

# **Student/Parent Handbook**

## **Maple Lane Elementary School**



# **Maple Lane Elementary School**

34600 Dryden  
Sterling Heights, MI 48312  
**Phone:** (586)977-9170  
**Fax:** (586)977-9201  
**Web:** [www.misd.net/maplelane](http://www.misd.net/maplelane)

Jack Dodd, *Principal*  
LaTika Fenderson, *Program Associate*  
Debbie Frye, *Teacher Consultant*  
Trevor Warczinsky, *School Psychologist*  
Jill Stegall-Volis, *School Social Worker*  
Jennifer Moody, *Secretary*  
Marisa Purtil, *Support Secretary*

MISD Transportation Office: (586) 228-3333

The information in this book was the best available when printed. Watch for additional information and changes.



Macomb Intermediate School District  
44001 Garfield Road  
Clinton Township, MI 48038-1100  
www.misd.net

John A. Bozymowski, *President*  
Theresa J. Genest, *Vice President*  
Edward V. Farley, *Treasurer*  
Donald R. Hubler, *Secretary*  
Brian White, *Trustee*

Michael R. DeVault, *Superintendent*

### **MISSION**

Macomb Intermediate School District:  
**Service, Support and Leadership**

We are the Macomb Intermediate School District.

We provide quality service to special education and general education students, instructional and technical support to school staff, and cutting-edge educational leadership in Macomb County.

We are committed to all the students of Macomb County. To serve them well, we are resolute in involving parents, school personnel, and the community at large, including business, government, and civic organizations as active partners in planning, delivering and evaluating our services.

We work directly with individuals with disabilities who reside in Macomb County school districts. We serve students of all ages, from newborns to adults, meeting their unique learning needs and supporting their families along the way.

Within the 21 local districts and public charter schools, we focus our efforts on building capacity with school staff. Through quality training and instructional support, we increase their knowledge, skills and abilities, so all students receive a rigorous and effective educational experience.

We promote all aspects of the educational process through our development and support of technology. We provide training in the use of essential technology tools that enhance curricular, instructional and administrative services in our schools and, as a result, opportunities are expanded for all.

We work collaboratively with colleges and universities and are leaders in state and national programs. We anticipate needs and opportunities, all with the single purpose of identifying, developing and implementing programs and practices that, through education, improve the quality of life in Macomb County.

The Macomb Intermediate School District (MISD) is an Equal Opportunity Employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible. Inquiries regarding compliance with Section 504, Title IX, or the Americans with Disabilities Act may be directed to: Assistant Superintendent of Human Resources/Legal Affairs and Coordinator under Section 504. Macomb Intermediate School District, 44001 Garfield Rd. Clinton Township, Michigan 48038-1100, 586/228-3309.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in services, programs and activities conducted by the MISD. To request auxiliary aids or services call 586/228-3309; Text Telephone (TTY/TDD) 586/286-8040.

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### **Calendar of Events**

Sept. 6, 2017	First Day of School for Students
Sept. 6 – Nov. 10, 2017	First Quarter/Card Marking
Sept. 21, 2017	Open House, 5:45-7:00 PM
Sept. 22, 2017	No School – Professional Development
Oct. 31, 2017	Half Day – Student Records
Nov. 13 – Jan. 26, 2018	Second Quarter/Card Marking
Nov. 22 – Nov. 26, 2017	Thanksgiving Recess
Dec. 22 – Jan. 2, 2018	Holiday Recess
Jan. 15, 2017	No School – Professional Development
Jan. 29 – Apr. 13, 2018	Third Quarter/Card Marking
Feb. 19 & 20, 2018	Mid-Winter Recess (2 days)
Mar. 1, 2018	Family Fun Night, 5:30-7:45 PM
Mar. 16, 2018	No School – Professional Development
Mar. 30 – Apr. 8, 2018	Spring Recess
Apr. 16 – Jun. 15, 2018	Fourth Quarter/Card Marking
Apr. 19, 2018	Spring Conferences
May 28, 2018	No School – Memorial Day
Jun. 15, 2018	Last Day of School (1/2 day)

# **STUDENT/PARENT HANDBOOK**

## **GENERAL INFORMATION**

### **Nondiscrimination Policy**

It is the policy of the MISD that no person on the basis of race, color, national origin, sex, age, religion or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

Harassment on the basis of race, color, national origin, sex, age religion, disability and retaliation are also forms of discrimination prohibited by the MISD and Title VI, Title VII, Title IX, the American with Disabilities Act (Title II), Section 504 of the Rehabilitation Act of 1973 and Michigan Law (Civil Rights Laws).

Complaints, inquiries and/or comments regarding compliance with Civil Rights Laws may be directly submitted to: Human Resources/Legal Affairs, Macomb Intermediate School District, 44001 Garfield Road, Clinton Township, Michigan 48038-1100, (586) 228-3309

Complaints of discrimination, harassment and retaliation shall be promptly investigated with notification to parents/legal guardians.

### **About Maple Lane**

Maple Lane Elementary is a county-wide Center Program operated by the Macomb Intermediate School District to meet the needs of special education students from 21 local school districts, Charters and Academies.

