



Mancelona Elementary Student & Parent Handbook

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Mancelona Elementary School

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Dear Students and Parents of Mancelona Elementary School:

Welcome to Mancelona Elementary School. The goal of Mancelona Elementary School is to provide all children, pre-kindergarten through fourth grade, with a quality education and an equal opportunity to develop and reach their potential academically, emotionally, socially, and physically. Our staff is dedicated to providing a solid foundation for lifelong learning through the development of active thinking skills.

We are proud to be a MiBLSi (Michigan's Integrated Behavior and Learning Support Initiative) school. This program gives all students a diagnostic literacy screening, with planned steps for improvement and intervention. It also incorporates Positive Behavior Supports (PBS), designed to improve individual and school-wide behavior. The end result will be measurable academic gains for all students.

This handbook is intended to provide each family with as much general information about our school as possible. We have covered everything from emergencies to library tips. Additional rules, procedures, and changes will be made at the discretion of staff and administration. Be sure to read our school newsletter for updates.

It is a pleasure and privilege to be a part of your child's education. Please contact our school office if you ever have a question, concern, or comment.

Sincerely,
Trent Naumcheff
Principal

Mancelona Elementary Mission Statement

*Mancelona Elementary School
is dedicated to providing
all children with a
quality education and
an equal opportunity
to develop and reach
their potential
academically, emotionally,
socially, and physically.*

Volunteers

Teachers welcome a parent, grandparent, or special friend who can listen to children read, drill math facts, or help the teachers. The only necessary job skills are a ready smile and a willingness to help out. We do ask that each volunteer complete a registration form that does include a brief background check. Teachers occasionally need field trip or special events help. Let the school know you are available by sending in the signed [Volunteer Release Form](#).

School Improvement

We have a School Improvement Team which helps guide our school toward improvement and accreditation. We have been making improvements in the curriculum, academic areas, our building, playground, and all areas concerning our school. Parents, community members, teachers, assistants, Board of Education members, and administrators are all a part of the School Improvement Team. Please call if you would like to be a part of the School Improvement Team.

Family Involvement

Get Involved!, our parent group, is active at the elementary. They organize the annual school-wide fund raiser and other enrichment activities. Our annual school carnival is just one example. Please inquire how you can assist this group and volunteer to support our students.

Mancelona Elementary School Staff

A complete and updated staff listing can be obtained under the elementary link at www.mancelonaschools.org.

School Attendance

Regular and prompt attendance increases your child's chance to be successful. Unless a child is actually present in school, he/she will be considered absent or tardy regardless of the fact his/her absence or tardiness may be acceptable to school authorities and may be excused. Since excessive absences put children at academic risk, please be sure your child is in school every day possible.

In the instance of a serious emergency, which necessitates the student's absence from school, the school must be called on the first day of the absence to make appropriate arrangements. A note must be written and sent to the teacher upon his/her return to school, explaining the reason for your child's absence. **THIS NOTE IS REQUIRED BY THE STATE AND MUST BE KEPT ON FILE.**

Reasons to keep children home include ALL contagious illnesses such as: flu, fevered colds, impetigo, rashes, chickenpox, respiratory infections, vomiting, pink eye, etc. The school is required by law to contact the Michigan Department of Community Health regarding any communicable disease, such as measles, rubella (German measles), mumps, hepatitis, scarlet fever, strep throat, scabies, pertussis (whooping cough), Haemophilus influenza type B, encephalitis, meningitis, apparent flu, pediculosis (head lice), and chicken pox. Please be considerate not only of the health and comfort of your child but also the health of other children. Our school will have a healthier environment if children who are really ill stay home until they are not contagious.

Students are required by law to have the following immunizations before entering school: All DPT, All Polio, MMR and Chickenpox (or disease).

When a student has accumulated a total of 5 absences, with no extenuating circumstances, the parent may receive a phone call. After 10 absences a letter may be sent requesting a meeting with the parent. If no meeting is scheduled and absences continue to 15, a referral is made to the local truant officer and/or law enforcement agency.

It will be the responsibility of the students, with parent reinforcement, to satisfactorily complete make-up work. Make-up work may receive a reduction in credit. The student will have the opportunity to make-up tests and major projects.

