truancy officer.
- F. When a child is going to be tardy, call the school.
- G. If vacation days are taken, please obtain approval from the teacher and make arrangements to complete work before leaving for vacation.

RECESS AND SUPERVISION

Children will go outdoors for recess unless it is raining or the temperature or wind chill temperature is 10 degrees or colder. Exceptions to this rule can be made for a limited period of time and must require a statement from a physician.

SCHOOL CLOSINGS/CANCELLATIONS

In case of an early morning school closing or delay, please tune into the TV and look for Coon School.

TORNADO WATCH

If a "tornado watch" is issued, the school will keep students in regular session. If a tornado has been sighted ("tornado warning") in the immediate area, all students will take cover in the bathrooms and hallway. If the warning is issued before school starts, we will delay the school start time. If the warning takes place during dismissal, we will delay the dismissal of the students. The school will do periodic tornado/fire drills throughout the year.

ACCIDENTS

If your child is injured at school we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency numbers you have listed on the emergency form. If those attempts fail, 911 may be called on your behalf.

SNACK/LUNCH

Students are responsible for their own snack and lunch. The school has provided two microwaves for children to use to warm up their lunch.

BUSING

Coon School does not provide transportation to or from school. It is the responsibility of the parents to get their children to and from school in a timely manner. Dial-A-Ride will provide transportation to and from Coon School for a fee. Parents are responsible for this fee if they choose to use their services.

HEALTH AND MEDICAL ISSUES

BIRTH CERTIFICATS

It is required by the State of Michigan School Code, (Section 1135), that a copy of a certified birth certificate, with an official seal, be on file for each child. The hospital issued "certificate" is not considered an official document and, is therefore, not acceptable.

IMMUNIZATIONS

Michigan law requires that children starting school have a record showing at least four shots of DPT (Diphtheria, Tetanus, and Pertussis) and three doses of Oral Polio Vaccine, including one dose of DPT and Oral Polio given after age 4. Also required are three doses of Hepatitis B, two each of Measles, Mumps, and Rubella, and one dose of Varicella (chickenpox) Vaccine or immunity from chickenpox disease. If your child has not received all their required shots, please contact your doctor or local health department for an appointment. Be sure to keep a record and to provide one for the school. Failure to have these immunizations may lead to suspension from school according to State of Michigan law. All incoming students are also required to have an eye exam by a licensed tech or

ophthalmologist.

HEAD LICE POLICY

Students with nits or head lice may be sent home from school and may return to school only when that student is NIT FREE. It is very important that all live nits be combed out of the hair, or the child will be sent home again. A student will not be readmitted to school until the child's hair and scalp is examined to assure that the student is free of head lice and all nits (eggs). Parents are asked to accompany the student into the school after a treatment of head lice.

COMMUNICABLE DISEASE

Communicable disease control is an integral part of school health service. The school follows current public health practices, rules and regulations governing the control and prevention of communicable disease that are set up by the state and county health departments.

We suggest that you follow the directions listed below when returning your child to school after an illness:

Disease	May Return	Approximate Time
"Blushing" (Fifth's Disease)	No temperature above 99.6	24 hours
"Cold" Symptoms	Reduction of cough, no temperature above 99.6, clear runny nose	24 hours
Chicken Pox	No NEW eruptions or fever, may have old dry scabs	One Week
Hepatitis	Doctor's permission only	
Impetigo	24 hours on medication	

Measles Rubella Three Day	No rash or fever, red eyes, or runny nose	7-10 days
Mononucleosis	Absence of all symptoms, Doctor's permission	Depending on Condition
Mumps	No swelling or fever	1-2 Weeks
Pediculosis (Head Lice)	No live bugs	
Pink Eye	24 hours after first dose of antibiotic	
Strep Infection (Scarlet Fever, Strep Throat, Scarlantina)	Doctor's permission	Depends on condition

SCHOOL PROCEDURES FOR PRESCRIPTION AND OVER THE COUNTER MEDICATION

Any student who is required to take medication during the regular school hours will comply with school regulations.

"Medication" includes all medicine prescribed by a physician and any non-prescribed (over-the-counter) drugs. School regulations are as follows:

1. Written authorization from the child's parent or guardian must be on file.
2. Any prescription medication must be in its original container, labeled, with the date, the student's name, and the exact dosage to be administered.
3. All medications, including over the counter drugs, should be brought to the school by the parent or guardian.
4. School personnel will not administer any medication where the administration of the medication requires specialized knowledge or training, such as the injection

of medication. The administrator retains the right to refuse to administer such medication if he/she believes that he/she does not possess the necessary training to comply with the administration requirements of this medication.

