

# RIDGEVIEW ELEMENTARY

Commitment \* Community \* Collaboration



## Student-Parent Handbook

2023 - 2024

Sparta Area Schools

# Introduction

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The staff at Ridgeview Elementary School looks forward to working with you and your children. We take great pride in the educational progress and the emotional and physical well-being of each child in our school. We are committed to providing all students an opportunity to acquire a quality education. We help students gain a sense of personal worth, prepare them for social participation and change, and equip them with the ability to think both creatively and critically in their pursuit of knowledge.

A major portion of the instruction for students in the early elementary grades will focus on Reading, Writing, and Mathematics. Science and Social Studies are also a part of the regular classroom program. K-2 students also have experiences in Art, Music, Physical Education, Technology, and STEM.

Communication between home and school is important to us. We will provide ongoing communications through a building newsletter, district website, and teacher communication. A home and school partnership is critical for a child's success during their academic journey. Please contact your child's teacher via phone or email with questions, concerns, or share positive feedback. We welcome you into our building to volunteer in the classroom or on field trips, to join the PTC, and to attend Parent Teacher Conferences.

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

Educationally,

Mike Birely, Principal  
mike.birely@spartaschools.org

Kelley VanVliet, Assistant Principal  
kelley.vanvliet@spartaschools.org

560 W. Spartan Drive  
Sparta, MI 49345  
(616)-887-8218  
Fax # (616)-887-1928  
Attendance Line 887-2090 Voice Mail # 887-7506

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



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## Sparta Area Schools

### District Mission Statement

Cultivating a dynamic, compassionate community that empowers all learners to lead successful lives.

### District Vision Statement

Creating valuable relationships and innovative learning experiences within our schools and a community that empowers all learners to thrive and excel.



*STATE OF THE ART ... SMALL TOWN HEART*



### Core Values/Belief

We believe:

1. Caring, trust, and a sense of belonging are essential for success.
2. Each person has unique and intrinsic worth and deserves to be treated with respect.
3. A high-quality learning environment is best achieved when school, home, and community, build healthy relationships and work together.
4. A diversity of backgrounds, heritage, families, and viewpoints strengthen us.
5. All students are capable of learning and deserve a safe environment, both physically and emotionally.
6. High expectations, based on challenging, relevant learning experiences leads to exceptional growth.



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## Start & End Times

### Ridgeview School Day 8:55 AM - 3:55 PM

#### 1. ARRIVAL

- Buses drop students off at 8:45.
- Parents can drop students off in the “student drop zone” in the front parking lot **only after 8:45AM**
- All students are to report directly to the classroom after being dropped off by the bus or parents.
- Breakfast is served daily in the classroom.
- School starts at 8:55AM.
- Parents are permitted to assist their child to their classroom the first week of school. After that, parents will only be permitted past the front office for special events and or to volunteer.

#### 2. LATE ARRIVAL

For the safety of your child, in the event that the child is late/tardy, they need to be escorted into the building and signed in at the office.

Office staff will change the absence to a tardy depending on the time. A child is tardy if they arrive at school from 9:00-10:00 AM. After 10:00 AM, it is considered a 1/2 day unexcused absence.

#### 3. DISMISSAL

Parent Pick Up	3:35-3:55 PM
Students begin walking to buses	3:40-3:45 PM
Half Day Dismissal	12:00 PM

**If you need to change dismissal plans during the day, please call the main office at 616-887-8218 prior to 2:45pm.** The main office will inform the teacher of this change. While emailing the teacher is a great additional step, **calling the main office is important** since a teacher may not see your email in time for dismissal due to an absence or simply because s/he is working with your child. If your child attends an after school program, it is important to inform that program separately of any changes since they will be looking for your child if you do not inform them.

**For more information about how dismissal works, please refer to page 18.**



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## District Calendar



### SPARTA AREA SCHOOLS

2023-24 STUDENT/PARENT CALENDAR

First Day of School .....	August 21
No School for All Students or Staff .....	September 1
Labor Day – No School for All Students or Staff .....	September 4
Homecoming .....	September 29
Student Fall Count .....	October 4
Half Day for All Students .....	October 20
Half Day for K-5 Students only - Parent/Teacher Conferences .....	November 10
No School for All Students .....	November 22
Thanksgiving Break .....	November 23-24
Half Day for 6-12 Students only (Records Day) .....	December 21
Teacher In-Service – Half Day for All Students .....	December 22
Holiday Break .....	December 25 – Jan 5
School Resumes .....	January 8
Student Spring Count Day .....	February 14
Half Day for K-5 students only - Parent/Teacher Conferences .....	February 16
Mid-Winter Break .....	February 19-20
No School for All Students or Staff .....	March 28-29
Spring Break .....	April 1 - 5
Half Day for K-5 Students only (Records Day) .....	May 10
8 <sup>th</sup> Grade Recognition .....	May 22
High School Graduation .....	May 23
Memorial Day – No School for All Students or Staff .....	May 27
Half Day for All Students .....	May 30
Last Day of School – Half Day for All Students and Staff .....	May 31