Daily Schedule

7:55	Breakfast
8:14	Bell for students to go to classrooms
11:20	A.M. Jr. Kindergarten dismissed
3:06	Final Bell, Grades K-4 exit the building
	(Dismissal on half-days is 11:30am)

Please do not drop children off at school before 8:00 A.M.

School Breakfast and Lunch Program

Breakfast is available for elementary students.

The elementary school cafeteria serves breakfast and hot lunch daily throughout the school year. The menu is available online from our district web site, www.mancelonaschools.org. If children prefer to bring sack lunches, milk can be purchased at the school. These, and other prices, are subject to change. Please call our school and extension #340 or #214 with specific questions about our food service program.

Charging meals at school is possible, but unpaid breakfast and lunch charges are not allowed to accumulate for more than two meals. All children will be fed, regardless of charges. Should this occur, they are restricted to one specified choice. If you need assistance, please consider the federally sponsored reduced cost or free lunches. Free and reduced breakfast & lunch applications are attached to the Student/Parent Consent Form packet. Free milk alone is not available at lunch.

Student Drop Off and Pick Up

Before School: The Fire Lane can be used for dropping off students. **No parking is permitted in the Fire Lane during school hours (8:00am-3:30pm).** Pull forward in the Fire Lane when dropping off students. This will allow several cars to unload at the same time and keep traffic from backing up onto the main road.

During School: There are “10 minute” parking spaces in the front row for picking up ill children or children with appointments during the day. Again, **no parking is permitted in the Fire Lane during school hours (8:00am-3:30pm).** We discourage parents/guardians from consistently picking-up students early from school. These situations will be handled similar to chronic late arrivals and handled on an individual basis. *The row of spaces on the north end of the parking lot is designated **Parent Parking.***

After School: We ask that parents park in the parking lot and come in the building to get their children. Older children may be able to locate a parent vehicle in the parking lot. Again, **no parking is permitted in the Fire Lane during school hours (8:00am-3:30pm).** The Fire Lane can be used for quick loading of children and as a path to exit the parking lot.

End of School Day Changes

You **MUST** send a note with your child or call the office **before 2:30 p.m.** to change your child’s regular schedule of pick-up, take home or after school care. Students are permitted to ride one bus route to and from school.

There will be no bus changes allowed. do not accept parent/guardian phone calls for bus changes. For emergency situations, a written note must be sent to the school office, followed up by a phone call to make sure your child submitted the note, or a parent/guardian must come to the office to request a bus change. As per Board policy, all of these must be approved by the building principal. If arrangements cannot be made, your child will safely remain at the school office until picked-up by a parent/guardian or someone listed on the emergency form.

In some instances we may ask for additional information to verify the origin of your request. Only parent/guardian or emergency contacts listed on your child's emergency card can legally pick-up your child.

Child Safety Procedures

YOU MUST STOP AT THE OFFICE TO SIGN IN AND GET A PASS

Keeping track of the whereabouts of each child is a major concern of our staff. Always sign in at the school office and get a pass before entering the inner building or playground area. School doors are kept locked during the day to protect the students. Children must be signed out before removing them from school property. *If there are disputes regarding the custody of a student, please let the office know immediately and bring the legal paper work, which clarifies the custody. Otherwise, we must recognize the rights of both parents.*

If children miss the bus after school, they should not walk home. Rather, they should report to the school office immediately. This is very important and should be discussed at home, with all of your children.

Emergency Information

Emergency information is needed before any student is allowed to go off the school grounds on a field trip. It is necessary for parents to provide a place where their children can go and be cared for by an adult in the event that they become ill while at school. If no one is home during school hours, the school needs the name, address, and telephone number of an adult who can care for the child if they become ill. An enrollment card will be sent home to be filled out for that purpose. To be sure that someone is available, we require that **two** emergency names and phone numbers be listed. If you are using a cell phone number for emergency, please do not turn your cell phone off. **We must be able to reach an emergency phone number.**

From time to time emergency contacts do change. Parent/guardians must come to school in person to make these changes. **Keep this information up to date.**

The Student/Parent Consent Form packet must be returned to the elementary office within the first 5 days of school. If we do not have this information by the end of that period, it may be necessary for us to exclude the child from school until it is obtained.