The program operates to serve children Kindergarten through Fifth Grade who reside in Macomb County. Many of our students have difficulty handling emotions, lack self-motivation and struggle to maintain optimistic relationships with peers and adults in the school setting. Many students have specific learning disabilities, sensory needs, or psychiatric concerns.

### **Our Program Mission**

Maple Lane Elementary is dedicated to creating a nurturing, supportive, and safe environment in which all students can learn and succeed. Our staff realizes that nurturing must be balanced with clear limit setting and guidance. High standards of responsibility encourage personal independence. Our staff recognizes the value of teaching lifelong social skills and self-control. Our efforts focus on respecting ourselves, others, and our learning environment. We work to create a caring school where each individual has a personal sense of responsibility and belonging.

### **Student Code of Conduct**

1. Students are expected to attend school daily.
2. School rules are designed for the safety, security and welfare of all students.



3. The health and welfare of students and others is a top priority. To avoid harm or injury to self or others, students are expected to conduct themselves in a manner consistent with safe practices in any public setting. Physical contact between students is strictly prohibited. The unauthorized throwing of any object or running in restricted areas is also prohibited. In addition, the following items are not permitted at school: alcohol, tobacco, illegal drugs of any nature, over-the-counter medications, chemical substances, explosive devices, weapons, or any object that may be regarded as a weapon. Students should not be in the possession of prescription medication unless if it is self-administered as prescribed by doctor and reviewed by school administration.
4. In order to insure that every individual has the opportunity to learn and receive the maximum benefit from the school setting, each student is expected to be responsible for conducting him/ herself in an acceptable and appropriate manner.
5. Students are expected to demonstrate respect for school property, their own and the property of others. Damage to school property resulting from the inappropriate action of a student, or students, will be cause for possible suspension, restitution and/or law enforcement involvement. In addition, borrowing, lending, and selling of any item by, or between students, within the school setting or on an MISD school bus is strictly prohibited. The school will not be responsible for any loss or damage, alleged, or real, to personal property transactions in violation of this rule. It is recommended that students not bring items of significant value to school.
6. Any form of verbal or physical harassment, regardless of the nature, i.e. sexual, religious, or ethnic is strictly prohibited and will be addressed by administration.
7. Any form of bullying, is strictly prohibited and will be not be tolerated. Allegations of bullying will be investigated promptly. Behaviors found to be of a bullying nature will be subject to the MISD Board of Education policy (5517.01) and dealt with accordingly.

## **Student/Parent Rights and Responsibilities**

### **School Records**

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, eligible persons (i.e., students 18 years of age or older, or the parents/guardians of students under the age of 18) have the right to examine the official school records directly related to that student. Specifically, this act mandates the right to:

- Prohibit the release of records to non-eligible agencies, institutions, or person without prior consent;
- Be informed of the release of records to all eligible agencies, institutions or persons;
- Challenge the accuracy and fairness of records; and
- Have due process in matters related to student records.

Access to records by outside agencies is limited by school policy, and requests to review records must be submitted to the school principal. When a student prepares to enroll in another school, Maple Lane will forward the records directly to the new school.

### **IEP Development**

The Individual Education Program (IEP) for each student is based upon their most recent assessment scores, class work and behavioral needs as developed by the Individual Educational Planning Team (IEPT). Students, along with parents/ guardians, are encouraged to attend. The meeting time will be coordinated with parent/guardian and school staff at a mutually agreed upon time.

### **Integration**

The goal of Maple Lane Elementary is to gradually and systematically teach students the skills needed to be successful at Maple Lane and to prepare them for a successful return to their local school district.

These skills include developing self-regulation, social initiation (greeting, joining in and starting conversations) and learner response traits (listening, following directions and staying on task).

Additionally, the student must possess the ability to appropriately interact with adults and peers, use problem-solving strategies and accept responsibility for their actions.

Students are provided planned opportunities to practice skills first in very structured settings with gradual movement toward larger less structured settings with different supervisors. Teachers continually collect and analyze data to determine what activities are needed to allow students to practice and/or learn new social skills, all decisions are made dependent on the needs of each individual student. Integration criteria includes:

- Consistent appropriate classroom/school behavior as evidenced by data collected.
- Consistent, appropriate bus behavior: no significant incidents over an extended period of time.
- Regular attendance.

Students generally return to their local school district on a part-time basis. Time is generally increased according to the student's progressive success. The integration process is coordinated, facilitated and monitored by the Teacher Consultant. Local districts and Maple Lane staff work closely to meet the needs of each student as they negotiate the integration process.

### **Conferences**

Traditionally, a Back-to-School Night is held in the first month of the school year. Parents/Guardians and families are encouraged to come meet teachers and support staff. Often outside agencies are represented as well to share pertinent information.

Conferences are held in the spring. This is an excellent opportunity to review the student's progress over the course of their school year. Additional meetings may be scheduled throughout the school year. Please contact your child's teacher or call the school office to schedule an appointment at (586)977-9170.