*The above calendar shall be limited by and subject to the provisions of state law governing the make-up days missed due to emergency closing. Days not required by law for make-up shall not be added to the calendar year. School days which must be made up for State Aid purposes will be scheduled as available or at the end of the school year.*



# Attendance

Regular attendance is important for student success. Students are expected to be in school every day unless they are sick. Parents are encouraged to schedule appointments and vacations during non-school hours or on days when school is not in session. In the event of excessive absences or late arrivals to school, or early dismissals, parents will be contacted by the school asking for their cooperation in improving attendance. If you have a doctor's note please bring or send in with your child. Medically excused absences do not count towards the child's attendance. If irregular attendance continues, the truancy must be reported to the Kent County attendance authorities.

## 1. REPORTING ABSENCES

The attendance line number is 616-887-2090. **It is the parent/guardian's responsibility to contact the school for all absences.** You may call at any time, day or night. When calling to report an absence, please state your child's name, teacher and reason for absence. Remember to call the attendance line directly; not the main office when reporting your child's absence.

**24 Hours to call the attendance line or send a note excusing your child's absence. If no contact within 24 hours of your child's absence, it will remain an unexcused absence.**

## 2. PRE-ARRANGED ABSENCES/VACATIONS

The school recognizes that at times it will be necessary for students to miss school because of family needs. If a student will miss more than two days for such an event, the parent should submit a written request to the teacher and principal at least one week in advance of the anticipated absence. This will allow the teacher to prepare any work assignments that may be necessary for the student to complete and keep them up to date with class learning.

## 3. PICKING UP STUDENTS

Students may only be released to those adults who are listed in PowerSchool as primary contacts or who are noted there as Emergency contacts. Parents with sole physical custody will always be informed if/when a noncustodial parent desires to pick a child up from school. **PLEASE do not ask for Students to be released between 3 p.m. and 3:35 p.m unless the student has a scheduled appointment.** (Releasing students during this time is very disruptive to learning.)

## 4. EARLY DISMISSAL

- If it is necessary for your child to leave school before the normal dismissal time, please send a note to your child's teacher that morning stating the reason for the early dismissal and who will be picking your child up.
- If an emergency arises during the day and your child must leave early, the adult picking up your child needs a note from the parent/guardian **or** the school must receive a call indicating who will be picking the child up.
- The adult picking up the student will need to go to the office, sign the student out, and the office staff will call the child's class to have the student sent to the office for pick-up.
- Please support us in minimizing multiple end-of-the-day disruptions to the classroom.

## 5. EMERGENCIES, DELAYS, AND CLOSINGS

If it is necessary to delay or cancel school prior to the start of the school day, the decision will be made as early as possible and the information will be broadcasted on local radio and TV stations. When school is delayed there will be NO breakfast program. Delays are 2 hours in length — add 2 hours to typical bus pick up times and the start of the school day. So, drop off is 10:40 and start time is 11.

If it is necessary to cancel school after the start of the day, the information will be provided to local radio



and TV stations. The High School and Middle School students will be dismissed first. Ridgeview and Appleview students will be dismissed after the dismissal of the secondary buildings. *Prior to an emergency, be sure your child knows where to go in case of an early or late dismissal. The classroom teacher and bus garage should also have this information. Please discuss these arrangements with people listed on the emergency cards.*

## Student Services

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### 1. CONFERENCES/TEACHER CONTACT TIME

Communication between home and the school is a critical element for a student's success. One aspect of this communication is Parent/Teacher Conferences. These are scheduled in November and February of each school year. All students will receive three report cards during the school year at trimesters to communicate academic progress.

Any other time you wish to discuss your child's progress, contact the school. **Teachers are available during their prep time which varies by teacher. Please call, leaving a non-urgent message and calls will be returned during this time.** Urgent messages should be made to the office.

### 2. PARENT TEACHER COMMITTEE (P.T.C.)

All parents automatically become members of this organization. The P.T.C. works with the school, providing volunteer services, sponsoring assemblies and field trips, and providing financial support to the school.

Meetings are held periodically on Monday evenings in the Media Center at Ridgeview, dates to be announced. All parents are invited and encouraged to attend.

P.T.C. communicates with parents through the school; watch for information and newsletters to come home with other school papers in Friday Envelopes, at Meet the Teacher night, and on the school website.

