

# Applevue Elementary

Student and Parent Handbook  
2024-2025

**Principal: Mike Birely**

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**Grades 3, 4 & 5**

<b>Office (616) 887-1743</b>	<b>Attendance (616) 887-2091</b>
<b>Voicemail (616) 887-7506</b>	<b>Transportation (616) 887-0136</b>

240 E. Spartan Dr., Sparta, MI 49345  
[www.spartaschools.org](http://www.spartaschools.org)

## INTRODUCTION

The staff of Applevue Elementary School is looking forward to working with you and your child. We are interested in the educational progress and the emotional and physical well-being of each child in our school. We are committed to providing all students an opportunity to acquire a quality education. Education should develop in students a sense of personal worth, prepare them for social participation, and change and equip them with the ability to think both creatively and critically in their pursuit of knowledge.

Applevue teachers and staff are committed to providing a quality educational program that will challenge all children to reach their potential. When school and parents work together, children succeed in school and throughout life. Neither home nor school can do the job alone. Parents' support for their children and for their school is critical to the children's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold educators accountable for effective teaching, hold students accountable for learning, and encourage parental involvement in every child's education. We will continually assess student growth in order to provide timely interventions and evaluate our instruction. Additionally, our teachers and staff will work collaboratively with parents and our community in the development, evaluation, and refinement of our school programs, including the Title I program.

Communication is the key to your involvement. To that end, we will provide you with ongoing communication concerning school events (via the building newsletter, district website and teacher communications), and your child's academic progress (via conferences/report cards, progress reports, online access to grades and use of phone and email to keep in touch). We welcome your input and perspective and encourage you to contact your child's teacher via the phone or email with any concerns or positives! We welcome your presence and invite you to join us as a volunteer (in the classroom or with extracurricular events), as a PTC member, by way of attending conferences and student programs or offering your input via completion of any surveys distributed by the school. Your input is welcome at any time – in writing or in person. Translators are available upon request for any parent meeting and to assist with translating any home-school communication.

In addition, we will work to build your capacity to be an effective supporter of your child's learning. Look for communications on "how to read with your child", "how to best prepare your child for test-taking", "how to search the internet" etc., as we strive to provide you with materials and training to help you work with your child to grow their success at school.

Finally, Applevue agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) parents play an integral role in assisting their child's learning;*
- (B) parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; the carrying out of other activities, such as those described in section 1118 of the ESEA.*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Many questions arise regarding the procedures that affect the children and parents of Sparta Elementary Schools. The information in this handbook is an attempt to answer your questions, and at the same time provide some definition to our policies and procedures. Please keep this as a reference throughout the school year. We encourage you to call us with any questions or comments you may have. We look forward to working with you and your children this year.

## **START AND END TIMES**

### **APPLEVIEW ELEMENTARY**

**8:35 a.m. - 3:20 p.m.**

Children are to report directly to the classroom after being dropped off by the bus or parents.

Parents who bring their children to school are asked not to bring the student prior to 8:25 a.m. **Supervision is unavailable prior to this time..** Breakfast is available for all students in the classroom each morning.

## **BEFORE & AFTER SCHOOL CARE**

### **“The Open Door” for Children in Grades K– 5**

This program operates from 6:30–8:30 a.m. and 3:40-6:00 p.m. Monday through Friday at Applevue Elementary. The fee per session is \$8.00 for mornings and \$12.00 for the afternoons. Transportation is provided for students attending Ridgeview Elementary. A \$40.00 non-refundable fee (\$60 if more than one child is attending) is due at enrollment. For questions and enrollment please call Amanda Smith, Director, at 887-1449.

[Sparta Area Schools 2024-25 School Year Parent Calendar](#)

## **PTC BOARD MEMBERS & COMMITTEES**

### **PTC Board for 2024/2025 School Year**

President - Kelley Zielinski

Vice President - Lisa Hanselman

Treasurer - Kim Downer

General Board - Andrea Lee, Angela Kuiper, Priscilla Cazier

To contact a PTC representative, please email your message to [ptc@spartaschools.org](mailto:ptc@spartaschools.org)

# VISION, MISSION & VALUES

## Vision Statement

Creating meaningful relationships and innovative learning experiences within our school and community to empower every learner to thrive.

## Mission Statement

Empower a community of learners to lead meaningful lives.

## Values

- Caring, trust, and a sense of belonging are essential for success.
- Every person has worth and will be treated with respect.
- A high-quality learning environment is best achieved when school, home, and community build healthy relationships.
- A diversity of backgrounds, heritage, families, and viewpoints strengthen us.
- Every student is capable of learning.
- Every student and staff member will have a safe environment both physically and emotionally.
- High expectations, based on innovative, relevant learning experiences leads to exceptional growth.

# STUDENT EXIT STANDARDS

To implement the mission statement, students of Sparta Area School will demonstrate that they are:

- “ Self-directed learners who anticipate, gather, arrange, analyze, and employ data to cope with a changing world.
- “ Productive citizens who promote activities for the health and welfare of self and others.
- “ Creative thinkers who use varied strategies and resources to solve problems.
- “ Effective communicators who listen, speak, write, and read proficiently in a variety of situations.
- “ Cooperative workers who function effectively in groups to solve problems.
- “ Quality producers who create intellectual, artistic, and useful products reflecting high standards and modern technologies.

# COMMUNICATION

## STUDENT PROGRESS

Parent/Teacher Conferences will be scheduled twice during the school year; November and February. Various methods are used to report student progress including trimester reports, phone calls and conferences. Any other time you wish to discuss your child's progress, please contact the school. Teachers are often available before or after school but please make an appointment during this time. Email is another effective way to get in contact with your child's teacher. Staff are expected to respond to e-mail messages within 48 hours (if not sooner). You can access staff's email address by visiting

<http://www.spartaschools.org/appleview/buildingstaff/>

Messages may be left on teacher voice mail at any time. The voice mail entry number is 887-7506.

*Note: If problems or confusion arise with communication, homework, expectations, etc., please contact us immediately. Communication is the key to success.*

### **SCHOOL/HOME ENVELOPE AND HOMEWORK FOLDER**

Appleview attempts to improve and streamline the school/home communication through the use of the School/Home Envelope and the Homework Folder. We hope to help organize information sent home in a predictable and consistent manner on a school-wide basis. Items which may be included in the envelope will be student work, field trip letters, teacher newsletters, book orders, permission slips, special notices, etc. The Homework Folder will include your child's homework, incomplete work and other items for home study. To achieve this goal, each child will have their own durable envelope which will be sent home every **Friday** and should be returned every **Monday**. The envelope must be signed by the parent every week. Space will be available weekly for parent and teacher comments. Each student will also have a designated Homework Folder which will be sent consistent with the teacher's homework schedule. Plan now (with your child) for that special location where your child's School/Home Envelope and Homework Folder will always be placed.