### **School Meals/Snacks**

A cold breakfast is available daily for all students upon arrival to school. Students may bring a lunch from home. However, hot and cold lunch options are available daily. Free or reduced lunch prices are available for those students who qualify. Application forms are available in the registration packet and the school office. Please contact the school office at (586)977-9170 regarding any questions.

Some classrooms have small edible snacks that are provided to students at the teacher's discretion. Dietary restrictions or concerns should be addressed with the classroom teacher and/or school nurse.

*Note: Accommodations will be made for students with a food allergy*

### **Support Personnel**

The following services are available to the students enrolled in Maple Lane Elementary School:

- Consulting Psychiatrist
- Community mental health therapist
- Occupational Therapist
- School Psychologist
- School Nurse
- School Social Worker
- Speech and Language Pathologist
- Teacher Consultant

### **Communicating Learning and Progress**

#### **Progress Reporting**

Teachers communicate regularly with students and parents/guardians regarding a student's progress. Early communication allows students and parents/guardians to respond constructively while there is sufficient time to address problems and concerns. Teachers communicate this information through several arranged methods, i.e. routing sheets, emails, phone calls, letters, written notes, etc.

Parents/guardians will receive a progress report midway through each quarter informing them of student progress.

#### **Report Cards**

Report cards are issued quarterly (four times per year). Attendance record and grades are reported in each subject. Report cards will include IEP goal and objective progress sheets.

Parents/guardians can expect to receive report cards approximately one week after the end of each marking period.

## **GUIDELINES**

### **Attendance**

Good attendance is one of the most important single factors that contribute to greater levels of achievement by students. Attendance guidelines and procedures are designed to promote good attendance in a guidance-oriented manner. The effectiveness of these guidelines depends upon parent/guardian, students and school staff working together to promote more responsible citizens.

It is the responsibility of the parent/guardian to:

- notify transportation that the student will not be attending school (586) 228-3333.
- call the school office and report student absence (586) 977-9170.
- calls to excuse students must be made within one day of the date in which they were absent.
- Students are expected to make up missed work regardless of whether the absence was excused or unexcused. Doctor's notes do not excuse students from completing missed assignments.

### **Interventions for Absences**

1. Parents/guardians will be contacted by the school when a student acquires three (3) consecutive days of unexcused absences.
2. Parents/guardians will be contacted by the school when a student acquires five (5) cumulative days of absences. A letter documenting the dates will be sent.
3. Upon reaching ten (10) cumulative days of unexcused/excused absences, the student and parent/guardian will be notified verbally and in written form. A parent meeting and/or supporting documentation of the absences may be requested, a review of possible consequences may include a truancy referral with the Macomb County Truancy Office.

### **Exempt Absences**

- Long-term or chronic illness, an injury, or medical emergency.
- School related absences including; field trips, activities, and exclusions.
- Funeral/Bereavement
- Court appearances

Students are provided the opportunity and expected to make up missed assignments in order to receive full credit.

## **Parental Observation of Classrooms**

All parent/guardian observations are subject to the prior approval of the building administrator. To protect the privacy rights and instructional needs of all students, observations shall be kept to a minimum.

## **Transportation**

Each student is transported to Maple Lane by the Macomb Intermediate School District Transportation Department (586-228-3333). A school bus will pick your student up at the door and safely transport them to school. Students are greeted upon arrival by Maple Lane Staff, and supervised as they move to their assigned classroom.

A Driver and Transportation Assistant are present on the ride. Each child is assigned a seat, must wear a seat belt and is asked to place their backpack at the front of the bus. Each child may take one item to their seat for amusement during the ride. If the item makes noise, ear phones are required. Eating on the bus as well as sharing toys is not permitted.

Students are expected to be courteous and kind in their language, cooperate with bus staff, and not be destructive. A bus token reward system exists for each ride. A coupon is awarded for each safe ride, when bus rules are followed. Coupon totals are tallied weekly for a weekly bus reward assembly. Quarterly bus awards are held to reward students with prizes and games acknowledging safe successful bus rides.

If your child is absent, please contact the school office **AND** MISD Transportation to make them aware of the absence. An adult must be present to receive a student when they are safely delivered home at the end of a school day.

If a serious incident occurs on the school bus, a suspension from the bus and/or a Transportation Staffing may occur. The Staffing is a team meeting where parents play a key role. A plan of action will be devised to insure safe transport for the student and all other passengers.

Repeated rule violations that place students at risk on the bus may result in a suspension from the bus until a Transportation Staffing can occur. Any suspension from the bus does NOT mean a suspension from school. Students should be driven to school if possible.

The Principal and Transportation Supervisor shall have the authority to assign discipline to students, subject to the student's due process rights (MISD Policy 5611), and state and federal laws. The Transportation Supervisor shall consult with the Principal or the Director of Center Programs prior to the suspension of a student from a district vehicle. However, in an emergency situation involving a substantial risk of harm to the student or others, the Transportation Supervisor has the authority to suspend a student from transportation in a district vehicle.

## **Emergency Physical Restraint and Emergency Seclusion**

Physical restraint/seclusion is intended for the purposes of emergency situations only in which a pupil's behavior poses imminent risk to the safety of the individual pupil or to the safety of others. An emergency situation requires an immediate intervention.