#### ELECTED BOARD OFFICERS:

<b>President</b>	Kelley Zielinski
<b>Vice President</b>	Lisa Hanselman
<b>Treasurer</b>	Kimberly Downer
<b>Co-Treasurer</b>	Ariel Drummond
<b>Secretary</b>	Keeghan Sabin
<b>Board Members</b>	Priscilla Cazier
	Jensen Jantz
	Sara Dodson
	Kaley Rogers
	Cassidy Timmons

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

### 3. FOOD SERVICE

Phone: 887-1744—Melissa Alley, Food Service Director  
Menus are posted on the website.

#### School Food Service Prices 2023-24

Elementary Breakfast: Free

Elementary Lunch: Free

Milk: \$.50



For the 2023-24 academic school year, we are excited to announce with the Governor's State School Aid Budget that all Sparta Area School Students Pre-K through 12th grade will receive One Free Reimbursable Breakfast and Lunch Daily. Students will still have the option to purchase milk only (\$0.50), second entrees, and a la carte items. However, these options will be charged to the students' meal accounts when funds are available or will need to be paid for with cash.

Free and Reduced Applications & Education Benefit Forms:

Families that have children in Sparta High School and Sparta Early Childhood Center will need to fill out the Free and Reduced Application. If you have children only in Sparta Middle School, Appleview, and Ridgeview you will need to complete the Education Benefit Form. If you have children in Sparta High School and/or ECC along with other children in one of the following buildings: Sparta Middle School, Appleview, and/or Ridgeview you will need to complete the Free and Reduced Application. We only need one application/form per household. If this is too confusing, please just fill out the Free and Reduced application, which will cover both programs. If you have already completed the free and reduced application or received a letter from the school stating that your children are directly certified free or reduced for the upcoming school year, you do not need to fill out the Education Benefit Form. Why do we need to fill one of these forms out if everyone is free? Completing these forms take around 5 minutes and can help students receive important resources. The Application and Education Benefit Forms may help provide; Health and Wellness Services, Before and After School Academic & Enrichment Programs, Guidance & college counselors, EBT Benefits, Fee's waived for college applications & admissions tests, along with resources for classrooms, teachers, & children. The Application and Education Benefit Form can be completed online at <https://sparta.familyportal.cloud/> or in person at your child's school office. It's an easy and confidential way to ensure your child stays well-nourished at school.

Food Allergies and Special Dietary Needs

We recognize the critical importance of our approach to supporting students and families who manage food allergy issues every day and work closely with the families of students who have food allergies and medical conditions that require a modification to their menu. Our approach involves coordination between parents and guardians, school nurses, school administrators, and food service professionals in the school's/district's food allergy and medical conditions protocol.

If you would like your child to receive meal accommodations for food allergies or a medical condition impacting the diet, please ensure that you submit the required documentation to your child's school. In order for food service to make any meal accommodations we need a completed Special Diet Statement Form which can be found on the Sparta Area Schools website under the Food Service webpage in the resource section. <https://www.spartaschools.org/departments/menus/>

#### **4. TRANSPORTATION**

Phone: 887-0136

Many children ride buses to and from school. Any questions regarding transportation should be directed to the Transportation Office/Transportation Handbook.

If your child rides the bus, please remember:

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

#### **5. TITLE I PROGRAM**

Our Title I program provides intervention for students who struggle in the areas of reading and math. Each of the programs within Title I is delivered through a pull-out model where one of our highly



qualified educators works with students for 30-40 minutes per day at least four days a week. Students are identified through their performance on standardized assessments, Child Study recommendations and teacher referral. Those parents who do not wish to have their child participate in these supplemental services should make a written request addressed to the principal.

*All teachers at Ridgeview Elementary meet highly qualified standards.*

*All Instructional Paraprofessionals meet the No Child Left Behind requirements.*

## **6. COUNSELING SERVICES**

Counseling is available to all students at Ridgeview. These services are provided by school social workers/counselors. Children are seen at their own request or at the request of parents, teachers or administrators. Common issues addressed include peer relations, behavior problems, divorce, death, illness, substance abuse in a loved one, or other fears or worries. Children are seen individually or in small groups.

Parents often consult with the Social Workers on a variety of issues. Please call if you have any questions or concerns. Information is kept CONFIDENTIAL. You do have the right to request that your child not receive extra help from the counselors. Please contact the building principal if this is your preference.

## **7. KSSN**

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

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

Students learning, growing and achieving.

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

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

### **GOALS OF KSSN:**

- Increase student achievement
- Lower student absences
- Improve coordination of services
- Deliver services as they are needed

### **OUR STAFF:**

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

A Community School Coordinator who helps connect families with needed services.

A Clinician who provides counseling, crisis response, workshops, group services and other direct help to families.

Success Coaches from the Department of Health and Human Services (DHHS) who help families gain self-sufficiency and get needed services.