### **DISTRICT PHONE NUMBERS**

Administration	887-8253
Transportation	887-0136
Sparta Early Childhood Center	887-0068
Food Service	887-1744
High School	887-8213
Middle School	887-8211
Ridgeview Elementary	887-8218
Appleview Elementary	887-1743
Migrant Office	887-7359
Special Education	887-7359
Adult Education	887-7321
Before and After Care	887-1449
AV Auto Attendant (voice mail)	887-7506
<b>AV Attendance Line</b>	<b>887-2091</b>

### **VOICE MAILBOX NUMBERS**

**887-7506**

Albaitis, Michelle	4155
Anderson, Sydney	4143
AV Kitchen	4156
Barr, Renae	4138

Beuschel, Brooke	4126
Birely, Cinda	4127
Birely, Mike	4175
Cavner, Kathleen	4159
Clements, Jason	4129
Davis, Doug	4160
Davis, Sandy	4121
DeGraaf, Kim	4167
DeVries, Ronda	4191
ESL	4139
Food Service	1402
Finholm, Carrie	4120
Frazier, Jenny	4161
Fredrickson, Dana	4124
Friedrichs, Molly	4144
Geers, Lynelle	4133
Glynn, Jennifer	4119
Groll, Jenna	4146
Hall, Robin	4122
Haney, Jackie	4141
Hoekstra, Carly	4142
Hurley, Linnea	4128
Ignasiak, Hunter	4130
Kilpatrick, Sherry	4145
Kuzniewski, Riley	4154
Lehner, Beth	4103
Ley, Katherine	4168
Nielson, Elizabeth	4177
Nurse's Office	1025
Oudbier, David	4152
Shelner, Ashley	4132
Shuneson, Kevin	4108
Singleton, Tammy	4127
Taylor, Hayley	4137
Udry, Emily	4167
Utter, Melissa	4158
VanWyk, Adria	4111
Zdanciewicz, Tori	4134

## WEBSITE

For your convenience, school activities will be posted on the Sparta Area Schools Website, [www.spartaschools.org/appleview/](http://www.spartaschools.org/appleview/)

## ATTENDANCE

Regular attendance is critical for student success. Students are expected to be in school every day unless they are sick. Parents are encouraged to schedule appointments during non-school hours or on days when school is not in session. In the event of excessive absences, late arrivals to school, or early dismissals, parents will receive a letter from the principal asking for the parents' cooperation in improving their student's arrival time or attendance. If irregular attendance continues, an attendance meeting may be held with the parents to discuss recommendations for improvement. Parents should note that an attendance referral may be made to Kent County attendance authorities if a student misses more than 10% of student required days. Truancy charges are a serious offense and if attendance does not improve, can result in legal consequences for the offending parent.

### PRE-ARRANGED ABSENCES

The school recognizes that at times it will be necessary for students to miss school because of extenuating circumstances. The school highly discourages family vacations during the school session dates. It is disruptive for the child and system when this occurs. Please make every effort to align family vacations to scheduled holidays. If an extended leave is absolutely unavoidable here are the guidelines that will be followed:

- Guardians need to give at least 2 school days of notice ahead of time for requests for work that will be missed
- Students will be given two days for every day absent to make up the work
- In coordination with the family, the teacher has the discretion to provide the work either prior to or following the student's absence
- If a student does not complete the work provided, a teacher has the discretion to not provide work for future absences

### REPORTING ABSENCES 887-2091

For the safety of your child, when your child is absent you must call the attendance line at Appleview—**887-2091 prior to 9:00 a.m.** You may call the Appleview attendance line anytime—day or night. **If your child is not in school and the school has not been called, someone may contact you at home or at work.**

### LATE ARRIVAL

Children who report to school after 8:35 a.m. are considered tardy. A late arrival pass will be issued to the student which is given to the teacher. Please do not take the student to the classroom. Our goal is to minimize interruptions of instruction. Lunch count is called in at 8:50 a.m. If your child will arrive after this time, please call the office so a lunch can be ordered.

## **EARLY DISMISSAL**

If it is necessary for your child to leave school before the normal dismissal time, please send a note to your child's teacher that morning stating the reason for the early dismissal and who will be picking up your child. If an emergency arises during the day and your child must leave early, the adult picking up your child must have a note from the parent/guardian or the school must receive a call indicating who will be picking up the child. All students must be signed out at the office. This is for your child's protection. We ask that you limit the number of early dismissals. This is considered missed class time and an excessive amount will be considered truant. All absences are counted per the year, not the trimester. Some consideration will be given to extenuating circumstances before a truancy referral is reported.

## **STUDENT PICK UP**

The teaching day ends at 3:20 p.m. Please wait in your car until the students are dismissed. Using the side doors and waiting in the hallway is prohibited as it is disruptive to the end of the day activities. There is general supervision during student dismissal, but teachers do not escort students to their parents' cars. Please have a plan in place with your child so that they know who is picking them up each day and in what car. Students who are walkers or are being picked up at the end of the school day will be dismissed at 3:20 pm. Parents can meet their child(ren) along the drop off/pick up loop at the end of the day, or parents can park in the main lot and wait in the main entryway outside the main office.

## **DROP OFF AND PICK UP AREAS**

Students can be dropped off at Appleview starting at 8:25 am. We ask that students report to class on their own in order to maintain a safe and secure school. We ask that parents drop their students off on the sidewalk along the pickup/dropoff lane in front of the school. We ask that you pull all the way forward so that several cars can drop off students at once. Pickup/drop off sites are for "loading and unloading" only (just like at the airport ). Parents who need to come into the building (to drop something off, attend a meeting, etc.) are asked to park in one of the designated spots in the main parking lot (west parking lot). The North Lot (nearest to the baseball fields) at Appleview is for staff parking and buses only. Parents should not drop off/pick up or park in this lot.

## **WITHDRAWAL PROCEDURES**

When a child is leaving our school district, we request at least twenty-four hours notice so we can compile the appropriate paperwork for school transitions. A withdrawal form will be sent with you for appropriate transition to the new school.

## **EMERGENCY DELAYS AND CLOSINGS**

If it is necessary to cancel school prior to the start of the school day because of weather conditions, this decision will be made as early as possible and the information will be broadcast on local radio and TV stations and the district's website. In addition, the district will provide information via our School Messenger system. If it is necessary to cancel school after the start of the day, the information will be provided to local radio and TV stations.

Be sure your child knows where to go in case of an early dismissal. Please do not call the school during a weather emergency. Teachers, secretaries, principals and all other staff will be fully occupied with the students.



