

August 10, 2026 - Regular Board Meeting

Monday, August 10, 2026 8:15 AM

Elk Rapids High School Library, 308 Meguzee Point Dr, Elk Rapids, MI 49629

I. CALL TO ORDER: ROLL CALL/PLEDGE OF ALLEGIANCE

Board of Education:

**President Jennifer Brown
Wojtowicz**

Trustee Shana

Vice-President Tara Kribs

Trustee Jeff Hill

Secretary Sherry Steffen

Trustee Steven

Merchant

Treasurer Scott Moore

Central Staff:

Superintendent Bryan McKenna

Executive Assistant Kortni Huron

Director of Finance Chelsea McGuire

II. CHANGES AND ADDITIONS TO THE AGENDA

III. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

Time limitations: Fifteen minutes per item, three minutes per speaker per item. Any citizen attending the meeting in person who wishes to address the school board on agenda items only may speak at this time.

Person addressing the board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize the citizen before speaking.

IV. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping routine items together to be dealt with by one board motion without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for discussion or due to conflicts. Such requests will be granted. If an item is not removed from the consent agenda, the action noted on the agenda is approved by motions to adopt the consent agenda.

APPROVAL OF MINUTES

- **July 13, 2026 - Regular Meeting Minutes**

V. APPROVAL OF BILLS

- **General Fund - \$697,636.14**
- **Bond - \$1,585,224.94**
- **Capital - \$49,512.50**

VI. PERSONNEL

**16-26 APPROVAL OF BETHANY WILSON
INCREASE TO 1.0 FTE TEACHER**

RESOLVED: That Bethany Wilson be increased to a 1.0 FTE Teacher at Cherryland Middle School.

**17-26 APPROVAL OF RESIGNATION OF CECILIA
MCCORMACK AS A PARAPROFESSIONAL**

RESOLVED: That the resignation of Cecilia McCormack as Library/Media Center Paraprofessional at Elk Rapids High School be approved as of July 12, 2026.

**18-26 APPROVAL OF RESIGNATION OF
MORRIGAN PRUYT AS A PARAPROFESSIONAL**

RESOLVED: That the resignation of Morrigan Pruyt as a Preschool Paraprofessional at Mill Creek Academy be approved as of July 17, 2026.

**19-26 APPROVAL OF ELAINE MCDANIEL AS A
TEACHER**

RESOLVED: That Elaine McDaniel be approved as the Visual Arts Teacher at Elk Rapids High School. Mrs. McDaniel will be placed at MA Step 18 of the Master Agreement.

**20-26 APPROVAL OF RESIGNATION OF EMILIO
BOCARDO AS A COACH**

RESOLVED: That the resignation of Emilio Bocardo, JV Football Coach, be approved as of July 29, 2026.

**21-26 APPROVAL OF LEAVE OF ABSENCE FOR
LINDSEY MCCARTY AS A TEACHER**

RESOLVED: That the unpaid Leave of Absence for Lindsey McCarty be approved for the 2026-2027 school year.

**22-26 APPROVAL OF RESIGNATION OF LAUREN
MERENDINO AS A PARAPROFESSIONAL**

RESOLVED: That the resignation of Lauren Merendino as an At-Risk Paraprofessional at Mill Creek Academy be approved as of August 3, 2026.

DONATIONS

None.

VII. ACTION ITEMS

VII.A. 23-26 APPROVAL OF ADMINISTRATIVE CONTRACT

RESOLVED: That the administrative contract for the following staff be approved as presented.

- Bryan McKenna

VII.B. 24-26 APPROVAL OF 2026-2029 MASTER AGREEMENT BETWEEN ELK RAPIDS BOARD OF EDUCATION AND ELK RAPIDS EDUCATION ASSOCIATION

RESOLVED: That the 2026-2029 Master Agreement between Elk Rapids Board of Education and Elk Rapids Education Association be approved as presented.

VII.C. 25-26 APPROVAL OF COURSE LISTS FOR THE 2026-27 SCHOOL YEAR

RESOLVED: That the attached Course Lists for 2026-27 be approved as presented, for the following schools:

- Elk Rapids High School/Sunrise Academy
- Cherryland Middle School
- Lakeland Elementary

VII.D. 26-26 APPROVAL OF STUDENT ASSESSMENT PLAN FOR THE 2026-27 SCHOOL YEAR AS REQUIRED BY POLICY 2623

RESOLVED: That the attached Student Assessment Plan for the 2026-27 school year be approved as presented.

VII.E. 27-26 APPROVAL OF THE STUDENT ACTIVITY FUNDS FOR THE 2026-27 SCHOOL YEAR AS REQUIRED BY POLICY 6610

RESOLVED: That the attached Student Activity Fund for the 2026-27 school year be approved as presented.

VII.F. 28-26 APPROVAL OF ELK RAPIDS SCHOOLS CUSTODIAL RFP

RESOLVED: That the Elk Rapids Schools Custodial Bid be awarded to Professional Building Solutions, as presented.

VII.G. 29-26 APPROVAL OF ELK RAPIDS SCHOOLS PRINTER/COPIER FIVE (5) YEAR CONTRACT AGREEMENT

RESOLVED: That the five (5) year printer/copier contract provided by Applied Innovation through the state-approved Michigan Inter-governmental Trade Network (MITN) be approved as presented.

VII.H. 30-26 APPROVAL OF ELK RAPIDS HIGH SCHOOL ROOF EMERGENCY REPLACEMENT PROJECT

RESOLVED: That the Elk Rapids High School emergency roof replacement quote from Arrow Roofing and Sheet Metal LLC, as presented.

VII.I. 31-26 APPROVAL OF SUBSTITUTE PAY RATES

RESOLVED: That the 2026-2027 Substitute Pay Rates be approved as presented.

VII.J. 32-26 APPROVAL OF THE GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS 2% GRANT

RESOLVED: That the Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant be approved as presented.

VII.K. **33-26 APPROVAL OF 2026-27 STUDENT/PARENT HANDBOOKS**

RESOLVED: That the 2026-27 Student/Parent Handbooks be approved, as presented, for the following schools:

- Elk Rapids High School
- Cherryland Middle School
- Lakeland Elementary

VIII. **COMMUNICATIONS FROM THE PUBLIC**

Time limitations: Same as above. Any citizen attending the meeting in person who wishes to address the Elk Rapids School Board on a matter not listed on this agenda may speak at this time. Persons addressing the school board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize that the attendees wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before the board.

IX. **DISCUSSION ITEMS**

- Parent Perception Survey Results

X. **CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION**

XI. **SUPERINTENDENT REPORT**

- Bond Capital Projects Update
- Opening Week - Back to School Update
- Media Specialist

XII. **MONTHLY BOARD OF EDUCATION FINANCIAL REPORT**

- Produced by Chelsea McGuire

XIII. **BOARD OF EDUCATION CELEBRATING SUCCESSES**

XIV. **SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- August 26, 2026 - Staff Opening Day
- August 26, 2026 - CMS Welcome/Info Night (6th Grade)
- August 27, 2026 - CMS Open House (7th & 8th Grade)
- August 27, 2026 - Elementary/High School Open House
- September 1, 2026 - First 1/2 Day of School
- September 14, 2026 - Regular Board Meeting, 5:30 pm

XV. **ADJOURNMENT**

July 13, 2026 - Regular Board Meeting
Monday, July 13, 2026 8:15 AM Eastern

Elk Rapids High School Library
308 Meguzee Point Dr
Elk Rapids, MI 49629

Jennifer Brown: Present
Jeff Hill: Present
Tara Kribs: Present
Steven Merchant: Present
Scott Moore: Present
Sherry Steffen: Present
Shana Wojtowicz: Present
Present: 7.

I. CALL TO ORDER: ROLL CALL/PLEDGE OF ALLEGIANCE

Board of Education:

President Jennifer Brown	Trustee Shana Wojtowicz
Vice-President Tara Kribs	Trustee Jeff Hill
Secretary Sherry Steffen	Trustee Steven Merchant
Treasurer Scott Moore	

Central Staff:

Superintendent Bryan McKenna
Executive Assistant Kortni Huron
Interim Director of Finance Beverly Mobley

II. CHANGES AND ADDITIONS TO THE AGENDA

To approve the agenda with no changes or additions. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea,
Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

III. COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

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None.

IV. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping routine items together to be dealt with by one board motion without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for discussion or due to conflicts. Such requests will be granted. If an item is not removed from the consent agenda, the action noted on the agenda is approved by

motions to adopt the consent agenda.

APPROVAL OF MINUTES

- June 8, 2026 - Regular Board Meeting Minutes
- June 22, 2026 - Budget Hearing Minutes
- June 22, 2026 - Board Workshop Meeting Minutes

APPROVAL OF BILLS

- General Fund - \$999,275.90
- Bond - \$533,774.80
- Capital - \$131,937.22

PERSONNEL

01-26 APPROVAL OF RESIGNATION OF MONICA MALBOUEF AS A TEACHER

RESOLVED: That the resignation of Monica Malbouef as a teacher at Elk Rapids High School be approved as of August 22, 2026.

02-26 APPROVAL OF RESIGNATION OF PAUL WONACOTT AS A PARAPROFESSIONAL

RESOLVED: That the resignation of Paul Wonacott as a paraprofessional at Cherryland Middle School be approved as of June 30, 2026.

03-26 APPROVAL OF ELK RAPIDS HIGH SCHOOL FALL 2026 COACHES

RESOLVED: That the following coaches be approved for the Fall 2026 Season:

JV Football Head Coach: Matt Rainey

JV Football Assistant Coach: Emilio Bocardo

Freshmen Volleyball: Jesse Kramer

04-26 APPROVAL OF ELK RAPIDS HIGH SCHOOL SPRING 2027 COACHES

RESOLVED: That the following coaches be approved for the Spring 2027 Season:

Varsity Softball: Erin Merchant

JV Softball: Olivia Anguilm

Varsity Baseball: Tim Barber

JV Baseball: Zach Platt

Boys Varsity Track: Cam Ward

Girls Varsity Track: Mary Pray

Girls Varsity Soccer: Andrea Krakow

Girls JV Soccer: TBD

Boys Golf: Hayden Carpenter

Girls Tennis: Kelly Croftchik

05-26 APPROVAL OF CHERRYLAND MIDDLE SCHOOL COACHES

RESOLVED: That the following coaches be approved for the Fall and Winter 2026-27 Seasons:

Fall:

Football: Chris Sieklucki & Chris White

Cheer: Stephanie Ewing

7th Grade Volleyball: TBD
8th Grade Volleyball: Jill Thomas
Cross Country: Heather Weaver

Winter:

7th Grade Boys Basketball: Spencer Impellizzeri
8th Grade Boys Basketball: Tim Hildreth
Combo Team: Kip Knight
Cheer: Stephanie Ewing
7th Grade Girls Basketball: TBD
8th Grade Girls Basketball: Quinn Magsig
Combo Team: TBD

06-26 APPROVAL OF CHELSEA MCGUIRE AS DIRECTOR OF FINANCE

RESOLVED: That Chelsea McGuire be approved as Director of Finance for Elk Rapids Schools and Mill Creek Academy.

07-26 APPROVAL OF HEATHER KARL AS ACCOUNTING/PAYROLL SPECIALIST

RESOLVED: That Heather Karl be approved as Accounting/Payroll Specialist for Elk Rapids Schools and Mill Creek Academy.

08-26 APPROVAL OF BEANIE SEND AS A TEACHER

RESOLVED: That Beanie Send be approved as a Transitional Kindergarten Teacher at Mill Creek Academy. Mrs. Send will be placed at BA Step 4 of the Master Agreement.

DONATIONS

None.

To approve the Consent Agenda as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

V. ACTION ITEMS

V.A. 09-26 APPROVAL OF EMPLOYEE CONTRACTS

RESOLVED: That the following employee contracts be approved as presented:

- Chelsea McGuire
- Heather Karl
- Jack Young
- Brett Graham
- Josh Haggerty
- Nate Plum
- Katie Veith
- Tim Spiers

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.B. 10-26 APPROVAL OF STUDENT FEES, FINES AND SUPPLIES AS REQUIRED BY POLICY 6152

RESOLVED: That the Student Fees, Fines and Supplies be approved as presented and required by Policy 6152.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.C. 11-26 APPROVAL OF TRAVEL PAYMENT/REIMBURSEMENT AS REQUIRED BY POLICY 6550

RESOLVED: That Travel Payment/Reimbursement be approved as presented and required by Policy 6550.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.D. 12-26 APPROVAL OF RELATIONS WITH SPECIAL INTEREST GROUPS AS REQUIRED BY POLICY 9700

RESOLVED: That Relations with Special Interest Groups be approved as presented and required by Policy 9700.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.E. 13-26 APPROVAL OF SHORT AND LONG-RANGE PLANNING AS REQUIRED BY POLICY 7100.1

RESOLVED: That Short and Long-Range Planning be approved as presented and required by Policy 7100.1.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea

Yea: 7, Nay: 0

V.F. 14-26 APPROVAL OF DISTRICT USE OF CREDIT CARDS AS REQUIRED BY POLICY 6423

RESOLVED: That District Use of Credit Cards be approved as presented and required by Policy 6423.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

V.G. 15-26 APPROVAL OF WELLNESS REQUIRED BY POLICY 8510

RESOLVED: That the Wellness, as required by Policy 8510, be approved as presented.

To approve the resolution as presented. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

VI. STUDY SESSION

This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school-related matters, and to relate items of interest. No action is taken during this time. Occasionally, closed sessions are scheduled to discuss confidential personnel, negotiations, or property matters.

Closed Session

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

To adjourn to Closed Session at 8:33 a.m. This motion, made by Scott Moore and seconded by Sherry Steffen, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

Reconvened at 9:36 a.m. To approve the Closed Session Minutes. This motion, made by Sherry Steffen and seconded by Tara Kribs, Carried.

Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea, Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0

VII. COMMUNICATIONS FROM THE PUBLIC

Time limitations: Same as above. Any citizen attending the meeting in person who wishes to address the Elk Rapids School Board on a matter not listed on this agenda may speak at this time. Persons addressing the school board are asked to register their name, address, and, if applicable, their affiliation. The Board President should recognize that the attendees wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before the board.

None.

VIII. DISCUSSION ITEMS

- Parent Perception Survey Results

To move this Discussion Item to the August board meeting.

IX. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

None.

X. SUPERINTENDENT REPORT

- State Budget Update
- Bond Capital Projects Update

To move the Superintendent Report to the August board meeting.

XI. MONTHLY BOARD OF EDUCATION FINANCIAL REPORT

- Produced by Beverly Mobley

XII. BOARD OF EDUCATION CELEBRATING SUCCESSES

XIII. SCHEDULED ACTIVITIES/FUTURE MEETINGS

- August 10, 2026 - Regular Board Meeting, 8:15 am

XIV. ADJOURNMENT

To adjourn at 9:38 a.m. This motion, made by Scott Moore and seconded by Tara Kribs, Carried.
Jennifer Brown: Yea, Jeff Hill: Yea, Tara Kribs: Yea, Steven Merchant: Yea, Scott Moore: Yea,
Sherry Steffen: Yea, Shana Wojtowicz: Yea
Yea: 7, Nay: 0



Check Register

Elk Rapids Schools

Bank Account AP, From 07/01/2026 to 07/31/2026

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Jul 31, 2026 12:59 PM

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081783	07/08/2026	AP	Check	Open	001100	Bsn Sports, LLC	Tennis Return Machine	2,395.95
081784	07/08/2026	AP	Check	Open	094286	Foxbright Solutions, LLC	CMS Hosint, maintenance, Licensing, S..	2,700.00
081785	07/08/2026	AP	Check	Open	094727	GTACS	G. Golf TCSF Invite	300.00
081786	07/08/2026	AP	Check	Open	092594	Harbor Springs Public Schools	Boys Soccer Invite	75.00
081787	07/08/2026	AP	Check	Open	000018	Kendall Hunt	6.1 thru 8.4 MiStar	12,626.60
081788	07/08/2026	AP	Check	Open	094865	Level Data	Realtime Validation/Compliance Reporti..	3,605.49
081789	07/08/2026	AP	Check	Open	002213	MASB	Membership Dues 2026/27	3,282.28
081790	07/08/2026	AP	Check	Open	094695	Neola, Inc	Policy Update: volume 41: Number 1	1,420.00
081791	07/08/2026	AP	Check	Open	091937	Pro-Image Design, Inc.	State Champ Banners	1,030.66
081792	07/08/2026	AP	Check	Open	000246	Security Sanitation, INC	Port-a-John	403.27
081793	07/08/2026	AP	Check	Open	091228	SET SEG	7/1/26-7/1/27 property casualty Insuran..	151,754.00
081794	07/08/2026	AP	Check	Open	000160	Swank Motion Pictures	415 Titles 7/1/26-6/30/27	1,890.00
081795	07/08/2026	AP	Check	Open	000256	World Strides	Chaperone 2026	1,072.00
081799	07/15/2026	AP	Check	Open	092265	Big Rapids High School	G. Golf tourney	275.00
081800	07/15/2026	AP	Check	Open	094431	Compass Groups USA, Inc.	June 1-30, 2026	20,181.48
081801	07/15/2026	AP	Check	Open	000273	Conner Carlisle	Meijer SKC materials for water day	58.08
081802	07/15/2026	AP	Check	Open	094188	East Bay Medical	J. Starr DOT Exam	115.00
081803	07/15/2026	AP	Check	Open	092885	ESS Midwest, Inc.	7/4/2026	6,020.67
081804	07/15/2026	AP	Check	Open	000128	Messa	8/2026	139,479.56
081805	07/15/2026	AP	Check	Open	000108	Northwest Education Services	MISEN Internet 25/26	5.39
081806	07/15/2026	AP	Check	Open	002401	OTEC	Quarterly billing radio	405.00
081807	07/15/2026	AP	Check	Open	095153	Rachael Birgy	SKC Sand Toys field trip	108.38
081808	07/15/2026	AP	Check	Open	000004	SchoolsOPEN	July 1, 26- June 30, 27 Finance, HR an..	11,641.90
081809	07/15/2026	AP	Check	Open	002532	The Place, LLC	SKC Tshirts	1,538.60
081810	07/15/2026	AP	Check	Open	091955	TruGreen Chem Lawn	Practice soccer field bug control	290.34
081811	07/15/2026	AP	Check	Open	000046	UHY advisors, Inc	June consultation work.	31,555.00
081812	07/15/2026	AP	Check	Open	090748	Whitewater Township	Collection of 2026 school tax	6,384.00
081819	07/22/2026	AP	Check	Open	001031	Airgas USA, LLC	lease renewal 26-27	151.34
081820	07/22/2026	AP	Check	Open	002701	All American Sports Corp	Helmets Reconditioned	8,839.51
081821	07/22/2026	AP	Check	Open	001618	Gill-Roy's Complete Hardware	Elk027	4,424.25
081822	07/22/2026	AP	Check	Open	001834	Harbor Springs High School	NHS Fees	98.00
081823	07/22/2026	AP	Check	Open	095206	Intelligent Marking USA, Inc.	Battery Charger	53.00
081824	07/22/2026	AP	Check	Open	000274	Jayden Hresko	Glowicki Scholarship	500.00
081825	07/22/2026	AP	Check	Open	000251	Laci Springborn	Glowicki Scholarship	500.00
081826	07/22/2026	AP	Check	Open	094910	Nate Butte	Reimburse Ferris State Defensive Camp	2,000.00
081827	07/22/2026	AP	Check	Open	093569	North Country Power Generatio..	Performed Full Service to Generator	315.00
081828	07/22/2026	AP	Check	Open	094614	Ricoh USA, Inc	Lakeland Magenta Ink	11.50



Check Register

Elk Rapids Schools

Bank Account AP, From 07/01/2026 to 07/31/2026

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Jul 31, 2026 12:59 PM

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
081829	07/22/2026	AP	Check	Open	000246	Security Sanitation, INC	Porta John May 8- June 4, 2026	913.27
081830	07/22/2026	AP	Check	Open	090131	Sehi Computer Products Inc.	Extended Server Warranty	5,026.00
081831	07/22/2026	AP	Check	Open	002831	Sherwin-Williams Co	Paint	1,198.54
081832	07/22/2026	AP	Check	Open	002532	The Place, LLC	Volleyball Tshirts	414.00
081833	07/22/2026	AP	Check	Open	091955	TruGreen Chem Lawn	Clean up Football Field	3,205.17
081834	07/22/2026	AP	Check	Open	003105	Village of Elk Rapids	6/1-6/30/26	5,880.32
081835	07/22/2026	AP	Check	Open	091747	Wells Irrigation, Inc.	Replaced valves on baseball field	3,419.00
081846	07/29/2026	AP	Check	Open	094554	Arbitersports	1 year subscription period 7/20/26-7/19/..	1,635.00
081847	07/29/2026	AP	Check	Open	094601	Axiom Services, Inc.	July 2026 custodial	27,532.40
081848	07/29/2026	AP	Check	Open	000275	Eventlink Services, LLC	Eventlink- Full Package	1,250.00
081849	07/29/2026	AP	Check	Open	000044	Mill Creek Academy	July 2026 State Aid	221,158.90
081850	07/29/2026	AP	Check	Open	002502	Petoskey High School	Big North Shootout G. Basketball	850.00
081851	07/29/2026	AP	Check	Open	091937	Pro-Image Design, Inc.	ER Stickers	283.10
081852	07/29/2026	AP	Check	Open	094614	Ricoh USA, Inc	Copy Machines ERS	1,154.03
081853	07/29/2026	AP	Check	Open	000221	Sound E-rate, Inc	2026 E-Rate	1,000.00
081854	07/29/2026	AP	Check	Open	093141	Tyler Technologies, Inc.	Versatrans RP software main/support	5,010.16
081855	07/30/2026	AP	Check	Open	094609	Holly Schlicker	Ballin' at the Bay concession cash	200.00
Total of All Checks								697,636.14
Less Voids								0.00
Grand Total								697,636.14

Check Summary

Check Status	Count	Amount
Open	54	697,636.14
Cleared	0	0.00
Void	0	0.00
Total	54	697,636.14



Check Register

Elk Rapids Schools

Bank Account BOND, From 07/01/2026 to 07/31/2026

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Jul 29, 2026 8:10 PM

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001030	07/08/2026	AP	Check	Open	094649	Owen-Ames-Kimball Company	CMS 50A	1,569,211.94
001031	07/15/2026	AP	Check	Open	000272	Mid Michigan Barns	Metal Gable Garage 14x32	16,013.00
Total of All Checks								1,585,224.94
Less Voids								0.00
Grand Total								1,585,224.94

Check Summary

Check Status	Count	Amount
Open	2	1,585,224.94
Cleared	0	0.00
Void	0	0.00
Total	2	1,585,224.94



Check Register

Elk Rapids Schools

Bank Account CAPITAL, From 07/01/2026 to 07/31/2026

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Jul 29, 2026 8:10 PM

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
001021	07/22/2026	AP	Check	Open	000047	Ritsema Associates	HS Classroom Reno	42,095.00
001022	07/29/2026	AP	Check	Open	000010	AJH Electric	Gym Lights CMS	7,417.50
Total of All Checks								49,512.50
Less Voids								0.00
Grand Total								49,512.50

Check Summary

Check Status	Count	Amount
Open	2	49,512.50
Cleared	0	0.00
Void	0	0.00
Total	2	49,512.50

ELK RAPIDS SCHOOLS
Contract of Employment – Superintendent

Pursuant to Section 1229(1) of the Revised School Code and in accordance with the action found in the minutes of the **Board of Education (the “Board”) of the Elk Rapids Schools (“District”)** meeting held on August 10, 2026, the Board employs **Bryan McKenna (“Superintendent”)** according to the terms and conditions described below.

Terms

1. ***Duration.*** The Board employs the Superintendent for a one (1)-year period beginning July 1, 2026, and ending on June 30, 2027, subject to extension, nonrenewal, and termination as described below.
2. ***Qualifications.*** The Superintendent represents that he possesses and will maintain all certificates, approvals, credentials, and qualifications required by law, including Sections 1246 and 1536 of the Revised School Code, Michigan Department of Education regulations, and those required by the Board to serve in the position assigned.
 - A. As a condition of continued employment, the Superintendent will meet all continuing education requirements for the position assigned, as may be required by law or regulation.
 - B. If the Superintendent fails to maintain all certificates, approvals, credentials, continuing education requirements, or qualifications for the assigned administrative position, this Contract shall automatically terminate and the Board will have no further contractual obligations.
 - C. The Superintendent shall supply copies of all current certificates, credentials, and continuing education credits to the Board at least 30 days prior to the first day of employment. The Superintendent shall supply copies of future certificates, credentials, and continuing education credits to the Board within 30 days of completion.
3. ***Duties.*** The Superintendent shall faithfully and diligently perform the duties of Superintendent as required by law and as prescribed by the Board through its policies and directives, as well as those duties that may be further established or amended from time to time by the Board.
 - A. The Superintendent acknowledges the Board’s ultimate authority to determine his duties related directions.
 - B. The Superintendent will faithfully perform those duties and will diligently implement the Board’s policies and education programs.
 - C. The Superintendent will devote his talents, skills, efforts, and abilities toward competently and proficiently performing all duties and responsibilities of the administrative position assigned, including compliance with related Board directives to implement its policies and educational programs.
 - D. The Superintendent will use his best efforts to maintain and improve the quality of School District operations and to constantly promote efficiency in all areas of his responsibility.

- E. The Superintendent is subject to assignment and transfer to another administrative position of employment in the District at the Board's discretion.
- F. The Superintendent will not perform professional services outside his administrative duties or perform work for any other employer or entity without the preapproval of the Board. Superintendent is subject to assignment and transfer to another administrative positions of employment at the discretion of the Board.

Compensation

- 4. **Compensation.** In consideration of his performance of the duties and responsibilities of the position, the Superintendent shall be paid at an annual (12-month) salary rate of not less than that reflected in the below salary schedule for the Superintendent position for the corresponding Contract years: July 1, 2026 – June 30, 2027; July 1, 2027 – June 30, 2028; July 1, 2028 – June 30, 2029. The annual salary shall be paid in up to twenty-six (26) biweekly installments beginning with the commencement of the fiscal/contract year (July 1 through June 30). Biweekly payments shall not begin until the Superintendent begins work for the fiscal/contract year. This salary shall be prorated should the Superintendent work less than a full fiscal/contract year.

Superintendent Salary Schedule

Year	Base Salary
July 1, 2026 – June 30, 2027	\$148,050.00
July 1, 2027 – June 30, 2028	TBD
July 1, 2028 – June 30, 2029	TBD

- A. Upon separation or unpaid leave of absence of the Superintendent during any Contract year, his salary shall be adjusted to reflect payment, on a per diem basis, for the number of days on which services were actually and physically rendered during the contract year. Any amounts due the Superintendent upon separation or commencement of unpaid leave shall be remitted by the Board to the Superintendent as soon as such amounts can diligently be determined. Any salary amounts received by the Superintendent in excess of days actually worked during the Contract year shall be deducted from the Superintendent's remaining wages and the Superintendent, by executing this Contract, gives his written consent for such deduction. Any wage overpayments not recoverable by the Board through wage deduction shall be remitted to the Board by the Superintendent within three (3) business days of separation from employment. If not paid in this manner, the Superintendent agrees that judgment may be entered against him in any Michigan court of competent jurisdiction for such amount(s).
- B. The Board retains the right to adjust the annual salary of the Superintendent during the term of this Contract. Any such salary adjustment shall not reduce the annual base salary below the minimal base salary outlined in the schedule above, subject to paragraph 4.d, below, unless the Superintendent is transferred to another administrative position. Any adjustment in salary made during this Contract shall be in the form of a written amendment and when executed by the Superintendent and the Board, shall become a part of this Contract.
- C. In consideration of Elk Rapids Schools authorizing Mill Creek Academy, the Superintendent

shall receive an Authorizer Stipend of \$3,600. Paid half (\$1,800) in the last pay in June, and half (\$1,800) in the last pay of December, within each year of this contract, as long as Elk Rapids Schools continues to authorize Mill Creek Academy.

- D. The Superintendent shall receive step advancement on the salary schedule listed above if the Superintendent was rated “Effective” in the most recent annual evaluation.
 - E. If, at any time, ORS reimburses contributions made from wages/compensation in this Contract or from previous contracts between the Board and the Superintendent, reimbursement of the Superintendent’s contribution will be credited to the Superintendent’s 401(a), 403(b) or 457 plan with no cash option given.
 - F. The Superintendent is employed on the basis of 260 workdays per fiscal year (July 1 through June 30) as scheduled by the Board, and generally works forty (40) hours per week but is expected to work additional hours as required for his position.
5. **Annuity.** Conditioned on the Superintendent’s receipt of a rating of effective or highly effective on his annual performance evaluation the District will contribute an amount equal to one percent (1%) of Administrator’s annual salary as a non-elective contribution to a 403b annuity designated by Administrator from a list of eligible programs available through the District’s 403b Plan. basis (July 1 – June 30). The District will make this contribution on an annual basis (July 1 – June 30).
6. **Earned Benefits.** In consideration of terminating the Superintendent’s benefits earned as a Principal, the District will remit through payroll to the Superintendent in a separate payment of \$3,869.84 in December 2026. If the Superintendent separates his employment from the District before receiving final payment for his earned benefits, the District will issue to the Superintendent or to his estate, as applicable, any balance due.

Fringe Benefits

7. **Insurance.** Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, or third-party administrator, the District shall make premium payments on behalf of the Superintendent and his eligible dependents for the following insurance programs:
- A. **Health:** The District shall pay the premium for medical insurance benefits in accordance with the limitations of the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. The Superintendent shall pay, through payroll deduction, any benefit plan costs that exceed that amount.
 - B. **Cash-In-Lieu of Health Insurance:** If the Superintendent makes a voluntary written election not to take the health/medical coverage offered by the District, he will instead receive an amount equal to one half (1/2) of the District’s cost for the Superintendent’s participation in the District’s health/medical insurance plan on the condition that Superintendent furnishes written evidence that he is enrolled in another health/medical benefits plan that meets the minimum value and coverage requirements of the Affordable Care Act.
 - C. **Dental/Vision:** The District shall pay the full premium for the purchase of dental and vision insurance.

- D. *Term Life*: The District shall pay the full premium for the purchase of term life insurance with accidental death and dismemberment benefits, in an amount (to the nearest thousand dollars) equal to twice the Superintendent's annual salary.
 - E. *Long Term Disability*: The District shall pay the full premium for the purchase of long-term disability insurance for the Superintendent only.
 - F. *Family and Medical Leave*: The Superintendent shall be eligible for family medical leave per Board policy and the Family and Medical Leave Act. Applicable paid leave shall be concurrent with the Family and Medical Leave Act. Leave under the Family Medical Leave Act is calculated annually on a rolling backwards basis, except for military care giving leave, which shall be calculated on a rolling forward basis by law.
8. ***Insurance Contracts.*** The Board reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the above coverages, provided that comparable coverage (as determined by the Board) is maintained during the term of this Contract.
- A. The Board is not required to remit medical benefit plan cost payments, premium payments, or representative premium payments premiums for any insurance coverage(s) for the Superintendent or his eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator. If an underwriter, policyholder, or third-party administrator declines enrollment of the Superintendent or his dependents in the coverages specified above, the Board will undertake reasonable efforts in cooperation with the Superintendent to identify alternative insurance plans or coverages in which the Superintendent or his eligible dependents may be accepted for enrollment. If accepted for enrollment in such plans, the Board will remit the regular medical benefit plan cost payments, premium payments, and representative premium payments for coverage.
 - B. The terms of any contract or policy issued by any insurance company or third-party administrator shall control as to all issues about benefits, eligibility, coverage, termination of coverage, and other related matters.
 - C. The Superintendent is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage.
 - D. The Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability for the Superintendent's insurance benefits.
9. ***Errors and Omissions Insurance.*** The District will pay the premium amount for errors and omissions insurance coverage for the Superintendent while engaged in the performance of a governmental function and while acting within the scope of his authority.
- A. The aggregate policy limits for this coverage shall not be less than two million dollars (\$2,000,000), including defense costs.
 - B. The terms of the errors and omissions insurance policy shall control the Superintendent's defense and indemnity. The Board's sole obligation shall be limited to the payment for the above errors and omissions coverage.

- C. If insurance coverage cannot be purchased in the above amounts or at a reasonable premium rate, the Board may discontinue such coverage and shall notify the Superintendent. In that event, the Board will, on a case-by-case basis, consider providing legal defense or indemnification to the Superintendent as authorized by MCL 691.1408 and MCL 380.11a(3)(d).
10. ***School Business Expenses.*** The District shall reimburse the Superintendent for the following expenses which he incurs on behalf of the District and in accordance with the District's per diem expense and reimbursement procedures:
- A. *General:* All necessary and reasonable expenses incurred from the performance of his administrative duties, including travel, meals, and lodging.
 - B. *Mileage:* Reimbursement for all travel incurred on behalf of the District, including in-District travel in compliance with Board Policy 6550.
 - C. *Mobile Phone:* Up to Eight Hundred Forty Dollars (\$840) per 12-month period. This amount is based on the District's current contract for a standard mobile phone plan and is subject to adjustment if that contract amount changes. If the Superintendent switches his mobile phone service to the District's plan, the District will pay the mobile phone cost directly and no further reimbursement will occur.
11. ***Professional Dues.*** Subject to express approval by the Board, the fees or dues for the Superintendent's membership in appropriate professional organizations shall be paid by the Board.
12. ***Professional Development.*** Subject to prior approval by the Board, the Superintendent may attend appropriate professional meetings at the state and national levels and shall be reimbursed for any related registration fees, tuition, travel, lodging, and reasonable meal expenses for himself not prepaid by the Board. Reimbursement shall be in accordance with the per diem expense and reimbursement procedures established by Board Policy 6550 and shall not exceed the annual budget line item for the Superintendent's professional development. Any funds not used within the annual budget line item for Superintendent's professional development as described above may be used toward coursework for the Superintendent at an institution of higher learning. Any expenses to be incurred by the Superintendent for out-of-state travel shall be submitted in advance for review and approval by the Board or its designee.
13. ***Vacation.*** The Superintendent's employment is based on fifty-two (52) weeks of work per Contract year (July 1 through June 30) as scheduled by the Board. The superintendent shall receive vacation time of twenty-five (25) days per Contract year.
- A. Vacation days must be used within the Contract year for which they are made available, and the Superintendent shall not receive any additional compensation in lieu of use of vacation days without the express agreement of the Board. If the Superintendent is not able to use the twenty-five (25) allotted vacation days within the Contract year, any remaining vacation days may be used from July through Labor Day only of the next Contract year.
 - B. The Superintendent shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the District. All scheduling of vacation is subject to the approval of the Board. Vacation days shall be prorated should the Superintendent

work less than a full fiscal/contract year.