School Bus Transportation

Please do not request special transportation for parties, clubs, overnights, etc. We will be glad to help with emergency transportation needs. If you wish your child to walk, ride a bicycle to school, or be parent pick up please send a note giving your permission to the office. (See End of School Day Changes – on previous page.) All children will be expected to board the bus unless they have other written directions from parents.

Bus Stops

Children living out of town will be picked up by the school bus near their home. In addition, there are bus stops for students living inside the Mancelona city limits and Antrim. Students attending school in the A.M. should be at the in-town bus stops by 7:50 A.M. **Please do not allow students to arrive at the stop before this time since**

supervision is not available! Parents should have an older child or an adult **wait** with their kindergarten (and younger) students at the stops.

In-town bus stops are (subject to change):

S.E. Limits & Main	Pierce Street (Middle of Block)	W. Division & Hillview
N.E. Limits & Franklin Street	Catholic Church parking lot	Downey St. (Middle of Block)
Elm & Division Street	Green Street (Antrim)	N. Limits & Monroe St. (Middle of block on Monroe)
Lake St. & S. Maple Ave.	Asbury & E. State Street	

Rules and Procedures for School Bus Riders

Bus riding is a privilege. Failure to follow reasonable rules and guidelines could result in losing bus transportation.

1. Wait for your bus in a safe place, well off the roadway.
2. Students should observe classroom conduct while riding the bus.
3. Students must keep head, arms, and hands inside the bus at all times. Keep aisles clear at all times.
4. Students will be picked up and returned to their assigned stop everyday. Arrangements for baby-sitters, visits, etc. must be made from the bus stop. **Notes to get off at a location other than the assigned stop will not be accepted because of school liability.**
5. Students must avoid unnecessary disturbing noises. Talk quietly; the driver must not be distracted while the bus is in motion.
6. No balloons may be taken on the bus as they block the vision of the bus driver.
7. Fighting, pushing, shoving, or other rowdy behavior will not be tolerated and will result in a ticket being issued.
8. Each bus driver may make reasonable rules governing the conduct of students. Follow the rules of your driver.
9. A student will be issued a ticket for a first violation. This ticket must be signed by a parent and returned to the bus driver before the student will be allowed to ride again.
10. Beginning with the second offense, the student and parent must meet with the head bus driver, the student's bus driver and the principal. A minimum of five (5) days suspension from bus riding privileges will be imposed. The student will not be allowed to ride the bus before the meeting is held.
11. With the third ticket, the student could be given a bus suspension ranging from 20 to 90 days.
12. For a violation deemed flagrant, including those listed in number 7, a student may be given a bus suspension. A meeting will be conducted with the same members as a second ticket.

Emergency Closing and Delays

On those days when inclement weather necessitates the canceling of school, a decision will be made by 7:30 A.M. The cancellation will be broadcast on radio stations WJML-Petoskey, KHQ-Charlevoix, KPK-Traverse City, and WTCM-Traverse City. Television stations are TV 9&10, TV 7&4, and TV 29 & 8. **Instant Alert may be used to contact families. Be sure to keep your information current. You can find the Instant Alert tab on the home page of our district web site, www.mancelonaschools.org.**

Early School Dismissal

Sometimes it is necessary to close school early due to unforeseen problems. **Your children must know where to go and what to do if we have to close early.** You will be asked to fill out the School Closing Form to designate exactly where your children should go, i.e. home, day care, baby-sitters, etc. **Be sure you update that form every time your plan changes throughout the entire year.**

Special Medical Needs

If your child has special medical and/or allergy needs, please contact the office to discuss the medical need with the teacher and/or the principal. If your child requires medication or medical assistance, fill out the Authorization for Medication or Treatment Form.

Your doctor will need to fill out a form for prescription medication. A parent/guardian must bring in the medicines. Children CANNOT bring medicines to school or take over the counter medication – even with a parent note. A doctor must prescribe them.

