

Student Handbook



Verona Mills School
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Visit us on the web at
huroncountyruralschools.com

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Verona Mills School Student Handbook

Updated August 2009

Education is a partnership involving you, other students, teachers, the school board, and your parents. We, at the Verona Mills School, want to work with you to make your years here as rewarding as possible.

Read this Student Handbook carefully. You are required to take it home for your parents to read and discuss with you. If you have any questions about the policies outlined in this handbook, please ask either the board or your teacher for help.

We are looking forward to a successful and rewarding year!

BOARD OF EDUCATION

Ben Edwards President

Brian Kanaski Secretary

Karen Kanaski Treasurer

Kathy Cregeur Teacher

Nancy Siemen Aide

Nancy Booms Aide

Sharon Maurer Aide

MISSION STATEMENT

Verona Mills School will serve all children in the community by providing educational opportunities for higher learning and a productive life. Each student's highest potential will be enhanced by a unique learning situation involving individualized attention/programs, and multi-level support in a close-knit setting.

SCHOOL DAY



Classes begin at 8:15 a.m. and are dismissed at 3:15 p.m. Students should arrive no earlier than 8:00 a.m. and depart the school grounds no later than 3:30 p.m.

RECESS

Morning recess is from 9:45 - 10:00 a.m. Lunch recess is from 12:00 – 12:30 p.m. Afternoon recess is from 2:00 – 2:15 p.m. All students are expected to go outside every recess unless they have a note from their parents stating a medical reason why they cannot. Students should come dressed to play outside during the winter months. This includes a hat, gloves, boots, coat, snow pants, or a snowsuit. Students will go outside if the temperature is above 20°F, but the wind chill factor will also be considered. Going outside is at the discretion of teachers and aides.

TREAT DAYS



On Wednesday's, we sell ice cream for .50 cents. These are fudgesicles and popsicles.



On Friday's, we sell hotdogs for .50 cents. Students will be assigned a Friday to bring treats. These will be sold for .25 cents each.

This money pays for the Halloween and Valentine's Day parties, bowling, and roller-skating. Because we pay for group activities with this money, we ask that you buy something each week.

USE OF SCHOOL GROUNDS AFTER SCHOOL



The playground facilities may be used after school if there is adult supervision. Please make sure that all trash is picked up and placed into the trash container. No alcohol, cigarettes, or drugs are allowed on school property.

There will be no one permitted in the school after the teacher and/or aides have gone for the day.

REPORT CARDS



Report cards are given to the students at the end of each nine weeks. These reports are based on the progress of the individual student in school. Progress reports are given to grades 1-8 every 3 weeks. Parents are cordially invited to visit the school and confer with the teacher about the progress of their child. Formal parent/teacher conferences are held at the end of both the first and third marking period.

HONOR ROLL



Honor students are selected on a nine-week basis for students in grades 3-8. The student must have all A's and B's to qualify for the honor roll. Honor student's names are published in the [Huron Daily Tribune](#) & on our website (huroncountyruralschools.com).

ATTENDANCE



The State of Michigan requires attendance from age six to sixteen. Regular attendance is important to achieve success in school. Students are expected to attend school daily and on a timely basis. Any student who is late will be marked tardy. Students who accumulate four (4) tardies within a single marking period will have one (1) unexcused absence counted against him/her. Upon the fifth tardy within a single marking period, a parent/guardian-teacher conference will be scheduled to discuss a plan to eliminate the problem.

A student may not miss more than ten (10) days absence, per semester, except in cases of extended illness or hospitalization documented with a doctor's note or with two (2) weeks prior notice of scheduled vacation time. Days absent beyond the ten (10) may be subject to contact by the Huron Intermediate School District Truant Officer. The teacher reserves the right to disallow a prearranged absence from school when a student is underachieving academically, has too many absences, is habitually tardy or any other justifiable reason. All absences require written authorization for admittance back to school indicating the student's name, date of absence, reason for absence and signature of the parent/guardian or other appropriate person (see attached Student Absence Form.) The form must be given to the teacher upon the student's return to school.

As of September 10, 2001, any student PARTICIPATING in a sporting event will be excused without a tardy at 3:00 p.m. if necessary.