- C. Vacation days shall be prorated should the Superintendent work less than a full fiscal/contract year. Upon retirement or resignation, the Superintendent can be paid for up to 10 earned and unused vacation days at his per diem rate.
14. **Holidays.** Consistent with the holidays recognized by the District's calendar, the Superintendent is entitled to the following holidays for which no service to the District is required: Memorial Day, July 4th, Labor Day and the Friday before Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.
15. **Authorized Absence.** The Administrator shall diligently perform his duties in a timely and professional manner. The Administrator's absence from duty due to personal illness or personal business will be promptly reported to the Board.
- A. **Sick Leave.** The Superintendent shall receive twelve (12) sick leave days per Contract year for which he may be absent from duty for personal illness or disability with pay. Unused paid leave days for illness/disability will accumulate without limit. If the Superintendent has been a fulltime District employee for four (4) or more consecutive years and has accumulated sick leave of at least twenty-five (25) days, but not more than ninety (90) days, he shall receive payment for those sick leave days at the daily rate of Seventy-Five Dollars (\$75.00) per day at the time of retirement.
 - B. **Personal Business Leave.** The Superintendent may use up to three (3) days per Contract year to conduct personal business which cannot be otherwise conducted outside of the Superintendent's working hours. If those days are not used, they will be credited to the Superintendent's accumulated sick leave at the conclusion of the Contract year in which they were made available
 - C. **Bereavement Leave.** The Superintendent shall be allowed up to five (5) paid leave days for a death in the Superintendent's "Immediate family" to include spouse, children, parents, sibling, parent-in-law, grandchild, grandparent, grandparent-in-law, brother-in-law, sister-in-law or person living in the Superintendent's home not to be deducted from sick leave or vacation days.. Upon Board authorization, additional days (deductible from the Superintendent's sick leave) may be granted for extenuating circumstances connected with a death in the Superintendent's "Immediate Family".
16. **Disability Leave.** In the event of the Superintendent's mental or physical incapacity to perform the duties of his position, he shall be granted an initial leave of ninety (90) workdays for purpose of recovery. The Superintendent shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the ninety (90) workday period to be paid. Health plan premiums shall be made on behalf of the Superintendent during this interval to the extent required by law. Upon using leave under this provision, the Superintendent shall furnish medical certification to the Board (or its designee) to support the leave's necessity.
- A. If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the Superintendent, the Board may require a second opinion, at Board expense.
 - B. The Superintendent may request a ninety (90) workday unpaid leave extension in the event of his physical or mental inability to return to work at the expiration of the initial leave interval, as described above, if there is a verified prognosis that the Superintendent will be

able to resume his duties at the end of the extended leave interval. Medical certification shall be supplied by the Superintendent as a condition of any leave extension. Any leave extension for this purpose shall be at the Board's discretion.

- C. If the Superintendent is unable to or does not resume work at the conclusion of the leave taken under this paragraph (or any leave extension), his employment and this Contract may be terminated at the Board's option. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.
 - D. Before resumption of duty after an unpaid leave of absence for a serious health condition, the Superintendent shall provide to the Board a fitness for duty certification from the Superintendent's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion is precluded by the Family and Medical Leave Act.
17. **Medical Examination.** Acknowledging that the Superintendent's physical and mental health may affect his ability to perform the essential job functions of this position, the Superintendent shall submit to such medical examinations as outlined in this section. The Superintendent agrees that the term "medical examination" includes but is not limited to physical examination and psychological examination.
- A. The Superintendent shall submit to such medical examinations, supply such information, and execute such documents as may be required by any underwriter, policyholder, or third-party administrator providing insurance programs under this Contract.
 - B. The Superintendent shall submit to a comprehensive medical examination not less than once every two Contract years. The examining physician is to provide a written statement certifying the Superintendent's fitness for duty. The Superintendent shall deliver the physician's written certification to the Board Secretary.
 - C. Upon the Board's request, the Superintendent shall submit to a medical examination and authorize the release of medical information necessary to determine if the Superintendent can perform the essential job functions required by his assignment, with or without reasonable job accommodation(s). Any medical examination or disclosure of medical information shall be job-related and consistent with business necessity.
 - D. Any medical examination under this section shall be at Board expense.
 - E. Any information obtained from a medical examination or inquiry shall be confidential and protected from disclosure to the extent required by applicable law.

Conditions

18. **No Tenure in Position.** This Contract does not grant the Superintendent continuing tenure in the administrative position initially assigned or to which he may be assigned or transferred or in any capacity other than that of a classroom teacher, if the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the District. The Board's decision not to continue or renew the Superintendent's employment for any subsequent period in any capacity, other than as a

classroom teacher, as may be required by the Teachers' Tenure Act, shall not be a breach of this Contract or a discharge or demotion under the Michigan Teachers' Tenure Act.

19. **Performance Evaluation.** The Superintendent's performance shall be evaluated by the Board annually, but no later than June 30. Although the annual performance evaluation will not occur until June, the Board will regularly communicate with the Superintendent about performance goals, accomplishments, and concerns.
 - A. The evaluation process shall comply with Revised School Code Sections 1249 and 1249b (or its successor provisions), and Board policy.
 - B. Within fifteen (15) calendar days after Board action on the Superintendent's evaluation rating, the Superintendent may appeal an evaluation rating of "Needing Support." The written appeal must be delivered to the Board President and must identify the specific reason(s) for the appeal as well as the remedy sought. No later than fifteen (15) calendar days after the Board President's receipt of the appeal, a meeting shall be scheduled for the Board to review the Superintendent's appeal. As permitted by the Open Meetings Act, the appeal review may be conducted in closed session at the Superintendent's request. The Board's decision is final and is not subject to arbitration.
20. **Nonrenewal.** Pursuant to Revised School Code Section 1229(1), the Board shall provide notice of nonrenewal to the Superintendent at least ninety (90) days before the Contract's expiration. If written notice of nonrenewal of the Contract is not given at least ninety (90) days before termination of the Contract, the Contract is renewed for an additional one (1)-year period. The Board's decision not to continue or renew the Superintendent's employment for any subsequent period in any capacity (other than as a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract or a discharge or demotion under the Michigan Teachers' Tenure Act.
21. **Termination by Board.** The Board shall be entitled to terminate the Superintendent's employment at any time during the term of this Contract for acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, conviction or commission of a felony or misdemeanor, if the Superintendent materially breaches the terms and conditions of the Contract, or other reasons that are not arbitrary or capricious as determined by the Board. If the Board acts to dismiss the Superintendent during this Contract, he shall be entitled to written notice of charges and an opportunity for a hearing before the Board. The Superintendent may be represented by legal counsel, at his expense, at the Board hearing. If the Board acts to discharge Superintendent, this Contract shall automatically terminate, and the Board shall have no further obligation.
22. **Arbitration.** If an unreconciled dispute arises between the parties relating to the Superintendent's discharge during the term of this Contract, the parties agree to submit that dispute to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the National Rules for the Resolution of Employment Disputes administered by, the American Arbitration Association (AAA), except as expressly stated below, conducted pursuant to the terms of the Michigan Uniform Arbitration Act, MCL 691.1681 *et seq.* and MCL 380.11a(3)(d). Michigan law shall govern the interpretation of this contract.
 - A. The parties intend that this dispute resolution process shall include all contractual and statutory claims advanced by the Superintendent arising from his discharge during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all

claims for damages or other relief. Accordingly, the Superintendent waives the rights adjudicate those claims in a judicial or administrative agency forum, and instead opts to arbitrate those claims. The Superintendent, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.

- B. This agreement to arbitrate does not restrict the Superintendent from filing a claim or charge with any state or federal agency (such as the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights), and does not apply to any claims for unemployment compensation or workers' compensation which may be brought by the Superintendent.
 - C. Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of Superintendent's discharge.
 - D. The arbitrator's decision and award shall be final and binding and judgment thereon may be entered in the Antrim County Circuit Court.
 - E. Notwithstanding the fact that the AAA National Rules for the Resolution of Employment Disputes may have a different arrangement for payment of the arbitrator's fees and costs, the parties expressly state their intent that the arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and the Superintendent. Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of the Superintendent's discharge during the term of this Contract and to enforce award.
23. **Resignation.** The Superintendent shall provide at least ninety (90) days' written notice to the Board of his intent to resign and terminate this Contract unless the parties mutually agree to a different timeline.
24. **Limitations.** The Superintendent agrees that any claim or suit arising from his employment with the District must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Superintendent understands that the statute of limitations for claims arising from an employment action may be longer than six (6) months but agrees to be bound by the contractual six (6) month limitations period and waives any contrary statute of limitations. If a court of competent jurisdiction determines that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the claim or suit should have been commenced.
25. **Entire Agreement.** This Contract contains the entire agreement and understanding between the Board and the Superintendent as to his employment with the District. Any representation, promise, contract, or understanding (written or oral) not in this Contract, has no effect.
- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is terminated and superseded by this Contract; however, that this Contract is voidable pursuant to the provisions of the Revised School Code, pertaining to criminal records and criminal history checks.

- B. No change or modification of this Contract is valid or binding unless it is in writing approved by official action of the Board as reflected in its minutes and signed by the Superintendent and the Board President and Board Secretary.
- C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract.
26. **Severability.** If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without that provision(s); provided, however that no such severability shall be effective if it materially changes the economic benefit of this Contract to any party.
27. **Authorization.** This Contract is executed on behalf of the District pursuant to the authority granted under the laws of the State of Michigan.

Superintendent

Date: August __, 2026

Bryan McKenna

Elk Rapids Board of Education

Date: August __, 2026

Jennifer Brown, Its President

Date: August __, 2026

Sherry Steffen, Its Secretary



**Master Agreement
between
Elk Rapids Board of Education
and
Elk Rapids Education Association**



August 23, 2026 - August 22, 2029

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PREAMBLE

Whereas the parties hereto recognize that it is in their mutual interest and responsibility to meet the educational needs of the students served by the School District, and that the quality and character of such education depends upon the effective administration and delivery of such services; and

Whereas it is further recognized that both parties have a mutual obligation pursuant to law to bargain collectively in good faith concerning wages, hours and other terms and conditions of employment; and

Whereas, both parties to this contract have reached agreement concerning wages, hours, dispute resolution procedures and other terms and conditions of employment, as hereinafter set forth.

Therefore, in consideration of mutual agreements and covenants, it is agreed as follows:

ARTICLE 1 RECOGNITION

- 1.1 The Elk Rapids Board of Education, hereinafter called the Board, recognizes the Northern Michigan Education Association/Michigan Education Association/National Education Association, hereinafter called the Association, as the exclusive bargaining representative, as defined in Section II of Act 379, of the Public Acts of Michigan of 1965 for all regular full-time and regular part-time certified teaching personnel on tenure or probation, guidance personnel, social workers and certified librarians, employed by the Elk Rapids School District Board of Education, excluding full or part-time supervisory, executive or administrative personnel, substitute teachers, and all other employees of the Board or any other employer.
- 1.2 A "Supervisor" shall be defined as any person who is charged with responsibility for selection, evaluation, or direction of certified personnel.
- 1.3 The term "teacher" when used hereinafter in this agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined.

**ARTICLE 2
DURATION OF AGREEMENT**

This agreement shall continue in full force and effect without change until August 22, 2029.

ELK RAPIDS EDUCATION ASSOCIATION
NMEA/MEA/NEA

ELK RAPIDS BOARD OF EDUCATION



2026-07-06

Annie Grammer, Chief
Negotiator



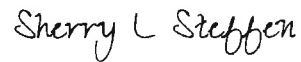
2026-07-07

Jennifer Brown, President



2026-07-06

Joe Macaluso, President



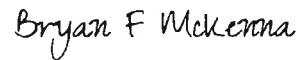
2026-07-07

Sherry Steffen, Secretary



2026-07-07

Mary McGee-Cullen, MEA
UniServ Director



2026-07-06

Bryan McKenna,
Superintendent



Deb Larson

Deb Larsen, NMEA Uniserv
Liaison

ARTICLE 3
NEGOTIATION PROCEDURE

- 3.1 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in the Agreement.
- 3.2 This Agreement may not be modified in whole or in part by the parties except by mutual written agreement.
- 3.3 If any provision of this agreement shall be found contrary to law, that provision shall be considered void but all other provisions shall continue in full force and effect.
- 3.4 Negotiations Procedures - The Board and the Association in accordance with P.A. 379 of Michigan shall mutually agree upon a date for the first meeting of their respective designated representatives no later than May 1 of the calendar year in which this contract expires. At such first meeting, and at each subsequent meeting, the date, time, and agenda for the succeeding meeting or meetings will be set. The meetings will continue until a Master Contract, together with any appendices, is agreed upon. The official Master Contract shall be signed by the Board and by authorized personnel of the Association and posted on the district website at www.erschools.com.

ARTICLE 4
CONTINUITY OF OPERATIONS

- 4.1 The teachers in the Elk Rapids School District recognize that the cessation or interruption of professional services by teachers is contrary to law and public policy. Therefore, the Board and the Elk Rapids Education Association, Northern Michigan Education Association, agree that all differences between them shall be resolved by the orderly procedures provided herein without interruption of the school program. Accordingly, teachers in the Elk Rapids School District agree that during the term of this agreement they will not authorize, instigate, participate in, encourage, or support any strike or any form of work cessation or interruption of professional services in the Elk Rapids School District, and pledge themselves to the purpose of insuring continuation of the established educational program of this district.

ARTICLE 5
BOARD RIGHTS

- 5.1 In order to carry out its responsibility for the development and operation of educational programs providing the best possible educational opportunity for the Elk Rapids School District, the Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in the Board by law including by way of illustration, and not by way of limitation, the following:
 - 5.1.1 The supervision, direction and control of the management and administration of the school system, its properties and facilities.
 - 5.1.2 The right to hire all employees and, subject to the provisions of the law, to determine their qualifications/ to discharge, demote or otherwise discipline employees for reasonable and just cause as defined in Article 38 of this Agreement.
 - 5.1.3 The right to establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students as deemed necessary or advisable by the Board.
 - 5.1.4 The selection of textbooks and teaching materials, and various teaching aids.
 - 5.1.5 The right to determine class schedules, class size, the hours of instruction with respect thereto.
- 5.2 The exercise of the foregoing powers, rights, duties, and responsibilities by the Board and the adoption of policies, rules, regulations and practices in the furtherance thereof, shall be the exclusive prerogative of the Board except as otherwise limited by the specific provisions of this Agreement.
- 5.3 The Board will continue its practice of seeking input from the Elk Rapids Education Association prior to changes in board policy or teacher handbook. The Board will discuss the impact of policy on Elk Rapids Education Association members with representation from the association.

ARTICLE 6 ASSOCIATION RIGHTS

- 6.1 Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every teacher employed by the Board shall have the right to organize, join and support the Association for the purpose of engaging in collective bargaining and other concerted and lawful activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it or its employed administrative or executive personnel will not directly or indirectly discourage, deprive, or coerce any employee in the enjoyment of any right conferred by Act 379, as amended by other laws of the State of Michigan and the United States or by the Constitutions of Michigan or the United States, that it will not discriminate against any employee with respect to hours, salary, terms or conditions of employment by reason of their membership in the Association, their participation in any activities of the Association including collective bargaining with the Board, or their initiation of any grievance, complaint or proceeding with respect to any terms or conditions of employment under the specific terms of this agreement.
- 6.2 The parties agree that there shall be no discrimination against any employee or applicant for employment by reason of race, color, creed, marital status, gender or national origin, age, and that the provisions of this agreement shall be applied in a manner which is not arbitrary, capricious, or discriminatory.
- 6.3 Disciplinary interviews and reprimands will be considered private. An affected teacher, however, shall have the right, in such instances, to request the presence of an Association representative at said interview, and when such request is made, the interview shall not proceed until the representative is in attendance, provided the representative is identified and available for representation within two business days. If failure to obtain mutual agreement by all three parties within two (2) business days occurs, the administrator will set the meeting time for the next business day. The administrator shall make the member aware of their right to representation prior to the interview.
- 6.4 Each teacher shall have the right upon request, to review the contents of their own personnel files maintained at the teacher's school or in the office of the Superintendent. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safe keeping of these files or his or her designee.
- 6.5 Any complaints by a parent of a student, or any person, directed toward a teacher and deemed serious enough to become a part of his or her personnel file shall be signed by the complainant and called to the teacher's attention by their supervisor within five (5) work days. The teacher involved is entitled to know the identity or source of all

complaints that require any action.

- 6.6 Evaluative materials, relative to a teacher's conduct, service, character, or personality shall not be placed in either the teacher's building personnel file or in their personnel file in the office of the Superintendent, until the teacher, principal and/or Superintendent have signed and received a copy of the material to be filed. If a teacher refuses, the administrator will indicate on the document the teacher's refusal to sign; after which the document shall then be placed in the teacher's personnel file.
- 6.7 The teacher shall have the right to respond to any material contained in his or her files, and his/ her written response shall be attached to the file copy. In the event that charges made against a teacher are proved to be without substance, any materials related to said charges shall be removed from the teacher's file.
- 6.8 No teacher shall be enjoined from exhibiting identification of membership in the Association.
- 6.9 The EREA and its members shall be granted permission to hold meetings in school buildings as long as they do not interfere with school business.
- 6.10 When the EREA determines that the ER Board of Education should consider taking a public stance on an issue, the Superintendent and School Board President will discuss it with EREA leadership.

ARTICLE 7 ASSOCIATION BUSINESS

- 7.1 The Board shall provide to the Association members released time for handling of Association business as deemed appropriate by the Association President. During bargaining years, there will be fifteen (15) days provided for Association use, and during non-bargaining years there will be ten (10) days provided per year. The Association will reimburse the District for the cost of the substitute. The Association President will notify the Superintendent at least five (5) school days prior to the date of the Association day to be used unless an emergency arises. The availability of substitutes will be considered in determining the use of Association business days when more than two (2) teachers will be absent from the same building on the same day for any purpose.

ARTICLE 8 INDIVIDUAL CONTRACTS

- 8.1 All contracts with teachers shall be in writing and signed by officers of the Board unless an agent of the Board is authorized to sign for the Board. All contracts are subject to and controlled by the terms and conditions of the Master Agreement and Board Policy.

**ARTICLE 9
PAYROLL DEDUCTIONS**

- 9.1 On an annual basis the District shall provide to the Association a list of all bargaining unit members along with their salaries and full-time/part-time status.
- 9.2 Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the wages of any such member and make appropriate remittance for MEA-FS's MEA sponsored programs (tax-deferred annuities, 403b accounts (within MRIC arrangements), MESSA programs not fully Employer-paid, credit union, savings bonds, and charitable deductions.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article 9, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

**ARTICLE 10
SCHOOL CALENDAR**

- 10.1 There will be a new calendar addendum attached yearly. The Administration and Association will jointly develop and publish the new school calendar yearly by the beginning of Spring Break.

**ARTICLE 11
TEACHING HOURS AND CONDITIONS**

- 11.1 **Teaching Hours:** The following is a schedule for the beginning and ending times for each school day:

	Start Time	Start of Instruction	Dismissal	Leave Time
High School	7:20 a.m.	7:45 a.m.	2:37 p.m.	2:42 p.m.
Middle School	7:25 a.m.	7:51 a.m.	2:43 p.m.	2:47 p.m.
Elementary Schools	8:39 a.m.	8:50 a.m.	3:48 p.m.	3:53 p.m.

- 11.2 For teachers teaching a "zero hour" class at the high school, their report time shall be 6:35am and start of instruction time shall be 6:45am. For teachers teaching a "zero hour" class at the middle school, their report time shall be 6:40am and start of instruction time shall be 6:50am. For teachers teaching a "zero hour" class at an elementary school, their report time shall be 7:54am and start of instruction time shall be 8:04am.
- 11.3 Teachers will not be expected to be at school on days when school is not in session. Any

days that school is not in session because of "Act of God" days will not cause any teacher to lose compensation.

11.3.1 If a teacher is involved in an in-service, conference, or training that is out of the local area and requires an overnight stay, and if attendance at this event causes them to work on an "Act of God" day, the teacher will earn a compensation day.

11.3.2 Any personal day, sick day or compensation day used by a teacher on an "Act of God" day when school is not in session shall be credited back to their accrued balance.

11.4 All teachers shall be guaranteed an uninterrupted duty-free lunch period. Elementary (K-5) teachers will receive 35 minutes while all other teachers will receive 30 minutes.

11.5 **Extra Hours:** Teachers shall attend, unless excused by the building Principal or the Superintendent for other school activities or emergencies, the following activities:

11.5.1 "Staff meetings" are defined as consisting of administrators, faculty, and support staff, meet for the first day of the new school year, or will be held for emergency purposes only to disseminate pertinent information.

11.5.2 "Faculty meetings" are defined as consisting of administrators and faculty; meet up to two (2) times per month to disseminate pertinent information and/or hold professional development with a maximum time limit of two and one-half (2.5) hours per month.

11.5.3 "Open house" in the building in which they are assigned with a maximum of one open house per year per building.

11.5.4 "Parent-Teacher conferences" will be a site-based decision between the building Principal and Association members.

11.5.5 "K-5: After school public performances or activities open to the public in which their students are involved, teachers must attend two after school public performances or activities to earn one half (.5) compensation day."

11.6 **Teacher Preparation:** All teachers shall be provided a minimum of thirty (30) minutes preparation time each day.

11.6.1 Elementary teachers shall be provided with no less than thirty (30) minutes preparation time during the school day. Such preparation time may be incorporated into the regular recess schedule and assigned by the building

principal.

11.6.2 Elementary teachers may use, for preparation time, the time during which their classes are receiving instruction from art, music, and physical education. These specialists shall not be assigned during the regular recess schedule. The total preparation time in 11.7.1 and 11.7.2 will be commensurate with preparation time provided to secondary teachers, however, not to exceed an average of 55 minutes per day. Elementary teachers will not be assigned other responsibilities during their scheduled preparation time. In the event that a “specials teacher” (art, music, library, or PE) is absent and no substitute teacher is employed, the classroom teacher will receive \$38 per period or compensatory time equal to the loss of that preparation time.

11.6.3 Secondary teachers shall be provided with preparation time during the school day. The preparation time shall be the length of a class period. They will not be assigned other responsibilities during this time other than prearranged parent meetings, prearranged administration meetings, and short-term emergency help.

11.6.4 Teachers shall be paid at a rate of \$38 per period for time they substitute teach during their preparation periods. When a Special Education teacher is required to use scheduled prep time for an IEP meeting, they will be paid at a rate of \$38 per class period.

11.7 **Class Size:** It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective education program. The Board will continue its efforts to keep classes at an acceptable number serving the best interests of the district’s students as dictated by the availability of space, qualified teachers, and the financial conditions of the district. A committee composed of one EREA/NMEA representative from each building, administrators and a member(s) of the Board of Education, shall meet and review the grade and class sizes at all levels and make recommendations for adjustments.

Class size maximums shall be as follows:

TK	20 students
K-1	25 students
2-3	26 students
4-5	28 students
6-12	32 students (This does not include band and choir, traditionally larger classes.)

If class size maximums are exceeded at grades K-5 as of count day in each semester, the teacher will be paid \$225 per semester for each student over the maximum. For grades 6-12, teachers who have more than 32 students in any individual class as of count day will be paid \$38 per semester for each student over the maximum. Band, choir, traditionally larger classes are not eligible for overage payments.

- 11.7.1 For the elementary buildings, an Elementary District Class-Size Committee shall meet to review enrollment during the second week prior to the start of school.
- 11.7.2 For the secondary buildings, a Secondary District Class-Size Committee shall meet to review enrollment within ten (10) school days after the first student attendance day.
- 11.7.3 The Elementary and Secondary District Class-Size Committees shall meet again within ten (10) student attendance days after the beginning of the second semester/trimester for the same purpose.
- 11.7.4 The District agrees to abide by state-mandated special education caseload language including the approved waivers.
- 11.7.5 Building principals shall make every effort, collaborating with the teachers involved, to address the impact of special needs students in classrooms. If any classroom paraprofessional is reassigned primarily to one student, temporarily or long term, administration will work with the impacted teacher toward a solution for the general education population support.
- 11.7.6 If the district determines to use virtual or remote instruction, the change in conditions will be negotiated with the EA leadership prior to implementation.
- 11.8 **Teaching Assignment:** All teachers shall receive written notice of their tentative assignment or grade level for the forthcoming year no later than the last day of school each year. In the event that changes in the tentative assignment or grade level are required, all teachers affected shall be notified promptly. In no event will changes in a teacher's assignment or grade level be made later than one (1) week preceding the opening of school unless an emergency arises that requires a change. Teacher of Record to be reviewed with EREA representatives as requested by EREA; in particular, district provided on-line courses. The Association President shall be notified in each instance.
- 11.9 Teachers teaching less than full-time will get paid for one-half (1/2) a conference hour, based on their regular rate of pay [pay divided by 180 divided by periods taught divided by two (2)].
- 11.10 **Student Discipline and Teacher Protection:**
- 11.10.1 The Board will give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom and throughout the school building. Building administrators shall make every effort to support staff members in the establishment of a learning environment in the

building that is conducive to providing effective instruction and ancillary services. The Board will keep staff informed as to existing policies regarding acceptable internet usage and protections through regular staff meetings. (Once a year or upon change in policy.) The District shall promulgate rules and regulations setting forth the procedures to be utilized in disciplining, suspending, or expelling students for misbehavior. Such rules and regulations shall be distributed by the District to students, staff and parents at the beginning of each school year.

11.10.2 The teachers will give all reasonable support and assistance to the school administration with respect to the maintenance of control and discipline in the classroom and throughout the school building.

11.10.3 Any case of assault (verbal, written or physical threat of bodily harm taking into account the age and disabilities of the student) upon a teacher which occurs during the school work day or any school-related activity shall be reported in writing as soon as possible, but no later than 24 hours, to the Superintendent or their designated representative. Time lost by a teacher as a result of an assault will not be charged against the teacher. The student will be removed from the teacher's classroom until the incident can be investigated and a reentry plan is implemented. The teacher will be informed and have input into the reentry plan prior to the student returning.

11.11 **Least Restrictive Environment:** The parties acknowledge the policy of least restrictive environment is legally mandated, they also recognize the extent to which any individual handicapped student should participate in regular education programs and services must be appropriate to that student's unique needs determined by an individual educational planning committee (IEPC) on an individual basis.

11.12 **Medically Fragile:** No bargaining unit member shall be required to provide school health services.

11.13 No teacher shall be required to conduct a search of school property or personal property.

11.14 Teachers will not be mandated (but may elect) to attend Field Trips (F/T) or camps outside the contractual hours/day. Teachers who elect not to attend will be assigned duties by administration while the students are absent attending the F/T or camp.

11.15 Surveillance equipment, including cameras, cannot be used for purposes of teacher evaluation or monitoring.

- 11.16 If a teacher's regular classroom is being used for summer kids club, they will be compensated \$300 to pack up their classroom materials.
- 11.17 If a teacher is required to move classrooms, they shall be paid \$300 total per school year.
- 11.18 Teachers can be asked to supervise recess. This time shall not interfere with teacher plan time or duty free lunch time and is not to exceed up to 30 minutes one time a week.

ARTICLE 12

SENIORITY

- 12.1 **Definition:** Seniority is defined as unbroken (length of) service accumulated in an Association bargaining unit position in the Elk Rapids School System and shall be computed from the employee's first date of service. Effective for new hires during or after the 2026-2027 school year, should two (2) or more employees be hired on the same date, seniority shall be determined by the last four digits of the social security numbers in numerical order. No bargaining unit member shall earn more than one (1) year of seniority in any given school year. Leaves of absences, with or without pay, are not to be considered a break in service. Teachers on layoff shall not accumulate seniority.
- 12.2 **Seniority List:** No later than thirty (30) days following the ratification of this Agreement, and by every September 30 thereafter, the Employer shall prepare a seniority list of all bargaining unit employees. The seniority list shall include each employee's name, date of hire, FTE status, certification areas, and seniority rank.

The seniority list shall be published and delivered to the Association President by October 1 of each school year. Challenges or revisions to the list must be filed in writing with the Superintendent by October 15 of that same year. Otherwise, the seniority list will be considered final for that school year. In the event of a timely challenge or requested revision. The Superintendent, the affected employee, and an Association representative shall meet to discuss any disagreement and attempt to arrive at a mutually agreeable resolution as soon as reasonably practicable.

- 12.2.1 **Loss of Seniority:** All seniority is lost when employment is severed by resignation, retirement or discharge, when an employee goes on a leave of absence for more than one (1) year, or transfer to a non-bargaining unit position for more than one (1) year. Except in the case of military leave.
- 12.2.2 **Accumulation:** Seniority shall not continue to accumulate when the employee is on sabbatical leave, association leave and childbirth, adoption, or foster placement leave if the leave is for one year or more. Partial year leaves will

result in seniority continuing to accumulate. Military leave continues to accumulate seniority.

- 12.2.3 **Use of Seniority List:** The Board shall use the most recent seniority list as determined under this Article (inclusive of any new hires from that year) when considering seniority under this Agreement.

ARTICLE 13 ACADEMIC FREEDOM

- 13.1 Academic freedom shall be guaranteed to teachers, and no limitation shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical biological world, and other branches of learning subject to accepted standards of professional responsibility.
- 13.2 It is the responsibility of each individual teacher, as well as the Board to provide the highest quality educational program.

ARTICLE 14 MENTOR TEACHERS

- 14.1 Mentor Teachers:
- 14.1.1 As state law mandates, each bargaining unit member in their first three (3) years of employment shall be assigned a mentor by the administration. It is recognized that long term substitutes and current teachers reassigned a new building also need mentoring and will be assigned a mentor for the duration of the substitute assignment and first year of moving. The mentor shall provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide assistance, resources and information in a non-threatening collegial fashion. Each building principal shall notify the Association when a mentor teacher is assigned to a probationary teacher (mentee).
- 14.1.2 Volunteering teachers shall submit to their building principal their intent to become mentor teachers by June 1st of each school year. If no teacher/teachers volunteer to be mentors the principal shall have the right to name mentors as needed.
- 14.1.3 Selection of mentor teachers shall be the responsibility of each building principal. The principal will consult with the teachers of their building prior to the selection.
- 14.1.4 Mentor teachers shall be tenure teachers with at least three years' experience in

the district. It is understood and agreed that if no such mentor teacher is available, mentor teachers may be retired teachers, or college professors as allowed by law. Generally, mentors will work in the same building as their mentee, or the mentor and mentee would be teaching the same grade level or subjects.

- 14.1.5 A bargaining unit mentor teacher may have released time as approved by their principal to use to observe or otherwise be available to assist the probationary teacher.
- 14.1.6 Mentees shall be provided with a minimum of fifteen (15) days of professional development instruction during their first three (3) years of classroom teaching.
- 14.1.7 Mentor and mentee teachers will have no involvement in the evaluation process of each other and their relationship will be collaborative and confidential.
- 14.1.8 It is understood and agreed that a mentor teacher shall be assigned on a yearly basis and the assignment shall be reviewed by the mentor, mentee and administration at the end of each school year.
- 14.1.9 Upon the teacher's request, the administration and the association shall meet and make a joint determination by May 1 of each year regarding the number, kind, duration and compensation of (for) sabbatical leaves to be offered on a voluntary basis to prospective or continuing mentor teachers for training such teachers to aid in the professional development of probationary teachers.
- 14.1.10. Mentor teachers will be paid at a rate of 2% of the B.A. base. Mentor teachers to long term substitutes and reassigned teachers will be paid 0.5% of the B.A. base. A long-term substitute teacher shall be considered any substitute teacher who works for the district in the same position for four consecutive weeks or more.

ARTICLE 15 FACILITIES

- 15.1 The Board shall make available in each school a lounge and/or work study area for the staff and shall provide a lavatory for adults only.

ARTICLE 16
SCHOOL EQUIPMENT

- 16.1 The Board shall provide:
- 16.1.1 A separate desk for each teacher in the district and a lockable drawer space in a desk or file cabinet and computer as requested by the teacher.
- 16.1.2 Attendance books, paper, pencils, pens, erasers, and other such materials required in the daily teaching responsibility.
- 16.1.3 All buildings will be properly maintained and equipped.

ARTICLE 17
PHYSICAL EXAMINATIONS

- 17.1 The Board may require any teacher to submit to a physical and/or psychological or psychiatric examination at any time, such examination shall be paid for by the Board. School time may be used for such examinations without loss of pay and the affected teacher will be notified in writing as to the reason for the required exam.
- 17.2 If the results of any examination are not acceptable to either party, another examination by a different doctor may be requested. Such expense will be paid by the dissatisfied party.

ARTICLE 18
SCHOOL IMPROVEMENT

- 18.1 The Board and the Association recognize the need to maintain an on-going district and individual building school improvement process. The goal of the process will be to improve the quality of educational services offered to students.
- 18.2 Successful school improvement requires the involvement and commitment of all parties in the process. Involvement of teachers in the school improvement process shall be voluntary in most cases, there may be times that all staff may be required to participate.
- 18.3 School improvement committees will not address grievances of the master agreement, will not evaluate employee performance, will not address discipline of employees, and will not address wages or fringe benefits. No provision, formal and/or informal understandings, condition(s) or practice(s) established between the parties or by the master agreement shall be altered, modified or superseded except as mutually agreed in writing by the Board, impacting the school's teaching staff and the EREA Executive Board. A simple majority vote of each above named entity shall be required for

approval.

- 18.4 If school improvement meetings or activities are scheduled during an employee's regular workday, the employee shall be released from duties without loss of pay to attend the meetings.