5. Parents should pick up all medication at the end of the day or year. Medication not returned to parents will be disposed of by the school at the end of the school year.
6. Any over-the-counter medication, such as aspirin, ointments, cold tablets, etc., must be in its original container and a signed letter by the parent or guardian.
7. Only with written permission from the physician and the parent will a student be allowed to self-administer any specialized medication, such as an asthma inhaler.

CONDUCT

COON SCHOOL CODE OF STUDENT CONDUCT

School is a place where students come to get an education. We believe students should be able to learn in a school that is safe and orderly. In order to ensure a safe school environment, the overall concept of discipline must include the cooperation of the school, home, and student.

Rules for acceptable behavior within individual classrooms, entry way, hallways, bathrooms, and outside will be carefully defined and posted early in the year. Teachers are individuals and may expect different types of behavior from their students. It is the student's responsibility to recognize such differences and comply.

Students, parents and school must share the responsibility for creating the best possible school setting. The school must provide a quality staff and programs to help youngsters succeed in a complex world. Parents must help their children learn to take responsibility for their actions. Students must respect themselves, the school, staff members, and their classmates.

ACTIONS AND RESPONSIBILITIES

Disciplinary actions are taken with the aim of correcting behavior patterns and teaching responsibility. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of all our children, it is important that parents and students understand the consequences of

misbehavior. There are certain responsibilities we all share in helping the students overcome behavior problems. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by the school staff. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines.

INFORMAL TALK

The staff will talk with the student to reach agreement regarding the student's behavior. Parents are NOT allowed to talk with or question other students at school regarding behavioral concerns without the permission and involvement of the teacher and the child's parents or guardians.

CONFERENCE

A conference will be held with the student, the teacher, and other appropriate staff members, to develop a plan for improving behavior.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILTY	SCHOOL RESPONSIBILTY	DISCIPLINE ACTIONS FIRST OCCURRENCE
ATTENDANCE & TARDINESS	Come to school each day and be in class when the bell rings.	Help children get up in the morning and arrive at school on time.	Keep records of student attendance/tardies.	Minimum—informal talk Maximum- Truancy Hearing
DEFIANCE OF AUTHORITY	Respect staff members and other adults in the building at all times, even when they are telling you that you have made a mistake.	Support school staff in helping children develop a sense of respect for authority.	Show respect for students and reinforce those that demonstrate good behavior.	Minimum- Informal talk, loss of recess Maximum- Expulsion
DISORDERLY CONDUCT	Be well mannered during school day. Use good language, walk in the school, bring only items that belong in school, and show	Impress upon children that school is a place to learn. Pay attention in class and play only during recess.	Plan structured activities and model appropriate behavior that creates an orderly learning environment to help students behave and	Minimum- Informal talk, loss of recess Maximum- Expulsion

	respect for other students.		use their time properly.	
FIGHTING	Seek alternative ways to resolve conflicts.	Help children to develop alternative methods of resolving conflict and to seek assistance from staff when necessary.	Establish an atmosphere of open communication for students to seek help from staff members.	Minimum- Informal talk, loss of recess Maximum- Expulsion
REPEATED VIOLATIONS	Learn from their first mistake and not to become involved in misbehavior again.	Cooperate with the school staff to improve their child's behavior and help children understand that continued misbehavior disrupts the educational process.	Deal with repeated violations by developing a behavior plan that uses appropriate resources.	Minimum- Informal talk, loss of recess, and other privileges Maximum- Expulsion

NOTICE TO ALL BERLIN TWP #3 SCHOOL DISTRICT PARENTS AND STUDENTS REGARDING MANDATORY EXPULSION LAWS

Beginning January 1, 1995, state and federal laws have required school boards and school administrators to impose expulsion as the penalty when students possess dangerous weapons in a weapon-free school zone or commit arson or rape in a school building or on school grounds. A weapon-free school zone exists at every public and private K-12 school in Michigan and includes school grounds and district vehicles which transport students. The Michigan School Code allows for few exceptions to the rule of mandatory expulsion.

A student found in possession of a dangerous weapon in a weapon-free school zone will be permanently expelled from Coon School and all other public schools in Michigan, with the possibility of reinstatement only after specified time periods. In addition, within 3 days after a student is expelled for having a dangerous weapon or for committing arson or rape, the school district must refer the student to appropriate Department of Social Services or community mental health agency. Notification of that referral shall be given to the parents or legal guardians or to the student if he/she is emancipated or at least 18 years of age.