Emergency physical restraint/seclusion may not be used in place of less restrictive methods and shall be performed by staff trained in Crisis Prevention Institute's (CPI) non-violent physical crisis intervention. Emergency physical restraint/seclusion shall be performed in a matter that is safe and appropriate for the following situations:

- For self-defense or the defense of another
- To prevent a student from inflicting harm on themselves
- To stop a disturbance that threatens physical injury to another person
- To obtain possession of a weapon or other dangerous object upon or within the control of the student.

## **Health Services/Medication Procedures**

If a student becomes ill within the school day, these procedures will be followed:

- A staff member will accompany the student to the office. Use of the clinic will occur if the student is found to be too ill to go on to class. If the student is too ill to return to class, parents/guardians or other authorized person listed on the emergency card will be notified. A family pick up will be requested.
- Parents/Guardians will be notified immediately if a student sustains an injury.
- The school does not supply any medication to students.
- Any over-the-counter medication, i.e. Tylenol, cough drops, etc., must be brought from home in a factory sealed package and turned into the school office. Parents/guardians must also have their physician complete a non-prescription medication form, which is provided in the parent packet. Additional forms may be obtained from the school office.
- All prescription medication must be in its original, properly labeled prescription bottle and accompanied by a completed medication prescription form. All medication and forms must be turned into the school office.
- Students are not allowed to carry any medication during the school day.
- Please contact the school immediately if there is a change in the student's medication or medication dispensing schedule.
- Staff trained and designated by the administrator will distribute medication to students.

## **Valuables**

Students should not bring money or valuable toys to school. Electronics and toys dedicated for use on the school bus will be maintained in the student's backpack throughout the school day.

## **Search and Seizure**

The Principal or designee may conduct a noninvasive search of students or their property, with or without student's consent, whenever there is reasonable suspicion that the search may discover evidence of a violation of the law or district rules. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted as promptly as possible (MISD Policy 5771).

## **Technology**

Each classroom is equipped with a personal computer. Each classroom is equipped with a personal computer. A computer lab is also a dedicated teaching space. Lab packs of iPads® are also maintained for individual classroom use (MISD Policy 7540.03).

"Smart" Board® projectors are also installed in each classroom. The Mimio Vote Assessment System® is a polling tool that can accurately measure student understanding on the spot, with maximum classroom participation.

### MISD Policy, 7540.03, Use of Internet and Other Electronic Communications by Students and Staff

The Internet and other electronic communications are a complex association of governmental, business and educational agencies working together to share resources and to exchange information with people throughout the world. The use of these technologies is a privilege provided to the District's students and staff to enhance and support learning, research and communications.

The intent of this policy is to comply with the acceptable use policy of the District's Internet Service Provider (ISP); the acceptable use policy of any other networks utilized; and to insure that the Internet and other electronic communications are used safely and properly for educational and administrative purposes. Internet safety for minors includes the use of the Internet in a manner that promotes safe online activity, protects from cyber-crimes, including crimes by online predators, and shields minors from material that is inappropriate.

Acceptable use includes:

- Be polite.
- Use appropriate language.
- Respect the privacy of others.
- Email, voice mail and other electronic communications are not private. The District has the legal right to access all electronic communications. Messages relating to or in support of illegal activities must be reported.
- Preserve the integrity of the network. Do not use the network in any way that would disrupt use by others. Do not destroy, modify or abuse network hardware and/or software. Students and staff have the responsibility of reporting any misuse of the network.
- Respect the work product of other users.



- Respect the legal protection provided by the copyright and license to programs and data.
- Respect the integrity of computing systems; for example, users shall not intentionally develop and/or run programs that harass other users or infiltrate a computer or computing system (**including hacking**) and/or damage/alter the software components, a computer or computing system.
- Only software legally owned and authorized by the district may be put on district computers.
- Access appropriate materials: Do not use the system to access materials that are profane or obscene (pornography), that advocate illegal acts, or that advocate violence or discrimination towards other people (hate literature).
- Students must follow District rules for online safety. Computers used by students will utilize a system or method that is designed to prevent a minor from viewing obscene matter, child pornography, sexually explicit material or other depictions which are harmful to minors.
- The use of the network by students and staff is limited to educational/professional business use only.

Failure to follow the Use of Internet and Other Electronic Communications Policy may result in disciplinary action. If necessary, the District will advise appropriate legal officials of any illegal violations.

### **Lost or Damaged Device**

Maple Lane Elementary School and The Macomb Intermediate School District assume no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to Maple Lane Elementary School at their own risk.

Each student will be presented with a copy of the Use of Internet and Other Electronic Communications Policy, including the Acceptable Use of Computer/Internet Agreement that must be signed prior to use of District computers or other electronic communications. Parents and students must sign the agreement before a student's account is set up. This agreement must be signed with each school and at the start of a new school year.