ARTICLE 19

IN-SERVICE/PROFESSIONAL DEVELOPMENT

- 19.1 The K-12 Curriculum Committee shall meet for the planning and conducting of the Professional Development Education Programs for the teaching staff of the Elk Rapids Schools. This does not preclude having other in-service programs within the individual school district buildings or district.
- 19.2 The Board may provide for the teaching staff, upon recommendation of the K-12 Curriculum Committee, released time by grade, teaching unit, building or department for participation in in-service training sessions, visitations, conferences or staff development programs. This does not preclude the individual school building from doing any of the above.
- 19.3 Any Professional Development taking place on a non-school day or after school hours shall not be required of any Association member. This section does not apply to faculty meetings. School hours are defined in Article 11.1-11.4. A non-school day is defined as Saturday, Sunday, an Act of God Day/school cancellation, or for part-time teachers, any weekday that is not a normally scheduled day.
- 19.4 Flex-Time Professional Development can be agreed upon between the Administration and Association to make-up for student contact time during the school year. All Flex-Time Professional Development guidelines as agreed upon by the Administration and Association will be uniformly interpreted and followed by the Administrators and Association.
- 19.5 On scheduled Professional Development Days, teachers may request from administration the option to independently pursue professional learning goals aligned to their individual professional development plan. Alternate professional development days may be approved at the administrator's discretion.

ARTICLE 20 BEREAVEMENT

- 20.1 In the case of death in the immediate family, a teacher may be granted a maximum of five (5) days per death. Immediate family shall be interpreted as spouse or domestic partner, mother, father, brother, sister, children, grandchildren, aunt, uncle, nephew, niece, father and mother-in-law, grandparents, sibling-in-law and other members of the immediate household, and others approved by the building principal. This shall include a miscarriage of a child by the teacher or their spouse or domestic partner.
- 20.2 Leave beyond the five (5) days granted in this section may be taken, with the approval of the Building Principal, from sick leave.

ARTICLE 21 JURY DUTY

- 21.1 Any teacher summoned to jury duty or subpoenaed as a witness, shall be paid his/her full salary, except that:
- 21.1.1 Should said duty constitute less than one half day, s/he shall report for his/ her teaching assignment upon termination of duty.
- 21.1.2 Should said duty continue for more than fifteen (15) working days, s/he shall return to the district the earnings received for jury duty for any duty days beyond the aforementioned fifteen (15) days.

ARTICLE 22 SABBATICAL LEAVE

- 22.1 Sabbatical leave is a leave from professional duties to pursue a full-time, planned academic program or educational experiences approved by the Superintendent at an accredited college or university. The program shall be designed to improve the teacher's professional competencies.
- 22.2 Provisions:
- 22.2.1 Sabbatical leave may be granted to a teacher or teachers who have completed no less than seven (7) consecutive years of service to the district in a professional capacity. An individual may qualify for more than one sabbatical leave provided that a period of at least seven (7) years of professional service occurs between each leave.
- 22.2.2 Sabbatical leaves may be granted for a maximum of two (2) semesters at one time.

- 22.3 Application shall be made to the Superintendent of Schools not later than 90 days prior to the anticipated beginning of the leave. Exceptions to this deadline may be granted by the Superintendent of Schools.
- 22.4 Selection will be made by the Board of Education based on the following criteria:
- 22.4.1 Length of professional service to the district.
 - 22.4.2 Extent to which the proposed academic program will benefit the teacher and the School District.
 - 22.4.3 Equitable distribution of sabbatical leaves among the various grade levels and departments of the district.
 - 22.4.4 Availability of a suitable replacement.
 - 22.4.5 Order in which applications are received.
 - 22.4.6 Financial condition of the school district and other relevant factors.
- 22.5 Benefits:
- 22.5.1 Individuals granted sabbatical leave shall receive an amount equal to one-half (1/2) the salary to which they would be entitled if on regular duty, not to include pay for duties listed in Article 33 of this Agreement.
 - 22.5.2 Increment on the salary schedule shall accrue.
 - 22.5.3 Sick leave shall accrue at the rate of one-half (1/2) of the regular sick leave.
 - 22.5.4 The Board will pay one-half (1/2) of the health insurance premiums during the duration of the leave.
- 22.6 Return Requirements:
- 22.6.1 Upon completion of a leave of less than one semester in length, the teacher shall render one year's professional service to the District commencing with the first day of the next semester following the leave's completion.
 - 22.6.2 Upon completion of a leave of at least one semester, but less than one year, the teacher shall render two years' professional service to the District commencing with the first day of the next semester following the leave's completion.
 - 22.6.3 Upon completion of a leave of one school year, the teacher shall render three years' professional service to the District commencing with the first day of the next semester following the leave's completion.
 - 22.6.4 Written proof of successful completion of the academic program or the education experiences outlined in the leave application shall be presented to the Superintendent

upon completion of the leave.

22.6.5 Failure to voluntarily comply with the requirements of this section will cause the teacher to forfeit the right to return to the district and to repay immediately, in full, all salary and the cost of paid benefits received during the leave.

22.6.6 Upon return from sabbatical leave, the teacher shall be placed in the same or similar position at the Board's discretion.

ARTICLE 23 UNPAID LEAVES

- 23.1 An unpaid leave of absence may be granted upon application to any EREA member for the purpose of serving as an officer, director, or task force member of the NMEA, MEA, or NEA. It is agreed that such leave is for the professional improvement of the employee and the granting of such leave will in no way interrupt seniority and the rights thereto.
- 23.2 An unpaid leave of absence of up to one (1) year may be granted to a teacher in the Elk Rapids Schools.
- 23.3 The application for such leave must be filed in writing with the Superintendent, or designated representative by March 15 of the school year prior to the year for which the leave is requested except in emergency situations upon approval of the Superintendent.
- 23.4 The applicant must provide whatever information the Superintendent may require concerning the intended leave.
- 23.5 The disposition of an application for an unpaid leave of absence is the exclusive responsibility of the Board. Reasons for denial will be submitted to the applicant.
- 23.6 The returning teacher shall notify the Superintendent in writing of their intent to return at least sixty (60) school days before the end of the semester in which the leave expires.
- 23.7 The right to return to the system shall be considered forfeited if the terms of the leave are not adhered to by the teacher.
- 23.8 Upon return, the Board shall place the teacher in the same or similar position at the Board's discretion.
- 23.9 Unpaid leaves of absence, one year or longer, shall not be considered teaching time with respect to the placement on the salary schedule, or the seniority list, except in the case of military leaves.

ARTICLE 24
PARENTAL/GUARDIAN LEAVE

- 24.1 An unpaid leave of absence shall be granted to any teacher for the purpose of childbirth or adoption or foster care placement of a child under the following conditions:
- 24.1.1 Said leave will commence on the date requested by the teacher. The teacher will submit all requested documentation to the District within the timelines established by FMLA.
- 24.1.2 When the need for leave is foreseeable, application shall be received by the Superintendent no later than 30 calendar days prior to the commencement of leave. When 30 days is not practicable due to the nature of the qualifying event, notice shall be provided as soon as practicable.
- 24.2 The leave period shall terminate no later than the end of the school year after the qualifying event during which the leave is granted or the amount of leave permitted under FMLA, whichever is longer. The leave may be extended up to an additional year upon the approval of the Superintendent.
- 24.3 Any or all paid leave accrued (sick days, personal days, compensation days) will run concurrently with FMLA leave prior to beginning any unpaid leave.
- 24.4 The reinstatement shall be to the same or similar position at the Board's discretion.
- 24.5 In the event of the death of the object child of the leave, the leave of absence may be terminated upon request of the teacher.
- 24.6 If an applicant has completed the equivalent of one full semester or more of teaching during the year they begin the leave, said teacher shall, upon return to duty, be placed at the next consecutive step on the salary schedule (if steps have been negotiated by the parties for that year) and retain accumulated sick leave.

ARTICLE 25
PERSONAL BUSINESS LEAVE

- 25.1 Teachers shall be allowed three (3) days per year for personal business. Requests for personal business leave shall be submitted to the Building Principal at least twenty-four (24) hours prior to the date of the requested leave unless an emergency exists. Personal business days shall not be used on Professional Development days.
- 25.2 Requests for personal business leave, two (2) days prior to or immediately following holidays or vacations shall not be granted unless it is an emergency and given approval

by the Building Principal.

- 25.3 Personal business leave may be taken as long as the criteria in 25.1 and 25.2 of this article are met. A day taken without approval shall result in the loss of a day's pay and a written reprimand. A second offense could result in dismissal.
- 25.4 Teachers may appeal any decision on personal business leave to the Superintendent of Schools.
- 25.5 Any personal business days not used shall accumulate up to five (5) days. Additional personal business leave days not used will be added to the sick leave days. It is agreed that there is to be no more than ten (10) persons per school district or two (2) persons per building to be absent on the same day as provided for under this personal leave plan, unless approved by the Superintendent.
- 25.6 Two (2) additional days for personal business use may be granted with pay for the substitute to be paid for by the teacher. The requests must have the prior approval of the Superintendent of Schools.
- 25.7 Requests for the use of personal business days for reasons prohibited above may be granted upon approval of the Superintendent, who maintains sole discretion over the granting of such leave days. Days granted under this section shall require the deduction of a full day's pay.

ARTICLE 26

ILLNESS AND DISABILITY

- 26.1 Sick leave shall be granted to a teacher in the following circumstances:
 - 26.1.1 Personal illness or disability, including pregnancy-related disabilities, doctor's appointments.
 - 26.1.2 Physical incapacity to teach.
 - 26.1.3 When the teacher's presence in the school might be detrimental to the welfare or health of the students or fellow teachers, as certified by a doctor.
 - 26.1.4 Illness in the immediate family.
- 26.2 Immediate family is defined as the spouse, children, and parents of the employee.
- 26.3 Absence without loss of salary shall be allowed not to exceed a total of ten (10) days for illness in the immediate family. Additional days may be granted on a case by case basis at the sole discretion of the Superintendent. Such absence shall be deducted from the teacher's sick leave.

- 26.4 Each teacher shall be credited ten (10) sick days at the beginning of each school year. Sick days provide full pay, in case of non-compensable injury or illness. In the case of injury or illness compensated for by Worker's Compensation, the teacher's pay will be the difference between their regular salary and the amount paid by the Worker's Compensation. Absence due to injury incurred on the job in the course of the teacher's employment shall not be charged against the teacher's sick leave days. This is to be coordinated with the latest Workers' Compensation Act.
- 26.5 Unused sick leave shall be credited to each teacher's sick leave account up to a maximum of two hundred (200) days.
- 26.6 Sick leave for teachers employed on a part-time basis, or for part of the school year, will be in proportion to the time employed.
- 26.7 The teacher shall, on request of the Superintendent, present a doctor's certificate or other proof of illness satisfactory to the Superintendent, covering the full period of absence for which they are being paid.
- 26.8 In accordance with the provisions of the Family and Medical Leave Act (FMLA), teachers shall be eligible for up to twelve (12) weeks of unpaid leave for the purpose of their own illness, or the serious illness of a spouse, child, or parent, or the birth or adoption of a child, foster child. During this unpaid FMLA leave, the Board agrees to continue to provide all benefits in accordance with the Act.

ARTICLE 27

SICK LEAVE BANK

- 27.1 The Sick Leave Bank shall be made available to members of the bargaining unit.
- 27.1.1 First-year teachers must contribute a minimum of one sick day and work a minimum of thirty (30) calendar days to be eligible for benefits under this plan.
- 27.1.2 Part-time teachers shall contribute to the Sick Leave Bank and share in its benefits on a prorated basis.
- 27.1.3 Teachers may contribute up to ten sick days a year to the Sick Leave Bank.
- 27.2 **Bank Reimbursement:** At the beginning of each school year the Association shall reimburse the Sick Leave Bank via sick leave day contributions from its membership if the total days drops below 200.
- 27.2.1 The cap of the Sick Leave Bank shall be 500 days.

- 27.3 **Use of Accrued Days:** A teacher may request to draw upon the Sick Leave Bank only after the teacher's accumulated sick leave days, personal business leave days, and compensation days have been reduced to three or less days and the illness or disability is of an extended nature of not less than five (5) working days or have a valid physician's note for an illness as defined in Article 26.1.
- 27.4 The maximum benefits a teacher may receive under the plan is ninety (90) working days in any one school year.
- 27.5 Central Office staff shall work with the Sick Leave Bank Chairperson to furnish the Association an annual report on the status of the bank within the first 30 days of school.
- 27.6 A teacher applying for use of Sick Leave Bank will submit a request to the EREA Sick Leave Bank Chairperson or designee via email. The Chairperson, EREA President and Superintendent mutually determine eligibility of each case within ten (10) days and communicate to the teacher via email and to the business office in writing.
- 27.7 A teacher who has drawn on the Sick Leave Bank shall have one-half ($\frac{1}{2}$) of their outstanding balance repaid from the Sick Leave Bank at the end of each school year, with any fractional day rounded up to the nearest whole day. Any teacher who retains a remaining balance after forgiveness shall contribute one (1) or more sick day to the Sick Leave Bank at the beginning of the following school year. Repayment shall continue annually until the balance is paid in full.

Example:

-A teacher borrows 30 days in the 26-27 school year.

-At the start of the 27 - 28 school year, 15 days are repaid for them by the Bank and the teacher will repay 1 day and now owe 14.

At the start of the 28 - 29, school year, 7 days are repaid for them by the Bank and the teacher will repay 1 day and now owe 6.

-At the start of the 29 - 30 school year, 3 days are repaid for them by the Bank and the teacher will repay 1 day and now owe 2.

-At the start of the 30 - 31 school year, 1 day is repaid for them by the Bank and the teacher will repay 1 day and their repayment ends.

- 27.8 A teacher may request to draw upon the Sick Leave Bank for childbirth, adoption, or qualifying foster placement, up to a total of 30 days per event. Bargaining unit members may only be granted additional days related to a different childbirth, adoption or qualifying foster placement related leave provided that the total number of days owed to the Sick Leave Bank does not exceed 30 days at the time of their request.
- 27.9 Teachers who leave the district and still owe days to the Sick Leave Bank will pay back the days at a rate of the current full-day sub-pay for the remaining balance of days

garnished from their final paycheck.

- 27.10 Days owed to the Sick Leave Bank by teachers who separate from the district shall be the district's responsibility to collect pursuant to Section 27.10. Outstanding departure debts shall not be deducted from the Sick Leave Bank balance for purposes of determining the Association's replenishment obligation under Section 27.2 until such time as collection efforts have been exhausted by the district. The annual Sick Leave Bank report required under Section 27.5 shall include the number and total amount of any outstanding departure debts.

ARTICLE 28 COMPENSATION LEAVE

- 28.1 Teachers may earn and accumulate compensation days each semester in accordance with the following schedule:

0 sick days used	1.0 day earned or \$200 one time payment
1 sick day used	0.5 day earned or \$100 one time payment

ARTICLE 29 INSURANCE PROTECTION

- 29.1 The Board agrees to pay the maximum allowed by PA 152 2023 State mandated hard cap amount of the total cost of medical costs through December 31, 2023 and the 2024 PA 152 State mandated hard cap beginning January 1, 2024 through December 31, 2024 and the 2025 PA 152 State mandated hard cap beginning January 1, 2025 through December 31, 2025 and the 2026 PA 152 State mandated hard cap beginning January 1, 2026. Parent and Child will be considered a couple.
- 29.2 Option A. For those electing health insurance:
Employees may choose to participate in a Health Savings Account plan as long as the selected plan qualifies. The Board will contribute 2/3 of the deductible (in network level) into the Health Savings Account on January 1 and 1/3 of the annual deductible (in network level) on September 1. At the option of the Employee the eligible HSA employer contribution amount may be waived to reduce the employee's premium/HSA share. Employee participates in RX Saver prescription plan; non-Board reimbursable. Payroll deductions for amounts exceeding the applicable cap will be deducted evenly over the duration of the contract period.
- 29.3 Option B. For those not electing health insurance:
Cash-in-Lieu: Employees who are covered by an alternative health insurance plan and elect to waive participation in the District's health insurance plan shall receive a cash payment equal to the single-subscriber hard cap as established annually by the State of

Michigan pursuant to Public Act 152 of 2011. For the 2026–2027 school year, this amount is \$7,942.09. This amount shall be updated each school year to reflect the current State-established hard cap.

29.4 The District shall fully fund the following non-major medical benefits for a 12-month period for all teachers:

Long Term Disability: 66-2/3%, \$4000 maximum, 90 calendar days, modified fill.

mental/nervous and alcohol/drug addiction; Social Security freeze.

Delta Dental: 100-80-80 \$1500 Ortho 70% \$2000 Lifetime max. 2 cleanings.

Negotiated Life: \$50,000 AD&D

Vision: VSP-3 Plus P 250 CL

Dependent Life: \$7,500/Spouse, \$3,750/Child

29.5 Part-time teachers shall have their premiums paid for on a pro-rated basis.

29.6 Health care insurance coverage shall extend to the requirements of the bargaining unit member including full family coverage, but dual family coverage for both spouse or domestic partner shall not be permitted. One bargaining unit member shall take Option A and one bargaining unit member shall be eligible to take Option B.

29.7 It shall be the responsibility of the employer to properly enroll in programs available and make notification of any change in status in a timely fashion.

ARTICLE 30 COMPENSATION

30.1 Teachers may elect to have their pay computed for twenty-one (21) or twenty-six (26) pay periods. No change in the number of pay periods will be allowed after October 1 of each year without the Superintendent's approval, except in cases of teacher retirement.

30.2 Teachers may be hired at no higher step than step eighteen (18) for outside teaching experience.

30.3 Teachers shall receive reimbursement for pre-approved semester hours earned at or above the graduate level beyond the highest degree held by the teacher at the time the course is taken according to the following factors:

30.3.1 **Election:** Each teacher shall notify the Superintendent in writing of their selected option no later than the end of the second full week of school each year. The election shall apply to all coursework for which reimbursement is sought during that school year.

A teacher will be reimbursed for classes taken according to the following

schedule: \$250 per semester hour.

- 30.3.2 **Approval:** All semester hours for reimbursement must be in an approved program in a field directly related to the teacher's current or anticipated teaching assignment, certification area, educational leadership, or the general field of education, as determined by the Superintendent with input from the teacher, and must be pre-approved by the Superintendent prior to enrollment. To obtain approval, a teacher must submit a written request identifying the institution, course name, credit hours, and relevance to the teacher's assignment or professional development. Approval shall be granted or denied within ten (10) business days of the request. Course approvals are not required each year for courses within a degree program on file in the Superintendent's office; only initial program approval is required.
- 30.3.3 **Accredited Coursework:** All semester hours for reimbursement must be taken through a college or university holding current institutional accreditation from a regional accreditor recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).
- 30.3.4 **Grade Requirement:** All semester hours submitted for reimbursement must be completed with a grade of B or better, or a passing grade for programs that do not assign letter grades.
- 30.3.5 **Transcript Submission:** Official transcripts verifying completion of approved coursework shall be submitted to the Superintendent's office by October 15 for coursework completed during the first semester and by March 15 for coursework completed during the second semester. Transcripts submitted by these deadlines shall qualify the teacher for both (a) tuition reimbursement and (b) salary schedule movement in the same academic year.
- 30.4 Teachers who work as a Summer School Teacher will be compensated at a rate of \$38 per hour.
- 30.5 Teachers who participate in approved summer work including professional development during the summer break will be compensated at a rate of \$33 per hour except for contracted days.
- 30.6 Teachers required to drive their personal car on school business shall be reimbursed at the IRS rate.
- 30.7 High School and Middle School Counselors may be required to work up to fifteen (15) additional days at per diem rate for scheduling, balancing classes as pre-approved by administration.

30.8 Any teachers required to bill Medicaid shall earn the following Medicaid for completing the required Medicaid billing each month for students on the caseload that require billing. This stipend will be paid on the last pay in June.

1–6 eligible students: \$325

7–14 eligible students: \$650

15+ eligible students: \$900

ARTICLE 31 SALARY SCHEDULE

31.1 The salaries of teachers covered by this agreement for the respective school year, or years, are set forth in this section and are incorporated into this Agreement.

31.2 All teachers are hired on the basis of the salary schedule.

31.3 Changes in placement on the salary schedule shall be approved and paid only at the beginning of a semester. If there may be a potential change in placement on the salary schedule for the second semester of a school year, the teacher must give the Board notice, in writing, of that potential change before June 15th of the prior year.

31.4 Any teacher on Step 23 or above will receive a once yearly stipend according to the schedule below. This stipend will be paid on the last pay in June.

Step 23-25	\$750
Step 26-28	\$1000
Step 29+	\$1250

31.5 FINANCIAL SUMMARY 2026-2027

1. Steps and lanes granted to eligible employees in all years.
2. For the 2026-2027 salary schedule, increase 5% from the 2025-2026 schedule.
3. Removal of Step 1 and 2 from the Salary Schedule. Katherine Fries advances to Step 3. Teachers being hired with 0-2 years prior experience will hire in at Step 3.
4. In addition to the step increase for the 2026-2027 school year, the teachers listed below will also be granted 1, 2, or 3 additional steps. This is being granted for one year (2026-2027) to support teachers who were hired on steps below their years of service according to the 2025-2026 Seniority List.
 - a. Addition One (1) Step Granted: Anna Prissel, Emily White, Derek Shafft, Jesse Kramer, Jessica Lawrence
 - b. Additional Two (2) Steps Granted: Lynette Starr, Krista Taylor, Holly Zatkovic
 - c. Additional Three (3) Steps Granted: Richard Roman, Erica Daly, James Somerville, Deanna Szumera, Keith Schulte, Jessica Morton, Ashley Weaver, Jennifer

Drewanz, Ann Grammer, Katheryn Kinery, Ashlee Friess, Jessica Kovacs, Lindsey McCarty, Katherine Theisen, Monica Malbouef, Matthew Drost, Sarah Simon, Melissa Cisneros

5. Additional agreements will be discussed in 2027-2028 and 2028-2029 to further salary increases; opening only Articles 31 & 33.

**SALARY SCHEDULE
2026-2027**

Step	BA	MA
Start / 3	\$47,212	\$51,485
4	\$49,349	\$53,624
5	\$51,912	\$56,184
6	\$54,475	\$58,748
7	\$57,037	\$61,312
8	\$59,603	\$63,877
9	\$62,165	\$66,436
10	\$64,728	\$69,002
11	\$67,291	\$71,564
12	\$69,855	\$74,127
13-15	\$72,420	\$76,693
16-18	\$74,555	\$78,828
19-21	\$76,478	\$80,750
22+	\$78,401	\$82,673

ARTICLE 32
EXTRA CURRICULAR COMPENSATION

- 32.1 Teachers engaging in extra-curricular activities enumerated in Article 33 shall be compensated in accordance with that schedule in the manner provided.
- 32.2 Teachers substituting for the Principal for a full day are paid \$100 in addition to their current per diem rate.
- 32.3 Teachers acting as a principal on-call while still performing their regular duties shall be paid \$38/hour in addition to their current per diem rate.
- 32.4 Teachers attending an administration approved extra-curricular activities with students that are not enumerated in Article 33 or are otherwise grant funded shall be paid thirty three dollars (\$33.00) per hour up to a total of 4 additional hours for time worked after their leave time.
 - 32.4.1 Teachers attending an administration approved overnight field trip not enumerated in Article 33 or otherwise grant funded shall be paid an additional \$100 per night.

ARTICLE 33
EXTRA CURRICULAR SCHEDULE

33.1 HIGH SCHOOL SPORTS

TIER 1	
Head Coach: Varsity Football, Boys and Girls Varsity Basketball	10%
Asst Coach: Varsity Asst. Football, Head JV Football, Boys and Girls Head JV Basketball	6.5%
TIER 2	
Head Coach: Boys and Girls Varsity Soccer, Varsity Volleyball, Varsity Baseball, Varsity Softball	8.0%
JV Soccer, JV Volleyball, JV Baseball, JV Softball	5.0%
TIER 3	
Boys Varsity Track, Girls Varsity Track, Golf, Skiing, Cheer, Dance Squad, Equestrian, Boys and Girls Freshmen Basketball, Freshmen Volleyball, Boys and Girls Tennis, Bowling, JV Asst. Football, Wrestling, Boys and Girls Cross Country, Powerlifting	5.0%
TIER 4	
Assistant Coach: Boys Soccer, Volleyball, Boys Basketball, Girls Basketball, Baseball, Softball, Girls Soccer, Track, Powerlifting	2.5%

33.2 MIDDLE SCHOOL SPORTS

TIER 1	
Football, 7 & 8 Boys and Girls Basketball, 7 & 8 Volleyball	4.5%
TIER 2	
Football Assistant, Cross Country, Boys and Girls Track	3.5%
TIER 3	
'B' Boys and Girls Basketball, 'B' Volleyball, Fall Cheer, Winter Cheer, Wrestling	2.5%

33.3 DISTRICT-WIDE

Leadership	
Lakeland PLC	12%/building
Mill Creek PLC	12%/building
Middle School Steering Committee	8%/building
High School PAC	8%/building
K-12 Curriculum Committee Members	
Two (2) teachers each from Mill Creek, Lakeland, and Cherryland Four (4) from ER High School (one teacher from each core area at the High School level) for a grand total of ten (10)	2.0 % per person
Technology	
Webmaster (x 4, one per building)	\$1,000

Technology Coaches (one per building)	5.0%
Other	
Elementary School Test Administration (1 per building)	2.0%
Middle School Test Administration	2.0%
High School Test Administration	3.0%

33.4 ELEMENTARY SCHOOL

Student Council (1 per building)	1.5%
Robotics Coach (1 per building)	2.5%
Vocal Music K-5	2.0%
Physical Education	2.0%
Running Club (1 per building)	1.5%

33.5 MIDDLE SCHOOL

Academic Teams	
Robotics Coach	2.5%
Michigan Youth in Government- Coordinator	3.0%
Contemporary Issue Co-coach- Coach 1	2.0%
Contemporary Issue Co-coach- Coach 2	2.0%
Coordinator Assistant	1.0%
Spelling Bee Coordinator	1.0%
Performing Arts	
Instrumental Music 6-8	2.5%
Vocal Music 6-8	2.0%
Student Groups	
National Junior Honor Society	1.5%
Student Leadership Team (SLAM) Advisor(s) (divided equally among all advisors)	4.5%
Washington DC Coordinator	2.0%
Snow Chaser Coordinator	2.0%
Yearbook	1.0%

33.6 HIGH SCHOOL

Academic Teams	
Science Olympiad Coach*	1.5%
Academic World Quest Coach*	1.5%
*1.5% is for 2-4 teams. If 5 or more teams then 2.0% and Coach Helper for impacted teams at .75%	
Robotics Coach	2.5%
Michigan Youth in Government- Coordinator	3.0%
Michigan Youth in Government- Mock Jury Coach	3.0%
Performing Arts	

Senior High Band	11.0%
Senior High Color Guard	3.0%
Vocal Music 9-12	7.0%
Musical Production	
Co-Director(s) (divided equally)	8%
Assistant Director/Choreographer	2%
Pit Director	2%
Drama Director	5.0%
Student Groups	
9th Grade Class Sponsor	1.5%
10th Grade Class Sponsor	2.0%
11th Grade Class Sponsor	3.0%
12th Grade Class Sponsor	3.0%
National Honor Society	3.0%
Student Council	2.0%
Rotary Interact	2.0%

- 33.6.1 STATE COMPETITIONS. Compensation. If the high school band, choir, Science Olympiad and debate team move to the second level of competition, the teacher will be compensated with a stipend of \$250.00. (maximum 1.5%)
- 33.7 Pay based on a percentage of the B.A. base. New persons to a position will start on step 3 and progress to step 14, moving one step for every year's experience in a comparable activity. New persons to a position may be given up to four (4) years of service credit for experience in a comparable activity, upon the approval of the Superintendent and the Board of Education. Persons within the school system who move within a sport will receive credit for their past experience in that sport and continue progressing on the salary schedule.
- 33.8 The positions will be filled only upon the recommendation of the administration.
- 33.9 Within two (2) weeks of the school year or within two (2) weeks of hiring for a sport/activity, the person responsible for the sport/activity shall notify the payroll secretary as to whether the person would want a lump sum payment at the conclusion of the sport/activity or to have the total amount divided into an equal number of installments to be included with the regular, if applicable, paycheck. A separate contract will be provided for each sport/activity within two (2) weeks of the above notification.
- 33.10 If the positions of class advisor or student council advisor are not filled voluntarily, a teacher may be appointed to the position by the principal of the building.
- 33.11 When a coach handles two sports at the same time, (example: Varsity Boys and Girls Track) the coach shall receive the stated percentage of (1) one sport and (1/2) one-half

the stated percentage of the other sport being coached.

- 33.12 In case of an extended illness or similar situation in a coaching or other position on the extra-curricular schedule, the Association and the Superintendent would meet and develop a mutually agreeable payment for the services rendered.
- 33.13 The Board of Education will review these positions annually.
- 33.14 A representative of the Association and a representative of the District shall meet at least once per school year to discuss the above percentages. Any changes shall be subject to ratification of the Association and the Superintendent.
- 33.15 Compensation for Schedule B type duties that are assigned by the administration, that are not already outlined in the Master Agreement, need to be agreed upon by the Superintendent and the Association through a Letter of Understanding.
- 33.16 If administration has a need for teachers to perform job specific or school-related duties outside the normal workday (as defined in 13(1)(2)(3)(4), or on a non-school day, (as defined in 21.4.), administration and the teacher will plan for a determined number of hours, at thirty-three dollars (\$33) per hour, before requesting approval of the Superintendent. The Superintendent will communicate with the Association in each situation with sole discretion belonging to the Superintendent. If the request is denied, the teacher and principal may work together to arrange release time during the school day for the teacher to work on the project.

ARTICLE 34 EARLY RETIREMENT INCENTIVE

- 34.1 The Board reserves the right to enter into negotiations with individual Association members and the Association regarding individual buyout options. Negotiations with individual members and the Association, and any resulting settlement(s) shall not be precedent setting.

ARTICLE 35 TEACHER RETIREMENT AND SEVERANCE PAY/DEATH BENEFITS

- 35.1 To qualify for this plan a teacher must have taught in the Elk Rapids Schools for a minimum of ten consecutive years, be qualified for retirement under the policy of the Michigan Public School Employees' Retirement System and submit evidence from the MPSERS that the processing of their application for retirement has been completed. A teacher qualifying for early retirement pay shall receive as early retirement pay an amount equal to forty percent (40%) of the teacher's regular daily base pay at

retirement for each day of accumulated sick leave, up to a limit of 75 sick days if eligible for full retirement benefits. Additionally, if a teacher has 100 to 149 sick days, they will receive an additional \$250.00. If a teacher has 150 to 199 sick days, they will receive an additional \$500.00. If a teacher has 200 sick days, they will receive \$750.00. The payment for accumulated sick leave and early retirement incentives will only be received in the form of an employer contribution to a 403(b) plan. This is a one-time payment.

- 35.2 As longevity pay, a teacher who has been employed at least ten (10) years in the Elk Rapids School District will receive \$184 per year of service for each year of employment. The payment of longevity pay will be paid through the normal payroll process subject to Article 35.4.
- 35.3 Persons qualifying for early retirement or severance pay must file a letter of intent to retire by November 15 if retiring at the end of the first semester or by April 1 if retiring at the end of the second semester to be eligible for the retirement or longevity pay under this provision.
- 35.4 Payment of the above monies will be made in July of the year of retirement or half in July and half the following January, or all the following January at the discretion of the retiree. Under special circumstances the Board and the teacher may mutually modify the terms of this agreement.
- 35.5 In case of death, the above (35.1-35.4) shall not apply, but accumulated sick leave to a maximum of \$5,000 shall be paid to the beneficiary.
- 35.6 Persons who have retired prior to this agreement shall be subject to the retirement plan they received when they retired.
- 35.7 The following conditions are in place for employees retiring on June 20th.
Employer provided Health Insurance ends as of July 1.
An employee can choose to:
 - 1. Receive final *salary* payout as of June 30th -or-
 - 2. Continue with their normal 26 pay cycle ending on August 31st.

ARTICLE 36

GRIEVANCE PROCEDURE

- 36.1 Any teacher, group of teachers, or the Association believing that there has been a violation, misinterpretation or misapplication of any of the provisions of this agreement, may file a written grievance with the Administration. Such a complaint shall set forth the alleged violation of a specific article and section of this agreement and the remedy requested. The Board designates as its representative for such purpose the

Principal of each school building. All grievances must be signed by the aggrieved teacher, group of teachers or the Association.

- 36.2 If a teacher, group of teachers, or the Association do not file a grievance in writing with the Principal or other Board representative within ten (10) work days after the grievant's knowledge of the occurrence or omission, then the grievance shall be considered waived and dropped. At the conclusion of the school year, the teachers shall have ten (10) work days from the date of knowledge of the occurrence or omission in which to file a grievance.
- 36.3 Within five (5) workdays of the receipt of the grievance the Principal shall meet with the signatory(s) to the grievance and the designated representative of the Association in an effort to resolve the grievance. The Principal shall indicate their disposition of the grievance in writing to the teacher and designated representative of the Association within five (5) workdays of such meeting.
- 36.4 If the grievant or the Association is not satisfied with the disposition of the grievance by the principal or if no disposition has been made by the principal within the required five (5) workdays, the grievance shall then be transmitted to the Superintendent within five (5) workdays. Within five (5) workdays after receiving the grievance, the Superintendent shall meet with the Association. The Superintendent shall indicate their disposition of the grievance in writing, within five (5) workdays of said meeting.
- 36.5 If the grievant or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made by the Superintendent within five (5) work days of such meeting, the grievance shall be transmitted to the Board of Education by filing a written copy with the Secretary of the Board within ten (10) working days. The Board, no later than its next regular meeting shall decide the grievance with a hearing, at its option, or may hear the grievance by committee, which shall make recommendations to the Board for its decision thereon. Disposition of the grievance shall be made in writing within five (5) workdays of such meeting of the Board. Copies of such disposition shall be furnished the teacher and the Association. If the Association fails to provide the Administration with a signed disposition of the grievance within the timelines outlined in sections (36.4) and (36.5), the grievance shall be considered waived and dropped.
- 36.6 If the Board of Education and the Association shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific section of this agreement, it may within twenty (20) workdays after the decision of the Board be appealed to arbitration. The Association appeal shall be in writing and shall be delivered to the American Arbitration Association and the Board of Education within said twenty (20) workday period. If not so delivered, the grievance shall be considered abandoned. If the parties are unable to agree upon an arbitrator, they shall be appointed under rules of the

American Arbitration Association. The teacher, the group of teachers, the Association, the Board of Education, the Arbitrator and the Arbitration shall be subject to the following which shall control if there be conflict with a rule of the American Arbitration Association.