# PROGRAMS/SERVICES

## FOOD SERVICE

**Phone: 887-1744—Melissa Alley**

### **School Menus**

Menus are posted on the website at <https://www.spartaschools.org/departments/menus/> or you can download our Nutrislice app for free on your smartphone.

Sparta Area Schools in partnership with Chartwells K12, uses Nutrislice to publish the school menus to a new interactive website and a free smartphone app! Nutrislice gives students and parents the opportunity to see more information about menu items including photos and descriptions. The capability to filter common food allergens, translate menus into different languages, access nutrition information such as carb counts and calories is just a few clicks away! Please visit <https://spartaschools.nutrislice.com/menu> to check out the Sparta Area School Menus or download the Nutrislice app for free on your smartphone.

### **Meal Prices/Michigan Free Meals 2024-25**

For the 2024-25 academic school year, we are excited to announce with the Governor's State School Aid Budget that all Sparta Area Schools Students Pre-K through 12<sup>th</sup> grade will receive **One Free Reimbursable Breakfast and Lunch Daily**. Students will still have the option **to purchase** milk only (\$0.60), second entrees, and a la carte items. However, these options will be charged to the students' meal accounts when funds are available or will need to be paid for with cash.

### **Education Benefit Forms**

Why do we need to fill this form out if everyone is free? Filling out the Education Benefit Form may help provide; Health and Wellness Services, Before and After School Academic & Enrichment Programs, Guidance & college counselors, EBT Benefits, Fees waived for college applications & admissions tests, along with resources for classrooms, teachers, & children. These forms can be completed online at <https://sparta.familyportal.cloud/> or in person at your child's school office. It's an easy and confidential way to ensure your child stays well-nourished at school.

### **How to Deposit Money in your Students Food Service Account**

- For your convenience, we accept payments online with check, debit, or credit card. To do so you must visit our family portal at <https://sparta.familyportal.cloud/> In order to set your child/children up with an account you will need their student ID number. If your child does not know their ID number, please contact the Food Service Director. Once basic student information is entered, you may make a deposit for your student's food service account through a secure internet connection. If you choose to apply money online there will be convenience fees. Remember you can make one family deposit as well. You do not need to do each child separately.
- Money will be collected by sending your money in an envelope, marked with your child's name, grade and teacher's name. **If you send a check, please put this information on the memo area of the check.**
- You may send in any amount that you wish, enough to cover a week, a month, or any time period you wish. This money will be credited to your child's food service account.
- All money sent in can be used for lunch, breakfast, milk, & second entrees
- Specific questions regarding accounts may be answered through the Food Service personnel at Applevue.
- Parents may have a printout of their child's account at any time.

### **Food Service Charging Policy**

All Sparta Area School students are allowed to charge meals, should they forget their lunch money, up to -\$10.00 or 3 meals in succession. Once the student's negative balance exceeds this amount, the student will be placed on an alternate meal.. The food service department will send the alternate student meal list to the appropriate teachers and principals in an effort to help contact parents/guardians and properly order student lunches discreetly. This will eliminate any surprises on the child's part and provide the parent with one more opportunity to pay the student's negative balance off. No students will be allowed to charge a la carte items if they carry a negative balance. Disabled and handicapped students at all grade levels will continue to receive their school meals with no interruption while their parents are being contacted for payment.

If extenuating circumstances exist where a child does not have lunch money, we will grant up to two lunch charges for their welfare. Courtesy emails and deposit requests will be sent out weekly to alert parents when meal balances fall into the negative. Food Service leads and Director will also attempt to contact parents via telephone. Staff will not communicate with students about their negative balance unless the district has unsuccessfully attempted to contact the student's parent or legal guardian first. Staff will not discuss negative balances with any students in the presence of other students. Sparta Area Schools does not allow food shaming in our district. Students with negative balances will not be asked to perform chores to pay for their meals. No one will be shamed or singled out. If a student already has a meal on their tray, we will not take it away or throw it away. The student's account will be charged. If you are experiencing financial hardship, please fill out a new free and reduced meal application, or contact the Food Service Director for assistance.

#### **Food Allergies and Special Dietary Needs**

We recognize the critical importance of our approach to supporting students and families who manage food allergy issues every day and work closely with the families of students who have food allergies and medical conditions that require a modification to their menu. Our approach involves coordination between parents and guardians, school nurses, school administrators, and foodservice professionals in the school's/district's food allergy and medical conditions protocol. If you would like your child to receive meal accommodations for food allergies or a medical condition impacting the diet, please ensure that you submit the required documentation to your child's school. In order for food service to make any meal accommodations we need a completed special diet statement form which can be found on the Sparta Area Schools website under the food service webpage in the resources section. Once you have completed the special diet statement, please send it to the Food Service Director, Melissa Alley at [melissa.alley@spartaschools.org](mailto:melissa.alley@spartaschools.org). Once the document is received, the Food Service Director will contact the parent/guardian listed on the form to go over meal accommodation and the menu before we put it in place. **Please make sure you send your child to school with meals until an alternate menu is made and the parent/guardian has spoken with the Food Service Director.**

For more information, please direct any questions to Melissa Alley, **887-1744**.

#### **TRANSPORTATION ~ Phone: 887-0136**

Many children ride buses to and from school. Any questions regarding transportation should be directed to the Transportation Office/Transportation Handbook. If your child rides the bus, please remember:

- If your child will not be riding the bus to school, please call.
- State laws regulate the number of children that can ride the bus at any one time. All special requests must be made directly to the transportation department.
- The bus driver is responsible for driving the bus as well as maintaining order. Students who fail to follow the bus rules and do not respond to reminders, may lose the privilege of riding the bus. Parents will be contacted regarding any persistent problems on the bus.
- Students may not ride any bus other than the one to which they are assigned.

**Supervision of students at the bus stop is the responsibility of the parents** of the children who wait at any particular bus stop. Parents who bring or pick up their children from Applevue are asked to enter from the 12 Mile Road entrance. Busses will use the bus entrance/exit on the East (back) side of the building. Parent parking is on the West (front) side of the building.

### **TITLE I PROGRAM**

*As a part of our MTSS framework, the Title I program provides additional support in the area of reading to students who qualify. Students are identified based on their performance on standardized assessments, local assessments and a diagnostic test. Students are taught targeted skills that will help them become better readers. The teachers work with the students during the school day and monitor their progress toward their reading goals. Those parents who do not wish to have their child participate in these supplemental services should make a written request addressed to the principal.*

### **COUNSELING SERVICES**

Counseling is available to all students at Applevue. These services are provided by school social workers/counselors. Children are seen at their own request or at the request of parents, teachers or administrators. Common issues addressed include peer relations, behavior problems, divorce, death, illness, substance abuse in a loved one, or other fears or worries. Children are seen individually or in small groups. Parents often consult with the Social Workers on a variety of issues. Please call if you have any questions or concerns. Information is kept **CONFIDENTIAL**. You do have the right to request that your child not receive extra help from the counselors. Please contact the building principal if this is your preference.