USE OF INTERNET AND OTHER ELECTRONIC COMMUNICATIONS DISTRICT POLICY (7540.03) INCLUDES AN ACCEPTABLE USE AGREEMENT. A COPY OF THIS POLICY WILL BE REVIEWED BY ALL STUDENTS. EDUCATION, SUPERVISION AND MONITORING OF THIS POLICY WILL BE ONGOING.

## **MISD Student Computer/Internet Acceptable Use Policy**

I will follow the appropriate use of the computers/internet and any form of electronic communication.

I will follow the MISD policy 7540.03 regarding the Use of the Internet and other Electronic Communications by Students and Staff

### **ALSO:**

- I will use the computer and all of its components (keyboard, printer, mouse, monitor, disk drives, CD's disks, etc.) appropriately.
- I will appropriately use the digital camera and/or digital camcorder. (Damage to any of the above will result in automatic loss of computer privileges for one month)
- I agree that if the above guidelines are not followed, the staff/school administration has the right and responsibility to rule on and discipline my actions appropriately.
- Any user identified as a security risk or that has a history or problems with other computer systems, may be denied access to the computers, internet and network.

A copy of this contract (signed by student and parent) is on file in the school office.

## **Immunizations**

Section 9208. of the Public Health Code prohibits a principal and/or teacher from allowing your student to attend class without the required immunizations/documentation.

### **Required Immunizations to Enter School**

Your child must have the minimum number of doses and meet minimum intervals between doses of immunizations as listed below:

- DTP/DTaP/TD
- Polio
- MMR
- Hepatitis
- Varicella

Laboratory proof of immunity is acceptable.

- The School District will update you on a yearly basis as to any changes in requirement for immunizations.
- Children failing to meet the “REQUIRED IMMUNIZATIONS TO REMAIN IN SCHOOL” and are not in a dose waiting period will be excluded on set yearly dates.

Parents/guardians will be contacted prior to any exclusions.

## **POLICIES**

### **Cell Phones and Electronic Devices**

#### **Technology Usage Guidelines:**

- Electronic devices are permitted at Maple Lane Elementary School as described below.
- Permissible devices include: cellphones, laptops, netbooks, tablets, and audio players (MP3 players).
- Recording devices, radios, pagers, laser pointers, and other electronic devices are not permitted to be used in the school or on the bus.
- Administration reserves the right to restrict technology for guideline violations.

#### **Internet Connection**

Maple Lane Elementary School **will not** provide a wireless Internet connection for students to connect their devices to the Internet via the MISD network.

#### **Lost or Damaged Device**

Maple Lane Elementary School and Macomb Intermediate School District assume no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to school at their own risk.

#### **Usage Violations**

- Listening to video or audio without headphones or earbuds; use of headphones or earbuds at a volume level where others can hear.
- Making or answering phone calls, text, instant messages, etc. during school hours.
- Picture taking, audio recording and video recording are strictly prohibited, unless approved by staff.

#### **Consequences for Inappropriate Use of Electronic Devices**

- Students may be required to turn the device over to school personnel and/or the parent or guardian may be required to pick up the device from the Main Office.

### **Positive Behavior Intervention Support**

The goal of our Positive Behavior Intervention Support System (PBIS) is to establish and sustain positive, preventive, proactive teacher and student practices as to maximize academic achievement and character development for all students. Maple Lane's system of Positive Behavior Intervention Support centers around four school-wide expectations:

**Safe behavior** (show honor, politeness, concern, and consideration)

**Try my best** (accountable for our own behavior)

**Act responsibly** (perform at the best of your ability in behavior and academics)

**Respect others** (being free from danger, damage, or injury)

These expectations apply throughout Maple Lane, in the classroom, the hallway, playground, bus loading zone, and field trips. S.T.A.R. expectations are posted throughout Maple Lane using pictures and icons. Our universal S.T.A.R. strategies have been shown to reduce the majority of challenging behaviors. However, some Maple Lane students display chronic or intensive patterns of misbehavior. These children are provided with more individualized interventions.

Positive Behavior Planning is a problem solving approach that systematically looks at *when, where, and why* a student misbehaves. Our decisions are data based especially when exploring the function-the why, of behavior. Our Positive Behavior Support system is based upon collaborative decision making as individualized interventions are developed. Parents are an important part of the planning team. The team attempts to create the kind of environment in which a challenging student can learn responsible behavior and achieve academic success.

Positive rewards are developed by each teacher to support these rules and expectations. In addition to working with the student, the teacher will notify parents/guardians of behavior concerns. Parents/guardians are encouraged to respond to these contacts and work with the teacher. This type of collaboration will lead to increasing positive student behavior and responsibility.

Appropriate social skills will be taught, recognized and reinforced throughout the student's school day. If student behavior is such that it interferes with the learning environment, depending on the nature of the infraction one or more disciplinary interventions may be utilized:

- Verbal warning
- Restorative practices
- Student does not earn full set of "points"
- Time away
- Loss of privileges such as field trips or in-school activities for unsafe behavior
- Parent/guardian contact
- Non-violent Crisis Intervention
- Contact the Sterling Heights police

### **Discipline and Interventions**

Maple Lane uses a variety of interventions in an effort to avoid potentially disruptive or unsafe behaviors. The following procedures may be used when a student's behavior interferes with the learning environment:

1. **In-School-Separation.** Student is separated from class due to disruption to the learning environment; the student may complete academic work in an alternative learning environment with staff support.
2. **Out-of-School Suspension.** Student is excluded from school for a one to ten day period; student may complete work at no penalty. \*\*An IEP will be held if a student accumulates a total of 10 Out-of-School Suspension days.
3. **Restitution.** A student who unintentionally damages school or personal property will be given the opportunity to make restitution. Parents/guardians will be notified.