State and federal laws define dangerous weapons as a gun, dagger, dirk, stiletto, a knife with a blade over three (3") inches in length, a pocket knife opened by mechanical device, an iron bar, or brass knuckles. Any Coon School student who

has any one of these weapons in his/her possession at school, on school grounds or in district vehicles shall be permanently expelled from Coon School and all other public schools in Michigan. We also will notify the police as is required by state law.

Students are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or onto school grounds. Any student or parent who has a question about whether an object is a dangerous weapon should contact the school teacher.

DISCIPLINE UNDER SAFE SCHOOL LAWS

State legislation signed into law by our Michigan governor impacts student discipline in Coon School.

Under Public Act 103, a teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

Cell phones may be brought to school by students, but must be turned off and remain in the child's backpack at all times during instructional hours. Misuse of a cell phone will result in it being taken away and to be picked up by a parent or guardian.

Pets and other animals may only be brought to school with prior approval of the teacher.

DISCIPLINARY CONSEQUENCES

Consequences for misbehavior may include loss of recess or other school privileges. Excessive misbehavior may result in expulsion or a conference with staff, parents, and may include the school board.

ANTI-BULLYING

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of

our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

What is Bullying?

Bullying is defined as a deliberately hurtful behavior that is repeated over a period of time and results in those being bullied not being able to defend themselves.

Bullying can be any of the following:

*Emotional—being unfriendly, excluding, tormenting (hiding books, threatening gestures)

*Physical—pushing, kicking, hitting, punching or any use of violence

*Racist—racial taunts, graffiti or gestures

*Sexual—unwanted physical contact or sexually abusive comments

*Verbal—name calling, sarcasm, spreading rumors, teasing

*Cyber—all areas of internet, such as email and internet chat room misuse, mobile phone threats by text messages and calls

Any person can report incidents of bullying by calling the school or talking with the teachers.

ANTI-BULLYING POLICY

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

A. Prohibited Conduct

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

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

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

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

- C. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately

with similar materials in the District's central administrative office.

- D. **Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- E. **Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- F. **Responsible School Official.** The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- G. **Posting/Publication of Policy.** Notice of this policy will be (a) annually circulated to all students and staff, (b) incorporated into the teacher, student, and parent/guardian handbook.

Training and Educational Programs. The Responsible School Official shall provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

H. **Definitions**

1. "At school" means 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. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.
2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

- a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
- b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications Service Provider” means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, “Telecommunications Service Provider” is defined to mean any of the following:

- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
- b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Coon School has adopted an acceptable use policy to ensure that proper educational pursuits characterize the use of our technology. Violations of the policy will not be tolerated.

Coon School

Acceptable Use and Internet Safety Policy

It is the policy of the Coon School's Board of Education to provide students, staff, volunteers, and other authorized users access to the Coon School's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the Coon School's administration to:

- Monitor minors' online activities and use technology protection measures on the Coon School's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Use technology protection measures on the Coon School's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Ionia County ISD Director of Technology (or designee).
- Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
- Prohibit access by minors to inappropriate matter on the Internet.
- Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
- Restrict minors' access to materials that are "inappropriate for minors." The Board defines materials that are inappropriate for minors to include:
visual depictions that are obscene, child pornography, or materials that are harmful to minors
- Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the CIPA: Ionia County ISD Director of Technology.

The Board directs the Ionia County ISD Director of Technology to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Ionia County ISD Director of Technology will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades K-8 and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A statement that the use of the technology resources is a privilege that may be revoked at any time.
- A statement that a user has no expectation of privacy when using the technology resources.
- Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.
- A statement that the technology resources may not be used to bully other people.
- A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- A list of what constitutes "misuse" of the technology resources.
- A statement that Coon School does not guarantee that the technology resources will be error free or uninterrupted.
- A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- A release of all claims and liabilities against Coon School for use of the technology resources.

INTERNET SAFETY RULES

Never give out your full name, address, phone number, school name and address, or any other personal information.

Do not enter contests.

Do not download programs to any school computer or tablet.

If you see something that you know is inappropriate or that makes you uncomfortable, let your teacher know.

Never respond to it yourself.

Never agree to get together with someone you "meet" on line.

Do not click on any links or attachments that are contained in e-mail from anyone you don't know.

Never send a person your picture.

Do not give out your passwords to anyone.

Follow the rules your school has set up regarding your use of the Internet and your behavior.

Never copy material that you find on the Internet and pretend that it's your work.