First Aid

We administer minor first aid only. Since some children are allergic to commonly used medications, we will not give any medication for headaches or aches and pains unless the parent has put the request for administration of medicines in writing, and signed by a doctor, and brought the medicine to school. All medication must have a doctor's signature authorizing its use. (Refer to the information under Special Medication Needs.)

Nit Free Head Lice Policy

Our school has a Nit Free Policy to help control the incidences of head lice. A Nit Free Policy means that any child who has lice and/or nits must have all the nits removed before returning to class/school. Important points about our school policy:

- Random head checks are done at different times during the school year.
- When a student is found to have lice in their hair the entire class will be checked.
- Notes will be sent home to each student in a class where lice are found.
- Siblings in other classes/buildings will be checked, if needed.

To help protect against preventable outbreaks:

- Children will not be allowed to ride the bus to/from school until cleared by school staff.
- Chronic cases will follow our attendance guidelines and may be referred to the prosecutor's office and/or protective services.

School Dress and Recess Attire

Prohibited Attire

- Clothing with pictures or language promoting beer, cigarettes, drugs, foul language, or derogatory statements (This also applies to all parents and visitors).
- Clothing or attire relating to "GANG" type membership or promotion.
- Clothing which is excessively tight, short or distracting.
- Chains hanging from any article of clothing.
- Hats can be worn to and from school, but not in school.

Pants

- Must be worn at the waist and be secured so they are not slipping down on your child.
- Pant legs should not drag the floor.

Shirts, Tops, Blouses

- No spaghetti straps.
- No midriff revealing.

Tennis shoes and socks must be worn on the playground for safety reasons. If your child wears other footwear to school, they must bring a change of shoes for recess or they will be asked to stand on the sidewalk.

Children are able to learn better when they are dressed in clean, comfortable clothing. Your child will need your guidance in selecting proper clothes for school. The parent/legal guardian will be contacted by the elementary office to provide a change of clothing in the event of inappropriate attire.

Recess Clothing must be suitable for the weather. We teach children to be prepared for outside play all year long. Children who play outside are much more able to listen and learn during instruction times. Warm clothing including snowpants, hats, mittens, boots, are a necessity for winter weather. When temperatures drop below 40 degrees your child will need warm clothing. The children stay inside when raining or the wind chill approaches 10 degrees. There may be times when the sun is shining and the wind is being blocked by the building, but the wind chill is below 10, that outside recess will be attempted.

If you are having difficulty getting your children winter clothing, please call the office and ask to talk to the school counselor. All children are expected to play outside each day unless they have a medical condition or are recovering from an illness. Children recovering from an illness should be able to go out within 2 days or should bring a note from the doctor.

Helping Your Student be Successful in School

1. Encourage your children to succeed in school. Praise not only their successes, but also their efforts.
2. Help your children view their school day as their opportunity to work and play with others.
3. Provide each child with a private place at home where she or he can go to read and study without distractions from others.
4. Work out a consistent home schedule for your children; include a regular time for school work, family time and plenty of time to rest.
5. Provide your children with magazines, newspapers, and books. The town and school librarians are always eager to help children and adults find good reading materials.
6. If you have questions regarding your child's work, be sure to contact the teacher.

Teacher Assignments

Our teachers collaborate to balance classrooms by considering the academic levels and social skills of each student. We cannot effectively do this by honoring parent requests for teachers. In order to ensure that all students receive a quality learning experience, we will not take formal requests for specific teachers. Individual circumstances are to be directed to the building principal.

Report Cards

Report cards will be issued every nine weeks to students in Third and Fourth grades. Report cards for students in Junior Kindergarten, Kindergarten, First and Second grades will be issued at the end of each semester. Progress reports will be available at regular intervals during the school year. If you have questions regarding your child's grades or report card, please contact your child's teacher.

Student Assessments & Reporting

All students are tested and given assessments during the school year to show progress.

- NWEA – Students in grades 2 – 4
- MEAP – Students in grade 3 and 4
- DIBELS – As part of the MiBLSi program
- PLC – Grade level benchmark assessments, throughout the year.

You can review our assessment data in our district annual report. This information is available at the Superintendent's Office and/or the district web site.