- 36.6.1 The Arbitrator shall be empowered to rule only on a grievance which involves an interpretation or application of this Agreement.
- 36.6.2 The Arbitrator shall not add to, subtract from, ignore or change any of the provisions of this Agreement.
- 36.6.3 The Arbitrator shall not have the authority to change the existing salary structure; however, they may rule on the proper placement on the salary schedule.
- 36.6.4 The Arbitrator shall not have the authority to rule on the Board of Education's, the Superintendent's, or the Principal's right to manage or direct the work of a teacher, except as specifically limited within this Agreement, and may not infer from any provisions of this Agreement any limitation of those rights.
- 36.6.5 Each party shall furnish to the Arbitrator and to the other party whatever facts or material the Arbitrator may require to properly weigh the merits of the grievance, provided however, such facts or material must have been discussed during the grievance procedure or the Arbitration.
- 36.6.6 The American Arbitration Association's administrative fee and the Arbitrator's charges for his/ her services shall be shared equally by the Board of Education and the Association. Each shall bear their own expense in conjunction herewith.
- 36.6.7 The Arbitrator's decision on an arbitrable matter within their jurisdiction shall be final and binding, subject to judicial review.
- 36.6.8 The Arbitrator so selected will confer with the parties and hold hearings promptly and will issue their decision not later than thirty (30) days from the date of the exchange of briefs, which is to occur within ten (10) calendar days of the close of the hearing. The Arbitrator's decision shall be in writing and will set forth their findings of fact, reasoning, and conclusions on the issues submitted.
- 36.7 It shall be the general practice of all parties of interest to process grievances during times which do not interfere with assigned duties, provided, however, in the event it is agreed by the Board to hold the proceedings during regular working hours, a teacher participating in any level of the grievance procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

- 36.8 Any individual employee at any time may present grievances to their employer and have the grievances adjusted without intervention of the bargaining representative, if the adjustment is not inconsistent with the terms of the bargaining contract or agreement then in effect if the bargaining representative has been given the opportunity to be present at such adjustment.
- 36.9 The following matters shall not be the basis of any grievance filed under the procedure outlined in this section:
- 36.9.1 Any claim or complaint for which there is another remedial procedure as specified in the Teacher Tenure Act (Act IV Public Acts, extra session, of 1937 of Michigan as amended).
- 36.9.2 The failure of the Board to reappoint a teacher to an extra-curricular position.
- 36.9.3 Any claim involving a prohibited subject of bargaining.
- 36.10 The time limits provided in this section shall be strictly observed but may be extended by written agreement of both parties.
- 36.11 For a copy of the GRIEVANCE REPORT FORM – See Appendix A at the end of the contract.

ARTICLE 37 EMERGENCY MANAGER

- 37.1 An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4. Note: Inclusion of this language is required by Section 15(7) of the Public Employment Relations Act.

ARTICLE 38 TEACHER DISCIPLINE AND DISCHARGE

- 38.1 **Just Cause Standard:** No bargaining unit employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without reasonable and just cause. The term "discipline" includes warnings, reprimands, suspensions (with or without pay), and discharge. Any such discipline shall be subject to the grievance procedure, including binding arbitration.
- 38.2 **The Seven Tests of Just Cause:** In determining whether a disciplinary action meets the standard of "reasonable and just cause," the following seven (7) tests shall be applied

unless the severity of an offense may provide just cause for the District to accelerate this progression:

1. **Notice:** Did the employee receive notice of the rule and the consequences of its violation?
 2. **Reasonable Rule:** Was the rule reasonably related to the efficient and safe operations of the District?
 3. **Investigation:** Did management conduct an investigation before administering discipline?
 4. **Fair Investigation:** Was the investigation conducted fairly and objectively?
 5. **Proof:** Did the investigation produce substantial proof of the violation?
 6. **Equal Treatment:** Have the rules, orders, and penalties been applied even-handedly and without discrimination?
 7. **Appropriate Penalty:** Was the degree of discipline reasonably related to the seriousness of the offense and the employee's past record?
- 38.3 **Progressive Discipline:** The District agrees to follow a system of progressive and corrective discipline. Prior to the imposition of economic discipline, the following progression shall be followed for unrelated incidents:
- 1) Oral warning (communicated to the teacher, but not documented in the personnel file).
 - 2) Written reprimand.
 - 3) One-day suspension without pay.
 - 4) Further suspension without pay.
 - 5) Discharge.
- 38.4 **Non-Applicability to Evaluation Scoring:** If a bargaining unit employee is disciplined and receives any form of Progressive Discipline as defined above, that employee shall not in any way subsequently be evaluated in their annual performance evaluation for the same incident.
- 38.5 **Notice and Representation:** The District shall notify the teacher of any alleged infraction and provide an opportunity for the teacher to respond before discipline is imposed. A teacher shall be entitled to have Association representation present at any meeting which leads to, or could lead to, disciplinary action.

ARTICLE 39

VACANCIES, ASSIGNMENTS AND TRANSFERS

39.1 Definition of "Vacancy"

A vacancy is an unassigned, open position or a newly created position which the District intends to fill permanently. The District determines when a vacancy exists and may transfer teachers to different assignments before posting a vacancy.

39.2 Notification and Posting of Vacancies

Whenever any vacancy in any bargaining unit position occurs, the Board shall post the vacancy on the District's website. No vacancy shall be filled on a permanent basis, except in cases of emergency, until such vacancy has been posted for at least five (5) business days. Bargaining unit employees may apply for any such vacancy by submitting a written statement of interest to the Building Administrator. Principals shall have discretion to fill vacancies in their building.

39.3 Awarding of Vacancies: Internal applicants shall be considered for a vacant position to another building prior to considering external applicants.

39.3.1 To be considered for a vacant position, classroom teachers must be qualified, considering evaluation ratings, length of service in a grade level or subject area, disciplinary record, and relevant special training, and certified for all aspects of their assignments, as determined by the Board. Length of service to the District will be considered as a tiebreaker if a Classroom Teacher placement decision involves two (2) or more teachers and the teachers are equally qualified.

39.3.2 The parties agree that teachers should be placed into positions which will most effectively use their skills and experience while providing for the District's staffing needs. The procedures established below constitute clear and transparent procedures as required under Revised School Code Section 1248.

39.4 Involuntary Transfers: Teachers may be involuntarily transferred for a reason that is not arbitrary or capricious. Teachers subject to an involuntary transfer shall be notified in writing at least twenty (20) days prior to the effective date of the transfer, except where no other teacher is available to teach the class. The notification shall state the reason for the transfer and position to which the teacher is being transferred. The Association shall be notified in writing simultaneously. A teacher shall only be involuntarily transferred once every three years.

39.5 Assignment Disputes: Probationary teachers may not dispute their assignment. Tenured teachers may dispute their assignment under the following procedure.

39.5.1 If the Association claims that an assignment of a non-probationary teacher was contrary to this Agreement, the Association within five (5) days from receipt of the disputed assignment shall in writing:

39.5.1.1 Notify the building principal of the name of the non-probationary teacher the Association claims should have been assigned, and

39.5.1.2 The specific reasons for such a claim. If the building principal accepts the Association's claim, the adjustment shall be made at a time mutually agreeable to the parties. If the building principal

does not accept the Association's claim, the Association may bring the claim to the Superintendent.

If there is not a mutual resolution, then the Superintendent shall hear the dispute. The Superintendent's decision shall be final and not subject to the Grievance Procedure.

ARTICLE 40 TEACHER EVALUATION

40.1 Beginning with the 2025-26 school year the negotiated performance evaluation system shall include a performance evaluation system that includes:

40.1.1 Specific performance goals identified by the teacher and in consultation with administration to improve their effectiveness in the upcoming school year.

40.1.2 An evaluation of the teacher's job performance with timely and constructive feedback.

40.1.3 Clearly communicated approaches to measuring student growth with relevant data on student growth.

40.1.4 Multiple rating categories that take into account student growth and assessment data or student learning objective metrics that have been negotiated with the EREA's representatives.

40.1.5 The use of student growth and assessment data or student learning objective metrics as 20% of the year-end evaluation determination.

40.1.5.1 The student growth and assessment data or student learning objectives shall consist of measurable, academic goals set for all students that utilize available data as determined annually by the grade-level/department level teachers.

40.1.5.2 The teacher may request and receive administrative approval to eliminate data attributable to students who have excessive absences, are partial year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that warrant eliminating that data.

40.1.5.3 That data used in this section must be attributable to the actual teaching responsibilities of the individual teacher unless otherwise requested and approved by administration.

40.1.6 A negotiated year-end evaluation form that utilizes other objective criteria for 80% of the year-end evaluation determination.

40.1.7 A meeting of EREA's representatives (one per building up to four total) and administration representatives before the evaluation period begins to negotiate and establish the performance evaluation process including:

40.1.7.1 Student growth and assessment data or student learning objective metrics to be used,

40.1.7.2 Objective criteria to be used including the elements chosen from the negotiated evaluation model

40.1.7.3 Scoring system to be used including the weighting of data and elements as a portion of the year-end evaluation

40.1.7.4 All forms to be used based on the evaluation tool.

40.2 **Process:** Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:

40.2.1 The teacher's evaluator will be the building principal or assistant principal unless notified otherwise. Teachers working in multiple buildings will have their evaluator communicated within writing by September 30.

40.2.2 The classroom observations used in the year-end evaluation must include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson.

40.2.3 The observation must include a review of pupil engagement in the lesson that is observed.

40.2.4 In order to ensure 1.b and 1.c above, the observation shall be no less than thirty (30) minutes. If an administrator is unexpectedly called out of the observation, the teacher may request to have that evaluation rescheduled.

- 40.2.5 There shall be notice of each planned observation date given to the teacher at least two (2) school days prior to the observation. Upon such notice, the teacher will provide information relative to 1.b before the classroom observation occurs. There may be unscheduled informal or walkthrough observations.
- 40.2.6 Feedback will be discussed during the post- observation meeting between the administrator conducting the observation and the teacher. The post-observation meeting shall be set by the administrator no later than twenty (20) calendar days after the observation occurred. At the post-observation meeting, the teacher will be provided written feedback on that observation on the evaluation tool.
- 40.2.7 There shall be at least 2 formal classroom observations of a teacher in each school year the teacher is evaluated once per semester. The first observation shall occur no later than the end of the first semester.
- 40.3 Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of "effective", "developing" or "needing support".
- 40.3.1 The year-end evaluation determination and form shall be submitted to the teacher in writing through the observation tool no later than Memorial Day. A teacher may request a final evaluation meeting. In the event there is no year-end evaluation as described above, the teacher shall be deemed "effective" per the year- end evaluation determination.
- 40.4 Teachers who work less than 60 days in any school year, or who have their evaluation results vacated through the grievance procedure, or are otherwise not evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, shall be considered unevaluated. Said teachers shall receive the same rating they received in the prior year for the current year if it was conducted by the district.
- 40.5 If a tenured teacher has been rated "highly effective" or "effective" for three (3) consecutive year-end evaluations, they may be evaluated every third year thereafter. If the subsequent year-end rating is not "effective" on an evaluation following the third year, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

- 40.6 In addition to the above procedures (Sections B. 1-4), teachers who are evaluated with an IDP (received a "minimally effective", "ineffective" prior to July 1, 2024, or "needing support", or "developing" rating thereafter, and/or 1st year teachers) shall be provided the following:
- 40.6.1 Specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation and agreement by the teacher.
 - 40.6.2 Training to be provided by the district to assist the teacher in meeting the goals of the IDP.
 - 40.6.3 A mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1 above that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.
 - 40.6.4 A Mentor teacher that is informed of the conditions and requirements of the IDP to assist the mentee.
- 40.7 Any non-compliance with the evaluation process as described in this Article shall be subject to the grievance process.
- 40.8 All teachers shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.
- 40.9 **Rights of Tenured Teachers:** A tenured teacher who is rated as "needing support" shall have due process rights to challenge the rating as outlined in Section 1249 of PA 224 of 2023.
- 40.10 **Training on evaluation tool for teachers and evaluation required by law:** Prior to any building evaluations, the district shall provide, during contractually scheduled Professional Development time or staff meeting, training to all teachers on the evaluation system, reporting forms and other important components of the year-end evaluation process, how each reporting form is used during the process, and work time to complete goal setting requirements.

**APPENDIX A
GRIEVANCE REPORT FORM**

GRIEVANCE # _____ Elk Rapids School District

Distribution of Form:

1. Superintendent

2. Principal

3. Association

4. Teacher

Submit to Principal in Duplicate

Building	Assignment	Name of Grievant	Date Filed
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STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance

2. Relief Sought:

Signature

Date

Principal Signature

Date Received

C. Disposition of: Principal

Signature

Date

D. Received by Association

Signature _____

Agreement? (answer yes or no)

Date

STEP II

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee:

Signature

Date

C. Position of Grievant and/or Association:

Signature

Date

STEP III

A. Date Received by Board of Education: _____

B. Disposition of Board of Education:

Signature

Date

C. Position of Grievant and/or Association

Signature

Date

STEP IV

A. Date Submitted to Arbitration: _____

B. Disposition and Award of Arbitrator:

Signature

Date

NOTE: All provisions of Article 7 of this Agreement shall be strictly observed in the settlement of grievances.

**APPENDIX B
EXTRA TIME REQUEST**

This form is for implementing 33.16 in the EREA / BOE Master Agreement.

33.16: If the administration needs teachers to perform job-specific or school-related duties outside the normal workday (as defined in 13(1)(2)(3)(4), or on a non-school day, (as defined in 21.4.), administration and the teacher will plan for a determined number of hours/ at thirty-three (\$33)) per hour, before requesting approval of the Superintendent. The Superintendent will communicate with the Association in each situation with sole discretion belonging to the Superintendent. If the request is denied, the teacher and principal may work together to arrange release time during the school day for the teacher to work on the project.

Date submitted:

Teacher Name:

Building / Principal:

1. Work being requested: include the scope of the work and the project duration.

2. Proposed number of hours for work requested:

For Superintendent

☐ Approved as written

☐ Approved with adjustments noted here:

☐ Not Approved

Superintendent Signature

Date

Please provide a completed copy back to the EREA president and building principal.



2026-27 District Courses

Lakeland Elementary

Kindergarten-5th Grade:

- English
- Science
- Social Studies
- Math
- Social-Emotional
- Intervention
- Physical Education
- Art
- Music

Cherryland Middle School

- 6th English Language Arts A/B
- 7th English Language Arts A/B
- 7th English Language Arts Accelerated A/B
- 8th English Language Arts A/B
- 8th English Language Arts Accelerated A/B
- 6th Math
- 7th Math
- 7th Accelerated Math
- 8th Math
- 8th Math Lab
- Algebra 1
- 6th Science
- 7th Science

- 8th Science
- 6th Geography
- 7th World History
- 8th U.S. History
- Art 6
- Art 7
- Art 8
- Vocal Music 6
- Vocal Music 7
- Vocal Music 8
- Band 6
- Band 7
- Band 8
- Intervention 6
- Intervention 7
- Intervention 8
- STEM 6
- STEM 7
- STEM 8
- PE/Health 6
- PE/Health 7
- PE/Health 8
- P2/Community Action Special Education Resource
- Family Consumers Science

Elk Rapids High School

- English 9 – A/B
- English 9 Honors – A/B
- English 10 – A/B
- English 10 Honors – A/B
- English 11 – A/B
- AP Language & Composition - NB
- English 12- A/B
- AP Literature & Composition - NB

- Broadcast Journalism
- Literature in Film
- Environmental Science – A/B
- Biology – A/B
- Chemistry – A/B
- AP Environmental Science A/B
- AP Computer Science Principles A/B
- AP Cybersecurity
- Forensic Science
- Botany
- Algebra I – A/B
- Geometry – A/B
- Algebra II – A/B
- Pre-Calculus – A/B
- AP Statistics – A/B
- US History 9 – A/B
- Honors US History A/B
- World History – A/B
- American Government
- Economics
- AP World History A/B
- AP U.S. Politics and Government A/B
- Criminal Law
- Civil Law
- World Wars and The Holocaust
- History of the Mind
- Health
- Beginning PE
- Advanced PE
- Weights & Conditioning
- Personal Finance
- Stock Market
- Spanish I – A/B
- Spanish II – A/B
- Art I A- Drawing

- Art I B- Painting
- Multicultural Art
- Pottery
- Graphic Design/Yearbook
- H.S. Band – A/B
- Vocal Music
- Adv. Vocal Music – A/B
- NES/CTC – Programs vary
- Human Anatomy/Physiology
- Reading Explorations (using “Read 180”)
- Integrated Math
- Study Skills
- Life Skills/Consumer Science
- Job Skills Training
- Virtual Learning platforms:
 - Edmentum
 - Michigan Virtual University



District Student Assessment Plan

Policy 2623

Elk Rapids High School

9th Grade:

- PSAT 9
- SSIS

10th Grade:

- PSAT 10
- SSIS

11th Grade

- Michigan Merit Exam
 - Required MSTEP Assessments
 - SAT
 - WIN*
- NMSQT (National Merit Scholarship Qualifying Test)
- SSIS

12th Grade

- SSIS

Cherryland Middle School

6th, 7th, 8th Grade:

- Required MSTEP Assessments
- SELweb
- NWEA Math and Reading

8th Grade:

- PSAT 8

Lakeland Elementary School:

K-5th Grade

- MClass progress monitoring
- SELWeb

Kindergarten-2nd

- MClass: Math/Language Arts: Benchmark

3rd-5th Grade:

- NWEA: Math/Language Arts: Benchmark
- Required MSTEP Assessments

29-2-431-0000-000-0000-00000-0005	WE are ER - Athletics
29-2-431-0000-000-0000-00000-0009	We Are ER - Lakeland
29-2-431-0000-000-0000-00000-0010	We R ER - Art - Lakeland
29-2-431-0000-000-0000-00000-0012	We R ER Art - MCA
29-2-431-0000-000-0000-00000-0014	We Are ER - Theisen
29-2-431-0000-000-0000-00000-0015	We Are ER - Elementary Music
29-2-431-0000-000-0000-00662-0003	WE are ER - HS Art
29-2-431-0000-000-0000-00662-0007	WE Are ER - Band
29-2-431-0000-000-0000-00665-0011	We R ER - Art - CMS
29-2-431-0000-000-0000-04470-0008	We Are ER - Mill Creek
29-2-721-0000-000-0000-00000-0002	Spec Ed - Knights Of Columbus IDD Progr
29-2-721-0000-000-0000-00000-0003	Ross Family Fund
29-2-721-0000-000-0000-00000-0004	Do A Little Good
29-2-721-0000-000-0000-00000-0006	Scholarship Clearing Acct.
29-2-721-0000-000-0000-00000-0007	ERS - Joanie Art Fund
29-2-721-0000-000-0000-00000-0009	Don Glowicki Athletic Scholarship
29-2-721-0000-000-0000-00000-0010	Child Care Scholarship Fund
29-2-721-0000-000-0000-00000-0011	Giving Pump - (TrueNorth Energy)
29-2-721-0000-000-0000-00000-0013	Athletic Sales
29-2-721-0000-000-0000-00000-0020	Elk Rapids Cares Account
29-2-721-0000-000-0000-00000-0037	6th Grade Misc
29-2-721-0000-000-0000-00000-0084	Milk Grant Program High School
29-2-721-0000-000-0000-00662-0001	Aileen Popp Scholarship
29-2-721-0000-000-0000-00662-0002	Anthology
29-2-721-0000-000-0000-00662-0003	Band Boosters
29-2-721-0000-000-0000-00662-0004	Calculator
29-2-721-0000-000-0000-00662-0006	Drama/Play
29-2-721-0000-000-0000-00662-0011	Alumni Account
29-2-721-0000-000-0000-00662-0012	Fisher Bogard Memorial Fund
29-2-721-0000-000-0000-00662-0019	2015
29-2-721-0000-000-0000-00662-0020	2016
29-2-721-0000-000-0000-00662-0021	2017
29-2-721-0000-000-0000-00662-0023	2019
29-2-721-0000-000-0000-00662-0024	2020
29-2-721-0000-000-0000-00662-0025	2021
29-2-721-0000-000-0000-00662-0026	2022
29-2-721-0000-000-0000-00662-0027	Communications Art
29-2-721-0000-000-0000-00662-0028	Debate
29-2-721-0000-000-0000-00662-0029	Donations
29-2-721-0000-000-0000-00662-0030	Drama/Musical
29-2-721-0000-000-0000-00662-0031	Eco Club
29-2-721-0000-000-0000-00662-0032	Elk Den
29-2-721-0000-000-0000-00662-0033	ERTARS
29-2-721-0000-000-0000-00662-0034	Forensics
29-2-721-0000-000-0000-00662-0035	LMC
29-2-721-0000-000-0000-00662-0036	McKinney Vento HS
29-2-721-0000-000-0000-00662-0037	Miscellaneous
29-2-721-0000-000-0000-00662-0038	Music Travel
29-2-721-0000-000-0000-00662-0039	MYIG
29-2-721-0000-000-0000-00662-0040	NAHS
29-2-721-0000-000-0000-00662-0041	NHS
29-2-721-0000-000-0000-00662-0042	OM_padded
29-2-721-0000-000-0000-00662-0043	Photography

29-2-721-0000-000-0000-00662-0044	PE_padded
29-2-721-0000-000-0000-00662-0045	Pop Fund
29-2-721-0000-000-0000-00662-0046	Rotary Interact Club
29-2-721-0000-000-0000-00662-0049	Skills For Living
29-2-721-0000-000-0000-00662-0050	Spanish Club
29-2-721-0000-000-0000-00662-0051	Special Ed
29-2-721-0000-000-0000-00662-0052	Athletics
29-2-721-0000-000-0000-00662-0053	Baseball
29-2-721-0000-000-0000-00662-0054	Bowling HS
29-2-721-0000-000-0000-00662-0055	Boys Basketball
29-2-721-0000-000-0000-00662-0056	Boys Soccer
29-2-721-0000-000-0000-00662-0057	Boys Tennis
29-2-721-0000-000-0000-00662-0058	Cheerleading
29-2-721-0000-000-0000-00662-0059	Cross Country
29-2-721-0000-000-0000-00662-0060	Dance Squad
29-2-721-0000-000-0000-00662-0061	Equestrian
29-2-721-0000-000-0000-00662-0062	Girls Basketball
29-2-721-0000-000-0000-00662-0063	Girls Soccer
29-2-721-0000-000-0000-00662-0064	Girls Tennis
29-2-721-0000-000-0000-00662-0065	Boys Golf
29-2-721-0000-000-0000-00662-0067	Powerlifting
29-2-721-0000-000-0000-00662-0068	S Manning Memorial
29-2-721-0000-000-0000-00662-0069	Ski Team
29-2-721-0000-000-0000-00662-0070	Softball
29-2-721-0000-000-0000-00662-0072	Track
29-2-721-0000-000-0000-00662-0073	Volleyball
29-2-721-0000-000-0000-00662-0075	Student Council
29-2-721-0000-000-0000-00662-0076	Student Support
29-2-721-0000-000-0000-00662-0078	Sunrise Academy
29-2-721-0000-000-0000-00662-0080	Sunrise Scholarship Fund
29-2-721-0000-000-0000-00662-0081	Thespian
29-2-721-0000-000-0000-00662-0082	Travel
29-2-721-0000-000-0000-00662-0083	Yearbook
29-2-721-0000-000-0000-00662-0084	Touch Down Club
29-2-721-0000-000-0000-00662-0085	Robotics
29-2-721-0000-000-0000-00662-0086	Indigenous Youth
29-2-721-0000-000-0000-00662-0087	CLASS OF 2023
29-2-721-0000-000-0000-00662-0088	Caring Elks
29-2-721-0000-000-0000-00662-0090	Class Of 2024
29-2-721-0000-000-0000-00662-0092	Class Of 2025
29-2-721-0000-000-0000-00662-0093	Competitive Cheer
29-2-721-0000-000-0000-00662-0094	Chess
29-2-721-0000-000-0000-00662-0095	Joanie Art Fund High School
29-2-721-0000-000-0000-00662-0097	Class Of 2026
29-2-721-0000-000-0000-00662-0098	Girls Golf
29-2-721-0000-000-0000-00662-0099	Sunrise School Store
29-2-721-0000-000-0000-00662-0100	Class Of 2027
29-2-721-0000-000-0000-00662-0101	Disc Golf
29-2-721-0000-000-0000-00662-0102	Class 2028
29-2-721-0000-000-0000-00662-0103	H.S. Gymnasium Banner Donations - BG
29-2-721-0000-000-0000-00662-0104	Class of 2029
29-2-721-0000-000-0000-00665-0001	Miscellaneous
29-2-721-0000-000-0000-00665-0002	Ski Club (Snow Chasers)

29-2-721-0000-000-0000-00665-0003	Band
29-2-721-0000-000-0000-00665-0004	Choir
29-2-721-0000-000-0000-00665-0005	SLAM
29-2-721-0000-000-0000-00665-0007	6th Grade Camp
29-2-721-0000-000-0000-00665-0008	Science
29-2-721-0000-000-0000-00665-0009	MYIG
29-2-721-0000-000-0000-00665-0011	NJHS
29-2-721-0000-000-0000-00665-0012	WDC Trip
29-2-721-0000-000-0000-00665-0013	Volleyball Clinic
29-2-721-0000-000-0000-00665-0015	Library
29-2-721-0000-000-0000-00665-0016	Girls B-Ball Uniforms
29-2-721-0000-000-0000-00665-0018	CMS Play
29-2-721-0000-000-0000-00665-0021	Track
29-2-721-0000-000-0000-00665-0023	Physical Education
29-2-721-0000-000-0000-00665-0024	7th Grade Camp
29-2-721-0000-000-0000-00665-0025	8th Grade Mackinaw Island
29-2-721-0000-000-0000-00665-0027	CMS Robotics -Participation Fees Team Exp
29-2-721-0000-000-0000-00665-0028	Boys Basketball
29-2-721-0000-000-0000-00665-0030	Tennis Club
29-2-721-0000-000-0000-00665-0031	Football
29-2-721-0000-000-0000-00665-0032	Families In Need
29-2-721-0000-000-0000-00665-0033	8th Grade Camp
29-2-721-0000-000-0000-00665-0034	Softball
29-2-721-0000-000-0000-00665-0035	Robotics Team #41410A
29-2-721-0000-000-0000-00665-0038	Robotics Team #41410D
29-2-721-0000-000-0000-00665-0041	Knights Of Columbus - KOC Grant SE
29-2-721-0000-000-0000-00665-0043	CMS Counseling
29-2-721-0000-000-0000-00665-0044	CMS - 2025 - Robotics Team
29-2-721-0000-000-0000-02090-0002	Art
29-2-721-0000-000-0000-02090-0003	Backpack
29-2-721-0000-000-0000-02090-0004	Book Fair
29-2-721-0000-000-0000-02090-0005	Calvary Lutheran
29-2-721-0000-000-0000-02090-0010	Elk Store
29-2-721-0000-000-0000-02090-0011	First Presbyterian
29-2-721-0000-000-0000-02090-0012	Music
29-2-721-0000-000-0000-02090-0013	GOTR
29-2-721-0000-000-0000-02090-0016	Walgreens #7369
29-2-721-0000-000-0000-02090-0018	Lakeland Student Robotics
29-2-721-0000-000-0000-02090-0019	Mini Society
29-2-721-0000-000-0000-02090-0022	Ranger
29-2-721-0000-000-0000-02090-0023	Science Ship
29-2-721-0000-000-0000-02090-0024	Student Council
29-2-721-0000-000-0000-02090-0026	5th Grade Camp
29-2-721-0000-000-0000-02090-0027	Food Forest
29-2-721-0000-000-0000-02090-0029	MWEA Grant - Lakeland - Gutknecht
29-2-721-0000-000-0000-02090-0030	NWEA Grant - Lakeland - C. Anderson
29-2-721-0000-000-0000-02090-0032	Joanie Art Fund - Lakeland
29-2-721-0000-000-0000-02090-0033	Lakeland Snack Fund



Title: RFP Bid Results: Custodial Services

Date: July 2026

Vendor	Met Bid Requirements	Bid Amount	Bid Additions
Gilbert Cleaning 20150 Greeley St, Detroit, MI 48203	No	\$2,225,448	NA
RNA Facilities Management 4130 Varsity Drive, Suite A, Ann Arbor, MI 48108	Yes	\$2,157,221	NA
DM Burr Group 4252 Holiday Dr. Flint, MI 48507	Yes	\$2,073,293	NA
United Commercial Services 1330 Plainfield Ave NE, Grand Rapids, MI 49505	Yes	\$1,911,732	NA
C & C Cleaning 201 E. Defengaugh St Kokomo, IN 46902	Yes	\$1,575,808	NA
4M Building Solutions 3160 Corporate Grove Dr, Hudsonville, MI 49426	Yes	\$1,493,031	NA
Pro Building Solutions 1276 Prestwick Dr Holland, MI 49423	Yes	Yr 1: \$423,000 Pending: Yr 2: \$431,460 Yr 3: \$440,089	NA

Board Recommendation:

After considering multiple factors, including bid amount, interview, recommendations, and past performance, the administration recommends accepting the bid of Pro Building Solutions at the following terms:

- One-year (1) contract at: \$423,000
 - A June 2027 review meeting will occur. If the terms of the contract have been upheld, the district will accept the financial terms of years two (2) and three (3) of the bid at a 2% increase for year two (2) and a 2% increase for year three (3)

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 10, 2026**

ACTION ITEM: Elk Rapids Schools Printer/Copier five (5) year contract agreement.

FOR ACTION:

The Board of Education shall approve the five (5) year printer/copier contract provided by Applied Innovation through the state-approved Michigan Inter-governmental Trade Network (MITN)

RECOMMENDATION:

The administration is recommending that the Board approve the purchase agreement provided by Applied Innovation at the terms provided:  Printer:Copier Contract 26-31.pdf

**ELK RAPIDS SCHOOLS
BOARD OF EDUCATION MEETING
August 10, 2026**

ACTION ITEM: Elk Rapids High School Roof Emergency Replacement Project

FOR ACTION:

The Board of Education shall approve the Elk Rapids High School emergency roof replacement quote from Arrow Roofing and Sheet Metal LLC.

RECOMMENDATION:

The administration is recommending that the Board approve the emergency roof replacement quote at the cost of \$153,462 and the terms provided: [ERHS Emergency Roof Quote](#)



Board Action Item: Substitute Staff Pay Rate Adjustment

Effective Date: August 11, 2026

Board Action Date: August 10, 2026

Title	Updated Rate as of 1.3.24	Updated 6.26.25	BOE Recommendation 8.10.26
Daily Sub: Full Day	\$100.00	\$115.00	\$135
Daily Sub: ½ Day	\$50.00	\$57.50	\$67.50
Permanent Sub	\$105.00	NA	\$135
ERS Retiree Sub	\$115.00	NA	NA
Long Term Sub	\$130.00	\$140	\$165
Transportation Sub	\$14.50	\$15.00	Step 1 Hrly Rate
Paraprofessional Sub	\$12.00	\$14.00	Step 1 Hrly Rate
Admin Assistants	NA	\$14.00	Step 1 Hrly Rate

*Full Day Sub is defined as 6.5 hours

*½ Day Sub is defined as 3.25 hours

*Long-term sub is defined as subbing in the same position for a consecutive period.

-Long-term rate applies if the sub works or is scheduled to work 10 consecutive days in the same position.

-If the sub starts the year in a long-term sub position that exceeds 10 days, they will be compensated at the long-term sub rate at the start of the school year.



The Grand Traverse Band of Ottawa and Chippewa Indians

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7750

July 29, 2026

Bryan McKenna
Superintendent
Elk Rapids Schools
308 Meguzee Pt. Rd
Elk Rapids, MI 49629

Re: GTB 2% Award, 1st-Half 2026 Cycle

Dear Superintendent McKenna,

Enclosed is the 2% check that was not picked up at the Media Event held Tuesday, July 28, 2026. Your award is for the **Native Student Program** in the amount of **\$58,000**. Attached is a copy of the original notification that was e-mailed to you on July 16, 2026.

The 2% is the result of the terms of the Consent Decree settling *Tribes v. Engler* (Case No. 1:90 CV 611 U.S. Dist. Ct. West. Dist. Mich.), where GTB agreed to pay 2% of its video gaming revenue as defined in the stipulation, no later than 60 days after October 1st and March 31st of each year. This payment schedule was modified with the consent of the State of Michigan to July 31st and January 31st of each year because the fiscal year of the Grand Traverse Band gaming operation is calendar-based.

A requirement of receiving this grant is to provide a short report on the expenditure of funds for each grant you receive one year from date of receipt of this 2% award. Please send the 2% report to: ATTN: 2% Reports, Grand Traverse Band of Ottawa and Chippewa Indians, 2605 N. West Bayshore Drive, Peshawbestown, MI 49682.

Thank you for all you do for the community!

Sincerely,

Page L. Paul
Legal Affairs Administrator/
2% Coordinator

Enclosures Check no: 80409
Template Report
Copy of Original Notification



**The Grand Traverse Band of
Ottawa and Chippewa Indians**

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682 • (231) 534-7750

2% AWARD NOTICE!!

To: Recipient of 2% Grant from the Grand Traverse Band of Ottawa and Chippewa Indians
Bryan McKenna, Superintendent bmckenna@erschools.com

From: Page L. Paul, Legal Affairs Administrator/2% Coordinator

Date: July 16, 2026

Re: Confirmation of 2% award and details of check presentation/Media Event

CONGRATULATIONS! The Elk Rapids Public Schools will be receiving a 2% award from the Grand Traverse Band of Ottawa & Chippewa Indians (GTB) for the 1st half 2026 2% cycle in the amount of **\$58,000** to support the schools Native Student Program as outlined in your 2% application.

Under the terms of the consent decree settling *Tribes v. Engler* (Case No. 1:90 CV 611 U.S. Dist. Ct. West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians agreed to pay 2% of its video gaming revenue as defined in the stipulation, no later than 60 days after October 1st and March 31st of each year. This payment schedule was modified with the consent of the State of Michigan to July 31st and January 31st of each year because the fiscal year of the Grand Traverse Band gaming operation is calendar-based.

The Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians will be hosting a check presentation/Media Event:

When: Tuesday, July 28, 2026
Time: 2:00 p.m. – 4:00 p.m.
**Where: Leelanau Sands Casino Showroom, 2521 N. West Bay Shore Drive,
Peshawbestown, MI 49682**

PLEASE CONFIRM your attendance at this event by calling 231-534-7601 (leave a message if I am not in), or by sending me an e-mail at Page.Paul2@gtb-nsn.gov

We look forward to seeing a representative from your organization at this event.

Please provide a short report (*template attached*) one year from the date of completion of the 2% grant expenditure to:

Attention: 2%
GTB of Ottawa and Chippewa Indians
2605 N.W. Bayshore Drive
Peshawbestown, MI 49682

Thank you and we will see you at the Media Event!

Organization:
Primary Contact:
Project Title:
Amount Awarded:

Please share with us:

1. A brief statement of activities or items funded by this grant.
2. Was the money expended as outlined in the grant or approved modification?
3. Community Impact?
4. Any other information you would like to share?

ELK RAPIDS HIGH SCHOOL

PARENT-STUDENT HANDBOOK



ERHS 308 Meguzee Pt., Elk Rapids, MI 49629 (231) 264-8108, Fax: (231) 264-0895

Jack Young - <i>Principal</i>	Brett Graham - <i>Assistant Principal, Athletic Director</i>
Lacey Straight & Kim Rice - <i>Administrative Office Staff</i>	John Rice - <i>School Resource Officer</i>
Samantha Bueby - <i>School Counselor</i>	Diana Broussard - <i>School Nurse</i>
Jann Scalise - <i>Student Support Counselor</i>	Katie Van Pelt - <i>Mental Health Professional</i>
Pending - <i>Student Services Administrator</i>	

Elk Rapids Schools Central Office (231) 264-8692, Fax: (231) 264-6538

Bryan McKenna - <i>Superintendent</i>	Chelsea McGuire - <i>Director of Finance</i>
Kortni Huron - <i>Administrative Office Staff</i>	Heather Karl - <i>Payroll & Accounting Specialist</i>
Lance Van Dusen - <i>Facilities Manager</i>	Karen Sniegowski - <i>Transportation Director</i>
Dale Wheeler - <i>Technology Director</i>	Rob Bachi - <i>District Technology</i>
Rob Payne - <i>Food Service Director</i>	

Elk Rapids Schools Board of Education

Jennifer Brown - <i>President</i>	Tara Kribs - <i>Vice President</i>
Sherry Steffen - <i>Secretary</i>	Scott Moore - <i>Treasurer</i>
Jeff Hill - <i>Trustee</i>	Shana Wojtowicz - <i>Trustee</i>
Steven Merchant - <i>Trustee</i>	

For the most up-to-date information regarding Elk Rapids Schools, please visit our website: www.erschools.com

MISSION: Elk Rapids Schools equips every student to be an innovative problem-solver who succeeds in diverse communities.

VISION: Exceptional education grounded in academic rigor, relationships, and community.

BELIEF STATEMENTS: at Elk Rapids Schools, We Believe:

- Collaboration among students, staff, parents, and the community builds trust and supports a high-functioning school system.
- Connections and relationships foster growth for all.
- Support for the whole student enables learning.
- Individuals can thrive and make a positive impact.
- Excellence is important in all that we do.
- Staff are critical to our success.
- Safe environments are foundational to effective learning and a positive school culture.
- Facilities and resources will be designed to support district goals.

NON-DISCRIMINATION POLICY: The Elk Rapids Public School District does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, in its programs and activities.

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I. ACADEMICS

GRADE CLASSIFICATION: Students will be classified according to their year of entry as freshmen into high school.
TOTAL NUMBER OF CREDITS REQUIRED: students must earn the minimum credits listed below in order to graduate: (See GRADUATION REQUIREMENTS.) One-half credit is earned by the successful completion of a semester course. Additional credit opportunities are listed below:

- 1/2 credit can be earned by passing a college level course.
- Credits for correspondence, summer school, after school, and on-line courses will be determined by the principal and counselor at the time of enrollment. Such credits are normally a ½ credit.

In all cases, it is the responsibility of the student to periodically check with the appropriate counselor regarding the satisfactory progress and completion of all graduation requirements.

GRADUATION REQUIREMENTS: Seniors must satisfactorily complete the minimum (or more) units of credit for their class to be eligible for participation in graduation exercises and to receive a diploma. These requirements are in compliance with the Michigan Merit Curriculum.

ERHS Graduation Requirements: a total of 22 credits required.

English	4 credits	English 9, 10, 11, 12 (A & B)
Math	4 credits	Algebra 1, Geometry, Algebra 2 & 1 additional credit. (0.5 credit must be taken during senior year).
Science	3 credits	Biology A/B, Physics or Chemistry, Plus 1 additional credit.
Social Studies	3 credits	U.S. History A/B, World History A/B, Economics & Government
PE/Health	1 credit	General Physical Education and Health
World Language	2 credits	Taken between 8-12 grade
Arts	1 credit	Visual, Performing, or Applied Art
Electives	varies	Multiple offerings in each department

SCHEDULING

Minimum Class Load: In order to meet current Board of Education guidelines, students must be enrolled full time. Approved programs of co-op or work experience may count toward the requirement. All students are required to have full schedules (6 class hours) in the Fall semester. If Seniors have sufficient credits to graduate with their class at the end of the year to have a reduced schedule in the Spring (i.e. either 1st or 6th hour free), they may pursue that option after speaking with the School Counselor and receiving approval from the Principal.

Schedule Changes and Adjustments: The student and the parent/guardian must request all schedule changes during the drop/add period. Requests to drop or add a course must be turned into the counselor no later than the end of the fifth day of the semester.

Students MUST follow their present schedules until change requests have been completed, officially approved or denied. Check PowerSchool for updates.

Schedules may be changed if:

- Student schedule is not complete.
- Student has duplicate courses that may not be repeated.
- Senior needs class (es) for graduation.
- Student has completed course (s) in summer school or has "tested out."
- Student has been accepted into a special program, co-op job, college class, etc.

Schedules may not be changed for the following reasons:

- Student preference for lunch period.
- Student preference to be with friends.
- Student preference for a different period or term.
- Student preference for a different teacher.
- Student changes mind about taking a course.

The principal must approve any exceptions to these guidelines.

PERSONAL CURRICULUM

The Personal Curriculum is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

Click this link below to learn more about PC:

<https://www.michigan.gov/mde/services/academic-standards/mmc/personal-curriculum>

ONLINE/Virtual CLASSES

Online elective courses are available through Edmentum and Michigan Virtual. Core courses (English, math, science, and social studies) are available in person and are not an option to take online. Must meet with the counselor to discuss online elective options and be scheduled. If a student fails an online course, they are not permitted to take another in a future semester. This is NOT recommended for Freshmen. Students must be highly motivated independent learners with highly developed self-management skills.

TESTING OUT OF HIGH SCHOOL CLASSES

The State of Michigan mandates that high schools provide students a method of "testing out" of classes. This allows students who already have knowledge or skills taught in specific high school classes to show mastery in those subject areas.

- All students have this opportunity to "test out" of all classes.
- "Testing out" allows a student to go on to higher levels or additional courses available to them.
- Students must exhibit mastery of course content by attaining a grade of 77% or better on a comprehensive final examination.
- Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to; portfolios, performance, papers, projects and/or presentations.
- Credit earned for "testing out" of classes may apply toward the credits required for ERHS graduation.
- Testing out will occur before taking the course.

Credit earned will be based on successful mastery of the required assessment and recorded as "Credit". The student's cumulative grade point average will not be impacted. Credit will be accepted as fulfillment of a requirement in a course sequence. **Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence.**

1. Parents and students can get further information in the ERHS Principal's/Student Services Office.
2. There is no charge to students for "testing out."
3. Parents and students can schedule in May for testing in June.

DUAL ENROLLMENT PROGRAM

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students in grade 11 or grade 12 have taken the entire PSAT, PLAN, MME, SAT, ACT, or Compass test and are endorsed in one or more subject areas in which they wish to dual enroll. Also, students in grades 11 or 12 may take courses in subjects not offered by the school, typically in the core academic areas.
2. Students must be enrolled in both the school district and a post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. Students must enroll in college courses not offered by the district. An exception to this could occur if the Board of Education determines that a scheduling conflict exists which is beyond the student's control.
4. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, fine arts, or religion.

School districts are required to pay the lesser of (a) the actual charge for tuition, mandatory course fee, and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year that student attends the post-secondary institution.

*Students may be charged for their courses if they receive a failing grade.

*There is a December 1st deadline for Spring Dual Enrollment and a May 1st deadline for Fall Dual Enrollment.

Parents may obtain information concerning procedures and guidelines in the ERHS Guidance Office where the dual enrollment process begins. **Please note** that if the state changes these guidelines, the program at Elk Rapids High School may be altered. **Other ERHS considerations:**

1. Students requesting high school credit must follow specific timelines and procedures.
2. Students with a high school G.P.A. of less than 3.0.
3. Students who have not completed a previous class may not continue with Dual Enrollment or Early College.
4. Students may not take college courses if those course times conflict with their high school schedule of graduation requirements.
5. Students must weigh the advantages and disadvantages of Dual Enrollment considering the fact that, although they may choose to take a course both for high school and university credit, some universities will not accept transfer credit if the student takes the course for high school credit.

WORK-BASED LEARNING

The State of Michigan no longer allows in-school placements unless the placement is a part of a course with a curriculum, assessments, recorded attendance and grading. Under no conditions are students allowed to be placed as office aides.

Out-of-school placements are “paid trainees”. These students may be released up to two periods each semester in their junior and/or senior year to earn credit as they work. They can earn no more than a total of six credits for a school-to-work placement. These students must work hours equivalent or beyond their release time. Their job placement must relate to their Educational Development Plan (EDP) and the student must be taking a related class in all semesters in which he/she is enrolled in a work-based learning experience.

All employers of paid trainees must meet all state requirements and the job placement must be approved by the Principal before the student can register for the course.

Students must complete relevant safety training and all paperwork must be completed before starting in the placement.

EARLY HIGH SCHOOL COMPLETION

Some students may wish to finish their high school requirements and terminate their attendance early. These students should consult with their Counselor when they begin to consider early completion. Those students who have **NOT** passed the MME are encouraged to remain at ERHS until their class graduates and take courses that might improve their educational background. All regular ERHS graduation requirements must be met for early high school completion, in addition to the following procedures:

1. The student should request a form from the counseling department, complete and return with appropriate signatures.
2. The form explains required procedures to follow for diplomas, graduation, and related activities. A parent signature is required on the letter if the student is under the age of 18 at the beginning of the Semester.

Further information and the complete list of procedures can be obtained from the School Counselor.

TRANSFER OF CREDIT

Students who enter Elk Rapids High School from another school will be placed at a grade level by the counselor based upon an examination of the transcript. It should be noted that the Michigan State Board of Education maintains the following standards:

- Instruction must be given by certified teachers in each core area.
- Curriculum must be comparable to the State Core Curriculum
- Students must be provided with a minimum of 1098 hours of instruction annually.

Credits for students transferring in from other public schools, including charter schools, or private schools that meet the above standards will be accepted from an official transcript.

WITHDRAWAL and/or Transfer from ERHS: Students who wish to withdraw from school or transfer to another school should notify the Counseling Office at least three days prior to the intended transfer date for preparation of exit grades and transcript.

GRADE REPORTING: The school year is divided into two semesters, each lasting 18 weeks. Report cards are mailed to the home address at the end of each semester and progress reports are available on PowerSchool 24 hours a day for review. Parents will be given a web address with a password to view their child's grades, attendance, and other information. Students who receive an “I” (incomplete) will not be listed for the Honor Roll.

GRADING SCALE: Academic achievement is reported using the following scale:

	A =	4.0	A- =	3.67	
B+ =	3.33	B =	3.0	B- =	2.67
C+ =	2.33	C =	2.0	C- =	1.67
D+ =	1.33	D =	1.0	D- =	0.67
	E =	0.0			

A = Excellent Progress, B = Good Progress, C = Fair Progress, D = Unsatisfactory Progress, E = Failure
I = Incomplete, CR = Credit, NC = No Credit

EXAM POLICY: All students will take a comprehensive final exam at the end of the First Semester. In addition, all 9th grade through 11th grade students will take a comprehensive final exam at the end of the Second Semester. For 12th grade students, there may be exemptions granted for the Second Semester as follows:

1. Individual Faculty members will determine if the 2nd Semester Final Exam is required for Seniors.
2. Faculty shall adhere to the following when making this determination.
 - a. Total number of tardies in the class.
 - b. Total number of absences in the class, as well as the types of absences..
 - c. Documented disciplinary issues within the class (PowerSchool logged discipline).
3. Faculty may also consult with Administration regarding Senior exam determinations.

For Advanced Placement (A.P.) courses: *the expectation is that AP Students do take the end of course exam offered through College Board.*

HONOR ROLL: The Honor Roll recognizes academic achievement and is published each semester. To be eligible, students' grades must have a 3.0 trimester grade point average. Students who receive an Incomplete (I) or a no credit (NC) grade/s for the semester will not be considered for the honor roll. Students must have a minimum of three graded ERHS classes.

HONOR GRADUATES: Based upon 7 semesters and using cumulative grade points, graduating seniors are recognized as follows: 3.00-3.49 "Honors" (gold cords), 3.50-4.00 "High Honors" (gold stoles)

NATIONAL HONOR SOCIETY: The National Honor Society (NHS) is a national organization created to recognize outstanding students. The purpose of NHS is to develop character, promote leadership, create an enthusiasm for scholarship, and stimulate a desire to render service. A student with a cumulative grade point average of 3.50 by the end of the sophomore year is a candidate for the National Honor Society, using the following selection process:

- NHS advisor/s invite all sophomores and juniors with a cumulative GPA of 3.50 or higher to apply.
- Candidates to be considered must submit the Student Activity Information Form to the advisor/s..
- Potential NHS membership is then reviewed by the Faculty council.
- Determination for membership: student must have a majority (3) of the votes cast by council members, with a formal Induction ceremony to follow.

II. ATTENDANCE

Elk Rapids High School strives to provide all students the education and skills to be responsible, healthy, and productive citizens, prepared to compete in an ever-changing global community. To do this properly, regular attendance is an absolute necessity. Elk Rapids High School has developed an attendance policy and a set of attendance procedures designed to promote good attendance in a positive, constructive manner. The effectiveness of these procedures depends upon parents, students, and the school working together to see that students attend classes regularly in order to acquire a sound high school education and to prepare themselves to become responsible citizens and members of society.

"Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement." OAG No 541, p 738 (12-20-78).

EARLY RELEASE FOR SENIORS: Depending on the school calendar and the established date for graduation, seniors may be released prior to graduation commencement ceremonies, per Administration.

Attendance Requirement to Receive Course Credit: coinciding with earning a passing grade in a course, the attendance requirement is as follows. Students are permitted a maximum of 9 absences per class, per semester, with no make-up hours required . However, at 10 (or more) absences per class period, per semester, students are

required to complete make-up hours in order to receive semester credit in a course (*refer to Saturday School information below*).

Attendance Appeal form: may be submitted at any time during the semester to provide dates & documentation (doctor's office and/or appointment notes) to verify one's attendance. Any supporting documentation (medical, legal, social services, etc.) is helpful for administration to consider when granting an appeal. The deadline to submit an Attendance Appeal is no later than one week prior to the end-of-semester exams. Hard copies are available in the main office, and upon request, office staff can email the document electronically to the requesting parent.

**Note: ERHS Administration reserves the right to grant conditional appeals whereby a student may earn past credit through future action defined in a written plan.*

SATURDAY SCHOOL: the term "Saturday School" refers to a three (3) hour, quiet work-study session, held in our ERHS Library/Media Center from 8:00 AM to 11:00 AM, throughout the school year. In the Fall of each new school year, a list of all the Saturday School dates is shared with ERHS Families, so that both students & parents are aware of the dates, and take advantage of these opportunities. Oftentimes, additional Saturday School sessions are added to our calendar, particularly toward the end of each semester, which are then shared with ERHS Families.

Each Saturday School session is supervised & facilitated by two ERHS staff members focused on assisting students with academic needs. Saturday School attendees will be completing current and missing assignments, make up work as allowed by individual staff, and serving hours to make up a student's 10th (or more) absence. Saturday School may potentially accommodate students referred for disciplinary reasons as well.

Students are expected to bring school work, something to read, and all appropriate materials with them. The support team will provide basic materials necessary for students including calculators, classroom copies of textbooks, pencils and paper. Students will be provided reading materials if they do not bring work/materials. ERHS Expectations for Saturday School sessions are as follows:

- Each Saturday School session will begin at **8:00 AM SHARP**; Students will NOT be admitted after 8:00 AM. Arriving 5 minutes early is strongly advised. Each session will end at 11:00 AM.
- Those students that are tardy will be assigned an alternative session.
- Students will be placed at separate tables in the Library and will not be allowed to socialize.
- Students will be expected to clean off their workspace at the close of their time/the session.
- ALL electronics will be collected upon arrival, including phones, music players, iPads, and laptops.
- Electronics may be used by students for academic purposes at the staff's discretion.
- NO SLEEPING will be permitted. Sleeping will result in dismissal.

Excessive Absences: Students who have accumulated ten (10) or more absences in a course, during a semester, who failed to serve the required make-up hours have therefore violated the Attendance policy and will therefore receive an "NC" (No Credit) on the report card for that course, regardless of the actual letter grade awarded by the teacher. Students who earn the NC in a course will be given an opportunity to earn back the actual letter grade, by adhering to an **Attendance Contract** during the following semester.

Trips/Vacations: Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so vacations taken during school time are discouraged. In addition, during such an absence, the student is responsible for making necessary arrangements for missed coursework with teachers.

Responsibility for School Work: Students will notify teachers & administration in advance for pre-arranged absences. Students should request homework prior to departure and arrange a time to make up missed tests or quizzes at a time that is acceptable with the teacher. Students attending *school-related functions* (field trips, Athletic and/or Extra-Curricular competitions, etc.) have the same responsibility for prearranged work. Upon return to school from an absence (or school-imposed suspension/restriction), the work that was due on the day of the absence is due the day of return. If a student was absent due to illness, the student will have as many days to complete make-up work for each excused absence. Students, who have an extended illness, should make arrangements with their teachers on an individual basis. Administrators and/or School Counselors may assist in making such arrangements. Students are encouraged to refer to the teacher's course syllabi for specific classroom policies regarding make-up

expectations. Students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework.

Homebound Services: Students who face hospitalization or extended illness should communicate with the Principal as soon as possible in order to request homebound services. Days of school missed by students after homebound services have started will not count against the attendance requirements. A doctor's verification and completed homebound services application will be required for homebound services.

TARDY POLICY: Punctuality is essential to success and is a fundamental employability skill. For this reason and the fact that tardiness disrupts the class and impacts the learning process, ERHS adheres to the following policy. Tardiness is defined as being late to class. Tardiness of more than ten (10) minutes equals an absence.

Excessive tardiness is addressed as follows:

- 1st & 2nd Tardy to class = Teacher issues a warning
- 3rd & 4th Tardy to class = Teacher informs Administration, Student is assigned a Lunch Detention
- 5th (or more) Tardy = Teacher informs Administration, Student is assigned a Saturday School, and Administration informs the parent.

Students who accumulate more than ten (10) tardies in a class, per semester, may result in an "NC" (No Credit).

**At the Teacher's discretion: 10% of a student's final grade may be impacted by total tardies (Example: A Student who was tardy to class three (3) times during the semester, that student's grade may be reduced by 3%).*

ATTENDANCE PROCEDURES, Reporting Absences: parent/guardian should contact ERHS main office staff for any & all absences. Any absence due to illness, funeral, religious observance, medical absences, or other important business that cannot be accommodated outside the school day, MUST BE VERIFIED BY A CALL OR NOTE FROM THE PARENT OR GUARDIAN BY 3:00 PM THE DAY FOLLOWING THE ABSENCE.

The parent/guardian may call the main office (231) 264-8108 at any time; Voice mail is available after hours.

When leaving a voice message at the ERHS office, please state the following:

1. Student's Name (First & Last)
2. Date/s of the Absence.
3. Reason for the Absence.
4. Relationship of caller to the Student.
5. Contact Phone Number where the caller may be reached.

**Frequently, call-backs may be made to verify the authenticity of calls.*

Late Arrival/Sign-In Procedure: Students who report to school any time after the first scheduled class begins, or are returning from signing out earlier in the day, must report to the main office.

Early Dismissal/Sign-out Procedure: If/when it is necessary for a student to exit school any time during the school day prior to dismissal, the student must sign-out at the main office & have parent/guardian communicate with office staff regarding permission to leave school.

Classification of Absences:

EXCUSED ABSENCES: the following as excusable reasons for absence from school. *Excused absences do count toward the 9 absences allowed per semester.*

- Personal Illness: administration may require a doctor's confirmation if deemed advisable.
- Illness in the Family.
- Quarantine of the Home: limited to the length of the quarantine as fixed by the proper health officials.
- Death of a Relative.
- Observance or Celebration of an Established Religious Holiday.
- Absence during the school day for professional appointments: Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - Student shall have a statement to that effect from his/her parents.
 - Students/parents will submit documentation of professional appointments.
 - Student shall report back to school immediately after the appointment, if school is still in session.

SCHOOL RELATED Excused Absences, which do not count toward a student's total absences for the semester, include the following: field trips, athletic events, conferences (with a teacher/counselor/administrator), special programs. Parents are informed by the school (staff, administration, teacher, coach, etc.) regarding any & all School-related activities/events when participating students will be excused from classes.

UNEXCUSED ABSENCES: an absence from class/school, that does not meet the Attendance Policy and/or that has not been approved by administration, shall be considered truancy & subject to discipline. *NOTE: When parent/guardian indicates that they are "excusing" an absence even though the reason given doesn't meet the ERHS Attendance Policy, office staff indicate the absence as "parent verified", but it is still recorded as "unexcused." In such situations, administration may not issue disciplinary consequences; however, *students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework*. In addition, these absences may not be subject to the Attendance Appeal Process.

SCHOOL IMPOSED ABSENCES: Detention/Suspension (see also Code of Conduct).

- **In-School Suspension (ISS)** as assigned by administration per Code of Conduct. Students serving In-School Suspension will request their classwork from their teacher/s and will complete such work during their suspension time. Absences from class due to In-School Suspension *do not count* against semester attendance totals.
- **Out-of-School Suspension (OSS)** as assigned by administration per Code of Conduct. The office will request classwork from the student's teachers, picked up by the student or parent in the main office, which the student will complete during the suspension. Absences from class due to Out-of-School Suspension *do not count* against attendance totals.

III. CODE OF CONDUCT

ERHS Code of Conduct applies to all students while on school premises (as well as anywhere on campus), on bus transportation, while attending a school-sponsored or school-related activities, and while representing our school in any aspect of our local school community and our greater community at large.

ERHS does not administer discipline for the sake of discipline, rather ERHS works to educate students regarding behavior, to correct concerning behavior, while making every effort to maintain a safe environment for students to learn, work and thrive. Therefore, while not an exhaustive list, the headings listed below outline concerns regarding student conduct that are addressed by ERHS faculty, staff and administration.

Academic Dishonesty: including, but not limited to: Cheating, Plagiarism, Forgery, any Falsification of work. Per Administration discernment, any instance of academic dishonesty may result in the following: Loss of points (per individual teacher discretion), Detention, Suspension (ISS and/or OSS), with potential Expulsion.

Alcohol, Drugs, illicit-illegal/controlled substances: possession, use, and/or being under the influence; may include, but not limited to: (alcohol, marijuana, ecstasy, methamphetamine, etc.).

1st Violation = Five (5) day Suspension (OSS). In addition, Substance Abuse Screening, as well as Completion of a recommended course of action by a screening agency may be required, per administration, and potential referral to legal authorities.

2nd Violation = Ten (10) day Suspension (OSS), potential referral to Board of Education for Expulsion, and referral to legal authorities.

Any instance of selling alcohol, drugs or controlled substances is grounds for immediate Expulsion.

Alcohol Look-Alikes: Malt beverages labeled as non-alcoholic may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Drug Look-Alikes: It is against the Board of Education policy for a student to possess, deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person:

- Represents to be a controlled substance.
- Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
- Represents through misleading advertising the look-alike drug.

Drug Paraphernalia: Various instruments and materials that are commonly known to be intended for the use of, or preparation of illicit substances. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

The Michigan Public Health Code prohibits the manufacture, distribution, or possession of an "imitation controlled substance" and includes criminal penalties for violations. MCL 333.7341 The possession or sale of drug look-alikes on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Arson: the willful and malicious burning, or attempt to burn, any building or part of any property of the school district. MINIMUM SUSPENSION OF TEN (10) DAYS AND REFERRAL TO LEGAL AUTHORITIES AND BOARD OF EDUCATION.

Assault: referring to "physical assault," Fighting, hitting, striking, pushing, any means to "intentionally cause or attempting to cause physical harm to another through force or violence" (MCL 380.1310). Suspension up to ten (10) days. Potential referral to the Superintendent and/or Board of Education, as well as legal authorities.

Automobile Misuse: any inappropriate use of a vehicle on school property, including failure to register vehicle, parking infractions, speeding, and unsafe driving; students driving, riding in, or entering the parking lot or a vehicle during any part of the school day without administrative authorization. Loss of driving/parking privileges, in addition to possible Suspension, parent conference, referral to legal authorities, as well as the *vehicle may be towed from the school parking lot at the owner's expense.*

Bomb Threat: including any False Alarms, Fire Extinguisher Misuse, etc.: the act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe; misuse of fire extinguisher. Suspension up to ten (10) days. Referral to Superintendent and/or Board of Education, as well as legal authorities.

Bullying/Harassment: name-calling, "picking-on" someone, regardless of statements such as: "I was only joking," is considered bullying/harassment and will result in Detention, and/or Suspension. Per administration, after addressing the issue with the student, if he/she fails to cease & desist with the bullying/harassing behavior, the result will be further discipline, including extended suspension time (see also **Sexual Harassment**, listed below).

Computer/Technology Misuse: Infractions of ERHS Technology User Agreements. Violations such as inappropriate use, destruction or vandalism of technology equipment/hardware, software, network, or supplies will result in disciplinary action. The act of knowingly entering an unauthorized account and copying or altering such programs. The act of maliciously destroying another person's file, account or electronic media. Students are prohibited from bypassing school security filters, utilizing other student login information and downloading non-school related material. Loss of school computer/internet privileges, Detention, Suspension, Potential Loss of Credit, denial to take Advanced courses, Restitution and/or referral to legal authorities.

Dress Code Violations: any clothing that interferes with the health and safety of students or creates or potentially creates a disruptive influence on the educational process, per administration discernment. Warning, Change of clothing, Detention, Suspension.

Displays of Affection: students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in Suspension from school and/or other disciplinary consequences.

Disruptive/Disorderly Behavior: per administration, any acts detrimental to the educational process or safety of others. Detention and/or Suspension.

Electronic Devices/Use of Camera & Cell Phones: the school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." Cellular phones, or electronic devices are not to be on in class. Taking or transmitting images during testing is also prohibited. CONFISCATION AND/OR PARENT CONFERENCE AND/OR SUSPENSION.

Cell Phone Use Violations:

- First Offense= Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Teacher communicates with parents; Student may pick up phone from office at the end of the day.
- Second Offense= Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Administrator Contacts Parents; Administrator meets with Student; Student Assigned In-School Suspension; Parents required to pick up the phone from office.
- Third Offense= Progressive Discipline, Out of School Suspension, etc.

Fireworks/Smoke Bombs/Explosives/Incendiary Devices/Irritants (such as mace or pepper spray): the act of possessing, selling, using or threatening to use a lighter, matches or any device or instrument capable of inflicting bodily injury. SUSPENSION OF UP TO TEN DAYS. POSSIBLE REFERRAL TO LEGAL AUTHORITIES AND/OR BOARD OF EDUCATION. SEE WEAPONS.

Insubordination/Persistent Disobedience: the act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; and deliberate and open defiance of school personnel. Also, refusing to accept discipline is a form of insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in an alternative consequence and more stern action. DETENTION, SUSPENSION, PARENT CONFERENCE, REFERRAL TO BOARD.

Laser Pointers: determined to be a safety hazard, possession and/or of laser pointers is prohibited. Confiscation, Detention, and/or Suspension.

Lunchtime/Cafeteria Behavior: per administration, any inappropriate Cafeteria behavior, including Food and/or Beverages in Non-designated Areas (eating or carrying food and/or drinking or carrying beverages in unauthorized areas), throwing food or other objects, leaving garbage behind, disregarding requests from lunch monitors/staff, as well as leaving campus without administrative approval, is prohibited. Detention and/or Suspension. Tampering with Food/Drink: Students may not Take/Hide/Replace or Add Foreign Substances to another student's food or drink. These actions are not permitted and can result in Suspension from school.

Obscenity, Profanity, Vulgarity: abusive, profane, or vulgar words, gestures, pictures or sounds; the act of using language in oral or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or community. DETENTION AND/OR SUSPENSION.

Sale of Personal Items: Students are not permitted to sell personal items while on school premises (as well as anywhere on campus), on bus transportation, while attending a school-sponsored or school-related activities, and while representing our school in any aspect of our local school community and our greater community at large. Detention and/or Suspension.

Sexual Harassment: any unwanted sexual remarks or behaviors, including: verbal, physical, or visual.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online).
- Making sexual jokes or comments about students' bodies or how they look or act.
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love.

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like putting down someone's pants or snapping a bra strap).
- Touching, pinching, or grabbing someone in a sexual way.
- Brushing up against someone's body on purpose

Visual:

- Posting or sharing sexual comments, pictures, or videos.
- Pressuring someone to take or send sexual pictures or videos ("nudes").

Sexual harassment can make someone feel many emotions. You may feel scared, uncomfortable, upset, embarrassed or angry. When it comes to sexual harassment, what matters is how the action makes a person think or feel—not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the Law.

Sexual Assault: any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

- Touching someone's genitals, breast, or butt without their permission (consent).
- Unwanted behavior or touch over or under clothes.
- Unwanted kissing.
- Physically forcing someone to perform a sexual act.
- Threatening or pressuring a person to do any sexual act.
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape).

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is referred to as CSC = Criminal Sexual Conduct.

About Consent: "Consent" means that each person agrees or gives permission. Anyone can change their mind at any time. Consent means each person understands what is going on and agrees to all of it. Someone needs to get consent every single time. Just because someone said "yes" before, does not mean "yes" now. It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want. If someone doesn't consent to sexual acts it is sexual assault.

What if This is Happening to Me? It is not your fault. You are not alone. No one has the right to sexually harass or assault anyone else. You have the right to feel safe and respected. If you feel like you won't be harmed, tell them this is not okay and to stop. Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who..."). If the first person isn't helpful, keep trying until you find someone who is. Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust (See Resources listed below).

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know? Believe. Listen. Support. Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them. Listen without judgment. Give them space and time to tell you what they feel comfortable sharing. Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources: There is Help. You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. You don't have to tell them your name. They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4) Text: 866-238-1454 Call: 855-864-2374

Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>

Michigan's Domestic/Dating Violence Hotline (VOICEDV)
Text: 877-861-0222 Call: 866-864-2338 Chat: <https://mcedsv.org/hotLine-domestic-violence/>
Youth Resources Web Page <https://mcedsv.org/resources>

School Title IX Coordinator: If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation. If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

Elk Rapids District Title IX Coordinator: Josh Haggerty 707 E. Third Street Elk Rapids/ MI 49629
District Policies Related to Sexual Harassment and Sexual Assault PO 5517 and PO 2266: Summary: It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment/ including sexual harassment and sexual assault. This commitment applies to all School District operations/ programs, and activities. All students/ administrators, teachers/ staff/ and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment or assault. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

Smoking, Vaping, including use of Tobacco Products: the use or possession of tobacco or products represented as tobacco (look-a-likes) in any form on school property, school functions, or going to and from school and at school bus stops is prohibited to ALL STUDENTS. Even though it is not a violation of the Youth Tobacco Act for an 18 year old to possess or use tobacco, it is a violation of the Board of Education's regulations relative to students.

Accordingly, the penalties for violating these regulations apply to all students, including those 18 years of age.

1st Violation: two (2) day Suspension (OSS), Possible referral to legal authorities.

2nd Violation: five (5) day Suspension (OSS), Possible referral to legal authorities.

3rd Violation: up to ten (10) days Suspension (OSS), Referral to Superintendent/Board of Education.

Stealing: theft, taking things (money, personal or public property) that belongs to another; Obtaining property through unauthorized entry into lockers, desks, or other areas. RESTITUTION, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION. POSSIBLE REFERRAL TO BOARD OF EDUCATION.

Trespassing & Loitering: trespassing is being present someplace other than where you are authorized to be or refusing to leave when requested to do so. Loitering is when students are in the building or on school grounds without a valid pass and/or not in their regularly scheduled class. It also refers to students lingering in hallways and other areas of the school building. DETENTION, SUSPENSION OR OTHER APPROPRIATE DISCIPLINE. POSSIBLE REFERRAL TO LEGAL AUTHORITIES.

Truancy/Unexcused Absences: the act of being out of scheduled classes without permission; "skipping".
IN-SCHOOL SUSPENSION, POSSIBLE REFERRAL TO TRUANT OFFICER.

Vandalism: willful destruction or damage to property belonging to the school or others while under school jurisdiction. RESTITUTION FOR MATERIALS AND LABOR AND/OR SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION AND/OR LEGAL AUTHORITIES.

Weapons: possessing, using, or threatening to use, any weapon or instrument capable of inflicting bodily injury. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. **MINIMUM SUSPENSION THREE (3) TO TEN (10) DAYS. REFERRAL TO LEGAL AUTHORITIES, AND/OR REFERRAL TO THE BOARD OF EDUCATION FOR PERMANENT EXPULSION.** A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm including

but not limited to, air guns and explosive devices.” Weapons shall include, but are not limited to: firearms, pellet guns, knives, metal knuckles, straight razors, club type implements, explosives, noxious, irritating, or poisonous gases; and drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to: padlocks, pens, pencils, scissors, chairs, jewelry, and other items.