### **KSSN**

Kent Schools Services Network (KSSN) is an initiative that involves many partners, but a single goal: to ensure all children are healthy and learning. The partners do this by bringing health and human services right into the school building to help students and families. This provides a one-stop location for families, making services easy to use.

### **OUR VISION: BRINGING SCHOOL & COMMUNITY TOGETHER FOR CHILDREN**

Students learning, growing and achieving.

Students and families getting the services they need, when they need them - at school.

Help develop the whole child and ensure that all children are physically, emotionally, socially and academically ready to learn.

### **GOALS OF KSSN**

Increase student achievement

Lower student absences

Improve coordination of services

Deliver services as they are needed

### **OUR STAFF**

Each KSSN community school has several full-time staff on site to serve families. These professionals may include:

A Community School Coordinator who helps connect families with needed services.  
A Clinician who provides counseling, crisis response, workshops, group services and other direct help to families.  
Success Coaches from the Department of Health and Human Services (DHHS) who help families gain self-sufficiency and get needed services.  
Other services, depending on the needs of the families.

Contact Cinda Birely at 616-887-1743 or email at [cinda.birely@spartaschools.org](mailto:cinda.birely@spartaschools.org).

## **MEDICAL MEDICAL CONCERNS**

If your child has medical conditions or concerns, please report them to the school nurse so we can better care for your child at school. These concerns are kept confidential and shared on a need-to-know basis only.

The school is required to report communicable disease incidence to the Kent County Health Department on a weekly basis.

## **IMMUNIZATION REQUIREMENTS**

Each student must have a record showing they have received the following vaccines: 4 DPT including a booster after age 4, 3 Polio including a booster after age 4, 2 Measles, Mumps and Rubella, 3 Hepatitis B, 2 Varicella (Chickenpox) vaccines. (Students who have already had Chickenpox are exempt.) Any student lacking proof of these vaccines may not be admitted to school unless a valid medical, philosophical, or religious exemption waiver form has been signed at the Health Department and is on file at the school. Immunization waivers are required to be renewed yearly with the Health Department. Parents who opt out of MICR reporting are required to provide immunization documentation yearly. The principal and school nurse has the authority to exclude children from school if immunization records are not up-to-date and a waiver form is not on file.

## **HEAD LICE**

Our district has a “no bug” policy. Children may not be in school with “live” bugs in their hair. If your child is diagnosed with head lice, their hair must be treated and combed out with a nit comb before returning to school. Students are allowed one excused absence to treat the condition. Subsequent days are unexcused.

## **ANIMAL-FREE DISTRICT**

Due to increased animal allergies, Sparta Area Schools is an ***Animal-Free District***. In an attempt to provide all of our students a healthy and safe learning environment, we ask that no animals be brought or sent to school. Service dogs are always welcome.

## **LATEX-FREE DISTRICT**

Due to increased latex allergies, Sparta Area Schools is a ***Latex-Free District***. In an attempt to provide all of our students a healthy & safe learning environment, we ask that no latex balloons be brought or sent to school.

## MEDICATIONS

If your child is required to take medication during the school day, it will be necessary for the medication to be kept and taken in the health office. In January 2024, Sparta Area Schools revised their medication administration policy to align with state law. This medication policy is for **ALL medication** given at school **including prescription AND over-the-counter medication**. This policy also applies short-term or single dose medications. The district understands that this is a change from the previous policy, but please understand **the State of Michigan requires a physician/provider signature for school staff to administer any medication to your student**. (Section 380.1178 of the Michigan School Code).

**Please note, no new medications will be accepted without the proper Medication Administration Form on file.** Signed forms can be returned to your student's building office via email, fax or hard copy.

**All medications must be dropped off by a parent/legal guardian.** Students are not permitted to drop off medications. All medications must be received in their original pharmacy container with a current pharmacy label that states student name, medication name, dosage, and time to be administered. Non-prescription medications must also be in its original packaging/container. School staff are not permitted to administer unlabeled medications. **The school will not have any over-the-counter medication (pain reliever, creams, lotions, or cough drops) to dispense to students.**

## DISPOSAL OF MEDICATIONS

If medication (either prescription or over-the-counter) is sent to school for your child's use during the school year, we ask that remaining medication be picked up within one week of the last day of school. **All medications must be picked up by a parent/guardian.** Any medication that is not picked up will be disposed of properly by our school nurse according to district policy.

## ILLNESS AT SCHOOL

Occasionally a student becomes ill at school. Office personnel listen to the child's symptoms, take their temperature and determine if the parent should be called. Sometimes children are allowed to rest in the health room and then return to class. Each case is treated individually and we do our best to determine the nature and severity of a situation before the parents are contacted. Young children sometimes become "ill" when they want to be at home instead of at school. We ask for your cooperation in working with the child to overcome this. If you think this is happening with your child, please contact the principal, school nurse, or office staff.

When your child becomes ill and has a fever, our district policy is that they are not permitted back to school until they have been **fever free, without fever reducing medication, for 24 hours. Any student sent home with (or experiencing) a fever, vomiting or diarrhea may not return for at least 24 hours until they are free of all symptoms without medication.**

In order for your child to be excused from participation in any school activity, a doctor's note is required. Please ensure that your child has this communication should you desire him/her to "sit out" from any school activity. The district will respect a note from parents requesting their child be excused from P.E. for 24 hours. Any requests for greater than 24 hours must be from a doctor.

## **Applevue's Safe Schools' Initiative**

Many parents, teachers, visitors and students have commented on the positive atmosphere at Sparta Area Schools. This atmosphere is the result of years of intentional work to build a school environment where students and staff feel safe, respected and valued. The Applevue staff and administration continue to create opportunities and programming to ensure student safety and acceptance. We have committed ourselves to doing a better job of informing our parents of the many initiatives underway here that help to ensure a safe place to learn. These include staff training in Capturing Kid's Hearts, positive behavior interventions and supports (PBIS), the use of the Success Center for consistent, non-reactive, non-punitive consequences, student counseling, various support groups and much more. Please look for information on these initiatives in our monthly school newsletter.