USE OF MEDICATIONS



The Board of Education shall not be responsible for the diagnosis and treatment of a student's illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) or legal guardian, and that student. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the student's physician accompanied by the written request of the parent. This document shall be kept in the student's file.

Only medication in its original container, labeled with the date is a prescription, the student's name, and exact dosage will be administered. Parents, or student's authorized in writing by parents, and a physician, may also administer medication or treatment.

All medications shall be kept in the teacher's possession.

The Board shall permit the administration of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned.

DRESS CODE

Students should dress appropriately to enhance the learning environment. Tank tops, baggy pants, and t-shirts with drug or alcohol advertisements are not allowed. Shirts must be worn long enough to cover the middle portion of the body. Shoes are to be worn at all times. Hats may not be worn inside the school. All other inappropriate dress decisions are at the decision of the teacher and the School Board.

CONTAGIOUS DISEASE POLICY

There are five common contagious conditions that are dealt with every year at school. They are scabies, head lice, impetigo, ringworm, and pink eye. These conditions can be brought home by any family member from anyplace where people congregate in close association. This, of course, includes the school and your child(ren).

All of these conditions can be cleared up quickly by using the medication and/or treatments prescribed by your doctor. These conditions will not go away if left untreated. Along with the medication and/or treatment, careful attention needs to be given to shampoos, baths, showers and laundering of bedding, towels, clothes, hats & underwear. Cleaning of such items as combs, brushes, carpeting and fabric-upholstered furniture is also important.

We ask you to be aware of the common signs and/or symptoms of these above mentioned contagious conditions.

Scabies: Caused by the “itch mite”; intense itching, usually of the hands between the fingers, at the belt or waistline, inner wrists and elbows, under the arms, behind the knees, around the buttocks.

Head Lice: Caused by a louse (which can be seen without a magnifying glass); itching of the scalp, especially around the hairline in back, behind the ears. The eggs or nits are tiny, smooth, light-colored, and attach to the hair close to the scalp. The nits are not easily removed or combed out.

Impetigo: Often mistaken for cold sores or fever blisters, usually start near the mouth or nose and spread to face, hands, arms or body.

Ringworm: Caused by a fungus, starts as a tiny red spot, which slowly grows in a circular fashion, clearing in the center as it enlarges. No scabs, pus, or crusts are formed as in impetigo. Usually a single lesion, but may develop more.

Pink Eye (Conjunctivitis): Inflammation and swelling of the eyelids with itching and usually a thick discharge. Sometimes eyelids stick together in the morning.

Because all the conditions are contagious, students are not allowed to attend school until the following conditions are met:

1. Head Lice-Your child may return to school the morning after he/she has been treated with a head louse shampoo, removal of all lice and nits, and an inspection by the teacher is done.
2. Scabies, Impetigo, Ringworm, & Pink Eye- Your child may return to school with a note from your doctor stating it is okay to do so and if medication was ordered and has been taken for 24 hours.

STUDENT BEHAVIOR

We at Verona Mills School are primarily interested in the educational progress of the student. We are also very much interested in every child's physical, social, and emotional growth. Standards of proper behavior will be expected from all children.

The standards of proper behavior are:

1. Respect will be displayed toward all adults. Defiance (refusal to do what you're asked to do) is not acceptable.
2. Profane or suggestive language or behavior will not be used.
3. Disruptive behavior (yelling, fighting, causing a disturbance, threatening others, and harassment) is not acceptable.
4. Students shall be in control of their temper and anger.

If there is a violation of these standards of proper behavior, the following procedure will be followed:

1. **First Violation** – Name on the board, loss of one recess, and write the standard of proper behavior they violated 25 times.
2. **Second Violation** – Check mark beside the name. There will be an action plan filled out and sent home to the parents. The action plan must be signed and returned before the student is allowed back in school. The student will be isolated in the classroom and will forfeit two recess periods. During these two recesses, the student will write the standard of proper behavior they violated 50 times.
3. **Third Violation** – 1 day suspension from school. Parents will be called and must remove the student from school. If parents cannot be reached, the school will contact people listed on the emergency card to remove the student. Homework must be completed at home and returned when the student returns. It will be graded and lowered 3 grades.