Possession of a weapon will subject a student to permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

The Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school busses and other school transportation.

DISCIPLINARY CONSEQUENCES

Detention: Teachers and/or administrators may assign after-school detention on one day’s notice. Students have two days to serve the detention and students are to have school work to do during that time. Students may not talk, eat, or sleep during detention. Students must make their own arrangements for transportation when serving detention. Detention hours are to be completed after school (2:45- 3:50 PM) in the detention room. Students may also attend detention to complete study hours provided they do not have prior disciplinary obligations. Failure to attend/complete the first assigned detention may result in a one-day in-school, or out of school suspension.

Teacher Snap Suspension: A student may be suspended from a class, subject, or activity for up to one day by his/her teacher for certain conduct as defined in the Student Code of Conduct. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one-day removal. A student may return that school day to the classroom, subject or activity for which he/she was suspended, with the concurrence of the teacher and a school administrator. A student suspended by a teacher must immediately report to the Principal’s Office and the suspending teacher will arrange a parent/teacher conference.

In-School Suspension (ISS): Administrators may assign students to in-school suspension for violations of the Student Code of Conduct. Students are expected to work on behavioral packets assigned by administration and schoolwork throughout the day. Assignments will be requested and collected by students from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep in in-school suspension. absences are not counted toward the attendance policy. Students receive credit for assignments completed. Students may not choose out-of-school suspension in place of in-school suspension.

Out-of-School Suspension (OSS): Administrators may assign students to out-of-school suspension for violations of the Student Code of Conduct. Suspended students may not be on school grounds or participate or attend any school-sponsored activity during the term of their suspension. Assignment requests will be processed through the Principals’ Office.

Expulsion: The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

EXPULSED/SUSPENDED STUDENTS ARE NOT TO BE ON ANY SCHOOL PROPERTY OR PARTICIPATE IN ANY SCHOOL SPONSORED ACTIVITIES DURING THE TERM OF AN EXPULSION/SUSPENSION. ANY STUDENT IN ANY RESTRICTED AREA WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY ACTION AND/OR REFERRAL TO LEGAL AUTHORITIES.

DUE PROCESS - Appeal Process (Board Policy 5611): Any & all Appeals will adhere to the following procedure.

Appeal Procedure: Suspensions may be appealed by parents in writing to the Principal within two school days of the parent’s notification of the suspension. The written appeal must contain the reason(s) that the suspension is being appealed.

- The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
- Upon review, the Principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with a parent if, in the Principal's opinion, this is appropriate.
- The Principal will reach the decision and inform the parent within ten school days after the receipt of the written request.
- The decision of the Principal may be appealed in writing to the Superintendent within two school days of the parent's receipt of the decision. The Superintendent will reach a decision and inform the parent in writing within ten school days after the receipt of the written request.
- The Superintendent's decision shall be considered final. The parent may appeal to the Board only in cases of alleged violation of due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board president within two school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten school days of receipt of the written request.

Due Process Rights: The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided to a student, the Board establishes the following guidelines.

- **Students subject to short-term (10 days or less) suspension:** a student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.
- **Students subject to long-term (more than 10 days) suspension and expulsion:** a student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent, in the case of a long-term suspension of forty-five (45) days or less, or the Board in other long-term suspension or expulsion cases, to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly.

IV. POLICIES & PROCEDURES

Accessibility & Accommodations: any & all requests for accessibility and accommodations should be made to administration.

Accident Reports: any student who has an accident in school, or on school grounds, is directed to report the accident to an adult (teacher, or any other staff member). Staff member/s will inform the main office so that proper care is afforded to the student, parent contact is made, and school documentation is completed.

Age of Majority: age of majority, which is 18, is a relevant factor in Michigan school policies, particularly regarding the transfer of rights and responsibilities for students with IEPs and for students who are legally emancipated. Students 18 years of age and older are legally recognized as adults. Except as noted below, policies and procedures set forth in the ERHS handbook will apply to all students, regardless of their attainment of the age of majority. As such, students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records, and may represent themselves during disciplinary conferences and be the addressee for their grade reports.

Eligible students who wish to assert these rights should register their intent by scheduling a meeting with a principal to make an official declaration. Until such time as the eligible student registers this intent, school officials may not recognize the above exceptions to school policies and procedures.

Parents/Guardians will be advised when their student has declared “age of majority”. Parents should be advised that once an eligible student has registered their intent as stated above, all school related communication will typically be handled through the student, not the parent/guardian or home.

Backpacks/Shoulder Bags/Any School bag: Based on recommendations from local and state law enforcement, the district recommends the following procedures for student bags at Elk Rapids High School: Students should place bags directly in their lockers upon entering the building and may retrieve them from their lockers when exiting the building.

Bus Transportation: to ensure that all student riders are safe, and to maintain a safe and orderly experience for all (students & staff) using ER Schools bus transportation, students shall adhere to the following.

- Be at the right place at the scheduled time, ready to board the bus.
- Wait for the bus in an orderly fashion and to stay off the roadway while waiting for the bus.
- Wait for the bus to come to a complete stop before attempting to get on or off.
- Enter & exit the bus only by the front door except in the case of an emergency or an emergency drill.
- Be seated and remain seated in that seat until it is time to get off.
- Never throw anything around the bus, out of the bus, or at the bus.
- Never push or shove anyone, such behavior is unsafe and may distract the driver.
- Refrain from profane or vulgar language, smoking, or littering while on the bus.
- Never deface or damage the bus; Report at once any damages to the bus that are observed. Anyone guilty of such action shall bear the cost of repairs.
- Leave the bus at the regularly scheduled stop unless written permission is given by a parent or guardian with the consent of the bus driver. To keep books, musical instruments, feet and other items out of the aisle.
- Above all, obey the driver.

Students who violate this code of conduct may be subject to suspension of all school bus riding privileges. All disciplinary action shall be consistent with the seriousness of the violation. The school bus is considered an extension of the school/classroom and disciplinary actions for misconduct on the bus may extend to the school setting. The overall safety of the driver, other passengers, and other motorists is of the utmost importance.

Cafeteria, Food & Beverage: ERHS offers free school breakfast & lunch (formerly the free & reduced lunch program) which is available to all students. All Families are encouraged to complete the School Meals Application, including federal income guidelines and information regarding cafeteria debit cards, will be distributed at the beginning of the school year or may be obtained in the Principal's Office. *USDA DIETARY GUIDELINES: Board Policy #8510 indicates our implementation of USDA dietary guidelines, please visit erschools.com for details.*

Student behavior in the cafeteria (see also Code of Conduct) is based on courtesy and cleanliness. All students eating at school are expected to properly dispose of their refuse in the trash cans and recycling bins provided. Students are required to remain in the cafeteria/lobby/gymnasium area during the lunch period.

Canine Contraband Detection Program: the overall intent of the use of detection canines on the school campus is to provide a deterrent to minimize the presence of contraband items on school property. Policy incorporates routine inspections of such areas as: lockers, gym areas, common areas, and parking lots. Inspections are performed on a random basis ensuring consistency of areas searched. The ultimate goal is to assist in providing a learning environment free from contraband items.

- Contraband Items (defined): trained canines are capable of detecting the following items:
- Illicit Substances: marijuana, heroin, cocaine, methamphetamine
- Alcoholic Beverages: beer, wine, liquor
- Gunpowder: ammunition, guns, fireworks
- Medications: normally both prescription and over the counter medications commonly subject to abuse
- Bombs: explosives and other incendiary devices

Cell Phones, Smart Watches, Personal Electronic Devices, any Wireless Communication Device:

Cell phones are permitted at school. However, cell phones may only be used before entering the building or after exiting the building. Cell phones must remain in student lockers until the end of the school day. If a staff member observes or hears a phone, they will take the phone to the office. Bluetooth headphones (example Air Pods) are

likewise not permitted and may be confiscated and treated as a cell phone. Specifically, personal communication devices are **not to be seen or heard at any time during the school day (7:45 AM to 2:37 PM)**. A *“wireless communication device” as an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos or videos, or producing email, but does not include a basic telephone. This policy includes prohibition of items such as smart watches, smart glasses, and AngelSense or other GPS location devices.*

First offense – student may retrieve the device in the main office at the conclusion of the school day.

Second offense – parent/guardian is required to retrieve the device from the main office. *Parent/guardian will be advised as to the third offense (below) at this time.

Third offense – student phone privilege is suspended. If it is necessary for a student to bring a phone with them to school, it will be submitted to the main office first thing in the morning and then retrieved at the end of the day (**see Code of Conduct**).

There is a dedicated student phone available in the main office for students needing to contact parents for important/emergency reasons.

Closed Campus: ERHS operates as a “closed campus,” meaning students are not permitted to leave campus during regular school hours. Moreover, during lunch periods, students must remain within the building; Students are not permitted to leave campus during lunch.

Clubs & Student Organizations: clubs & student organizations at ERHS have open membership, are available to all interested students, and practice no discrimination. In addition, each & every meeting, event, etc. is facilitated and/or supervised by the adult advisor (either staff advisor, parent advisor, or other parent volunteer assigned by advisor).

ERHS Clubs & student organizations exist and operate with the primary purpose of providing service to others, and thus enhance the high school experience of its student members/participants. Any student interested in organizing a club must secure a staff advisor, and receive administrative approval. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the advisor & school administration.

According to student interest on a yearly basis, the clubs & organizations active at ERHS include: Art Club, Spanish Club, Michigan Youth In Government (MYIG), Robotics, Academic World Quest, National Honor Society, National Technical Honor Society (through CTC), Student Council/Student Government, Broadcasting, Yearbook, Concert Choir, Jazz, Concert, & Marching Band.

**ERHS clubs & student organizations are subject to change and may not be available every year.*

Displays of Affection: Public displays of affection (PDA) are not appropriate school behavior in the building or on school grounds. This type of behavior is not permitted and is subject to disciplinary action, per administration (**see Code of Conduct**). PDA is considered, but not limited to, hugging, cuddling, kissing, groping, petting, or any other inappropriate behavior, sexual in nature, or otherwise. Holding hands or putting an arm around a significant other is acceptable only in non-academic school settings.

Dress & Appearance: student dress should be neat, clean, and appropriate for the learning situation. Students are expected to maintain the type of appearance that is not distracting to teachers, other students, or disruptive of the educational process of the school. Any form of dress which is considered contrary to good hygiene or which is distractive or disruptive to the purpose of the school will not be permitted.

- Students are not permitted to wear clothing that promotes sex, alcohol, tobacco, drugs, or violence.
- Hats, hoods, similar head coverings, and sunglasses are to be removed upon entering the building. These items may not be carried or worn during any part of the school day and must be left in the student's locker.
- Outdoor apparel, bulky coats, trench coats, jackets, or similar apparel deemed inappropriate by administration are to be removed upon entering the building. These garments are to be left in the student's locker. (This does not include semi-formal or formal wear including tuxedos, suits, and blazers.)
- No bare feet.
- No bare midriffs or backs, no low cut or see through clothing, no sagging pants/shorts, no short shorts/skirts (must extend beyond the finger tips with arms at your side), and no strapless or single-straped tops.

Spaghetti strapped tops must be covered. Shoulder straps must be at least 3 inches in width. Please make sure that clothing choices are appropriate for the educational environment.

- Apparel that presents safety concerns or classroom distractions may be denied and confiscated by teachers or administrators. Infractions of dress guidelines may result in disciplinary action.

Driving & Parking privileges: As a service to our students, ERHS provides parking facilities as a convenience. The fact that the school makes parking available for students does not diminish the school's sole ownership, control, and authority over the parking facilities. The school reserves the right to examine vehicles therein and their contents for the purpose of eliminating fire or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials including, but not limited to, narcotics or other contraband.

- Students may not park in visitor or faculty lots during the school day. If you are unsure of permissible parking locations please check with the Office.
- Vehicles parked in faculty lots or unauthorized areas or unregistered vehicles driven by students are subject to towing at student's expense or other disciplinary consequences. A tire boot may be used in lieu of towing and a fee may be assessed for its removal. Blue lines indicate handicapped spaces.
- All vehicles must be registered, and parking permits must be displayed in the vehicle. These permits may be purchased at the main office.
- Student drivers and their passengers are to immediately leave their vehicle once it is parked and not return to the vehicle during the school day without permission from the office.
- Students that have permission to drive out may not transport other students that do not have permission.
- Vehicles should be operated in a safe and orderly manner and students should observe all parking and traffic regulations.
- All parking areas are off limits to students during the school day, including the lunch hour, unless permission is granted from the administration.
- Driving vehicles during school hours, without permission, is subject to disciplinary action.
- It is strongly recommended that all vehicles be locked during the school day and all valuables be kept at home. The school assumes no responsibility for theft, breakage, or damage to any vehicle while on school property.

Parking Permits: students are permitted to drive their personal vehicles to school and park in the designated lots surrounding the building. ERHS has 250 numbered spots for students & staff. These numbered spots are assigned each August to both students & staff. *Students purchase a spot for \$5.00 for use during the school year.*

Violations of parking regulations may result in loss of school driving privilege, issuance of a city traffic code citation, and/or school disciplinary action. The school is not responsible for theft or vandalism.

Emergency Drills: ERHS complies with all safety laws and in cooperation with local police, fire and safety authorities will conduct drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly participation in said drill. Fire, Tornado, and Lockdown drills are scheduled prior to the beginning of the school year, in cooperation with ERPD & Fire Marshall.

ERHS conducts five (5) first drills, two (2) tornado drills and three (3) scheduled lockdown drills. In addition, one or more "surprise" lockdown drills are conducted each year, unannounced to students & staff, in an effort to ensure quick response by all school building occupants during said drills.

Hallways-Student Passes: Students are **NOT** to be in the hallways or restrooms during class periods unless they have a proper pass. A proper pass/student admit slip is dated and signed by a staff member and is specific to an individual student. Hall passes should be issued only in cases of emergency or for the purposes of instructional or administrative activities assigned by teachers, administrators, guidance counselors, or office personnel. Students that abuse pass privileges may have their pass privileges revoked by the administration. In addition, during the passing of classes the halls are crowded. The following items are common courtesies while in the halls:

- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through the corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided. Keep the school clean by picking up papers from the floor.

Running in the halls, littering, throwing items, blocking hallways, loitering, PDAs, etc. are not permitted and are subject to disciplinary action, per administration.

Injury & illness: when a student becomes injured or ill at school/during the school day, the student must report to the main office for attention. Parent will be contacted for permission to leave the building, if necessary. If a student requires emergency care, every effort will be made to contact the school nurse, with consultation from parent/guardian.

Inclement Weather: if/when it becomes necessary to cancel school or alter school hours due to a weather emergency, the information will be broadcast over the local radio and television stations as early as possible.

Lockers: as a service to our students, ERHS provides locker facilities to be used for the convenience of students and for the security of students' personal property. The school retains sole ownership, control, and authority over the locker facilities. The school has the legal right to examine lockers and their contents, without notification, at any time. The use of a locker space is a privilege granted by the school. All students are expected to know and comply with all conditions and rules regarding locker use.

- Students are to use the lockers assigned to them, and are not to share unless assigned a locker partner by the school staff members.
- Students are expected to keep their lockers clean, neatly arranged, free from stickers and decals, and **LOCKED without having items stuck in the door to keep it in an unlocked position.**
- Since each locker has its own combination lock, no padlocks are to be placed on them without administrative approval.
- **STUDENTS ARE ADVISED NOT TO LEAVE VALUABLES IN THEIR LOCKER OR BRING THEM TO SCHOOL.** The school will not accept responsibility for any lost or stolen articles.

Lost & Found: located in the hallway outside Central Office, staff will maintain a table to hold the items until the end of the semester, when items will be donated to local pantries. Students should inform office staff, as well as custodial staff, if/when an item is "lost" (clothing item, water bottle, etc.). The school does not accept responsibility for any items that are lost or stolen.

Medication: by law, school personnel cannot dispense any drugs, including aspirin, acetaminophen, ibuprofen, and other non-prescription drugs without a written order from a doctor, which includes: the prescribed amount of medicine, medicine in the original container, written permission from a parent/guardian, and medicine given in the presence of two adults. WHEN MEDICATIONS ARE NECESSARY, THEY ARE KEPT LOCKED IN THE ADMINISTRATIVE OFFICE. *Appropriate paperwork must be completed in the Principal's Office. If a parent desires to provide their child with an over-the-counter medicine without a doctor's order, they will need to be present to administer the medication.*

Off-Campus Student work & Academic pursuits: any course, activity, class, work/study experience, etc. that does not take place in the Elk Rapids High School building or on the immediate grounds, such as Dual Enrollment programs, concurrent courses, work-study programs, and vocational programs, etc. shall operate under the following guidelines.

- Students participating in off-campus educational/work activities are encouraged to be actively attending those activities and utilizing on-site resources related to those off campus activities.
- Students may lose driving privileges and are subject to disciplinary action if they drive out at non-scheduled class, activity, or work times and/or transport passengers that are not involved in their off campus classes or activities.
- Michigan Revised School Code provides authority for disciplining students for off-premises conduct. Section 11a (3) (b) authorizes schools to exercise appropriate powers to provide for students "safety and welfare" while at school or a school-sponsored activity or "while en route to or from school or a school-sponsored activity." Section 1312 (8) requires all school districts to "implement" and "enforce" a student code of conduct "in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on the school premises."

These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Violations of our Off-Campus policy may result in disciplinary action, per administration, and potential loss of participation in any such off-campus programming.

Parent Involvement: the Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The parents have the right to participate in the education of their children as well as the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority.

Picking up Student from school: to maintain safety for all students & staff, parent/guardian must check-in at the main office to be identified, before picking up a student from school. Any other arrangements must be communicated to office staff and/or administration.

**Only a school official may retrieve a student from a classroom; Parents may pick their child up in the main office.*

Posters: any & all posters, flyers, notices etc. placed in and around the school building/campus must have administrative approval.

School-Issued Chromebook: at the beginning of each new school year, students will receive a school computer (Chromebook) for the purpose of academic work. Students are able to access Faculty & course pages through Google Classroom. Students submit the school Chromebook to the Technology office at the end of the school calendar year upon completion of course exams. Chromebook damage incurred from student misuse will result in students charged fees for repair and/or replacement of the damaged item. For further clarification, Students & Parents are directed to Board Policy 7540 (.01-.09), accessed from our school Website, under Board Policies.

Student Technology Acceptable Use & Safety: The Board regulates the use of District Information & Technology Resources in a manner 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 Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

Search & Seizure (Board Policy 5771): to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks 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 on school property because school property is subject to search at **any time by** school officials. School authorities may conduct periodic general inspections of lockers and desks for any reason at **any time without student consent and without a search warrant.**

- A student's person and/or personal effects (e.g., purse, book bag, athletic bag, and vehicles) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- A student's refusal to permit searches and seizures as provided in this policy contributes to reasonable suspicion and will be considered grounds for disciplinary action. When a student refuses to consent to a search, school administrators may seek assistance from law enforcement officers and/or use reasonable force to restrain the student and conduct a proper search.

If/when a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities.

Student Records: Federal law requires that school districts notify parents and guardians yearly of their right to review their student's educational records. Parents and guardians, wishing to initiate such a review, may be informed of proper procedures by contacting the appropriate building principal. Parents of special education students should notify the caseload provider.

Use of Breath-Test Instruments: administration may arrange for, or administer a personal breathalyzer test (PBT) for blood-alcohol, whenever he or she has reasonable suspicion that a student has consumed an alcoholic beverage.

- The student will be taken to a private administrative or instructional area on school property with at least one other staff member present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
- If the result indicates a violation of school rules as described in this handbook, disciplinary consequences will be administered and legal authorities will be contacted.
- If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

V. ATHLETICS & Extracurricular Activities

Athletic Code: Developing the physical, mental, emotional and social values of our students will help prepare them for their future endeavors. Elk Rapids Schools adheres to the philosophy that interscholastic athletics and other experiences, which happen outside of the classroom, are an essential and important part of the total educational program. The Co-Curricular Code of Conduct applies to all students who participate in athletics or any other co-curricular activity.

Participation in co-curricular activities is a privilege. Those who participate in co-curricular activities have a responsibility to favorably represent themselves, their families, as well as the school and community. Students participating in co-curricular activities are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate may be lost.

Participation on an athletic team is a privilege and the participants must earn the right to represent Elk Rapids High School by conducting themselves in such a way that the image of the school would not be tarnished in any matter. Any participant whose conduct is judged to reflect discredit upon himself/herself, the team, or the Elk Rapids Public Schools, whether or not such activity takes place during or outside school hours and sessions of the sport season, will be subject to disciplinary action as determined by the coach, the athletic director, and/or the school administration.

The school system recognizes that the use of mood altering chemicals is a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Adolescent use and abuse of alcohol and other drugs likewise affects the development of skills related to participation in extracurricular activities.

During the school year, during the season of practice or play, and during the summer, an athlete shall not use or possess tobacco products, alcohol, marijuana, paraphernalia, steroids or other substances defined as a drug or a

look-alike drug. It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the athlete's own use by the athlete's doctor. The term *athlete shall* apply to all High School students, including incoming 9th graders.

At the beginning of the school year or season, each organization shall submit a list of student members to the office.

Co-Curricular activities covered: Athletics, Robotics Competition, Student Senate, Class Councils, Musicals, Drama Performance, Madrigal, Pep-Band, MYIG, Debate, NHS, NAHS, Science Olympiad, World Quest, Junior Escorts, Chamber Choir, Odyssey of the Mind, SADD/SAFE ... and others to be determined.

Eligibility: first and foremost, **students must be passing all classes.** Evidence of this will be **checked each Monday afternoon.** Students who are not passing all classes with a D or higher, are considered ineligible and must abide by the following guidelines:

Elk Rapids High School Requirements:

1. A student must have earned a grade of at least a "D" in all school subjects in which they are enrolled.
2. A student must have received credit towards graduation for the classes they were enrolled in during the previous semester.
3. The athletic office will issue to teachers, once each week, an eligibility sheet. A student receiving less than a "D" in any class will receive a warning. A student is allowed just one warning per class, per trimester. If they do not get at least a "D" at the next grade check, they will be ineligible for the week. A week runs Monday through Sunday. Ineligible students will continue to practice, but will not be allowed to dress or participate in any contests or activities.
4. Students who receive a grade lower than a "D" for the semester will be ineligible as follows:
 - a. One week of competition if involved in an activity at that time.
 - b. One week of competition for the next activity, in the next semester.
5. Any student who receives three ineligibilities may be removed from the team for the remainder of the season.

1st occurrence of ineligibility, in any given class, shall be a grace week.

- During grace week, the student shall be *permitted to and is expected to practice and participate as usual.*
- A grace week shall be offered only one time per class, per season/duration of activity.
-

Additional occurrences of ineligibility shall be handled based on the table below:

	Non-Consecutive Weeks	Consecutive Weeks
2nd Occurrence	• Student shall be <i>permitted and is expected to practice as usual.</i> • Students shall attend and sit with his/her team for contests but <u>not</u> be allowed to participate.	• Student may not be allowed to attend or participate in practices or contests.
3rd Occurrence	• Student shall <u>not</u> be allowed to attend or participate in practices or contests.	• Student may be removed from the team for the remainder of the season.
4th Occurrence	• Student shall be removed from the team for the remainder of the season.	

In all instances related to academic ineligibility, *immediate attention* to academic improvement is expected from the student. In addition, close monitoring by coaches and parents is strongly encouraged.

Other Eligibility Details:

1. The **eligibility period** shall run weekly from **Monday to Sunday**.
2. Any consequences being served, for ineligibility, shall be in place for the current and the entire eligibility period.
3. This **policy applies to all students in grades 9–12**.
4. Students participating in co-curricular activities must be in attendance by the beginning of 3rd hour in order to participate in any practice session or contest scheduled that day. The only exceptions include pre-arranged absences, a *medical appointment*, or an emergency. Proof from a medical office must be provided to document an appointment. The principal or his/her designee shall make final determinations regarding these attendance exceptions.
5. Uniforms and/or equipment shall be turned in at the conclusion of each season. In addition, payment for any required replacements shall be the responsibility of the student and made in the high school office. These details shall be confirmed before the student shall be allowed to begin participating in the next sport/club.
6. Any student who is suspended either in or out of school or is expelled from school will also be suspended or expelled/removed from the Elk Rapids Co-Curricular Program (including practices) for the same period of time. In the event that the misconduct is also an athletic code violation, the student-athlete may be suspended from athletics for a longer period of time.
7. Questions regarding eligibility should be directed to the administration.

Special Consideration for High School Musical/Drama/Madrigal Participation

Due to the specific circumstances surrounding a student's role in the high school musical/Drama/Madrigal performance, the academic eligibility rules are slightly different:

- Once the performance dates are within 2 weeks students will remain eligible to participate regardless of their academic status. However, students who lose academic eligibility in the two week time period will NOT be eligible to participate in the next musical/drama/madrigal production.
- Students who violate other school rules such as use/possession of drugs and alcohol and school suspensions, are subject to the same loss of privilege standards.

This set of rules is designed to serve as a guideline and is subject to everyday common sense. The spirit of the rules is to create a safe, healthy and productive co-curricular environment in the Elk Rapids School System. It is realized that no single set of rules, in isolation, can cover every aspect of conduct. Therefore, any specific cases outside these rules will be considered and weighed on an equal and fair basis using these rules as a point of reference. When a student who is involved in co-curricular activities persistently demonstrates that he/she is unable or unwilling to conform to specific regulations, and/or impinges on the right of other individuals and/or interferes with the activities of others or the school, suspension from the team/club may result.

**Other organizations/groups by-laws can supersede the discipline listed above.*

Athletic Code Violations:

Use and/or possession of tobacco products, alcohol, marijuana, paraphernalia, steroids, or other substances defined as a drug or a look-alike drug shall be handled using the following procedures:

First Offense:

- The student-athlete will be suspended for 20% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 20 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.

- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Second Offense:

- The student-athlete will be suspended for 30% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 30 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.
- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Third Offense:

- The student-athlete will be suspended for 50% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 40 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.
- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Fourth Offense:

- The student-athlete will be suspended for one (1) calendar year of interscholastic competition. This will begin on the date of the infraction.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 60 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.
- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Fifth Offense: the student-athlete will be suspended from interscholastic athletics for the remainder of their high school career.

***Note: If/when a student-athlete has violated the Athletic Code, he/she may not join a sport, which is already in season, to serve their suspension. A student-athlete may join a sport on the first day of practice, and must complete the season to fulfill any violation requirements.**

Also, Elk Rapids High School believes in honesty and integrity amongst our athletes. If an athlete is willing to come forward and confess to any wrong-doing, which they did not receive a citation for; the athlete may be given relief from a full suspension. The administration may lessen the penalty by up to 50%.

NOTE: If the violation occurs on school grounds or at a school function, consequences outlined in the Student Code of Conduct also apply.

Implementing the Athletic Rules: the first step in implementing this code will be that the person with information regarding a violation or possible violation will notify the athletic director of the nature of the behavior. The athletic director will implement the athletic code. The athletic director will confer with the coach as to the nature of the offense and inform the coach of any previous violations that will impact the consequences of the violations. A written record of all violations and disciplinary actions shall be kept in the athletic director's office.

Suspensions: the coach of the sport, the athletic director, or school administrator may make temporary suspensions. Parents and coaches are expected to report knowledge of conduct "unbecoming an athlete" to the athletic director or other school administrators. The athletic director and/or administrator will confer with the coach before action is taken. Causes for temporary suspensions may include, but are not limited to the following:

1. Grades
 2. Personal misconduct
 3. Unexcused absences from meetings and practices
 4. Violation(s) of athletic policies
 5. Unsportsmanlike conduct
 6. Civil infractions
- Temporary suspensions may also be invoked during that period of investigation in which an athlete may be removed from a team. An athlete suspended under this section shall be allowed the rights of due process as established by the Elk Rapids School District.
 - Coaches or school officials may impose more severe penalties at their discretion. Coaches of each sport will also establish additional training regulations and rules of conduct, and clearly communicate these rules and regulations to the athletes at the beginning of the season.
 - Suspensions must be appealed in writing to either the principal or the athletic director within two (2) school days of the parents' receipt of the written suspension notice. Students will remain suspended.
The written appeal must contain the reason(s) that the suspension is being appealed.
 1. Students shall not participate until the appeal process is completed.
 2. Upon review, the principal/athletic director may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with parents if, in the principal's/athletic director's opinion, this is appropriate.
 3. The principal/athletic director will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
 4. The decision of the principal/athletic director will be final if the suspension is less than 20% of the athletic season. If the suspension is 20% or more of the athletic season, the decision of the principal/athletic director may be appealed in writing to the superintendent within two (2) school days of the parents' notification of the decision. The superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
 5. The superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (policy 5611) by the superintendent. In such cases, the appeal will be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

MHSAA: all ERHS students participating in athletics will abide by the Michigan High School Athletic Association (MHSAA), as well as the Northern Shores Conferences (NSC) rules and regulations, while operating under our Athletic Code of Conduct. Athletic schedules may be available throughout the year on our web page (www.erschools.com). All students participating in the athletic program are required to have a physical examination and medical insurance waivers.

Adherence to the MHSAA Constitution and Rules

The student will abide by all the rules and regulations of the Michigan High School Athletic Association Constitution and Rules Handbook. Copies of the handbook are available in the athletic director's office. Coaches of each sport are responsible for interpreting, explaining, and ensuring that these rules and regulations are upheld. A summary of the MHSAA eligibility rules for the senior high and junior high students are listed below.

Eligibility-State Requirements:

1. A student must have passed 4 academic classes the previous semester.
2. A student must be under the age of nineteen (19) prior to September 1st.
3. A student must have passed a physical exam for the present year.
4. All other rules of the MHSAA will be followed.

Athletic Programs: listed below are the ERHS varsity sports according to season.

FALL	WINTER	SPRING
Volleyball	Basketball (Girls)	Softball
Soccer (Boys)	Basketball (Boys)	Baseball
Football	Wrestling	Soccer (Girls)
Golf (Girls)	Skiing	Golf (Boys)
Tennis (Boys)	Ice Hockey	Tennis (Girls)
Cross Country	Bowling (boys and girls)	Track & Field
Sideline Cheer	Competitive Cheer	
Equestrian	Dance Team	

NCAA ATHLETIC ELIGIBILITY: in order to be certified as a College Freshman participant at the Division I level, the student must meet the **NCAA CORE COURSE REQUIREMENTS**. A “core course” is defined as a recognized academic course designed to prepare a student for college-level work (as opposed to a vocational or personal-service course). Courses that are taught at a level below the high school's regular academic level shall **not** be considered core courses regardless of course content. To confirm ERHS core classes, students are encouraged to consult with the School Counselor & refer to the NCAA Clearinghouse www.ncaaclearinghouse.net. Elk Rapids High School's code is 231-340.

- **Division I:** Have a core-course grade-point average (based on a maximum of 4.000) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale.
- **Division II:** Have a combined score on the SAT verbal and math sections of 820 (if taken on or after April 1, 1995) or a 68 sum score on the ACT.

Forms and Releases: before the beginning of the fall, winter, and spring seasons, the athlete and parent/guardian may attend a meeting with the coach and/or school administration to discuss the athletic code, team expectations, and to answer athlete and parent questions. In addition, before a student may participate in any athletic activity (including conditioning and practices), the student must provide the following information to the athletic director's office:

- A properly completed physical examination form dated on or after April 15 of the previous school year with the athlete, parent/guardian, and physician/physician's assistant/nurse practitioner's signatures.
- Insurance release information with parent/guardian signature and date.
- A copy of the Emergency Medical Notification and History form.

Team Selection:

Philosophy

Elk Rapids Athletic Department and its programs are an extension of the learning process. We are striving to provide a program of which the student body and community can be proud. Throughout the program, the quest is to allow the student/athlete to be the best possible person, and team member that he/she can be.

Varsity– In following the mission, the varsity team should be comprised of athletes who are the most developed in their skill level, mentally and physically, and best fulfill the needs of the team. There should be continued development in the team concept and character with an emphasis on sportsmanship, and winning.

Junior Varsity– As a sub-varsity program, its concentration should be on preparation for the varsity level. There is the development of skills, character, team, and the winning concept. All members of the team will get playing time.

Freshmen– This is an interscholastic program. The development at this level is competitive skills, physical skills, team development, discipline and a stepping stone to the next level. All players will receive similar playing time.

Middle School– The middle program is designed to offer a variety of interscholastic experiences. Fundamentals of sports are emphasized: the teaching of commitment to the team and the sport, the building of character, and respect toward coaches and officials. Each eligible student on the team will receive similar playing time.

AN ATHLETIC CODE FOR ATHLETES

THE CONTEST DEMANDS:

1. Fair play at all times.
2. A square deal to opponents by players and spectators.
3. Playing for the joy of playing and for the success of the team.
4. Playing hard to the end.
5. Keeping one's head and PLAYING the game not TALKING it.
6. Respect for officials and expectation that they will enforce the rules.
7. That an athlete should not quit, bet, or "grandstand".

THE SCHOOL DEMANDS:

1. Out-of-school and out-of town conduct of the highest type.
2. Faithful completion of school work as practical evidence of loyalty to the school and team.
3. Complete observance of training rules as duty to school, team, and self.

SPORTSMANSHIP DEMANDS:

1. Treatment of visiting team and officials as guests and the extension of every courtesy to them.
2. Giving opponents full credit when they win and learning to correct one's own faults through failures.
3. Modesty and consideration when one's team wins.
4. An athlete will not "crow" when the team wins or blame the officials when it loses.

Quitting a Team: once an athlete has decided upon a sport to try, and after 10 consecutive days, the athlete may not quit, and change to another sport without permission from the coach for the sport the athlete is dropping and the permission of the coach for the sport the athlete is adding. If a student is cut from a team for reasons other than discipline, the student may immediately tryout for another team.

Attendance: student-athlete must be in attendance by the beginning of the third period in order to participate in practice or competition that day. Exception: Prior clearance was granted from the athletic director or designee. If students miss class due to an athletic activity, the student-athletes are required to pick up assignments ahead of time and coordinate any missed materials from their appropriate teachers.