### **STUDENT DISCIPLINE**

The management and discipline of any student will be handled with utmost care and respect. We believe that behavior should always be separated from the child. Therefore, poor behaviors do not equate to bad children; rather, poor behaviors are just that. Staff have been trained in Capturing Kid's Hearts model and Positive Behavior Interventions and Supports (PBIS), the goal of which is to teach students to manage conflict successfully and to self manage their behavior.

### **EXPECTATIONS**

Students are expected to handle themselves in a responsible manner. They are expected to act in a way which promotes good citizenship and shows respect toward other students and school personnel. Each classroom will establish a Social Contract (an agreement of behaviors and how students/adults will treat each other) within the first few weeks of school. The goal of this contract is to get students to "self-manage" as a group so as to promote a healthy learning environment which allows teachers to teach and students to learn. The Applevue staff has implemented a PBIS system for several years. Behavior which intends harm to others will not be tolerated. The following behavioral expectations matrix outlines the behaviors expected of our students in a variety of settings:

### Applevue All-Stars

STAR	Library	Hallways	Cafeteria	Playground	Bathroom	Bus
Voice Level	0-1	0-1	0-2	0-4	0-1	0-2
<b>S</b> afe	Safe hands, feet, and body Walk Sit appropriately on furniture	Safe hands, feet, and body Walk	Safe hands, feet, and body Walk	Safe hands, feet, and body Use playground equipment properly	Safe hands, feet, and body Keep water in sink and toilet Go, flush, wash	Safe hands, feet, and body Stay seated Walk
<b>T</b> eam <b>P</b> layer	Be friendly	Be friendly	Say please and thank you Be friendly	Be friendly Give and accept apologies	Respect privacy	Be friendly Greet your driver Give and accept apologies
<b>A</b> ct <b>R</b> esponsibly	Take care of materials Wait patiently	Keep area clean Go directly to your destination	Stay seated Raise your hand to ask for help Keep area clean	Report problems to adults Line up properly Follow rules	1 pump to wash hands Back to class promptly	Take care of your belongings Follow rules Respect property of others
<b>R</b> espect	Follow directions	Walk on the right Respect others' property	Wait patiently Quiet at the signal	Listen to adults Pick up trash	Report any issues	Listen to your driver

## PROCEDURES

Applevue staff is trained in Capturing Kid's Hearts and handles student discipline in accordance with the program. Students who struggle with their behavior will be given the opportunity to correct it within the classroom and/or through the use of our building's Success Center. The Success Center assists students in managing their behavior and in allowing learning to continue in the classroom.

The school will work with the child to provide an opportunity for improvement and self development. However, parents are notified whenever behavior does not change as a result of normal intervention or whenever the behavior is considered serious in nature.

Good order and discipline is necessary for effective teaching. Each teacher is responsible for maintaining such an atmosphere in each of his/her classes. The Board recognizes that, through its administrative staff, it will support its teachers in taking actions to maintain proper classroom order. The staff is expected to maintain good discipline. In their efforts to maintain it, they have the freedom to avail themselves of all reasonable methods within the school philosophy.

## DISCIPLINE PROCESS & CONSEQUENCES

The school administration and teaching staff designs consequences to fit the actions or reactions of the student. We will assess each situation, looking carefully at the facts of the incident as well as the circumstances in which the incident occurred.

Our main goal is to work with the student and parent to keep incidents from escalating to a serious nature. We want all of our students to be successful and to feel comfortable in school so they can learn the skills they need to function in today’s society.

Applevue Elementary			
Continuum of Responses			
	Mild Misbehaviors <i>(teacher managed)</i>	Moderate Misbehaviors <i>(teacher managed)</i>	Major Misbehaviors <i>(Safe Room referral)</i>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not following directions</li> <li><input type="checkbox"/> Name calling</li> <li><input type="checkbox"/> Off-task</li> <li><input type="checkbox"/> Student causing interruption</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pushing/shoving/tripping</li> <li><input type="checkbox"/> Name-calling</li> <li><input type="checkbox"/> Foul language</li> <li><input type="checkbox"/> Disrespect towards adults</li> <li><input type="checkbox"/> Repeated mild offenses</li> <li><input type="checkbox"/> Property misuse</li> <li><input type="checkbox"/> Misuse of technology</li> <li><input type="checkbox"/> Refusal to follow directions</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Physical aggression</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Swearing</li> <li><input type="checkbox"/> Stealing</li> <li><input type="checkbox"/> Intentional refusal to follow directions</li> <li><input type="checkbox"/> Fighting</li> <li><input type="checkbox"/> Sustained disruption</li> <li><input type="checkbox"/> Property misuse-theft</li> <li><input type="checkbox"/> Technology violation</li> <li><input type="checkbox"/> Continued moderate misbehaviors</li> <li><input type="checkbox"/> Lying/cheating</li> </ul>
Prevention	Staff Response	Staff Response	Staff Response
<ul style="list-style-type: none"> <li><input type="checkbox"/> Calm tone</li> <li><input type="checkbox"/> Consistency</li> <li><input type="checkbox"/> Active supervision</li> <li><input type="checkbox"/> Brief and specific expectations</li> <li><input type="checkbox"/> Pre-correction</li> <li><input type="checkbox"/> CKH (Greeting at door, good things, social contract)</li> <li><input type="checkbox"/> Model expected behavior</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Eye contact</li> <li><input type="checkbox"/> Non-verbal cue</li> <li><input type="checkbox"/> Proximity</li> <li><input type="checkbox"/> Calm tone</li> <li><input type="checkbox"/> Tap table/desk</li> <li><input type="checkbox"/> Verbal redirection</li> <li><input type="checkbox"/> Reframe request</li> <li><input type="checkbox"/> Remind of expected behavior</li> <li><input type="checkbox"/> Planned verbal feedback</li> <li><input type="checkbox"/> Humor</li> <li><input type="checkbox"/> Planned ignoring</li> <li><input type="checkbox"/> Acknowledge desired behavior nearby</li> <li><input type="checkbox"/> Invite physical movement (i.e. drink)</li> </ul>	<p><u>Previous Responses PLUS:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Calm tone</li> <li><input type="checkbox"/> Teacher/Student conference</li> <li><input type="checkbox"/> Parental contact</li> <li><input type="checkbox"/> Re-teach expected behavior</li> <li><input type="checkbox"/> Restitution</li> <li><input type="checkbox"/> Positive practice</li> <li><input type="checkbox"/> Four Questions (CKH)</li> </ul>	<p><u>Previous Responses PLUS:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Calm tone</li> <li><input type="checkbox"/> Parental involvement</li> <li><input type="checkbox"/> Reteach expected behavior</li> <li><input type="checkbox"/> Timeout in office</li> <li><input type="checkbox"/> Detention/Safe Room</li> <li><input type="checkbox"/> Suspension</li> <li><input type="checkbox"/> Interagency support</li> </ul>

If a student continually fails to respond to interventions, the consequences will increase in severity. Parental support can help deter students from a pattern of continual misbehavior. An intervention may be called for, involving parent, teacher, counselor, administrator, and student. Some incidents of misconduct may result in a conference with the Principal, a student referral to the safe room, or assignment of an ISS or OSS. An In-School Suspension (ISS) takes place in the Success Center and is designed to allow the student to remain in school and do his/her school work within a supervised setting. In the case of an Out-of-School Suspension (OSS), the student is not allowed on school property while suspended. Arrangements may be made to provide school work for the student given an OSS.