Textbooks

Textbooks represent a major investment of tax dollars. The cost to equip one student with books can be in excess of two hundred dollars. Books are expected to last a minimum of five years. Book fines will be assessed to students who cause undue wear or damage to books. Please help your student understand the importance of taking care of school supplies and books.

Library Tips

1. Books may be taken home (except for reference books).
2. Items may be renewed once. Bring them into the library for renewal.
3. Accidents happen, but please give your best care to library books. Damaged books should be taken to the library for repair.
4. Please use a bookmark rather than turning the corners of pages down to mark your place.
5. If books are continuously overdue, the privilege of taking books home will be denied.
6. Lost or seriously damaged books are subject to replacement costs.
7. Children who have repeatedly lost and/or damaged books without paying the replacement costs will not be allowed to take books home.

Birthday Parties

If children are leaving from school for a party, parents must make arrangements for transportation other than the school bus. If your child is going to a birthday party and will be picked up, a note must be written by the parent to the teacher as to who will be picking them up. This is for your child's safety and to keep the busses from being over loaded.

Although it is fun and exciting for the students to have "special" deliveries on their birthday, please do not send balloons to your child unless you plan on picking them up from school that day. The passing out of birthday party invitation is strongly discouraged. Balloons on the bus block the Bus Drivers' vision, risking the safety of many people. Healthy snacks to share with classmates is suggested.

Pet Visits

Due to student allergies, we cannot allow pets to visit for show-and-tell, especially pets with fur. Individual requests can be referred to the principal.

Discipline Policy

One of the characteristics of an effective school is to provide a safe and orderly environment that strives to promote academic achievement. With this in mind, Mancelona Elementary School maintains high expectations of student behavior. Every child has the right to feel safe at school and to be in a productive learning environment. All pupils are expected to comply with school rules, to cooperate with staff members and address all persons on the campus with respect and consideration.

Every teacher has a set of classroom expectations; rules and consequences. To support the whole school culture we have specific expectations outlined in grade level rubrics for behavior. When a student struggles to act properly, either in the classroom or any other school space/setting, the child may be sent to the Focus Room. The length of visit

increases with future incidents. Discipline is determined by age, frequency, and severity at the discretion of school personnel. On occasion, students will be suspended for severe or chronic behavior. We follow the Board of Education's policy on progressive discipline.

Bully Free School

Behavior falling outside the normal realm of development will be addressed. The four steps to take when you meet a bully; **STAR**:

Stick together.

Tell the bully to stop.

Alert an adult at school and home.

Respect others and treat them the way you want to be treated.

Don't be a bully, be a friend!

Positive Behavior Supports

Our school embraces the concept of Positive Behavior Supports. Each class and grade level have specific things they do to highlight positive behavior. As a school, we also recognize positive behavior. The method(s) used to do so are adjusted from time to time to reflect the needs of the students.

Playground Guidelines

- No rough play & take turns.
- Show respect for others and follow direction of adults.
- Stay outside, a pass or permission is required to enter building.
- Stay out of trees and away from mud and puddles.
- Stop play and line-up when whistle blows.
- Objects found on the ground need to stay on the ground – rocks, sticks, snowballs, etc.
- Stay on playground, do not go around side of building or hide in cubbies.
- Use the trash can for all garbage.
- Do not stand on or flip from monkey bars.
- The slide is for one person at a time, traveling from top to bottom, while sitting on their bottom.
- Swing forward and backward, not side-to-side or spinning, while sitting on your bottom – no jumping off swings.
- Play tag and other games away from equipment.
- Other rules will be made at the discretion of the playground supervisor.

Appendix

Policies & Requirements

The Police and the School

Police in the schools are not necessarily an indication of trouble, disruption or discontent. Police can enter the school upon invitation by school authorities. Although police may enter if they have a warrant for arrest or search, this seldom happens in an elementary school. In accordance with past procedures, law enforcement officers have access to school children on school property during school hours for the purpose of interrogation. The following procedures will be used:

1. The principal, or his representative, will attempt to notify the parents in cases involving police interrogation of students under age of majority.
2. The interrogation will be private. The principal or his designee will be present.
3. The student will be notified of his legal rights. He/she is given the right to be protected from coercion, illegal constraint, or may remain silent. He/she will be represented by a principal, principal's designee or by counsel.