Other services, depending on the needs of the families.

Contact Jodi West at 616-887-2231 or email at [jodi.west@spartaschools.org](mailto:jodi.west@spartaschools.org).

## **8. CHILDCARE**

Parents needing before and/or after school care should contact Amanda Smith at the BAC Office at 887-1449 or 887-7321 for further information.



# Medical

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## 1. IMMUNIZATION REQUIREMENTS

Each new student must have a record showing they have received all their vaccines: Any students lacking proof of these vaccines will not be admitted to school unless a certified medical, philosophical or religious waiver form has been filed. The school nurse and principal have the authority and will exclude children from school if immunization records are not up-to-date.

## 2. MEDICATION

If your child is required to take daily medication during the school year, a form signed by you and your doctor must be on file in the school office. Forms can be picked up in the school office. **State law requires that all medication at school be in the original container in which it was purchased. All students are required to take their medication dose in the office. All medications are kept in a locked drawer in the nurse's office which is monitored with a documentation log.**

The school district has a policy regarding the administration of medication by school personnel. If you would like a copy, please stop by the office.

## 3. MEDICAL CONCERNS

We advise that any medical conditions (including allergies) and their treatments be reported to the school nurse. She will be certain that the teacher and building staff are aware of these medical conditions and will follow the HIPAA privacy act.

## 4. BLOOD/BODILY FLUIDS

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. *\*\*Bodily fluids are vomit, diarrhea, and blood.* Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children. The home will be contacted for a change of clothes, if one is not already packed in the backpack.

### **Our procedure for handling blood and bodily fluids is as follows:**

Gloves are put on before making contact with bodily fluids. Additionally, masks/gowns may be worn (if necessary).

- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed with soap and water after handling fluids and contaminated articles even though gloves are worn.
- Discard disposal items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages and dressings in a plastic trash container which is kept closed and is discarded daily.
- Disposable items should be used to handle bodily fluids whenever possible or practical.
- Paper towels should be used to pick up and discard any solid waste materials (vomit, feces, etc.)

## 5. ILLNESS AT SCHOOL

Occasionally a student becomes ill at school. Each case is treated individually and with sensitivity. We do our best to determine the nature and severity of a situation, and how to proceed before parents are contacted. Very young children sometimes become "ill" when they want to be at home instead of at school. We ask for your cooperation in working with the child to overcome this. If you think this is happening with your child, please contact the teacher or the school nurse. Students are released per authorization on the emergency card and/or phone call.

## 6. YOUR CHILD MAY RETURN TO SCHOOL WHEN:

- **Vomiting and/or diarrhea free** for the past 24 hours.
- **Fever Free** (less than 100 degrees) for the past 24 hours without fever reducing medicine.
- **Head Lice:** Our district has a "no bug" policy and a "no nit" policy after three days. Children may not be in school with "live" bugs. However, parents have three days to remove ALL NITS. If



your child is diagnosed with head lice, they are allowed two excused absences to treat the condition. Subsequent days are unexcused.

- **Strep Throat, Scabies, Scarlet Fever, Meningitis and/or other communicable diseases:** Ask your physician for his/her recommendation – but not less than 24 hours after beginning medication for treatment.
- **Chicken Pox:** after the sores have dried up (scabs are no longer oozing).
- **Colds, Influenza and/or other viral infections:** Ask your physician and/or use your best judgment. Consider the following: Is your child feeling up to attending? Will his/her being there present any danger of spreading infection to others? Will his/her being there cause his/her illness to get worse?

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

**Coughing & Sneezing:** Children are taught the proper way to cough/sneeze to avoid the spread of germs. Following are two ways to cover a cough (or sneeze):

- Cough into a tissue and throw it away.
- Cough into your upper sleeve or elbow.

By using either of these methods you can reduce the spread of germs and help stop the spread of germs and infectious diseases.

**Controlling Infection, Including Universal Precautions**

All staff will receive Blood Borne Pathogens training within 6 months of being hired. Emergency rules and procedures as well as CPR and First Aid will be reviewed by all staff and identified members in the Ridgeview building on our Medical Emergency Response Team.

**Three Step Sanitizing Process:**

- Step 1 - Soapy Water** using soapy water, wash surface vigorously
  - must be dumped and refilled daily
- Step 2 - Clear Water** rinse surface with clear water and wipe with paper towel
  - must be dumped and refilled daily
- Step 3 - Sanitize with Sanitizing Solution** allow to air dry when possible
  - must be dumped and refilled daily

**7. CHILDREN & STAFF HAND WASHING**

The hands of children and staff shall be thoroughly washed **prior to handling food and before eating, after toileting, after coughing into hands or blowing nose.** Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R400.5902c for our preschool classes.