The district reserves the right and discretion to impose severe disciplinary action, up to and including expulsion for unacceptable behavior.

### **REPETITION OF BEHAVIOR OFFENSES**

All students have the right to learn and the ongoing behavior of a single student will not be permitted to disrupt the education of the classroom. When student behavior is repetitive in nature despite multiple disciplinary interventions, the following administrative actions can be pursued:

- Utilization of school personnel for assistance such as social workers, psychologists, counselors, KSSN.
- Utilization of individualized student behavior plans with specifically identified behaviors and rewards/consequences.
- Progressive discipline plans which increase in severity of consequences as behaviors continue.
- Observations by professional staff to possibly include special education qualification, behavioral screening by school nurse, and behavioral screening by other specialists employed by the district and/or KentISD.
- Parent meeting with Superintendent and administration.

The relationship between the parent and school is essential when addressing repetitive student misbehaviors. Sparta Area Schools expects its administration and parents to work in partnership as multiple interventions are provided both at home and in school to support a student's positive behavior. It is expected that parents engage in a partnership with the school to support their child's behavior.

### **SCHOOL CODE OF CONDUCT**

Students are expected to treat others with respect and dignity at all times. Any behavior which is meant to cause harm to others will not be tolerated.

### **ALL-STAR TICKETS AND AWARDS**

Students who are "caught" displaying our school values in line with our Applevue All-STAR PBIS initiative may be issued a ticket. The tickets are turned in each week for a chance for the student to be recognized during morning announcements. The student is also given a small prize if their name is pulled during the weekly drawing. Larger prizes and recognitions are also offered each trimester in our All-STAR assemblies.

## **WEAPONS AND CRIMINAL ACTS**

As of December 1995, the Schools Legislative Requirements were revised to read that school districts are **required** to **expel** students who possess a dangerous weapon in a weapon free school zone or commit arson or criminal sexual misconduct in a building or on school grounds. The State Law also requires the school districts to expel students who bring a weapon to school for not less than one year (see Policy 5772 for more details). Amendments to the state law require districts to consider seven factors before expelling or suspending a student for more than 10 days for any of the following behaviors:

- Student in grade 6 or above who commits physical assault against another pupil
- Any student who brings a dangerous weapon on school property, commits arson or criminal sexual conduct
- Student in grade 6 or above who commits physical or verbal assault against an employee, volunteer, or contractor or makes a bomb threat

Except for possession of a firearm, the following factors will be considered prior to expelling or suspending a student for more than 10 days:

- Student's age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices
- Whether lesser interventions would address behavior

Restorative practices will be considered in addressing student behaviors at Applevue Elementary. These are practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. Restorative practices may include:

- Victim-Offender conference
- Apology
- Community service
- Counseling
- Restitution

## **Search and Seizure**

4.18 Search and Seizure To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, electronic devices) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or content. If a properly conducted search yields illegal or contraband materials such findings shall be turned over to proper legal authorities for ultimate disposition.

# **Sparta Area Schools**

## **Bylaws & Policies**

**Policies on Bullying, Michigan State Board of Education, 7-19-01**

**Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06**

**Adopted 7/11/05**

**Revised 8/13/07**

**Pubic Complaint Procedures- located on the District Web Site under: Departments/Board of Education/9000 Relations/9130 Public Complaints = neola.com. These are part of our School Board Policy/Written Procedures – translations available.**

### **5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

The Sparta Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

Any student who believes she/he has been or is the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. The complainant will be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. Parents may request a complete copy of School Board policy 5517.01 in the main office or may visit our website (<http://www.spartaschools.org/appleview/studentparenthandbook/>) to view the policy in its entirety. Sparta Area Schools will adhere to State law and update this policy if/when changes are made at the State level.

The Sparta Area Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. In order to protect these rights and assure compliance, the Sparta Area School District has appointed Mr. Joel Stoner as Coordinator of Title II, Title IX, VI, and the Age Discrimination Act and Mrs. Tina Mortensen as the Coordinator of Section 504. The district Anti-Harassment Compliance Officers are Mrs. Tina Mortensen and Mr. Joel Stoner.

# **SCHOOL ENVIRONMENT**

## **CELL PHONES/PERSONAL DEVICES**

The use of cell phones or any other personal communication device is not allowed during the school day (8:25 – 3:20) without the permission of school personnel. Students who choose to bring cell phones or other personal communication devices to school must have their devices turned off or muted. Students may store their devices in their pockets (as long as the devices are out of view), in their locker, or with their child's teacher. Please note that if your child chooses to bring a device to school, the school is not responsible or liable for lost, stolen, traded, damaged or broken items.

Any student who is found to be using or having their phone out of their pockets may have it removed and stored in the office. The first time the phone may be picked up by the student at the end of day. Parents may be contacted after the second offense. Finally, students are not allowed to take pictures, use audio or visual equipment to record during the school day, on the bus, or at a school-sponsored event without permission from their teacher or an administrator.

## **CLASSROOM SNACK**

Classrooms schedule a snack break into their daily routine so that students have the necessary energy to be successful. Although specific routines differ by classroom (and will be communicated by classroom teachers), we ask for your support in providing your student with a healthy and nutritious snack for these designated times. Although many options exist, we ask that you avoid sending students to school with candy, soda pop, and/or chips for their snack.

## **CLOTHING**

In general, any clothing, jewelry, hair cuts/colors that are deemed disruptive to the learning environment are prohibited. Shirts containing questionable language or that have slogans or messages promoting products that are not appropriate are not permitted in school. Shorts and skirts should be of appropriate length (at least longer than fingertip length when your arms are at your side). No tube tops or midriff shirts are to be worn. Spaghetti straps are not allowed. Tank top straps must be three fingers wide. Any clothing, dress, grooming, symbols, or colors that imply gang affiliation, drug or alcohol references, or implies innuendos against the school, student groups, individual students, employees, or minority groups are prohibited. Parents will be notified if gang identification is suspected of their child. Parents will be contacted for students who violate the dress code and will be asked to bring alternative clothing for their child.