Students' records and communications remain confidential and will not be turned over to the police unless the student, who has attained the age of majority, gives permission for their use, or a court order is presented.

Law enforcement officers are empowered to arrest a person without a warrant, including children, in case of a felony where the officer has reasonable cause to believe that the person has committed a felony or a misdemeanor committed in the officer's presence.

Search and Seizure (Policy 5771)

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession. The Board of Education has charged school authorities with the responsibilities of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers or desks, including vehicles of a student. In accordance with policy 5771:

1. "The Board acknowledges the need for in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose." But in no such places shall student have such an expectation of privacy as to prevent examination by a school official.
2. General searches of school property may be conducted at any time by the principal and in a manner to guard the privacy of the students as much as is reasonably possible.
3. He/she shall attempt to obtain the freely-offered consent of the student of the inspection; however, provided there is reasonable suspicion, he/she may conduct the search without such consent.
4. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search promoted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.
5. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.
6. Canines, trained in detecting the presence of drugs, may be used when reasonable suspicion exists that there are illegal drugs present in school. Canine detection will be conducted in collaboration with law enforcement authorities.
7. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety of security of others will be removed from student possession.

Harassment

Please read the following to your child and help them understand not to harass others in anyway and to report harassment.

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is a victim of any unwanted sexual actions or comments or of derogatory statements or action concerning his/her gender, religion, race, ethnic group, or disability, the students should report such behavior to the office.

All reports shall be kept as confidential as possible and shall be investigated as soon as possible.

Directory Information (Policy 8330, 4/96)

Each year Mancelona Public Schools will make available, upon request, certain information known as "Directory Information". The Board of Education designates as student "Directory Information" a student's name, address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, (if a member of an athletic team), dates of attendance, date of graduation, awards received, honor rolls, or scholarships. Parents/guardians and adult students may refuse to allow the District to disclose any or all of such "Directory Information" upon written notification to the school office.

This is a district policy and some of the information does not apply to elementary students.

Memorandum to Parents Regarding School Board Policy on Drug-Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The school district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office when ever such help is needed.

**Elementary Procedure for Investigation Concerning
Violation of Mancelona Drug Free School Policy**

- Consultation with student
- Parent notification
- Student will be asked to open personal belongings such as pockets, purses, etc.
- School property may be searched
- Principal will consult with Superintendent
- Possible law enforcement officials notified
- Disciplinary process may include In School Suspension(ISS), Out of School Suspension(OSS), and possibly Expulsion

Notification to Parents on Blood-Borne Pathogens

The District is subject to Federal and State regulations to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contamination bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding, and has exposed someone to the blood, to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. If the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Matthew Miller at 587-9764.

Dangerous Weapons Policy Report

The Board of Education will not tolerate the possession of weapons by anyone while on school property or at a district-related event. In implementing this policy, the district will comply with Public Act 211 which prohibits students from possessing "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to inflict bodily harm while in attendance at school or a school activity, or enroute to or from school on a school bus.

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The superintendent shall prepare procedures to ensure immediate reporting to the parent and the local law enforcement agency after discovery of the weapon or the false report and proper disciplinary action with the student as provided in the Code of Conduct.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a District employee or visitor.

Mancelona School Board of **Education M.C.L.A. 380.1312(1), 380.1313**

Human Growth and Development, and HIV

Each school year we provide health and character education in our curriculum. This may be presented in the classroom, in science class, or through a special program. Michigan Model materials and Skill Streaming the Elementary School Child are among the various curricular sources used.

We have a district sex education committee. This committee helps in the recommendation of materials relating to health and sex education. Materials that are approved through the committee are then approved by our Board of Education. All of these materials have been approved through our sex education committee. These materials are available for parents to view at our office.

During the school year we also have a program for our Fourth grade girls focusing on female growth and development. We send a permission slip home so that you can give your consent for your student to participate in this program. All materials for this program will be available for preview prior to the presentation. Your child will not be able to attend this presentation without your consent.

If you have any concerns during the school year regarding materials from any of these programs, please contact the Elementary Principal, Trent Naumcheff.