**Our hand washing procedure is as follows:**

- Use soap and warm running water.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water.
- Use paper towels to thoroughly dry hands.

## School Code of Conduct

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



## Ridgeview's Safe Schools' Initiative








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

### STUDENT DISCIPLINE

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

### EXPECTATIONS

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

 Sparta kids really rock	Classroom	Hallways & Transition	Bus	Cafeteria	Playground	Bathroom
<b>Safe</b>	Hands, feet, and body to self Let adults know where you are	Hands, feet, and body to self Eyes forward	Hands, feet, and body to self Sit and stay in your seat	Hands, feet, and body to self Report spills	Hands, feet, and body to self Use playground equipment properly	Hands, feet, and body to self Keep water in sink and toilet
<b>Kind</b>	Use nice words Help others when they need it Use problem solving tools	Silent wave Offer an apology	Use nice words Help others Use problem solving tools	Offer to help a friend Use nice words	Use problem solving tools Offer an apology Help others when they need it	Respect privacy Knock first
<b>Responsible</b>	Take care of classroom materials and your area Own your behavior	Put all belongings neatly in your locker/ coatroom Go straight to where you are going Own your behavior	Tell the driver if something unsafe happens Take all of your belongings with you Own your behavior	Clean your area	Tell the playground adults if something unsafe happens Own your behavior	Flush Wash hands with 1 pump and 1,2,3 paper towel Get back to class quickly Own your behavior
<b>Respectful</b>	Follow classroom rules Follow directions first time Voice level 0-3 	Respect other people's property Voice level 0 	Follow driver's directions Voice level 2 	Raise hand if you need something Wait your turn Voice level 0-2 	Use kind words with staff and kids Follow directions quickly Voice level 4 	Throw away paper towels Clean up after yourself Voice level 1 
<b>Guide Me</b>	Let teacher know when you are taking a student Use PBIS language Teach conflict resolution strategies Re-teach expectations right away	Lead your class to the destination Use respectful voice volume Re-teach expectations right away	Greet all kids Re-teach expectations right away	Move around to all areas and all students Use PBIS language Be positive Re-teach expectations right away	Spread out Model conflict resolution strategies Re-teach expectations right away Be positive Use PBIS language	Explain that bathroom must stay clean because is the lockdown spot Re-teach expectations right away

### PROCEDURES



Ridgeview staff is trained in Capturing Kids' Hearts and handles student discipline in accordance with the program. Students who struggle with their behavior will be given the opportunity to correct it within the classroom and/or through the use of our building's Success Center. The Success Center assists students in managing their behavior and in allowing learning to continue in the classroom. The school will work with the child to provide an opportunity for improvement and self development. However, parents are notified whenever behavior does not change as a result of normal intervention or whenever the behavior is considered serious in nature (i.e., causing physical harm, destroying or defacing property, possession of illegal substances/weapons or look-alike etc.). Students with significant and/or consistent behavior issues at school may be placed on a progressive discipline plan. Good order and discipline is necessary for effective teaching. Each teacher is responsible for maintaining such an atmosphere in each of his/her classes. The Board recognizes that, through its administrative staff, it will support its teachers in taking actions to maintain proper classroom order. The staff is expected to maintain good discipline. In their efforts to maintain it, they have the freedom to avail themselves of all reasonable methods within the school philosophy.

### DISCIPLINE PROCESS & CONSEQUENCES

The school administration and teaching staff designs consequences to fit the actions or reactions of the student. We will assess each situation, looking carefully at the facts of the incident as well as the circumstances in which the incident occurred. Our main goal is to work with the student and parent to keep incidents from escalating to a serious nature. We want all of our students to be successful and to feel comfortable in school so they can learn the skills they need to function in today's society.

It is impossible for the administrators of this school district to list every potential problem that could surface at school. The following continuum of responses outlines common behaviors observed in the school setting and related staff response:

**Ridgeview Success Center Discipline Guidelines**

Background knowledge for classroom management is built around the following foundational beliefs: 1-2-3 Magic, Cooperative Discipline, CPI, Love and Logic, Capturing Kids' Heart