## **Dress Code**

Student dress or grooming practices shall not interfere with schoolwork, create disorder, or disrupt the education program. Thus, students are not permitted to wear the following attire in school:

- sleeveless shirts, mini-skirts, midriff tops, halter tops, spandex shorts, cutoffs, or revealing clothing;
- clothing that depicts alcohol, tobacco, drugs, gang emblems, violence, or sexual messages;
- When shorts are worn, the length must be as long as extended arms and fingertips;
- hats and coats are not worn in school and must remain in the student's locker during the school day;
- hoods on sweatshirts must remain off the head during the school day;
- pajama bottoms;
- slippers
- Student going to community sites will be required to wear clothing appropriate for their jobs.

## **Drug-Free Schools**

The Board of Education, in compliance with Federal Drug-Free Schools and Communities Act Amendments, has adopted the following drug and alcohol-free policy:

The Board prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, by any student on school premises or as part of any district-related activity or event.

Compliance with MISD policy 5530 is mandatory for all students.

Disciplinary action, up to and including expulsion and referral for criminal prosecution, shall be imposed on any student who violates the standards of conduct described in this policy. A disciplinary action may include the completion of an appropriate rehabilitation program. Confidential substance abuse counseling and rehabilitation services/referrals are available to students through their local schools and the district's comprehensive health coordinator.

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. The Superintendent has established administrative guidelines to ensure compliance with the intent of this policy and to implement an age-appropriate, developmentally-based drug and alcohol education and prevention program for students. The program addresses the legal, social, and health consequences of drug and alcohol use, and provides information about effective techniques for resisting peer pressure.

## **Smoking**

State law stipulates that any use of tobacco is prohibited on school property and on school buses. Violation of this Tobacco-Free Schools Law is a misdemeanor with a fine of \$50. The

Principal and/or Administrator's Designee shall investigate complaints involving students and shall work cooperatively with the police department to assure compliance with state law.

Possession or use of tobacco products, including smokeless tobacco or paraphernalia, while on school premises, in a school-related vehicle, or at a school-sponsored activity or trip will result in the parent being contacted.

### **Illegal Use and/or Possession and Distribution of Controlled Substances**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire community.

For purposes of this policy, 'drugs' shall mean:

- All controlled substances as designated and prohibited by Michigan statute.
- All chemicals which release toxic vapors; inhalants.
- Use of alcohol beverages or illegal drugs on school premises, in a school-related vehicle, or at a school sponsored activity or trip.
- Being under the influence of alcohol or illegal drugs on school premises in a school-related vehicle, or at a school-sponsored activity or trip.
- Willful misuse of medication or abuse of other substances, including over-the-counter treatments or products (e.g., inhaling glue or aerosol can contents), that results in or could result in intoxicating effects on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

### **Weapons and Dangerous Materials**

Federal and State Laws and MISD policy 8472 prohibits possession, concealment, distribution, sale, and/or use of a weapon/dangerous material on school property including, but not limited to: a firearm, dagger, dirk, finger armor, stiletto, knife with a blade over three (3) inches in length, a pocket knife opened by a mechanical device, iron bar, razor blades, brass knuckles, and any other object of similar nature. For purposes of this section, a firearm is defined to include a device (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive; or incendiary, or poison gas, a bomb, a grenade, a rocket having a propellant charge or more than four (4) ounces, a missile or mine having an explosive or incendiary charge of more than one-quarter ounce.

### **Guidelines for Disciplinary Actions**

Students may be expelled from the school district unless the student can prove in a clear and convincing manner at least one of the following:

- The object of instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction or with the express permission of police or school authorities.

Law enforcement authorities along with the appropriate county department of social services or county community mental health agency will be notified of misconduct.

### **Destruction of Property**

- Negligent, but not intentional, damage of property.
- Deliberate or intentional damage of property (i.e. vandalism)

Consequences may range from restitution and warning up through a temporary separation. If damage exceeds \$100, the local police must be notified. If damage is under \$100, the police may be notified as appropriate.

### **Arson**

- Deliberately burning or attempting to burn any property, whether owned by the school or others, on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

Disciplinary action may result in permanent expulsion from the District. The police must be notified.

### **Bomb Threat**

- Threatening to set off an explosive device or other dangerous device on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.
- Making a threat of danger that causes an evacuation of a building or an event.

Discipline may include separation up through expulsion. The local police must be called.

### **Fighting**

- The act of engaging in hostile physical contact with another individual while on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.
- The act of inciting or prompting others to fight. Planning or pre-arranging for a fight to occur at any location.