1st suspension = 1 day

2nd suspension = 2 days

3rd suspension = 3 days

4. The teacher, parents, student, and disciplinary committee will meet before the student returns to school.
5. A student that is suspended from school is not to enter the school building or be on the school grounds.

Parent Involvement Statement

Huron County Rural Schools actively encourages parental participation in all of the programs they provide.

Huron County Rural Schools

Parent Involvement Plan

For the benefit of the child, the Huron County Rural School Boards encourage and support students by:

- Providing a safe, positive learning environment.
- Caring for and respecting all students and their families.
- Delivering a high quality curriculum and promoting active student learning.
- Addressing each student's needs and encouraging individual talents.
- Valuing and respecting the importance of the parents' role in the education of their children.
- Communicating student progress through progress reports, parent-teacher conferences, Title I parent meetings, Individual Education Plan meetings, Friday folders, assignment books, and cell phones.
- Working cooperatively with parents to schedule meetings and create an atmosphere that is welcoming and comfortable for parent visits and activities.
- Helping parents to support learning and positive behavior at home.

As a parent/guardian I will:

- Read to my child and discuss and assist with homework.
- Ensure that my child attends school on time each day.
- Help my child recognize the importance of learning.
- Praise my child's efforts and progress.
- Share information with school staff about unique circumstances that may affect my child at school.
- Read newsletters, notes, and other communications from school and respond when appropriate.
- Participate in conferences.
- Work cooperatively with the school to resolve concerns by following these communication steps:
 1. Contact direct service provider (classroom teacher, Title I teacher, special education teacher, speech).
 2. Contact school board.
 3. Contact superintendent

Adopted March 22, 2005

The following complaint policy has been adopted by the Verona School Board and will take effect immediately:

Any concerns, questions, etc. regarding the daily operation or materials provided for your student is to be discussed first with the teacher. ***If you are not able to resolve the matter at that time, you can address it at the next School Board meeting.*** It is not for individual School Board members to address any individual concerns, therefore these issues are to be presented at a meeting where all the board members are present. Please do not attempt to contact a board member individually, as these things need to be done on the whole.

School board meetings are held the second Monday of every month at 5:00 pm. In the event of a cancelled or delayed meeting, the information is always clearly posted by the school board secretary on the outside of the school by the front door.

If you wish, any correspondence signed and dated will be discussed at the next meeting once the written correspondence has been received.

Parents are to take up the issue with the teacher, if the issue cannot be resolved it is then to be addressed at the next School Board meeting in person.

We appreciate your understanding in our new policy and will be available to answer any questions.

Adopted by the Verona School Board on July 17, 2007.

**VERONA MILLS SCHOOL DISTRICT
TRUANCY BY STUDENTS BELOW 16 YEARS OF AGE**

Truancy is defined as absence, without notification of the school, and possibly without permission or knowledge of the parent or guardian, as documented by the teacher attendance record.

FIRST TRUANCY OR EXTENDED ABSENCE OF UNDETERMINED CAUSE: 0-5 unexcused absences:

1. Student-teacher conference.
2. Parent contact by telephone.
3. Withdrawal of recess periods.

FIRST TRUANCY OR EXTENDED ABSENCE OF UNDETERMINED CAUSE: 6-10 Unexcused absences:

1. Teacher-school social worker conference.
2. Certified letter mailed to parent or guardian by our district indicating a second offense, and copies of the attendance policy and the compulsory attendance law of the State of Michigan.
3. Parent/guardian and student contact by school social worker.
4. Parent/guardian-student-teacher-school social worker conference.
5. School social worker will be involved in any suspension or further disciplinary action.
6. Failure of parent/guardian to respond to second truancy procedures will result in going automatically to Third Truancy provisions.

THIRD TRUANCY OR EXTENDED ABSENCE OF UNDETERMINED CAUSE: 11 or more unexcused absences:

1. The school district will notify the Huron Intermediate School District Truant Officer by letter.
2. Certified letter outlining needed action will be mailed to parent/guardian by the Huron Intermediate School District.
3. A referral of case background information will be filed with the appropriate Probate Court Juvenile Office.