BEHAVIORS	HOW TO HANDLE	POSSIBLE CONSEQUENCES	POWERSCHOOL ENTRY	PARENT CONTACT
<b>MINOR BEHAVIORS</b>				
- Use of put-downs - Inappropriate talk/language - Threw something - Disruptive behavior - Excessive talking - Disrespectful - Non-completion of assignment in time	- Handled with Social Contract / Classroom Rules  - Consequence is given in the classroom  - Lunch/Recess issues handled in Success Center	- Logical consequences based on behavior - Progressive Plan in the classroom - Consult the principal on the need to have a plan if behavior continues. - Child Study?	- Repeated (similar) behaviors – log into powerschool. - Admin (powerschool access) for all staff to do log entries.  - Lunch/Recess issues logged by Success Center	- Student's teacher will contact parents if behavior is not handled by classroom consequence and continues.
<b>MAJOR BEHAVIORS</b>				
- Clearing shelves - Screaming - Yelling obscenities - Hurting self - Hurting others with intension of leaving a mark / mark left - Sealing - Attempting to physically hurt self or others.	Call the Success Center – ask for immediate removal  Place student in time out and call the office, ask for principal/counselor to work with student – continue teaching	- Time out (in the success center) - Behavior Plan worksheet - Apology Letter	Staff member witnessing behavior enters information for their student.  AMPE enters for all students for behavior witnessed in their classroom. Inform classroom teacher.	Student's teacher will contact parents.
<b>ULTRA MAJOR BEHAVIORS</b>				
- CPI needed - Fist fight - Student physically out of control - Weapon with intent to harm	Call the Success Center – if no response, call office or social worker.	ISS (In-School Suspension) OSS (Out of School Sus.) Expulsion  *Dependent on the perceived intention of physical harm.	Staff member witnessing behavior enters information into PowerSchool.	Success Center staff or principal will contact parents.

Document can be found on S drive -> Ridgeview -> Success Center

If a student continually fails to respond to interventions, the consequences will increase in severity. Parental support can help deter students from a pattern of continual misbehavior. An intervention may be called for, involving parent, teacher, counselor, administrator, and student. Some incidents of misconduct may result in a conference with the Principal, a student referral to the Success Center, or assignment of an ISS or OSS. An In-School Suspension (ISS) takes place in the Success Center and is



designed to allow the student to remain in school and do his/her school work within a supervised setting. In the case of an Out-of-School Suspension (OSS), the student is not allowed on school property while suspended. Arrangements may be made to provide school work for the student given an OSS.

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

### **REPETITION OF BEHAVIOR OFFENSES**

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

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

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

### **WEAPONS AND CRIMINAL ACTS**

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

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

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

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

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



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



## **Sparta Area Schools Bylaws & Policies**

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

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

**Adopted 7/11/05**

**Revised 8/13/07**

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

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

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

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

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Any student who believes she/he has been or is the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

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

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

**4.18 Search and Seizure-** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student and/or student lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband





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

## PLAYGROUNDS

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**Supervision:** Adult supervision is provided any time students are on the playground during the school day.

**Please Note: Parents may not be on the playground without a volunteer check and signing in.**

**Procedures:** The following are general statements of procedure related to the playground/recess.

- Students are asked to report problems to the supervisor in charge.
- Students may enter the building only with permission of the person in charge.
- Students with minor injuries are sent to the office for treatment. A severe injury is responded to according to the nature of the incident. All injuries are recorded in the nurse's office.
- Every attempt is made to notify parents of injury. Parents are encouraged to contact the school with any questions or concerns about injury.

**Inappropriate Behavior: Chase and tackle games are not allowed.** Students whose behavior endangers or bullies others may experience the following consequences.

- Warning
- Time-out (standing in a designated place until given permission to rejoin playground activities). Students may refer to this as "on the wall", to think about improving their behavior and making "I Care" choices.
- Behavior reported to the teacher.
- Behavior reported to the principal.

## RECESS

Recess is an important component to your children's day. Gross motor activities and appropriate play help to develop socialization skills that connect to academic learning. In most cases, if a child is well enough to attend school, he/she is well enough to go outside for recess. Recess occurs indoors when it is raining or the wind chill is below zero. Readings of current temperature and wind chill are done before each outdoor period at our building.

Please insist that your children come dressed appropriately for outside play. During the winter months, snow gear is necessary (snow pants, winter coats, hats, mittens and boots). Please label all of your child's belongings.

**All students will participate in recess unless he/she has a *doctor's note* requesting otherwise.**



# Miscellaneous

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## 1. STUDENT BIRTHDAYS

Students are allowed to bring in store bought or homemade treats for their class to celebrate their birthdays or half birthdays. Please be attentive to any allergies in the classroom.

## 2. SCHOOL SUPPLIES

You may wish to purchase supplies for your child. Backpacks should be 10x13 to accommodate Friday envelopes. Classroom supply donations are welcome - ie; glue sticks, tissue, snacks, computer paper, pencils, etc. A list of supplies can be found on the district website as well.

## 3. FRIDAY ENVELOPES

All papers, menus, newsletters, etc. will be sent home with students in a **Friday** Envelope. Please sign this envelope on Friday and return it with your child each Monday.