## **WINTER WEATHER**

We communicate to students that we expect them to wear a coat when temperatures are below 45 degrees. In addition, a mix of frost in the morning and rain/snow combinations in the afternoon on various days leave our fields very muddy. Students who want to play in the fields will be required to wear boots. Snow pants are also good to send as they will not only help kids stay warm, but they will help them stay clean and dry (as we have very few clothing items available to students who get muddy at recess). Parents can assist with this process by watching local weather as well as sending students to school with necessary items. Thank you in advance for your support with this.

## **HATS/ KERCHIEFS**

All children are expected to remove their hats and kerchiefs when entering the school building. No hats/kerchiefs are allowed in school unless on a designated spirit day.

## **SHOES**

Tennis shoes are required in order to participate in gym class. Please wear white soled shoes as they do not leave marks on the floor. Students lacking tennis shoes will sit out or borrow shoes.

## **TOYS**

The school strongly discourages students from bringing toys and or electronic devices such as Ipods, MP3, portable game devices etc. and personal possessions to school. **The school will not be responsible or liable for lost, stolen, traded, damaged or broken items.**

## **PLAYGROUND**

**Be Safe, Be Responsible, Be respectful**

### **SUPERVISION**

Adult supervision is provided any time that students are on the playground during the school day. During scheduled recess times, a teacher and/or building aide is assigned to this responsibility. During the Noon hour, aides are assigned to supervision of the lunchroom, hallways, and playground.

### **EXPECTATIONS**

Supervisors who monitor the playground will provide a tour for classrooms to explain and discuss the playground rules to ensure safety and respect. In addition, individual teachers will review the process with their students. The Appreview staff has been trained in PBIS. This system provides consequences for inappropriate choices.

### **RULES TO KEEP YOU SAFE!**

Upon arrival at school, students are not to play in the parking lot, on the front walks, in the halls, entrance areas, or around the building windows.

Students are to respect the rights of other students and adults on the playground; showing kindness, helpfulness, and listening to what others have to say. Students will follow instructions given by playground supervisors.

If a problem arises between students, they are to tell a playground supervisor.

Students will play only in the designated playground areas. Students must get permission from a playground supervisor before re-entering the school during recess. Students are asked to use restrooms before going to lunch.

### **INDOOR RECESS**

Computers are not to be used without teacher supervision and/or permission. Students who misbehave will be given time-out in the hallway for a minimum of five minutes. Continued misbehavior or seriously disruptive behavior will result in that student being sent to the success center.

## **AFTER SCHOOL**

At dismissal time, students should leave school promptly. Those wishing to play on the playground after school can do so by checking in at home first and then returning to the playground.

## **MISCELLANEOUS**

### **SCHOOL SUPPLIES**

School supply lists are available in the school office and posted on our website, at [www.spartaschools.org/APPLEVIEW/APPLEVIEV/SUPPLY-LIST/](http://www.spartaschools.org/APPLEVIEW/APPLEVIEV/SUPPLY-LIST/).

### **LOST AND FOUND**

We urge you to mark with a permanent marker every item of clothing that is worn to school by your child. We encourage parents to check the lost and found box periodically throughout the year for lost items. Unclaimed items will be donated to charity at the end of the school year.

### **TEXTBOOKS**

Students are issued textbooks for school use. A child is expected to use it carefully. If a child loses or damages a textbook, a fine or total replacement cost may be required. The same holds true for books from our Media Center. Please encourage your child/children to place the books in a safe location when not being used.

### **LOCKERS**

Lockers are the property of the school. It is the students' responsibility to maintain the lockers in a neat and orderly fashion. Students may not adhere anything to the front of the lockers and may only use magnets inside the locker. No sticky substances such as tape, putty, glue, gum, post it notes, rubber cement, adhesive spray, mounting tabs, etc., are allowed.

### **STUDENT ASSIGNMENTS**

In June student schedules for the following school year will be created. We have asked that by a designated date in APRIL, parents with specific concerns write down characteristics of their child and/or ideal instructional style. Additionally, families who have had a previous child go through Appleview can request the same teacher through the Family Plan on the form provided. These lists will then be **reviewed and finalized by the principal** taking into account any student/instructor information and characteristics submitted by the parents and/or guardians.

### **TORNADO PROCEDURE**

School will remain open and in session during a tornado watch. In the event of a **TORNADO WARNING**, students and staff will take cover. School Policy states that **NO** student will be allowed to leave the building during a **TORNADO WARNING**.

### **HOMEWORK CORNER TIPS**

Research shows that children need routines and procedures outlined for them. To help your child find continual success, we ask that you as a family, prior to school starting, establish homework routines and procedures. Children who complete their homework on a regular basis are more likely to succeed in school. To help your child, please do the following:

- Communicate your beliefs that homework is an important part of their daily routine.

- Establish a routine and location to complete daily homework. Please know that it is okay to give your child choices while doing their homework as long as it does not disrupt the learning process. For example, some children need or prefer a desk or a table to work at to complete their homework, while others prefer a soft chair or a beanbag. The location is not as important as long as it is free from distractions and allows the child to successfully complete the assigned task or daily reading.
- Prepare a “homework kit” for your child that includes the needed materials such as pencils, paper, pens, colored pencils, ruler, scissors, glue, dictionary, etc. When this kit is left in the homework center it will allow your child to focus on their learning task instead of spending time searching for the necessary materials to complete the assignment.
- Communicate that homework is the child’s responsibility, not yours. We ask that the child try the assignment independently before reviewing the completed assignment with you as the parent. This helps teach the important life skills of responsibility and perseverance.
- Establish a routine of immediately placing the completed homework back in the child’s backpack to eliminate any chances of forgetting the homework during the morning rush.

Appleview Elementary has developed specific guidelines at each grade level for teachers and families regarding homework. Students will have daily math homework from our math program (Math Expressions). The homework sheet is titled “Homework and Remembering” and students should complete this daily. Additionally, students should read independently each night and complete any other homework as assigned by the teacher (word work, science, SS, etc.) Below are the daily homework time expectations for all Appleview Elementary students. Please communicate with your child’s teacher(s) if he/she is struggling to complete their homework within these guidelines.

- o Sustained homework time:
  - 3rd grade: 30 minutes
  - 4th grade: 40 minutes
  - 5th grade: 50 minutes

## **TECHNOLOGY CODE OF CONDUCT**

Sparta Area Schools is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of operations. Sparta Area Schools encourages and strongly promotes the use of technology in education.

To ensure that students, staff, parents and other community members can take full advantage of the technologies available, all users of technology must have proper authorization and must adhere to the Sparta Area Schools Technology Code of Conduct.