Care of School Equipment: each athlete and parent will assume the responsibility for caring for all equipment and supplies issued to the athlete by the coach or the coach's representative(s) and for returning all such supplies and equipment to the coach or other designated personnel at the conclusion of each season. Parents and athletes will be charged the replacement value for any lost or damaged equipment.

The uniform issued by the school is to be used for athletic contests scheduled by the school district. No part of the uniform should be used as a personal garment. Selected items, as designated by the coach, may be worn on game days for spirit purposes. Athletes who wear the uniform inappropriately may be suspended from the next athletic contest scheduled after the infraction.

Transportation to Athletic Contests: school-approved and scheduled transportation may be used to away events and some practices for specific teams. The student is expected to ride to the contest and return from the contest in

the school-approved transportation. Any change from this policy must be cleared with the athletic director or coach, prior to the contest, unless it is an emergency.

Medical Release to Resume Participation: if an athlete is seriously injured, the athlete must have a doctor's release before the athlete can practice or compete in athletic contests.

Letters and Awards: the individual coach will determine any and all criteria for the winning of an athletic award by a student athlete. Violations of the training regulations may result in the revoking of any awards for which the athlete might otherwise be eligible. Athletes are not considered to have completed their season until the athlete's team has been eliminated from tournament play or the award ceremonies have been completed, whichever occurs last.

Dress Code: we expect our athletes to dress appropriately and to project a favorable image of our school. Coaches may set specific dress code standards for their respective teams.

Inclement Weather Policy: at the high school level, in the event of school being called for hazardous weather (i.e. snow day, ice storm), practices and contests will also be cancelled. The only variance to this would be if an MHSAA tournament game was scheduled, and could not be made up on another night.

Athletic Banquets: all coaches are encouraged to hold some type of awards recognition gathering with their teams. The type of gathering and location is the responsibility of the coach. The Athletic department recommends holding it at the high school, and offering only desserts. There should be no cost to the athlete and their family. The athletic director's office will assist in any reasonable manner requested.

Parent – Coach Communications: both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the students. As parents, when your son/daughter becomes involved in a school's programs, you have the right to understand what expectations are placed on your child. This begins with clear communications to the coach of your son/daughter's program. If you have a concern to address, the following is the procedure you are expected to follow:

- Call the coach and set up an appointment
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the parent and the coach. Meetings of this nature do not promote resolution.
- If the meeting with the coach did not provide satisfactory resolution, call and set an appointment with the athletic director.
- If the meeting with the athletic director did not provide resolution, set an appointment with the high school principal. At this meeting the appropriate next step can be taken.



Cherryland Middle School

**707 E. 3rd Street
Elk Rapids, Michigan 49629**

**Parent/Student Handbook
2026-2027**

Welcome Cherryland Middle School Families,

It is hard to believe the 2026-27 school year is less than a few weeks away! I hope you have enjoyed our beautiful Northern Michigan summer filled with activities, sunshine, and excitement! We are excited about the new school year. Our construction project has finally come to an end and we now have a beautiful school that matches the amazing students, staff and ER community. We have much to look forward to as we welcome our new 6th grade students (Class of 2033!) and welcome back the awesome 7th and 8th grade students. As I enter my 9th year as principal at Cherryland Middle School, I am grateful to serve our talented students, dedicated staff, wonderful supportive families, and community. We are able to provide such a positive learning environment because of collaboration and teamwork.

We are planning to kick off the school year with two events this year. On the 26th we will welcome 6th grade students and families to the 6th grade education night. On the 27th 7th and 8th grade students and families will have an informal open house to find their locker, see their classrooms, and pick up their schedule. Both events will last from 5:00 pm to 7:00 pm. In mid-September, each grade level will have a fall field trip experience to one of our local natural areas. These trips are a great way to extend learning beyond the classroom in a fun and exciting way.

Go Elks!

Josh Haggerty

CMS Welcome Back 6th grade Education Night

We can't wait to welcome our new students and the incoming 6th grade to CMS. We look forward to seeing everyone soon!

When: 5:00-7:00 pm on Wednesday, August 26th. *(6th Grade Students, families and new students and families)*

Purpose: Students will complete a passport of important stops around the school to learn their class schedule, locker, important information, tips, and meet our CMS Team

Food: Hot dogs, chips, popcorn

Who: 6th Grade CMS students and their families - New Students and their families

CMS 7th and 8th Grade Open House

When: 5:00-7:00 pm on Thursday, August 27th. *(7th and 8th Grade Students and Families)*

Purpose: Students will find their locker, receive a class schedule, walk the school to find their classrooms

Who: 7th and 8th Grade CMS students and their families

***If you are unable to attend these events we will have student schedules available online via PowerSchool on Friday, August 28th. New families and families of 6th grade students will have an information sheet delivered in the mail to help you register and gain access to PowerSchool in the coming weeks. If you are in 7th and 8th grade and cannot access PowerSchool please contact the CMS Office.

School Supplies:

Please see the attached PDF of our CMS Supply List to see which supplies would be helpful for your child.

Cellphone Policy:

We had an incredibly successful experience with restricting cell phone use during students' lunch periods beginning two years ago. Seeing students interacting, being creative, and having fun confirmed it was the correct decision. Continuing this year students may still bring a device to school, but will not be allowed to use cellphones during passing time or breakfast and lunch. We do want students to have the opportunity to communicate with their families. To this end, if students need to use a phone, they are welcome to use our office phone or bring their phone to the office to make a call or send a text message. Our discipline policy for cell phone usage outside of the office space remains the same as in previous years.

1st Occurrence: Student receives device at the end of the school day

2nd Occurrence: Parent/Guardian pickup device at their convenience

3rd Occurrence: Parent/Guardian pickup device at their convenience and device is not allowed to return to school or must be checked into the office each morning

Paid and Volunteer Opportunities:

We are always looking for volunteers to support various activities at CMS. Having families involved is important to continue our strong traditions of supporting learning and student growth. If you are interested in possibly volunteering, please reach out to Mr. Haggerty jhaggerty@erschools.com

Paid Positions Available:

- Lunch/Recess Supervisors 11:00-1:00 Daily (On-call basis Available)
 - Let Mr. Haggerty know if you have any questions or internet in either position
- 7th Grade Volleyball Coach
- 2 Paraprofessional Positions (Full Time: 5 Days 7 Hour Work Day)
- Guest Teachers
 - We are always in need of additional guest teachers. Even if you can only commit to a day or two a month.
 - Training and support from Mr. Haggerty and the CMS Team
 - <https://www.erschools.com/district/services/pcmi-willsub/>

CMS Office Hours:

Starting August 18th

Summer Office Hours: 8:00-3:00 (Closed 8/28 - 8/31)

During the school year, Office Hours: 7:00-3:30

Student Medication:

If your child will be taking medications at school parents may pick up and drop off forms and medication at the CMS office. Parents must bring the medication to the school office and fill out the required paperwork.

Parents/Visitors/Item Drops:

After class begins at 7:51 am, all entrances will be locked. Between 7:51 am and 2:43 pm students, staff, and visitors will be required to enter through the main CMS secure entrance which will require a secretary to “buzz”

you in. When dropping items off for students, we will typically ask families to leave items on the table in the entryway and students will be notified to pick them up.

Positivity Project:

We are excited to continue our partnership with the Positivity Project (P2). The Positivity Project is based on extensive research in the field of positive psychology at the University of Michigan and other research institutions. Students have P2 built into their schedule for 18 minutes each day. Each week the students and teachers will study one of 24 different character strengths to learn more about each strength. The model encourages people to use their natural character strengths and rely on the strengths of others to build strong and meaningful relationships and a stronger community. If you want to learn more you can check out the websites below and parents can take the survey to learn more about their own strengths.

Positivity Project www.PosProject.org

Character Strength Survey: <https://www.viacharacter.org/>

(Students will take the survey during the 2nd week of school but we highly encourage family members to take the survey as well)

New Staff Members:

We were incredibly fortunate to add several high-quality educators to our team. We can't wait for them to meet families and students soon!

- Becca Heldreth- 6th Math
- Jesse Lawrence - Pass Program (SpEd)

Family Communication Tools 2026-2027:

CMS Weekly Update: Emailed to all students and family members. Parents, please ensure your correct email is listed in PowerSchool. The CMS Weekly Update will only be delivered if your email is accurate in PowerSchool.

Mrs. Bradberry can help assist and update your email in PowerSchool RBradberry@ERSchools.com

Weekly Class Agenda: All classroom teachers will complete a weekly agenda that outlines what is happening during class each day that week. (Link will be shared closer to the start of the school year)

Facebook: Picture and video highlights <https://www.facebook.com/elkrapidscms/>

Daily School Announcements: The daily announcements read each day at school can be accessed via PowerSchool Daily Bulletin or our school website at

<https://www.erschools.com/schools/cherryland-middle-school/>

School Messenger: This allows for quick communication such as on snow days and other important school events. Families will receive the messages via text message.

Upcoming Events and Important Dates:

8/26/26 CMS 6th grade Education Night 5:00-7:00

8/27/26 CMS 7th and 8th Grade Open House 5:00-7:00

9/1/26 First Day of School (Half Day Schedule) 11:13 Dismissal

9/4-9/7 No School Labor Day Weekend

9/18/26 CMS Fall Field Trips

10/8/26 School Picture Day - Yearbook Order Form

10/16/26 Homecoming

Go Elks!

Josh Haggerty



Cherryland Middle School
Principal

MISSION STATEMENT

We are active lifelong global learners!

FIGHT SONG

Cheer our Elks to victory
Show your E.R. pride
We're the team that can't be beat
So come on Elks get on your feet
And hail the good old Orange and Black
We're gonna win tonight
Fight, fight, go team fight
Victory for E.R. High!!!

CHERRYLAND MIDDLE SCHOOL

Parent/Student Handbook

This handbook lists the school practices and procedures and helpful information which impacts student actions and behavior at Cherryland Middle School.

Within the handbook school regulations & information, student behavior, and student responsibilities are outlined. All students and parents are to be familiar with the information outlined in the handbook. The handbook is subject to updates at any point and should a conflict with a school board policy occur the school board policy will supersede the school handbook.

Board Approval Date: *Pending

ABSENCE FROM SCHOOL

Students are expected to be in attendance at all times during the school day except in case of illness or emergency. Upon returning to school after an absence, students are to report to the office before proceeding to class. If parents have not called the office to excuse an absence, students need to present one in person to the school secretary or receptionist. Emailed absence explanations are also acceptable.

ACADEMIC HONESTY

Academic honesty is defined as a set of intrinsic values and skills that promote integrity in teaching, learning, and assessment. Furthermore, CMS expects that students respect others' intellectual property, and submit work that is of their own creation. If CMS students want to use the ideas of others in their work, they are expected to cite them appropriately, using the Modern Language Association (MLA) format. The use of artificial intelligence (AI) tools or any other technology to generate, complete, or substantially alter assignments is strictly prohibited and is considered a violation of the CMS academic honesty policy.

1st Incident:

- Teacher informs student and principal of academic honesty violation
- Principal meets with student, teacher, and contacts family
- Student expected to complete an alternate assignment to demonstrate knowledge

2nd Incident:

- Teacher informs student and principal of academic honesty violation
- Principal meets with student, teacher, and family
- Student expected to complete an alternate assignment to demonstrate knowledge

3rd Incident and Beyond:

- Teacher informs student and principal of academic honesty violation
- Principal meets with student, teacher, and family
- Student expected to complete an alternate assignment to demonstrate knowledge
- No credit received

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

ATHLETICS

Information regarding CMS athletics can be located in the CMS Athletics Handbook

ATTENDANCE:

Students who are not present when class begins will be marked absent. Students arriving to class late will be marked tardy when they arrive within the first 15 minutes of class.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Tardy to Class

Students marked tardy 3 or more times in a week (Friday-Thursday Tracking Period) will serve a lunch detention on Friday.

Students marked tardy 6 or more times in a week will meet with Mr. Haggerty and or Ms. Bissell, contact their family, and develop a plan to help ensure they can attend class on time

AWARDS

At the end of the year, students receive award certificates from the school for various accomplishments. These include earning a superior grade point average, having perfect attendance, outstanding citizenship, etc. Certificates are also presented at the end of each season to members of the athletic teams. If you have any questions about end-of-year awards contact the principal.

AWARDS ASSEMBLIES

Cherryland Middle School conducts end-of-year awards assemblies for each grade level. The purpose is to reward and recognize outstanding effort, achievement and citizenry in the ranks of our Elks. Some, though not all of the awards presented at grade levels are perfect attendance, outstanding citizenship, scholarship, achievement, Leadership, band, choir, art, etc. Additionally there may be other awards from year-to-year basis.

BACKPACKS

For reasons of school safety, backpacks, duffle bags, and book bags are to be kept in the student's lockers during the school day. Bags brought to class or left in the hallways will be taken to the office. Students should carry only a binder/organizer/Chromebook and other necessary supplies to classes.

BAD WEATHER NOTIFICATION

In the event of school cancellation because of inclement weather, notification will be broadcast over the following radio and television stations, shared via School Messenger, posted on the Elk Rapids Schools Facebook page, and notification on the ERSchools.com website.

BAND

Students commit to band on an annual basis. Students who choose to sign up for instrumental music (Band) in grades 6, 7, & 8 are committing to a minimum of one complete school year. Class changes may be made during the first two weeks of the school year start. Students with hardship exceptions decided on a case-by-case basis.

BICYCLES

Students may ride bicycles to school. All bicycles must be left in the bike rack during the school day and locked. Bicycles may not be ridden during the lunch hour.

BULLYING5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" 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 where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

"Bullying" is defined as 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, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of

- physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Adopted 11/8/04
Revised 6/2/14

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

Adopted 11/8/04
Revised 6/25/07

Any type of disrespectful behavior towards another student intended to embarrass, intimidate or create fear is bullying and will not be tolerated. Any type of bullying behavior will be addressed with consequences up to and including suspension. (See Consequence Chart, Appendix C).

BUZZ IN SYSTEM/ENTERING SCHOOL

As part of the Elk Rapids School District's ongoing commitment to school safety, the District installed buzz-in systems at the main entrance at Cherryland Middle School. The buzz-in system includes an intercom and a camera.

Students and visitors to the school will be "buzzed" into the school, which is intended to enhance the safety and security of both students and staff by establishing greater door control at the primary entrance to the school. Once the school day begins, our doors will be locked and visitors will need to press the button to gain entry to the school.

When dropping off items for students we will likely ask families to leave items on the table in the secure entry to limit the number of school visitors. Upon entering the school, visitors will come to the office to receive a visitor's badge. When visitors are ready to leave, they should exit the school building through the main entrance and officially check out.

CARE OF VALUABLES

Students are urged NOT to bring large sums of money or other valuable items to school. The school will not be responsible for the loss of valuables.

CELL PHONES & EARBUDS/BLUETOOTH HEADPHONES (AIR PODS)

Cell phones are permitted at school. However, cell phones may only be used before entering the building or after exiting the building. Cell phones must remain in student lockers until the end of the school day. If a staff member observes a phone or hears a phone, they will take the phone to the office. Bluetooth headphones (example Air Pods) are not permitted for use outside of the classroom and will be confiscated and treated as a cell phone. *(See practice below)*

First offense – students may pick up the phone at the end of the school day.

Second offense – a parent/guardian must pick up the phone.

***at this time, parents will receive the rules for the third offense (to be signed).

Third offense – student phone privilege is suspended. If it is necessary for a student to bring a phone with them to school, it must be turned into the office first thing in the morning and can be picked up at the end of the day.

Chromebooks

Each CMS student is issued a school-owned Chromebook. This device is to be used for school purposes only. For additional information on the care, handling, and best practices of the Chromebook please refer to the technology acceptable use agreement.

CLASS PLACEMENT

At Cherryland Middle School, careful consideration is taken with each placement into a class. It is our responsibility to ensure all students have, as best as possible, viable access to all subject areas; Health and Physical Education, Social Studies, STEM, Language and Literature, Mathematics, Science and The Arts.

In an effort to build language and literature skill and fluency, all CMS 6th and 7th grade students have double block of English Language Arts each day. Conversely, in an effort to prepare our students for the rigor of high school Mathematics expectations, all CMS 8th grade students have two periods of Mathematics education each day.

Cherryland Middle School offers the following accelerated classes to students:

7th and 8th grade Accelerated Math; 7th and 8th Accelerated ELA

With average total class sizes of approximately 85 to 120 students, our cut mark for placement in an accelerated course ranges from 25 to 30 students. Children who have a “matrix” score that ranks in the top 25 to 30 students will be placed in accelerated classes.

(For more information on what elements are included in subject area matrixes contact the CMS Counselor).

Students that have not already been “matrixed in” to accelerated programming and wish to be considered need to meet the following criteria:

- A- or better grade average in the subject matter
- Level 4 on M-STEP subject matter
- 85th percentile or higher NWEA subject matter score
- 85% score or better on end-of-year subject area test (for Math)
- Completed an accelerated class application during the previous academic year

The criteria established to move students out of accelerated placement are if students do not maintain the following:

- B+ or better average grade
- Level 3 or higher on the M-STEP subject matter
- 75th percentile or higher on the NWEA subject matter

If any of these conditions exist, the principal or counselor, (possibly both), will meet with the student to develop a plan for improvement. A timeline for improvement will be established. If the guidelines for improvement are not met, the student will be removed - possibly during the school year - from the accelerated program to an on-level class.

The placement of any new students to the district in an accelerated program class will be based on considerations such as accelerated placement in another district as well as the other criteria considered for all student placement in our programming.

Accelerated scheduling from year-to-year, including the movement of students in and out of accelerated classes, is based on established criteria and available openings. Any other unique student placement aspects will be governed as much as possible by the current guidelines of our building placement decision-making processes.

Accelerated Transitions

Students may transition from CMS accelerated classes to our high school “honors” programs according to the following ERHS recommended guidelines: (Please note that even if students are not in CMS or ERHS honors programs, they can still get into H.S. AP courses in their junior and senior years, based on their performance and seat availability).

Honors English 9 : ERHS guarantees placement of the top 30 students based on minimum expectations/matrix ranking of the following criteria. Beyond 30, a wait list is developed.

- Have a minimum of B+ (87%) in ELA 8th
 - Have PSAT EBRW score range between 370 to 410 or better
 - Have 80th percentile or higher on Reading NWEA (Spring)
 - Writing sample of teacher’s choice, (rank ordered by rubric score)
- PSAT (Preliminary Scholastic Aptitude Test)- given Spring 8th grade year.
 - EBRW (Evidenced Based Reading/Writing)

Geometry 9:

CMS students must have completed high school Algebra I prior to 8th/9th grade (and passed both semesters with 80% B- or higher). Students must also have:

- PSAT Math score range of between 400 to 460 or better.

Biology 9:

ERHS guarantees placement of the top 30 students based on minimum expectations/matrix ranking of the following criteria. Beyond 30, a wait list is developed.

- Have a minimum of B+ (87%) or better average in 8th grade Science
- Have PSAT EBRW score range of between 370 to 410 or better
- Have 80th percentile or higher on Reading NWEA
- Have strong recommendation from 8th grade Science teacher.

Honors US History 9 :

ERHS guarantees placement of the top 30 students based on minimum expectations/matrix ranking of the following criteria. Beyond 30, a wait list is developed.

- Have a minimum of A- (90%) or better average in 8th grade US History
- Have PSAT EBRW score range of between 370 to 410 or better
- Have 80th percentile or higher on Reading NWEA
- Have strong recommendation from 8th grade US History teacher.

COATS, HATS AND HOODS

Students are not permitted to wear coats, hats, hoods overhead, sunglasses and scarves or other outdoor wear during regular school hours, unless they have teacher permission. These items are to be kept in the lockers and not brought to class.

Course Catalog

Below is a list of courses offered through CMS and CMS Virtual. Additional course offerings may be available via Edmentum or Michigan Virtual, please contact the counselor for additional information and questions.

6th Language
6th Literature
7th Language
7th Literature

7th Language Accelerated
7th Literature Accelerated
8th ELA
8th ELA Accelerated

6th Math
7th Math
7th Accelerated Math
8th Math

8th Math Lab
Algebra 1
6th Science
7th Science
8th Science
6th Geography
7th World History
8th U.S. History
Art 6
Art 7
Art 8

Vocal Music 6
Vocal Music 7
Vocal Music 8
Band 6
Band 7
Band 8
Intervention 6
Intervention 7
Intervention 8
STEM 6
STEM 7

STEM 8
PE/Health 6
PE/Health 7
PE/Health 8
P2/Community Action
Special Education Resource
Family Consumer Science

DANCE RULES

1. Cherryland Middle School students in 6th-8th grade are permitted to attend dances, no guests are allowed.
2. Students must have a ride waiting for them at the conclusion of the dance.
3. Students wishing to leave early may not re-enter the dance and may only leave if a parent or guardian enters the building to pick up the student.

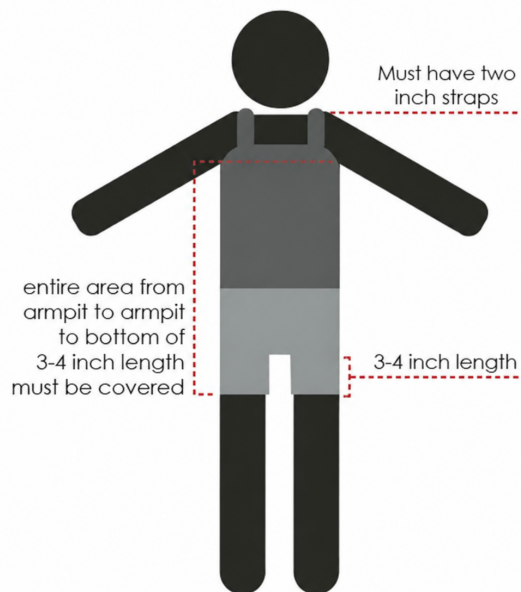
Formal Dances

Girls can wear strapless dresses and spaghetti straps but their dresses have to be fingertip length. If students have questions regarding the modesty level of their clothing, they need to speak with the adult in charge of the dance prior to the event.

DRESS CODE

We are committed to fostering a learning environment and culture in which students can both express themselves as individuals and also be comfortable learning in a professional environment. When selecting new clothes for the 2026-27 school year please use the gender-neutral guide below to ensure you are comfortable and appropriately dressed for success each day.

- Pajama clothing can only be worn on school-sponsored spirit day.



Management of Dress Code Violations

School administrative staff shall enforce dress code violations consistently using the requirements below. The school administration shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students will be removed from spaces, hallways, or classrooms as a result of a dress code violation. Students in violation of the dress code will be provided two options;

- Students will be asked to put on their own alternative clothing, if already available at school, to meet dress code for the remainder of the day. Students will also be offered school provided clothing options.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be discriminated against by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as sporting events, end-of-year trips, special field trips and dances.

ELECTRONIC ITEMS

Students are not permitted to use electronic items during regular school hours unless given specific permission by a staff member to do so. The school is not responsible for any lost or stolen item. The same rules apply for electronic items such as cell phones.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

ENERGY/SUGAR DRINKS

Water is the only drink allowed in our school building. Energy or power drinks high in caffeine and/or sugar for example: (Monster, Red Bull, Arnold Palmer teas, Gatoraid) are not allowed at school or school events, including sports team practices and games. If a medical condition necessitates the need for a drink other than water families should contact the CMS office.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- () unless enrolling under the District's open enrollment policy.
- () unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document;
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. proof of residency;
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office assistant will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students) Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care)

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

GRADING SYSTEM

Report cards are issued two times a year. See the school calendar for the end of the 18-week/semester marking periods. Students are graded "A" through "D" (with + or -). A grade "E" will be used for marking period failure.

GRADES- Cherryland Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

- 93 to 100% = A
- 90 to 92% = A-
- 88 to 89% = B+
- 83 to 87% = B
- 80 to 82% = B-
- 78 to 79% = C+
- 73 to 77% = C
- 70 to 72% = C-
- 68 to 69% = D+
- 63 to 67% = D
- 60 to 62% = D-

59 to 0% = E
I = Incomplete

Incomplete Grades: An "I" or incomplete appears on the report card if the student has failed to meet the requirements of the class due to prolonged illness or other justifiable reasons. After the work is made up, a regular grade is given. Students who fail to make up an incomplete grade within two (2) weeks of the marking period will be given a failing grade.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs. (See Board Policy 2460 – Special Education and associated Administrative Guidelines)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

(See also Board Policy 2412 – Homebound Instruction Program and associated Administrative Guidelines.)

HOMEWORK

All classes at CMS will have a Google Classroom to view daily objectives, assignments, and assessments. Families will not be able to access the complete Google Classroom from their personal accounts but will be able to register for a daily summary. Also major assignments, projects, essays, and assessments will be posted in advance of their due date on each grade levels public Google Calendar.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building.

LEAVING SCHOOL GROUNDS

No student is to leave the Cherryland Middle School grounds during the school day without permission from the principal's office.

LOCKERS

Each student is assigned a locker and must follow these rules:

1. Do not change lockers without the permission of the principal.

2. Do not hit, kick or otherwise mistreat any locker.
3. Do not write or mark on any locker.
4. Do not attempt to enter another person's locker or try to get another student's combination.
5. Do not use an empty locker or another person's locker to store your personal items.
6. A fee will be assessed for any damage or misuse.

If a locker does not work properly, it should be reported to the office. At the end of the school year, you are responsible for cleaning your locker out. This includes removing all pictures, stickers, writing, and the like. The school retains ownership of the lockers and inspections may be held at any time. The principal or other school officials will also check a locker at any time if there is a suspicion of illegal or dangerous content. This will be done with or without the students' and parents' consent or knowledge.

LOCKS

Students may rent locks from the school if they want a lock. The cost is \$5.00. If the lock is returned in good condition, \$5.00 will be refunded. A lock may be rented from the office at any time during the year. Students are not permitted to bring their own locks from home to put on their lockers.

LOST AND FOUND

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically during the school year and near the end of the school year. Students will be encouraged to look at items in the lost and found before the donations occur.

LUNCH CHARGES

All regular breakfast and lunch charges are included at no cost to families for the 2026-27 school year. Students will not be allowed to charge money to accounts for a la carte purchases, students must have funds available to purchase these extra items. For more information or questions, call Food Service Director, Rob Payne at 264-6077.

LUNCHROOM

When students have finished their lunch, they are required to clean their table area, including items dropped on the floor. Students will wait to be dismissed and then help with any general cleaning or maintenance of lunch tables. There is a separate lunch hour for each grade level.

MEDICATION

Before any prescribed medication or treatment may be administered to any student during school hours, the school shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication or treatment. The School Board shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication. Medication must be in its prescribed bottle.

MICHIGAN YOUTH IN GOVERNMENT

MYIG is a real-world experience in the fields of government and public policy-making. CMS students will have the option of applying to participate in the legislature, debate, or political compromise portions of the program for this trip to Lansing, MI, and our State Capitol Building. The trip will include five meals, 2 MYIG t-shirts, transportation to and from Lansing, MI, lodging in Lansing, and CMS teacher advisors/chaperones. Applications occur in early September. For more questions contact MYIG coordinator Mr. Joe Macaluso at jmacaluso@erschools.com

MONEY

Students are not to bring large sums of money to school and are advised not to loan money to others. The school is not responsible if money or other valuable items are lost or stolen. During gym class, please give valuables to your physical education teacher for safekeeping until class is over.

NONDISCRIMINATION POLICY

Cherryland Middle School (CMS) does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs, activities or employment opportunities.

Notice of the CMS policy on nondiscrimination shall be available in the school, published in any CMS statement regarding the availability of educational services, and in student and staff handbooks.

OUTDOOR ACTIVITIES

Students are to use the area between the arts wing and the gym of the school for outdoor activities. Students are not to go into the service drive along Glowicki Field. No unsupervised activities are allowed in the area north or east of the school.

PASSES

No student may be out of an assigned class without having a pass issued by a staff member. Students must give the pass to the teacher when they return to class. Students are issued new passes during each quarter.

PHYSICAL/HEALTH EDUCATION

All students are expected to participate in Physical Education activities during 1 of the two semesters, unless excused by a doctor or some other mandated reason. Students are required to wear suitable clothing during gym class. As determined by the teacher. Failure to be prepared for class or refusal to dress as directed by the teacher will result in removal from the class for that day along with a failing grade for the day.

POWERSCHOOL

PowerSchool is an online student data management system used by Elk Rapids Public Schools. Aside from major test data (for example: NWEA), all other critical student data is logged in this system. PowerSchool also provides a parent access component. In this way, parents can check their child's grades on a daily basis if desired. Parents are also able to view our daily school announcements via PowerSchool.

PowerSchool website <https://pselkrapids.northwested.org/public/>

To obtain your personal username and password please contact the CMS office.

RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a responsibility which it shares jointly with parents of the school community and that a strong program of communication and cooperation between home and school is essential to ensure that the best interests of the child are served.

In order to encourage parent-school cooperation the Board directs that the following activities be implemented:

- A. Parent-teacher conferences, which permit two (2) way communication between home and school.
- B. Open Houses in District schools, which shall provide parents with opportunities to see school facilities, meet faculty members and personally sample programs. Each District school shall hold an Open House at least once each school year.
- C. Meetings of parents and staff members designed to allow free explanation and discussion of matters regarding child-school, child-home or child-school-home relationships.
- D. Special events of a cultural, ethnic or topical nature which are of general interest to the schools and/or the community and which involve the cooperative effort of students and parents. Such programs may be initiated by parent groups.

Right of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

REPORT CARDS

A copy of your child's report card will be mailed home to each family after the 1st and 2nd semesters.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHOOL BUSES

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Each student shall:

- be on time at the designated loading zone 10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

Drivers will not wait for students who are not at their designated stops on time. The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

SCHOOL VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may bring visitors to school provided approval is received from the principal at least 24 hours prior to the visit. The visitor must be of middle school age.

SEARCH AND SEIZURE

Search of a student and the student's possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

SELLING ITEMS

Students may not sell items in school without the permission of the principal. This includes personal items as well as group "fundraising" items.

SEXUAL HARASSMENT - ANTI HARASSMENT (Ref. Board Policy 5517)

The Board of Education has adopted specific guidelines for the sexual harassment of students. A copy of this policy may be obtained in either the Middle School office or the Superintendent's office.

[MDE Sexual Harassment Information](#)

<http://go.boarddocs.com/mi/elk/Board.nsf/goto?open&id=C5RQ5Q66E982>

SKATEBOARDS/ROLLER BLADES/LONGBOARDS/WHEEL BASED SHOES

Students who bring skateboards or rollerblades to school must leave them in the principal's office during the school day. They may not be used during school hours. Wheel based shoes will not be allowed.

STUDENT ELIGIBILITY

Athletics/Snowchasers/MYIG

In order to be eligible for participation

- Students must have at least a D grade in all classes. Grades from the 1st semester will determine participation for the entire season.
- Students must not be suspended. First Suspension: 30 days (calendar) of ineligibility, Second suspension: 60 days (calendar) of ineligibility, Third Suspension: Student is no longer eligible.

In-School events: Camp/Assemblies/Field Trips

In order to be eligible for participation

- Students must not be suspended. First Suspension: 30 days (calendar) of ineligibility, Second Suspension: 60 days (calendar) of ineligibility, Third suspension: Student is no longer eligible.

CMS Musical:

- Students must not have any failing grades at the end of the 1st-semester to participate in the musical

FUN REWARD DAYS/DANCES

In order to be eligible for participation

- Students must have at least a D grade in all classes.
- Students must not be suspended. First Suspension: 30 days (calendar) of ineligibility, Second Suspension: 60 days (calendar) of ineligibility, Third Suspension: Student is no longer eligible.

For further information on Athletic eligibility refer to the CMS Athletics Handbook.

STUDENT LEADERSHIP

Middle school is a time when students are learning how to grow their influence as young future leaders of America. At CMS, we believe students should be given many opportunities to express themselves in leadership and at the same time have just enough adult supervision to ensure maximized success of project missions. The CMS model of leadership is expressed with the acronym SLAM (Student Leadership Achieves More). Students in each grade will come together to lead their classmates to accomplish fundraising, school dances, and other motivational activities.

For further information on SLAM please visit the Cherryland Middle School Website.

<https://www.erschools.com/schools/cherryland-middle-school/enrichments/student-leaders-achieve-more/>

STUDENT CONCERNS

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible humans. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the SLAM (Student Leadership Achieves More).

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to SLAM (Student Leadership Achieves More).

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

CMS charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

STUDENT FEES, FINES, AND SUPPLIES

Cherryland Middle School charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the building principal at 264-8991 [telephone number] to inquire about evaluation procedures and programs offered by the District.

SUBSTITUTE TEACHERS

Guest teachers will be treated with respect and courtesy. Failure to give them their best behavior and effort will result in immediate discipline, reflection, and contact with the student's family.

USE OF PHONE

Students may use the teacher's classroom phone with the teacher's permission; however, if a student becomes ill the student must use the phone in the office.

WEAPONS (Ref. Board Policy 5610)

Students are not permitted to bring weapons of any kind to school or on the school bus. A copy of this policy may be obtained in either the Middle School office or the Superintendent's office.

<http://go.boarddocs.com/mi/elk/Board.nsf/goto?open&id=BZVN6Z5E33CD>

STUDENTS' BEHAVIOR IN CLASS

Students are expected to manage their behavior while in class. When they do not, it is necessary for them to receive a measure of discipline.

Discipline for minor misconduct is handled by the teacher. The following are identified as minor misconduct:

1. Disruptive classroom behavior
2. Minor backtalk
3. Disruptive hall/restroom/playground behavior
4. Tardiness to class except 1st hour
5. Pushing or shoving
6. Public displays of overt affection
7. Swearing, other than to an adult
8. Violations of other stated classroom or school regulations

*Repeated minor misconduct will result in discipline handled by the Principal; parents will be notified.

Discipline for major misconduct is usually handled by the principal and may result in the student being placed in detention or suspended from school. When it is necessary for the principal to severely discipline a student, the student's parents are notified.

The following are identified as major misconduct:

1. Use of drugs
2. Use of alcohol
3. Use of tobacco
4. Physical assault on a teacher
5. Fighting
6. Stealing, extortion
7. Leaving school grounds without permission
8. Abusive language to staff/or students
9. Major insubordination
10. Destruction of school property
11. Violation of state and local ordinances
12. Continued minor misconduct, and three classroom removals may result in a parent conference
13. Weapons
14. Threats
15. Possession of tobacco products (i.e. rolling papers, lighters)

BEHAVIOR REFLECTION PROCESS

Behavior is most often a form of communication of students' needs. Our goal is to ensure classrooms are places of learning, collaboration, and clear expectations.