## 4. LOST AND FOUND

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

## 5. DRESS CODE

Safety is one of our largest priorities at school. To ensure student safety we ask all students to wear **Tennis Shoes**. No roller blade shoes, high heels, or flip flop shoes due to regular physical activity such as walking and running, recess and physical education class each day.

**Hats:** Hats are not to be worn in the school building unless special arrangements for the day have been made by the staff.

**Clothes:** Clothing containing questionable language, slogans, messages or pictures, which are deemed inappropriate by the administration/staff for elementary students are not permitted in school. Spaghetti straps are not allowed. Tank top straps must be three fingers wide

**Gang Dress:** The district has a zero tolerance for gangs, gang activity and gang dress/apparel. In general, any clothing, head scarves etc., jewelry, or unnatural hair colors that are deemed disruptive to the learning environment are prohibited.

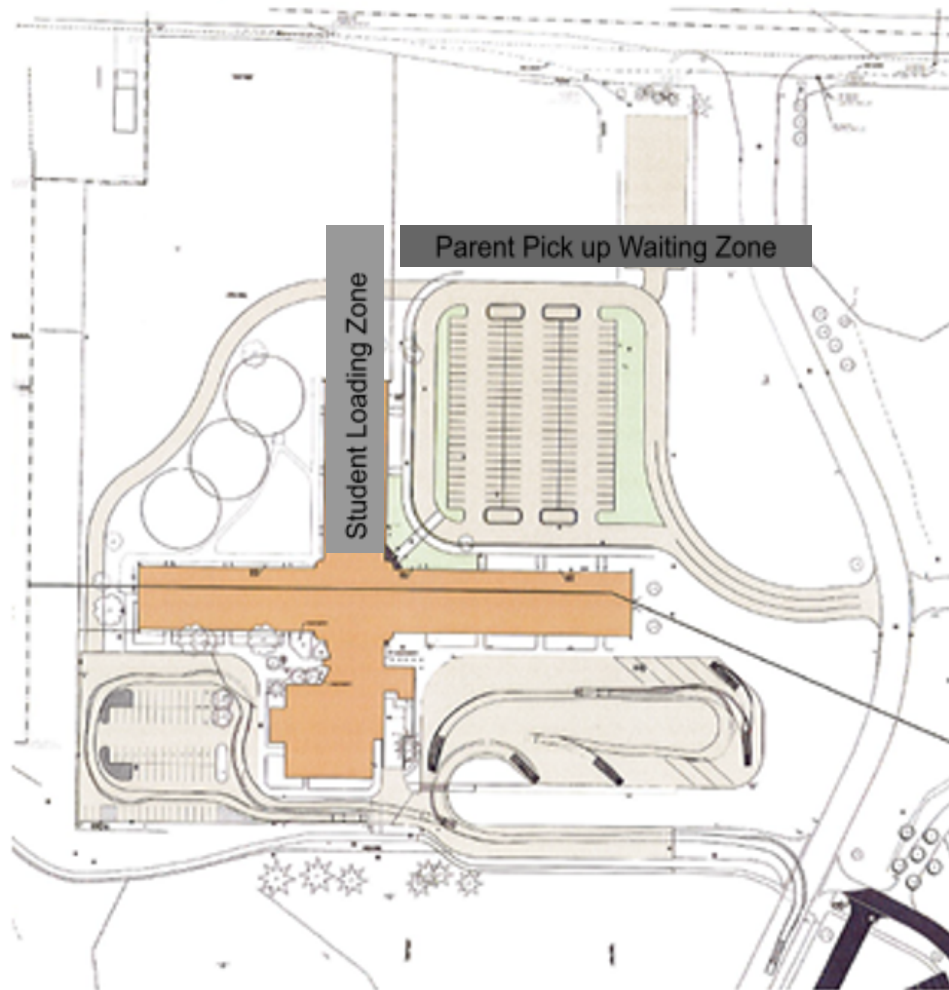
## 6. TORNADO/LOCKDOWN PROCEDURES

School will remain open during a tornado watch. In the event of a *tornado warning or lock down*, students and staff will take cover. Students will only be allowed to leave the building during a tornado warning with their parent/guardian. During a lockdown all outside doors are locked and will not be opened until the lock down is over per Homeland Security Act.

**Please do not call the school** during a weather or lock down emergency. Teachers, secretaries, principal and all other staff members are working to protect the safety of your children.

## 7. END OF DAY DISMISSAL - PARENT PICK UP

Safely dismissing approximately 650 students between the ages of 4 and 9 is a large task and one that requires the assistance of every teacher and staff member of Ridgeview. Your cooperation in following our expectations for these times greatly aids us in providing a smooth, efficient, and safe dismissal for all students. With student safety as a top priority, parents of all Ridgeview Students will NOT have access to the building at the end of the day. Instead you will be asked to wait in cars, within the two "driving lanes" and display a pick-up number on the dashboard of your vehicle - See diagram below. This pick up number will be given to every family. There will be a designated "loading zone" in which staff will bring students to your cars.