CHILD ABUSE

Under Michigan law, teachers and administrators are required to report to Ionia County Child Protective Services any suspected indication of child abuse or neglect. The same law gives IMMUNITY from legal action if any such report is filed in good faith. The law further requires that we allow Child Protective Services case workers to interview any child who is referred to them, whether by a member of the school staff or by any other individual.

SCHOOLS OF CHOICE POLICY

Our district does participate in schools of choice within the Ionia County Intermediate School District.

FIELD TRIPS

For field trips we carpool. Michigan State laws requires children younger than age

8 or shorter than 4 feet 9 inches to be properly buckled in a child safety seat or booster seat. A no-back booster is recommended for vehicle seats with a head rest. A high-back booster is recommended for vehicle seats without a head rest. It is the parent's responsibility to ensure that their child has the proper booster seat. Children will be required to bring their booster seats to school with them on days of field trips.

CHAPERONES

Thank you to all chaperones for sharing their time with our students. Parental participation is greatly appreciated.

In case of severe student discipline problems, chaperones should contact school personnel immediately. **DO NOT** use any physical means of discipline on any student at any time.

Chaperones should try to maintain a positive attitude at all times.

Students' behavior and attitudes will reflect your own. In our experience, students tend to behave better while on a field trip than they do in school. We would also like our chaperones to be on their best behavior so that we give everyone the impression that our school represents "the best" in terms of school excellence.

***Please remember that your behavior as a chaperone is a reflection of Coon School. Student safety is our top priority and we ask that you refrain from tobacco, electronic smoking devices and alcohol consumption while on field trips.

Date Adopted: May 15, 2012

Signature Sheet

I have read, discussed and fully understand the Coon School Handbook with my child/ren.

Parent signature: _____

Date: _____

I fully understand and agree to abide by the Coon School Assault Policy, the Drug and Weapon Free Policy and fully understand the Coon School Discipline Policy.

Parent Signature: _____

Student/s: _____

Date: _____

I have read and agree to abide by the Technology Policy of Coon School.

Parent signature: _____

Student/s: _____

Date: _____

Revised August 5, 2016

August, 2016

Dear Parents,

We would appreciate it if you could take a moment to fill out the slip below and return it to school as soon as possible. Please keep in mind those people who you may ask for assistance in case of an emergency. We will keep this on file with existing student registrations. Students will not be permitted to leave school with any person who is not listed below. It is very important that a parent/guardian sends a written note to the teacher if someone else is to pick up your child from school.

Thank you.

Emergency Contact Form

I give my permission for Coon School to release my child/children,
_____ to any of the following people when
necessary.

Parent's signature: _____ Date: _____

Name

Relationship

Phone #

Coon School Photo/Video Release Form

Coon School may occasionally want to use photograph's taken of students on the school website or in school advertisements. Coon School will only use a student's first name and age if anything at all is attached to a particular image. Please review the photograph/video consent options below and choose ONE box that best represents your request regarding the use of photographs/ videos at Coon School.

_____ PUBLIC DISPLAY APPROVED. By selecting this box you approve of internal and external use of photos/videos for Coon School promotional purposes such as print advertisement, school website, newspaper articles, or newsletters.

_____ MEDIA RESTRICTIONS. By selecting this box you do not approve of external use of photos/videos for Coon School promotional purposes such as print advertisement, newspaper articles, newsletters, or the school website.

Signed by Parent/Legal Guardian

Printed Name

Student Name _____

Date _____

* This Form will be kept on file and referenced until otherwise noted.

Permission slip for all events:

Throughout the school year our students at Coon School make several trips. The classroom teacher, parent's club, or school board may schedule these trips. They may be school wide or may just be some of the students. To help eliminate extra paperwork, we have decided to use one permission slip that will cover the use of cars to make these trips possible. Our insurance company requires that we attach the coverage waver that is found below. Notes and our calendar will tell of upcoming events.

My child/children:

Has/have my permission to attend field trips planned through the Coon School District program.

I have elected to waver coverage through Coon School District. I have insurance through _____ and my policy number is _____.

I understand in waiving this coverage that I assume all responsibility for injury to my child/children.

Parents signature: _____ Date: _____

Movie Permission Slip

There are times at school when students have the opportunity to view a movie/video. For example: during recess when there is bad weather, parties, rewards etc. Some movies will be rated G, but there are times when the movie will be rated PG. Please fill in the information below if you child(ren) can view movies rated PG throughout the school year.

My child(ren) _____ has/have my permission to view movies rated PG this school year.

My child(ren) _____ do/does not have my permission to view movies rated PG this school year.

Parent Signature: _____ Date: _____