Disciplinary actions may include but are not limited to temporary separation up to a 10 day suspension. Local police may be notified if appropriate.

### **Insubordination**

- Failing to carry out a reasonable request by school personnel
- Defiance toward school personnel.\*
- Failing to complete an assigned disciplinary action.

\*School personnel: adult with supervisory responsibility.

Discipline may include but not limited to a warning through suspension.

### **Prohibition of Bullying Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying of a student is strictly prohibited. This prohibition includes written, verbal, physical, and emotional/psychological abuse, which cause or threaten to cause bodily harm, reasonable fear for personal safety or substantial emotional distress. This policy applies to all “at school” activities in the District as defined by MISD policy, 5517.01

While not all conflict is bullying, if a student or other individual believes there has been bullying behavior, regardless of whether it fits a particular definition, he or she should report it immediately and allow the administration to determine the appropriate course of action.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either is owned by or under the control of the District.

“Bullying” is defined as any written, verbal or physical act, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts involving the use of the internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand-held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with education opportunities, benefits, or programs of one (1) or more students;

- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes he or she has been or is the victim of bullying and/or retaliation should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or school staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent.

Complaints of bullying behavior and retaliation shall be promptly investigated with notification to parent / legal guardians.

Anyone found to have participated in bullying behavior shall be subject to discipline up to and including discharge or expulsion. The Prohibition of Bullying Behavior policy shall be reviewed with all students. Education, supervision and monitoring of this policy will be ongoing.

### **Prohibition of Discrimination**

No person on the basis of race, color, national origin, sex, age, religion or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

Harassment on the basis of race, color, national origin, sex, age, religion, disability and retaliation are also forms of discrimination prohibited by the MISD and Title VI, Title VII, Title IX, The American with Disabilities Act (Title II), Section 504 of the Rehabilitation Act of 1973 and Michigan law (Civil Rights Laws).

Any student who believes he or she has been or is the victim of discrimination, harassment and/or retaliation should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or school staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent.

Complaints, inquiries and/or comments regarding compliance with Civil Rights Laws may also be directly submitted to Human Resources/Legal Affairs.

## **BUILDING PROCEDURES**

### **Visitors**

Visitors should enter through the front entrance, main doors. All visitors must sign in at the school office upon entering the building and sign out when they leave. All other exterior doors are locked during the school day. Visitors will be directed to their appropriate place of business. Former Maple Lane students are asked to follow the same procedures and will be assigned a staff escort when visiting. District administrators have the authority to prohibit the entry of any person to a building or program. Board Policy available upon request.

### **Late Arrival/Early Dismissal**

If the occasion arises and you must bring your child to school or excuse them early for an appointment, please provide this information in writing to the office or call the office directly.

A Sign-In/Sign-Out format is adhered to for student arrival and release to a parent or guardian. A student **will not** be released to individuals other than the parent or guardian without written or verbal consent from the parent or guardian. If your student will be absent, please notify the school office and the Transportation Department.

### **Fire Drill**

Each year schools are required by state law to conduct periodic practice fire drills. A loud, continuous bell will ring alerting staff and students to evacuate the building using the closest exit. After a short-period, a bell will ring to signal students to return to classes. Fire drill directions and appropriate exit routes are clearly posted in each classroom.

### **Tornados/Severe Weather**

Each year Maple Lane will conduct periodic practice drills for the purpose of taking cover in severe weather. Staff will lead students to safe areas designated in each part of the building. A bell will ring three times to signify an all clear sign. Tornado/severe weather procedures and directions are posted in each classroom.

### **Crisis/Lock Down Drills**

Each year, schools are required by law to conduct practice crisis/lock down drills. An announcement will be made in the event of an intruder or crisis in the building. Students are to remain in assigned rooms and move with class to a position not visible from the hallway with locked classroom door; lights off and to keep quiet waiting further directions.

### **Inclement Weather**

Macomb Intermediate School District school closing information will be announced on local television and radio stations. Also, remember if your local school district is closed, we do not provide transportation for your child.

## **Emergency Procedures**

Any emergency condition occurring during the school day will be handled by following established procedures. If additional information is available, it will be given over the public address system. Emergency conditions occurring when school is not in session, and which affect school opening/closing, will be announced over local radio and TV stations. WJR 760 AM is one of the radio stations that will broadcast the announcement of a school closing. The MISD website ([www.misd.net](http://www.misd.net)) may also be checked. Fan out calls may also be utilized to alert Maple Lane families.

## **CURRICULUM AND PROGRAM GUIDE**

### **The Classroom**

Each classroom consists of approximately ten students. A certified teacher and two para-professionals are assigned to each classroom.

The classroom group is often a combination of ages and grades so that students can work academically with “like peers.”

Classrooms are “self-contained” for instruction, lunch and restrooms. The classroom core moves together to all “specials”: gym, occupational therapy, assemblies and cafeteria.

### **Curriculum**

Maple Lane Elementary School Curriculum follows the guidelines established by the Common Core State Standards. A variety of research-based strategies supports and accommodations are used in classrooms to effectively teach these concepts to our population of diverse learners.