**Break down of DRIVE LINE PROCEDURES:**

- 1 - Parents of all RV students will wait in their cars within the two entering traffic lanes.
- 2 - Cars within the designated “loading zone” will have students brought to them by staff members.
- 3 - Traffic within the loading zone area will be controlled by a staff member - NO CARS will be allowed to move in or out of the loading zone while students are on the sidewalk of the loading zone.
- 4 - Families with multiple children will be assigned the same pick up number in order for all students to be brought to the car at the same time.

***Please note: There have been no changes for students who ride the bus home. Bus riders will still be dismissed through the bus loop and will also continue to be supervised by staff members.***

**7. VOLUNTEERS**

Parents are welcome and encouraged to volunteer at Ridgeview. Although the opportunities between rooms may differ, staff understands the value of having active parents who assist with students, programs, special events, or other day to day operations of their classroom. Teachers will communicate areas in which they need assistance within the first few weeks of school. A background check needs to



be completed by any individual who wishes to volunteer in the school. This can be completed by taking your driver's license to the main office to be scanned through our Raptor system.



## 8. SAFE SCHOOL ENVIRONMENT

The following measures are in place to set up a safe environment at Ridgeview.

- **The office will use the student's emergency information given to determine who can pick up a child. It is very important that parents keep this information accurate and complete.**
- Identification is worn by all staff members.
- Volunteers and visitors register in the office and wear identification.
- **All unidentified persons will be asked to go to the office to sign in.**
- There is only one public entrance to the building, all other doors are locked.
- Parents picking up before the end of the day will need to sign the student out in the office.
- At 3:55PM the final bell rings and bussed students will board buses at that time. The teachers clear hallways and communicate with Teacher Assistants and Office to ensure all students are boarded and the building is clear for bus departure. The office and most teacher assistants carry 2-way radios.
- Calls will be made if the student is not picked up by 3:45PM.
- Each year we average 5 fire, 2 tornado and 3 lock down drills with students per State guidelines with the appropriate agencies such as Fire and Police Departments.
- During a lockdown or disaster, a District Designee will decide where and when children will be released. No one will be allowed to enter or exit until we have received the directive from the District Command Center Designee.

## Student Self Esteem

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### HOW PARENTS CAN HELP CHILDREN FEEL GOOD ABOUT THEMSELVES

Dr. William Mitchell makes the following suggestions to parents in his published book, *The Power of Positive Students*.

...Say something encouraging and complimentary to your child each day.

...In your home, create a warm, friendly atmosphere where smiles abound.

...Always have a listening ear and feeling heart. Make every effort to have your child feel that he is important to you and is a worthy member of your family.

...Find ways for your child to contribute to the family – this may be through doing chores, offering to help out or by “entertaining”. Students who contribute feel valued by the family.

### USE OF LEGAL NAME

Our staff is required to use a student's legal name as listed on the birth certificate or adoption papers. The Michigan Department of Education verifies names and test results as well as statistics, using a child's legal name. Also when transferring records or dealing with medical releases, students are recognized by legal name.

## Parent and Family Resources

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### A Bilingual Website for Parents

A bilingual website (English/Spanish) created for parents to help their children become good readers and successful students: <http://www.colorincolorado.org/parents>

**Getting School Ready**

A free guide for parents, early childhood educators, caregivers, kindergarten teacher, communities, schools and everyone who touches a child's life. This is available in seven languages.

<http://www.gettingschoolready.org/parents-and-caregivers/gsr/English.pdf>

**How Parents Can Be Involved at Home**

Parent involvement plays out in a variety of form. This tip sheet gives ideas to use at home.

<http://www.migreatparents.org/parentsinvolved.pdf>

**Kindergarten Transition PARENT GUIDES**

This resource is a series of tip sheets highlighting a variety of questions parents may have when their children are entering kindergarten.

<http://www.michigan.gov/mde/0,1607,7-140-52346809-152726--,00.html>

**101 Books to Read with your Child Before Kindergarten**

Children begin getting ready to read long before they start school. Start from birth and help your child become a reader. <http://www.misd.net/Training/Flyers/101bookstoread.pdf>

**10 Tips for Parents of Young Children**

Help your young child discover the joy of reading while you enjoy the journey.

<http://www.rif.org/kids/leadingtoreading/en/grown-ups/articles/readingtips.htm>



# TECHNOLOGY CODE OF CONDUCT

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

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

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

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

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

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

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

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

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



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

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

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

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

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

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



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

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

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

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

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

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

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

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

## **Remedial Action**





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

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

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

### **Indemnification**

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