FOURTH TRUANCY OR EXTENDED ABSENCE OF UNDETERMINED CAUSE: Failure of the above steps will result in the following:

1. The Huron Intermediate School District will refer the case to the juvenile authorities.

Adopted by Board of Education on September 11, 2000.

STUDENT DIRECTORY INFORMATION

All parents and guardians of students under eighteen years of age, and all students eighteen years of age or older, have the right to examine the official record, files and data of the school directory related to the student. They also have the right to challenge the content of student records for accuracy and fairness.

Please be informed that the family educational rights and privacy act require the school district to publicly notify the parent that certain student directory information will be released upon request unless the district is notified in writing by the parent of the adult student not to do so. Such written notification than will be directed to the appropriate building principal. The following is a summary of those identified by board policy as being student directory information.

The student's name, address, telephone number, picture, name of parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received and the most recent educational agency or school attended by student.

We are on the World Wide Web!

Visit the Huron County Rural School's Website at www.huroncountyruralschools.com. To access Verona Mills School, just click on the picture of the Verona Mills School.

Available for viewing now is School History, Points of Pride, School Calendar, Honor Roll information, the weather, upcoming events & teacher's notes. If you like to use email, you can email questions and comments to us at veronamills@echoicemi.com.

We'll try to have everything up to date & accurate. If you would like to see something added to the page, please let the staff know.

Huron County Rural Schools

Wellness Plan

As defined by the laws of the State of Michigan, the Huron County Rural Schools are committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Nutrition Education

All student shall receive nutrition education that is aligned with the *Michigan Health Education Content Standards and Benchmarks*. Nutrition educations that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutriton education information shall be offered throughout the school.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school teacher a written request that identifies the record(s) they wish to inspect. The school teacher will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school teacher, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *school district* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

THE PROTECTION OF PUPIL RIGHTS (PPRA)
CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

OUR DISTRICT WILL NOT CONDUCT ANY SURVEYS DURING THE SCHOOL YEAR WHICH APPLIES TO THOSE AREAS INDICATED IN ITEMS 1-8 ABOVE.

HOMEWORK & DO-OVER PAPERS(Grades 3-8 only)

All papers handed in should have in the upper right hand corner:

First & Last Name

Subject, Grade of Book

Page Numbers of Assignment

Date of Assignment

All homework done during the day will be handed into the correct tray.

All work taken home or do-overs are handed to Mrs. Cregeur by 8:30 a.m.

AFTER-ABSENCE HOMEWORK POLICY

For each day missed, the student will have one day to complete any missed homework. Example: missed 1 day, 1 day to make homework up. Missed 2 days, 2 days to make homework up. If work is not completed within the above timeframe, the following will occur: 0% for ALL work not completed.

DO-OVER POLICY

1. All assignments where the grade is less than 70%, is a do-over. Original papers should be stapled to the back.
2. Do-over papers may be started at school if all other homework is completed and handed in. All do-over papers are due by 8:30 a.m.

CONSEQUENCES

1. If homework book, math review sheet, or Friday folder is not signed, _Loss of PBS sticker.
2. If homework is not completed by 8:30 a.m., grade starts out as 0%, then it will be checked and the grades averaged.
3. Loss of recess until work is finished for these subjects:
Spelling, writing, phonics – 1st recess (10-10:15 a.m.)

PARENTS: Please make a decision concerning the do-over policy, sign then return the form below:

PARENT'S SIGNATURE: _____

STUDENT'S NAME: _____ GRADE _____

____ I want my child to do-over all papers less than 70%.

____ I do not want my child to do-over any papers.

It has been my policy that all students have a homework folder and a Friday folder that parents must sign. It is the student's responsibility to make sure that it is signed every day, so the student accepts the consequences if it is not signed. If you agree to accept this policy, check below. If you do not agree, your student will not have any folders to sign but will still follow the policies above.

_____ I want my child to have a homework book & Friday folder.

_____ I do not want my child to have a homework book & Friday folder.

Please sign and return.

I have read the [Verona Mills School Policies](#) for the 2009 – 2010 school year and I understand them.

Parent's Signature & Date

Student's Signature (3rd Grade & Up)

Student's Signature (3rd Grade & Up)

Student's Signature (3rd Grade & Up)

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