Students receive instruction in the following subjects:

- English/Language Arts
- Mathematics
- Social Studies
- Science
- Physical Education
- Health (5<sup>th</sup> grade students)
- Fine and Applied Arts

### **Assessment**

Ongoing assessment within the classroom, using standardized instruments, and State and National measures allow staff to carefully chart the progressive academic growth of each student.

Discussion of State Assessments will be an integral part of the Individual Education Plan (IEP).

### **Language Arts**

Maple Lane has been strongly committed to establishing skills that predict later reading success. Teacher guided instruction supports successful reading acquisition consistently.

Teachers provide students with experiences that allow them to apply what they have learned. Students spend 90 minutes daily in direct researched-based reading instruction. Reading instruction is characterized by intensive small group presentations and frequent evaluation to insure the acquisition of new concepts. Functional reading skills are the foundation of all learning.

### **Mathematics**

Maple Lane teachers focus on the big ideas (basic skills) of mathematics. Each student is taught explicit strategies that enable students to master mathematical concepts in a small group

setting. Concepts are linked together to build problem solving strategies. Detailed explanation and guided practice move students toward independent work ensuring that students gain success and confidence as mathematical thinkers.

It is our goal to teach students to become problem-solvers, able to think and communicate mathematically. Ideas are introduced at a carefully controlled rate with systematic, continuous review.

### **Physical Education**

Students receive physical education opportunities one to three times weekly. A wide variety of athletic and recreational activities are explored by our Adaptive Physical Education teacher.

Maple Lane rules and expectations follow students to the gym. Students are to be respectful of peers and staff. They are asked to observe personal space, encourage and be kind to peers (in language and action), be safe with equipment usage and accept mistakes made by self and others.

Gym shoes are to be worn. Food and/or gum are not allowed.

If a student must be excused from gym, a note from the attending physician must be delivered to the school. A note from the physician will also return a student to all activities.

### **Field Trips**

Educational field trips are planned throughout the school year to supplement classroom experiences. School-wide entertainment activities are often planned. Student participation in events is based upon their safe behavior in the school setting. Maple Lane Elementary School rules follow each student into the community.

### **Recognition and Rewards**

The goal of our school-wide system of PBIS is to define, teach and support appropriate S.T.A.R. behaviors in a way that establishes a culture of competence. When a positive competent culture is present students are more likely to support appropriate behavior and discourage inappropriate behavior in their peers.

Classroom Social Skills and Problem Solving strategies will be developed via a “group process” to help students resolve conflicts and become independent problem solvers.

“Second Step,” “Skillstreaming” and the “Zones of Regulation” are research-based curriculums proven effective in developing pro-social skills. It is our objective to provide students with recognition for positive social behaviors. Effort in meeting those expectations is also rewarded.

When behavior expectations are taught it is important to acknowledge when these behaviors occur in the context of the student’s regular routine. Highlighting the occurrence of S.T.A.R. expectations serves as a positive behavior reinforcement. Acknowledgment is immediate, specifically descriptive, and concrete. Additional acknowledgments for positive social behavior include group celebrations. A variety of age appropriate systems have been established, they include:

**S.T.A.R. Bucks:** This token economy system allows staff to reward successful demonstration of S.T.A.R. behaviors with a tangible coupon. S.T.A.R. Bucks may be used in combination with classroom points for personal purchases in the School Store. Each S.T.A.R. Buck is worth one cent. Classroom staff maintain a daily record of the total number of coupons distributed. Weekly reports are maintained in the school office.

**School Store:** The Maple Lane school store offers a variety of large and small items. Students can purchase store items with S.T.A.R. Bucks. Classrooms visit the store on a bi-monthly basis.

**Fun Friday Field Trips:** These trips can lead a student to a variety of sites: roller skating, bowling, swimming or even a movie. Students must demonstrate S.T.A.R. rules, especially “Safe Behavior” refraining from leaving the building or any type of physical acting out to qualify for these opportunities.

**Make a Difference:** nominations can come from any staff member who observes a student who shows the “Courage” to do their best. Weekly school-wide acknowledgment of their efforts occurs on Mondays.

**Good Citizen Awards:** are selected by the Principal weekly for an opportunity to have a special lunch or shoot baskets in the gym. Students are nominated for this award by their classroom staff.

**Maple Lane Game Room/Cart:** S.T.A.R. Bucks can be utilized as a team-building activity in which each student is asked to contribute to a classroom reward. This rotating classroom reward can be purchased with a pooled total of S.T.A.R. Bucks coupons.

**Hall of Fame:** is a special monthly classroom incentive that is awarded to students demonstrating consistent success in goal-directed areas of academics and/or behaviors. Recipients receive school-wide recognition, printed acknowledgment and an exclusive luncheon.

**Bus Coupons:** This highly successful program assures safe bus rides to and from school. Students who meet all transportation expectations receive daily coupons that are included in a weekly Bus Lottery drawing.

A Bus Awards Assembly is held two times in an academic year to celebrate individual achievement and award tangible prizes.

Intermittent Bus Awards will be provided without warning to students who arrive at school with two bus coupons.