All use of technology must be in support of and consistent with the purposes of Sparta Area Schools. It is the user’s responsibility to keep off of the system all offensive communications, objectionable material, inappropriate files, or files and software that are dangerous to the integrity of the system.

Each user shall accept the responsibility for the preservation and care of technology to show respect for other individual’s work, files, and programs. Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to others or misrepresent other users on the district network, other networks, or other technology equipment.

It is the user's responsibility to make sure that no equipment or software is destroyed, modified, or abused in any way. It is also the user's responsibility to obtain proper authorization prior to the addition, removal, or relocation of any equipment or software. Individuals must accept responsibility for adhering to the laws governing copyrighted materials.

Users shall also comply with posted building and/or classroom guidelines. Sparta Area Schools reserves the right to view any information stored on the network. The consequences for failing to adhere to the Technology Code of Conduct as defined by Sparta Area Schools procedures are further defined by employee contract, administrative guidelines and by state/federal law. Any violation may result in privileges being revoked. Disciplinary action may vary from a suspension to an expulsion and/or appropriate legal action.

User of the network assumes compliance with the Acceptable Use Policy for Sparta Area Schools Internet.

### **Student Acceptable Use Policy for Sparta Area Schools Internet (po7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet,



because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or his/her designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial.

Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors  
Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and his/her designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

### **Remedial Action**

Sparta Area Schools reserves the right to monitor all use of the Sparta Area Schools Internet connections. When inappropriate use is discovered, depending on the use, one or all of the following actions may be taken:

- The User who inappropriately uses the Sparta Area Schools Internet will be requested to end the practice;
- The User's Sparta Area Schools Internet privileges will be terminated;
- The Sparta Area Schools Board may take additional disciplinary action in accordance with existing policy and procedures.

Sparta Area Schools reserves the right to terminate a student's, Employee's, representatives, or individual's use of the Sparta Area Schools Internet without notification.

### **Indemnification**

User shall indemnify and hold Sparta Area Schools and its agents harmless from any claim, expense, liability, or damage arising out of or in connection with the use of the system, including, but not limited to telephone charges, database access fees, and software. User shall release Sparta Area Schools and its agents from any and all claims of any nature arising from the use of the Sparta Area Schools Internet connection.

User shall read the Acceptable Use Policy and agree to abide by its provisions. User understands that violation of the provisions stated in this Policy may result in the loss of privilege of using the Sparta Area Schools Internet connection, or other disciplinary action in accordance with existing Board policy.

### **Children's Internet Protection Act Policy**

The purpose of this Policy is to ensure that all Internet safety policies and technology protection measures comply with the provisions of the Children's Internet Protection Act (CIPA), 47 USC 254(h), as amended. Accordingly, the District shall take all actions necessary and appropriate to implement and enforce this Policy with respect to student access to and use of the Internet through the District's computer network, and in accordance with Board policies and administrative rules.

All student users and parents are advised that access to electronic networks, including the Internet and World Wide Web, may include the potential for access to materials inappropriate for students. To that end, it is not possible to guarantee students will not gain access through the Internet information and communications that they and/or their Parents may consider inappropriate, offensive, objectionable or controversial. Parents of minors are

the first and best source of guidance as to what materials to avoid and are responsible to establish standards and restrictions for their children.

If a student finds that other users are visiting offensive or harmful sites, they should immediately report such use to their instructor, principal or other responsible staff member. The Superintendent shall be responsible to prepare guidelines which address student's safety and security while using email, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking"), cyber bullying and other unlawful or inappropriate activities by minors online. The Superintendent shall also be responsible to ensure school administrators provide education to minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

The District shall utilize filtering software and/or other technologies to endeavor to prevent both adults and students from accessing visual depictions that are obscene, constitute child pornography, or with respect to use of the computers by minors, harmful to minors. The District shall also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such material or any other material, which is inappropriate for students. Internet-filtering software or other technology based protection systems may be disabled with the permission of the Director of Information Technology Services, as deemed necessary and appropriate, for purposes of bona fide research or other educational projects being conducted by students. Any student who attempts to disable the technology protection measures will be subject to discipline.

For purposes of enforcing this Policy and other purposes related to the District's operation of its network, the District reserves the right to monitor, inspect, copy, review and store without prior notice any activity of the computer network and Internet access, and any information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

Users who violate this Policy may have their use privileges suspended or revoked, and be subject to disciplinary action. Users granted access to the Internet through the District's technology equipment assume personal responsibility and liability, both civil and criminal, for the uses of the Internet not authorized by Board policy, administrative rules and guidelines.

**Print and complete this form only if you want to revoke your student's access to district technology resources.**

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another. In Sparta Area Schools (the District), we realize that students must develop the research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as the skills necessary to live safely and ethically. For this reason, the District provides computer access privileges, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. These resources, tools, and equipment are essential to teaching and learning.

**Standard applications and accounts that are created for students include:**

- Active Directory - These credentials are used to log on to any district-owned computer within the district network and provide students with a network travel folder for storing documents. These credentials are also used to access District Applications, PowerSchool Student Information System, and the learning management system.
- District Applications - The district version of Google Suite for Education is hosted by Google, and managed by the district. This collection of online applications provides students with a Google email account, Calendar, and access to Google Drive where students can create, share, and publish documents, spreadsheets, presentations, and websites. The district creates and manages user accounts; manages access to applications based on grade level organizations; and manages sharing permissions.
- Learning Management System - The district uses a learning management system used to provide an online classroom space. The district requires users to log in with district-provided credentials, and does not allow guest access. Participation in the online classroom space is limited to the teacher and his or her students.

Under the federal Children's Internet Protection Act (CIPA), the district is required to filter Internet access and teach online safety. The District takes your student's safety and privacy very seriously. The District makes every effort to supervise and monitor student technology use. We use a filter appliance to block access to Internet content that is obscene, pornographic, and harmful to minors. We provide access to online learning spaces, and limit access to students and teachers.

Parents or guardians have the right to terminate their student's access to electronic tools and resources by signing this Opt-Out form. If you do not want your student to use district technology resources, please be aware that your decision to eliminate access to these tools may significantly affect your student's ability to work collaboratively with his or her peers on class assignments and projects, and may hamper the development of skills necessary to live and work in this increasingly digital world.

This Opt-Out will remain in effect for one school year, and expires at the end of this school year. A parent or guardian must complete a new Opt-Out form every school year. If no documentation is on file, it will be assumed that permission has been granted for access to the Internet, District Applications, the Learning Management System, and electronic educational resources. \_\_\_\_\_

Please write your initials in the blank next to the statement, complete the other information below, and sign and return this form to the main office at your student's school. If you are denying access for multiple students, you must complete a form for each student.

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
\_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_