1. Reflection sheets will be given at the discretion of the teachers for classroom behaviors that disrupt learning including, but not limited to:

- Continuous Verbal Disruptions
- Inappropriate Language
- Disrespect Toward the Teacher, Guest Teacher, or Peers
- Defiance and insubordination

- Horseplay
- Throwing Items
- Disrupting learning
- Misuse of school equipment

2. When a student receives a reflection sheet they will go to a neighboring classroom, where they fill out the reflection sheet.

3. The teachers will fill out a "teacher note" section where they explain the circumstances surrounding the reflection sheet.

4. Each reflection sheet would be scanned or taken a picture of and the reflection sheet would be emailed home by the teachers for a parent's signature or email acknowledgment the next morning to the teacher who gave the reflection sheet.

5. The teacher will complete a Google spreadsheet indicating what happened and send an email home to parents, letting them know that they can expect a reflection sheet coming home that they need to sign and return to school.

6. When students don't complete the reflection sheet a follow-up from the principal will occur.

Reflection Consequences:

1. Reflections Reset at the semester break
2. Consequences based on amount of reflections received:
 - 3 reflections - Parent Meeting
 - 5 reflections - Parent Meeting and 1/2 day ISS,
 - 7 reflections - Parent Meeting and Full Day ISS

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Cherryland Middle School Aggression-Consequence Rubric
Revised 7/21/2026
Code of Conduct

<i>All behaviors below will be documented</i>			
<i>Disrespect to a guest teacher or other adults is a violation of the code of conduct and will be handled on a case-by-case basis and may also result in after-school detention</i>			
Behavior	1st Referral	2nd Referral	3rd Referral
LEVEL 1: Mild Harassment or Teasing, or Misconduct: Repeated name-calling, insults, derogatory comments, or other harassment after correction, starting or spreading rumors (true or false-meant to hurt or embarrass). Repeated disruptive behavior in/around building-during school hours, for example: running or shouting in the hallways, disrupting class/other classes, Public displays of affection, for example: hand holding, groping, prolonged hugging, arms around each other. Telling others not to be friends with someone. Technology violation, for example: gaming during work time, minor destruction of school property.	Communication with Family Warning from staff	Communication with Family Two lunch detentions Reflection with CMS Counselor Counseling (optional) Technology Removed for a day	Communication with Family Four lunch detentions Reflection with CMS Counselor Counseling Parent Conference Technology removed for a to-be-determined time period after parent conference.
LEVEL 2: Moderate Harassment/Physical Contact or Misconduct: Slapping, grabbing, pushing and shoving with intent to harm, repeated shouldering and running into others roughly, threatening comments or gestures. Cyberbullying, racial, ethnic, or religious slurs/comments, swearing/profanity other than to an adult. Overt public displays of affection, for example: kissing, hands on another's private parts. Plagiarism/cheating Not following basic rules that govern CMS and HS sporting events.	Communication with Family Two lunch detentions or ½ day ISS Reflection with CMS Counselor Counseling (optional)	Communication with Family Four lunch detentions or a full day of ISS Reflection with CMS Counselor Counseling Parent conference (optional)	Communication with Family Out of School Suspension Reflection w/ CMS Counselor before Return Behavioral Contract Counseling Parent conference

Skipping class and excessive tardies (9+ tardies in a quarter) Technology violation, for example: cheating, inappropriate use AI, inappropriate content			
LEVEL 3: Severe Harassment/Physical Contact or Misconduct: Fighting, punching, kicking, or other dangerous physical aggression aimed to injure others. Threats of serious violence, touching/grabbing private body parts, sexual comments, racial or ethnic comments meant to hurt. Stealing, destruction of property. Use or possession of drugs, alcohol, or tobacco. Attempting to harm a staff member. Leaving school grounds without permission. Swearing/profanity to an adult.	Communication with Family Out of School suspension (up to 5 days) Reflection w/ CMS Counselor before return Counseling Behavioral Contract Community service hours (optional)	Communication with Family Out of School Suspension (up to 10 days) Reflection w/ CMS Counselor before return Mental Health evaluation and clearance (opt.) Parent Conference & Behavioral Contract Anger management classes Community service hours (optional)	Possible expulsion for the remainder of term or year. Before Return: - Anger Management classes - Mental Health Evaluation and clearance - Reflection w/ CMS Counselor And Counseling - Parent Conference & Behavioral Contract
In certain cases, the rules governing out-of-school suspensions/expulsions may be superseded by the requirements of school board policy, state and/or federal law.			

PUBLIC DISPLAYS OF AFFECTION (PDA) – Displays of care or affection are not to occur at school between students. Examples of PDA include; hand holding, kissing, groping, prolonged hugging, and arms around each other. PDA incidents will be dealt with following our Code of Conduct guidelines.

I. SCHOOL WIDE RULES

While not in class, the following rules are in effect in the various areas of the school.

Everywhere

1. Follow directions the first time given.
2. Don't do these things:
 - a. litter
 - b. hit, push or fight
 - c. call names, tease or use bad language or signs
 - d. use or have tobacco, tobacco products (i.e.; rolling papers, lighter) alcohol or any illegal drug
 - e. damage the school's or another person's possessions
 - f. take things that belong to others – without permission

Hall Rules

1. Walk on the right side of the hall
2. Walk at a normal pace
3. Speak in a normal voice and don't make unnecessary noise
4. Don't slam your locker door or try to get in another person's locker

Multi-purpose Room/Lunch Line Rules

1. Speak in a normal voice
2. Clean up around where you sit and dispose of your garbage
3. Move at a normal pace
4. Don't take cuts in line
5. Don't throw food or other things

Restrooms/Locker Rooms

1. Respect other's privacy
2. Talk in a normal voice
3. Keep the area clean
4. Pick up all your belongings and don't leave valuables in the locker room
5. No horseplay and don't fool around with any of the equipment
6. Don't hang around without a reason

Play Areas

(Gym, bleachers, outdoors)

1. Use equipment the right way and put it away when finished with it
2. Outdoors, stay in the designated play area
3. Refrain from horse play or anything that could hurt someone
4. Don't leave the school grounds without permission

Office

1. Come to the counter
2. Wait your turn and respect the work of the adults
3. Speak in a normal voice and use common courtesies
4. Come in by yourself
5. Refrain from any behavior that will disrupt office work

II. SUSPENSIONS

Factors to be Considered Before Suspending or Expelling a Student

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Board will exercise discretion over whether or not to issue long term suspensions or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

Restorative Practices

The Board and/or Superintendent shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment, and cyberbullying.

If the Board and/or Superintendent decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

STUDENT RESPONSIBILITIES

Students are expected to accept many responsibilities as part of their obligation to the school. Some of the important student responsibilities are:

- 1. To know and obey all school rules
- 2. To report major violations of school rules
- 3. To discourage others from violating school rules
- 4. To treat all persons courteously
- 5. To respect the property of others
- 6. To pick up litter
- 7. To care properly for money and other valuables
- 8. To make up work missed while absent
- 9. To not disturb classes in session

TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office assistant for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the District. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and

well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
3. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
4. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
5. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
6. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
7. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
8. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
9. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low fat and fat-free dairy products.
10. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

B. With regard to physical activity, the District shall:

1. **Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
- d. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- e. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.

- f. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.
- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- i. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- j. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- k. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- l. Planned instruction in physical education shall include cooperative as well as competitive games.
- m. Planned instruction in physical education shall take into account gender and cultural differences.
- n. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- c. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- d. All students in grades 7 - 12 shall have the opportunity to participate in interscholastic sports programs.
- e. Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities the District shall:

- 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. Students and staff are encouraged to stay appropriately hydrated throughout their school day.
- 4. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- 5. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
- 6. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- 7. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- 8. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy [8500](#), entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy [8531](#), entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All food service personnel shall receive pre-service training in food service operations.
- F. Continuing professional development shall be provided for all staff of the food service program.
- G. Classroom snacks shall comply with USDA Dietary Guidelines for Americans.
- H. In the future all buildings will not sell artificially sweetened and carbonated drinks during the school day.

The Superintendent shall develop administrative guidelines necessary to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated by the principal of each school. The Board designates the Superintendent as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

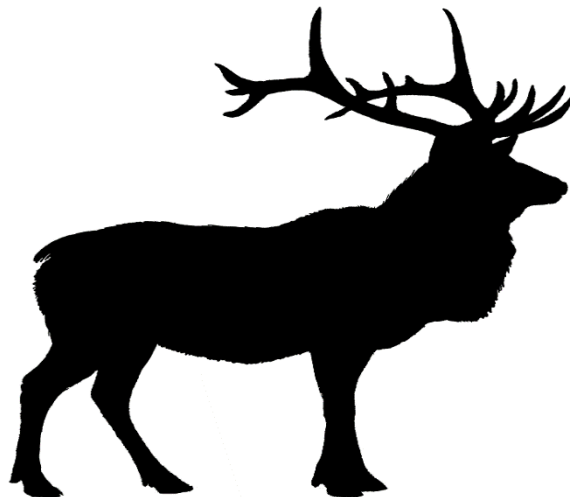
Review of this policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

Adopted 12/7/06



2026 - 2027
PARENT/STUDENT HANDBOOK



MISSION STATEMENT

"We are lifelong learners working to build a more peaceful world"

Dear Lakeland Families,

The Lakeland Elementary School Parent/Student Handbook has been prepared to provide information to questions frequently asked. We believe this information will help you become quickly informed regarding policies, procedures, and programs at Lakeland.

Parent interest and participation in the total school program is welcomed and encouraged. When parents become actively involved in the PTO, committees, serving as room parents, and resource persons, their child, and other children benefit greatly. In fact, research proves parental involvement equates to improved overall student performance. The rewards for being involved are substantial for parents as well.

We would like to express how much we enjoy working with Lakeland's children, staff, and adult community. It is our belief that for children to grow and flourish in a school setting, they require a safe and orderly environment where teachers, principal, and support staff work harmoniously to maintain safe, consistent and positive limits while providing warmth and support.

If after reading our handbook additional questions arise, feel free to call us at 264-8289.

Let us have a great 2026-27 school year, working in partnership toward the total growth and development of all children.

Sincerely,

Kathryn Veith
Principal

LAKELAND STAFF DIRECTORY

Name	Position
MRS. KATHRYN VEITH	Principal
MS. RACHAEL BIRGY	Preschool/Kids' Club Director
MRS. KATE DENTINGER	GSRP/ER Preschool
MRS. ANDREA REFFITT	GSRP/ ER Preschool
MRS. ANNA PRISSEL	Transitional Kindergarten
MRS. JEN HALL	Kindergarten
MRS. BASSETT	Kindergarten
MRS. JENNIFER COLEMAN	1 st Grade
MRS. KATELYN JARVIS	1 st Grade
MRS. EMILY WHITE	2 nd Grade
MRS. DEDE SZUMERA	2 nd Grade
MRS. LYNETTE STARR	3 rd Grade
	3 rd Grade
MR. STEPHEN MCDONALD	4 th Grade
MRS. KATIE KINERY	4 th Grade
MRS. KATE FRIES	5 th Grade
MRS. ANNIE GRAMMER	5 th Grade
MRS. ASHLEE FRIESS	Special Education Teacher
MRS. MASON FELKER	Special Education Teacher
MS. SAM ABEEL	Social Worker
MR. DREW PICHAN	Art
MR. LUCAS DEFORGE	Physical Education
	Music
MRS. SUE ANDERSON	Title
MRS. HEATHER BERGQUIST	Speech and Language
MRS. SARAH HARRIS	School Wellness Nurse
MRS. SOPHIE WYATT	School Wellness Social Worker
MRS. ZAIDA HAMANN	Limited English Proficiency Consultant

SUPPORT STAFF

Name	Position
Elaine DiGiovanni	Lead Administrative Assistant
Melissa Bocardo	Administrative Assistant
John Rice	School Resource Officer
Holly Schlicker	Community in Schools
Courtney Poniatoski	Librarian
LouAnn Polzin	Paraprofessional
Mary Crawford	Paraprofessional
	Paraprofessional
Heidi Clark	Paraprofessional
	Paraprofessional
Alayna Dean	Paraprofessional
Shannon Hemstreet	Paraprofessional
Shelly Kurtz	GSRP Assistant
	GSRP Assistant
Misaeng Suh	GSRP Assistant
Chip Koenig	Day Custodian
	Evening Custodian
Roxanne Sarasin	Cafeteria
	Cafeteria

ELK RAPIDS SCHOOLS BOARD OF EDUCATION

TITLE	NAME
PRESIDENT	Jennifer Brown
VICE PRESIDENT	Tara Kribs
SECRETARY	Sherry Steffen
TREASURER	Scott Moore
TRUSTEE	Jeff Hill
TRUSTEE	Shana Wojtowicz
Trustee	Steven Merchant

PTO ORGANIZATION

The Lakeland PTO is a valuable support group of the school. All parents are encouraged to become actively involved. PTO meetings are held once a month at the school and are open to everyone. Board members for the 2026-27 school year are as follows:

TITLE	NAME
PRESIDENT	Amanda Merchant
VICE PRESIDENT	Emily Petrovich
CORRESPONDING SECRETARY	Ellie Kirkpatrick
RECORDING SECRETARY	Kayla Pantall
TREASURER	Lindsay Toelle
VP MEMBERSHIP	Katie Larsen
VP Committees	Kelsey Ward
VP Committees	Jessica Jones
VP Communications	Leigh Modlin
Teacher Rep	Emily White

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MISSION STATEMENT

“We are lifelong learners working to build a more peaceful world”

ATTENDANCE PROCEDURES

ENROLLMENT

Lakeland Elementary is available to enroll throughout the school year to all Elk Rapids residential families. Please contact the main office for more information.

ABSENCES FROM SCHOOL (Ref. Board Policy 5200)

When your child will be absent or tardy, please call the school office at 264-8289. You may leave a message between the hours of 4:30 P.M. and 8:30 A.M. To ensure child safety, we will call parents at home first and place of work next if parents do not call us to confirm an absence.

If a student needs to be absent from school for a medical, dental or an other personal appointment, or for unusual family needs, the school will honor a request from a parent for up to a **MAXIMUM OF FIVE DAYS** of pre-excused absence per school year. Pre-excused absences should be arranged through the school office at least one day prior to the anticipated absence. Arrangements for make-up should be made prior to the absence and will be presented to the student after their return. Pre-excused absences should be used judiciously. Please do your best to avoid student pre-excused absences during assessment periods.

We recognize that the presence of a student in the classroom enables him/her to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Lakeland follows MDE compulsory attendance mandates and parent notification will occur as follows:

- 10 absences/tardies--a letter will be sent home
- 20 absences/tardies—another letter will be sent home requesting a meeting between the parent, teacher, and principal to discuss truancy support plan.
- 25 absences/tardies—another letter will be sent home and a meeting will occur. It will be up to the discretion of the building administrator to involve the Antrim County Truancy Intervention Officer.

Students arriving between 8:55 - 10:15 a.m. – Tardy

Students arriving after 10:15 a.m. – Excused for AM

Students leaving early afternoon before 2:15 – Excused for PM

Students leaving after 2:15 p.m. – LE (Left Early)

STUDENTS LEAVING WHILE SCHOOL IS IN SESSION

Children are not permitted to go home by themselves while school is in session. This policy is

intended for the protection of the child. When it becomes necessary for a child to go home due to illness or prearranged appointments, a parent or other responsible person designated by the parent must come for the child. Parents are asked to come into the office to pick up their children. They must also sign our Student In/Out Notebook.

ILLNESS OR ACCIDENT AT SCHOOL

If a child becomes ill in school, or is injured at school, the parents will be contacted, and arrangements will be made before the child is released from school. If parents cannot be reached, contact will be made with the person designated by parents on the Student Information Card. It is very important that this card be kept up to date at all times.

Per Michigan Department of Health and Human Services students must stay home if they have a fever of 101.1 or higher, or experience vomiting or diarrhea. They can return only after being symptom-free for 24 hours without medication.

SCHOOL HOURS

Children attend school from 8:45 A.M. to 3:48 P.M. each day unless otherwise designated on the school calendar. The front entry door will open promptly at 8:35. For safety reasons, it is important that children do not arrive before 8:35 A.M. unsupervised.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

(See also Board Policy 2412)

ELEMENTARY INSTRUCTION PROGRAM

CURRICULUM

Lakeland Elementary has representatives on each of the district's curriculum committees. These committees review national goals and the state's recommended core curriculum to determine where changes in our district curriculum might be appropriate. With anything new in our programming comes the responsibility of ensuring excellence in education continues. Administrators and teachers must ensure that this new model for curriculum will deliver the

quality of education Elk Rapids have come to expect. A large part of all this accountability lies too in having an assurance that our curriculum meets and/or exceeds the Core Content State Standards. Through the overarching structure of the district's Curriculum Committee, Lakeland staff work to implement changes in the curriculum in order to meet these new grade level expectations. Allowing teachers time to acclimate and assimilate themselves with these new requirements and providing adequate professional development time for them to find the best ways to reach the curriculum are integral parts of this process.

EDUCATION SUPPORT TEAM/MULTI TIER SYSTEM OF SUPPORT

Periodically parents ask what steps we take to help a child who is experiencing learning difficulties in school.

We use what we call the "Educational Support Team." The purpose of the team is to collaboratively identify a way to solve a given child's learning challenges with as little interruption of the classroom program as possible.

Although each case is unique, we generally follow these steps:

1. General education teacher(s)/parent(s) recognize the challenge.
2. The EST (a meeting is scheduled, which may consist of: the school principal, school psychologist, general education teacher, special education teacher(s), Title 1 teacher, social worker, parent, and/or other interested persons) meets to review information, problem solve, and generate recommendations.
3. The EST finalizes the actions to be completed, stipulates the person(s) responsible, and sets a date or timeline to review the case.
4. The EST reviews cases in progress on a regular basis. Continual attempts to meet the needs of the students without special education interventions are made until all general education alternatives, which are feasible, are tried.

*Please note that either parents or teachers can request an EST. If you have further questions about our process, please contact either your child's teacher or the principal.

COURSES OFFERED

Classes in art, general music, and physical education are offered to students in grades TK – 5th. These specialists provide programming that adheres to national and state standards.

MATURATION PROGRAM

In the fall, students in grade 5 will participate in a series of classes aimed at supporting students along their maturation journey. Parents are invited to view the materials prior to the students' lessons. Please contact the principal if you are interested in viewing materials.

MEDIA CENTER

Lakeland's media center is a fine academic support facility, centrally located, that houses

thousands of pieces of media. The organization and maintenance of the facility are the responsibility of the media personnel. They provide literature appreciation and assistance on a scheduled basis and as needs arise. The media center is open during regular school hours.

OBJECTIONABLE MATERIALS

If a parent finds any aspect of his/her child's education objectionable, they are asked to adhere to the following course of action:

- If it is a reading material of any nature, please review all of the material.
- Direct your concern to your child's teacher.
- The teacher and principal will work together regarding the objection and refer to board policy.

SOCIAL WORKER

Lakeland Elementary School students have access to a general education social worker. This social worker meets with students individually to address concerns that may impact the child in the school setting. She also facilitates groups on various topics such as Divorce, Anxiety, and Grief and Loss. If parents / guardians have social emotional concerns regarding a student please contact the social worker who will guide you to the appropriate support and resources. 231-264-8289 ext 4132

SPECIAL EDUCATION

The Elk Rapids Public Schools is committed to serving all children in order that each child may obtain the most appropriate education. Special education provides a wide variety of programs and services to children who have been identified as eligible for service.

These programs and services are designed so that the students can develop to realistic levels of social, educational and vocational potential and include: appropriate facilities, specialized instructional materials, teaching methods and teachers with specialized training.

SPECIAL SERVICES

Northwest Educational Services provides Elk Rapids Schools with specialists who facilitate the special education review and service process.

The School Psychologist, Teacher Consultant, Occupational and Physical Therapists, Autism Spectrum Disorder Consultant, Limited English Proficiency Consultant and School Speech Therapist provide services to Lakeland students within their areas of expertise.

STATE TESTING

In grades 3, 4 and 5, students are involved in state testing. The testing is done on a state-wide basis in accord with the following schedule:

- o Grade 3: State Mandated Test – math and language arts
- o Grade 4: State Mandated Test - math, language arts, science
- o Grade 5: State Mandated Test - math, language arts, social studies

Although good attendance is important throughout the year, we especially encourage perfect attendance during the administration of these tests. Research indicates children are more successful if they are tested with their classmates, as opposed to individualized make-up sessions. In addition, a consistent sleeping and eating pattern during these two weeks may prove beneficial.

KIDS' CLUB

Elk Rapids Kids' Club is a before school program designed to provide a nurturing and enriching experience for all students in Elk Rapids Elementary Schools. The program is sponsored by the Elk Rapids Public Schools. It is licensed by the Division of Day Care Licensing. All children in Kids' Club must be registered and it is desirable they use the program on a regular basis.

KIDS' CLUB SUMMER PROGRAM

Elk Rapids Schools offers through Lakeland Elementary a summer daycare program for children in Transitional kindergarten through fifth grade. Like our before and after school program, the summer program is licensed as well. Children are offered a variety of experiences ranging from field trips, arts and crafts, and even the chance to participate in some community service.

PRESCHOOL/WAY TO GROW

The Elk Rapids Board of Education and its superintendent have believed it important to sustain the essence of a preschool program begun in the fall of 2001 which was titled Way to Grow. In fact, this initiative was in part responsible for the spawning of a licensed preschool program.

Our Pre-school/Way to Grow/Childcare Coordinator is responsible for all matters relative to licensing and services provided. Please call the school if you have any questions or concerns about preschool or Way to Grow.

TITLE 1 Program

Title I is a federally funded program that provides funds to school districts with high percentages of disadvantaged students to support a variety of services. Its overall purpose is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments.

GENERAL INFORMATION

ANTI-BULLYING POLICY

Policy # 380.1310b: Anti-Bullying Policy: Prohibiting bullying; adoption and implementation by board of school district or intermediate school district or board of directors of public school academy; public hearing; submission of policy to the department; contents of policy; annual report of incidents of bullying; form and procedure; school employee, school volunteer, pupil, or parent or guardian reporting act of bullying to school official; modified policy; definitions; section to be known as "Matt Epling Safe School Law."

For further information please contact the building principal for information related to the Lakeland Elementary School Anti-Bullying policy, instruction/awareness/curriculum for students and staff, and protocols/consequences for those taking part in identified behavior.

BIRTHDAYS

Birthday celebrations will be limited to an optional simple treat within the classroom that respects any allergy issues in the classroom and limits disruptions.

BREAKFAST/LUNCH PROGRAM

The state of Michigan has initiated a program called Michigan School Meals. This program provides students with free breakfast and lunch for the 2026-2027 school year. Parents will still complete a free and reduced price meal application, which will ensure ongoing state funding. This application is on our school website.

Each day in the cafeteria a nutritious breakfast and lunch are prepared for the students. We offer choices to the students to encourage participation. Menus are on the schools website. Please take the time to go over them with your child.

Milk is available for children who carry lunch. If your child has a milk allergy, we can replace the milk choice in the lunch with a juice IF we have a form signed by a physician. Forms are available in the school office. Parents are always welcome to join their child for breakfast or lunch.

BUILDING SIGN-IN

In an effort to improve the management of our facility and safety - parents, guests, and visitors are asked to sign in at the office when they enter and sign out when leaving. This procedure is in place during regular school hours only.

BUILDING USE AFTER SCHOOL HOURS

We welcome the use of our building for special student-related activities and community education. Any adult sponsoring a group should contact the school office for a copy of the guidelines and to reserve space. Students must be supervised at all times. The school is not responsible for the safety of those children here for special activities.

It is important that adults in charge of after-school activities remind the children of appropriate in-building behavior. Our “rule of thumb” for any activities held within Lakeland is that whether the activity is held before, during or after school hours, **the same student behavior of walking in the building, using an inside voice, and other such common sense rules apply.** This is important because following consistent expectations will help support student success and appropriate behavior.

CLASS ASSIGNMENTS

The principal will do his/her best to honor class placement requests from parents. These requests need to be in place by the end of May each school year. Because teacher placements can change throughout the summer, we ask that your request not name a specific teacher, but rather specific traits or a learning environment that you feel your child would benefit from. The teachers and principal create class lists that are balanced in terms of male and female, ability, effort, and learning styles of students.

DESK INSPECTIONS AND SEARCHES (Ref. Board Policy 5771)

The desks, drawers, lockers, and/or other areas where students keep their books, supplies, and personal items are the property of the school. All students are expected to keep their areas clean. If there is any reasonable suspicion that a student's area may contain something that it should not, it may be open to a search by a school official.

DIRECTORY INFORMATION

In accordance with "The Family Educational Rights and Privacy Act", we do not give out information that would be an invasion of your family's privacy. Under this act, however, it is considered appropriate to give out directory information including name, address, and telephone number. Most often, this is requested by our PTO or parents for making calls for birthday parties or other out-of-school events. If you do not want us to give out your telephone number or address, please indicate this on the Media & Field Trip Release form that will be sent home to every student during the first week of school.

ELECTRONIC DEVICES

The following expectations are followed:

- Cell phones/smart watches/any wifi device: Students may have devices at school, but they may not be in use from 8:35 am – 3:48 pm, nor may they be brought into classrooms. Students should keep their cell phones/smartwatches in their locker. The school is not responsible for these devices should they become lost or stolen.
- Game Systems: It is highly suggested that students do not bring devices to school. If brought to school, they may not be used from 8:35 am – 3:48 pm.

EMERGENCY CARD FILE

At the beginning of each school year, a new Emergency Card is completed for each student

consisting of address, guardian name(s), home phone and emergency contacts. The information is kept in the school office and enables us to contact the parent(s) in case of illness or injury. This information is kept confidential. We expect parents to keep us informed of any changes so that our information will always be current.

LOST AND FOUND

Lost and found items are stored in or outside the cafeteria. Contact the office for lost items of money and jewelry. We encourage students and parents to personally check for lost items from time to time. We strongly encourage parents to write names on items that are sent to school. Lost items not claimed will be sent to a local charitable institution on two occasions during the year. Parents will be reminded to check for lost items prior to the donation.

PARENT VOLUNTEERS

For the safety of all children any adult wanting to spend time at Lakeland Elementary during school hours must first complete a volunteer process through the main office. Then, in order not to interrupt the learning process and the safety of our students, please follow these guidelines:

- Please arrange your visit with the teacher before visiting.
 - This includes lunch/recess visits.
- Remember that all visitors must report to the office before going to classrooms.
- Volunteers must be aware of and respect all student privacy issues.

POLICY ON STUDENT RECORDS

The following statement briefly summarizes parents' legal access to their child's record, the CA-60 folder.

Parent, legal guardian or adult student may request a scheduled conference to review the record in the presence of the principal or his/her designee- such conference to be held within two weeks of the request under ordinary circumstances and never to exceed six weeks. In most cases, we will try to accommodate your request as soon as possible.

WITHDRAWAL AND TRANSFER OF STUDENT RECORDS

In order to withdraw from the school please communicate with the office of your intentions. When you are transferring to another school or district, you will be asked to sign a statement releasing the student's records to the new school. The records may then be legally mailed to the new district. Should you need copies of parts of the records such as immunizations, standardized testing, etc., we will be happy to make copies for you.

SCHOOL SUPPLIES

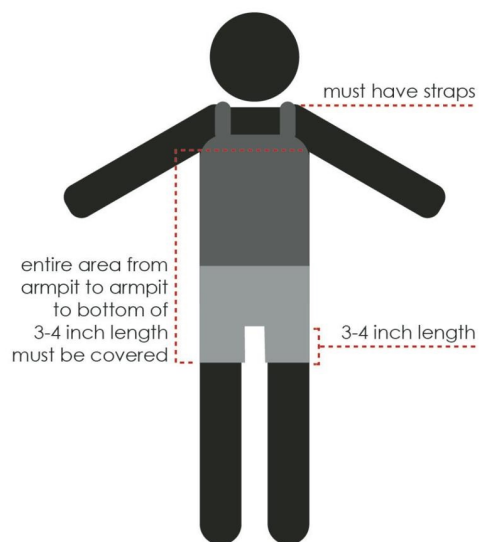
Textbooks, workbooks, materials and supplies necessary for instruction are furnished by the school and our PTO. Students are expected to care for them as if they were their own and are liable for loss or damage. We ask that your child have a backpack that is large enough to carry

his/her things from school to home, but not too big to fit in their locker.

STUDENT DRESS (Ref. Board Policy 5511)

In compliance with the Code of Student Conduct approved by the Board of Education, parents are responsible to guide their children in appropriate dress for school.

- No hats worn inside the building (unless a designated class or school wide incentive day).
- All tops must have shoulder straps. Crop tops & half shirts are prohibited.
- Flip-flops and shoes with wheels are prohibited due to the risk of injury and interruptions to the learning environment. Sandals may be worn as long as they strap securely to the foot.



STUDENT PICTURES FOR PUBLICATION IN THE MEDIA

During the course of the school year, occasions may arise when photographs of students will be taken for the local newspaper, school publications, E.R. website or other media. Usually, the student is identified in these pictures. Parents will be provided with a form to sign at registration time indicating if they have any objections to their student's picture being published in this fashion.

STUDENT VALUABLES

TOYS FROM HOME

Due to distractions and unintentional damage students should not bring any toys from home to school. This includes but is not limited to stuffed animals, barbie dolls, trading cards, and electronic toys.

TELEPHONE USE

Students may use the office telephone to call their parents in case of illness or other emergencies. Students should make after-school plans in advance and are discouraged from using the telephone for such calls. Permission to use the telephone must be obtained from the student's teacher and will only be granted in cases of illness or emergency.

Per board policy (5136) Cell phones and other wifi-capable devices are away for the day in K-12.

ONLY IN CASES OF EMERGENCY will we deliver messages to students during the school day. We ask parents not to request to have their child come to the telephone.

HEALTH

COMMUNICABLE DISEASES

Parents must notify the school when a child has a communicable disease. Immediate warning permits the school to promptly notify parents whose children may have been exposed so that preventive measures can be taken. Communicable diseases include; chicken pox, COVID, Fifth's disease, head lice, impetigo, measles, mumps, pink eye, rubella, scabies, and scarlet fever/strep throat.

DRUG FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, an anabolic steroid, and dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with

this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

HEAD LICE

Head lice can crop up at any point in the school year. Please check your child's hair thoroughly from time to time. This will serve as a non-invasive and effective way of monitoring the possibility of head lice. If you detect head lice or nits, please notify the school so that we may monitor the classroom to avoid further infestation. Lakeland follows the parameters and guidelines set forth through the Michigan Community Health. For specific guidelines please go to www.michigan.gov/mdch.

HEALTH CONCERNS

If your child has an allergy, requires medication, or has any health problem that the school should be aware of, please follow this procedure:

1. Notify the office annually of the situation. (Preferably on registration day each year.)
 2. Leave us written directions to follow in case medication needs to be given or emergency procedures need to be followed.
 3. Parents must complete a Medical Release form giving the school permission to administer any medications, including over the counter medication. Please keep us updated regarding any changes in condition, medication, or procedure.
- Thank you.

IMMUNIZATIONS

All students are required by state law to have a certificate of immunization on file or have a signed waiver on file. Students who have not met the immunization requirements will not be able to attend school. Please contact the Antrim County Health Department for immunization waiver procedures and to learn more about immunization requirements.

MEDICATION AT SCHOOL (Ref. Board Policy 5330)

Children who need to take medication during school hours must have a signed medication form on file. Forms are available at the office. Administration of medication to students is only done under Board of Education policy as follows:

1. Administration of medication occurs only in the school office or nurse's office.
2. The request to administer the medication must be in writing, signed by the student's parents. **All medication must be brought in by the parent.**
3. The request must include the written prescription for the medication, signed by the prescribing physician, or the reproduction of this prescription by the pharmacy, which compounds the medication.
4. Any need for students to self medicate must follow Board Policy 5330.

VISION AND HEARING TESTING

Annually, students in Preschool, Kindergarten, grades 2 and 4 will have hearing tests and students in Preschool, grades 1, 3, and 5 will receive vision screening. Students whose results indicate a possible problem will be retested. If the retest confirms the presence of a problem, parents will receive written notification for follow-up with their family physician.

The services of a hearing specialist are available through the Antrim County Health Department. The health department also conducts a preschool vision and hearing testing program each year. Michigan law requires that incoming kindergarten students submit evidence of preschool vision and hearing testing as a prerequisite for admission to school. These services are available without charge.

ORAL HEALTH

Effective 2024-2025. The Kindergarten Oral Health Assessment (KOHA) is a new program that is similar to Michigan's Hearing and Vision Screenings and is also provided by local health departments, School Oral Health Services Dental Hygienist to provide on-site, no cost screenings.

An oral, or dental assessment is simply a look in the mouth by a dental hygienist or dentist to identify cavities, signs of disease, or other oral health problems.

WELLNESS (POLICY 8510)

As required by law, the Board of Education establishes the following wellness policy for the District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
3. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
4. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
5. Nutrition education posters, such as the My Plate Guide, will be displayed in the cafeteria.
6. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
7. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
8. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
9. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
10. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

B. With regard to physical activity, the District shall:

1. **Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State
- b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- d. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- e. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- f. Planned instruction in physical education shall be sufficient for

students to achieve a proficient level with regard to the standards and benchmarks established by the State.

- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- i. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- j. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- k. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- l. Planned instruction in physical education shall include cooperative as well as competitive games.
- m. Planned instruction in physical education shall take into account gender and cultural differences.
- n. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- c. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- d. Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities the District shall:

- 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. Students and staff are encouraged to stay appropriately hydrated throughout their school day.
- 4. Students, parents, and other community members shall have access to, and be

encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

5. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
 6. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
 7. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
 8. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- D. With regard to nutrition promotion, the District shall:
1. encourage students to increase their consumption of healthful foods during the school day;
 2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
 - c. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
 - d. meals designed to meet specific calorie ranges for age/grade groups
 3. eliminate trans-fat from school meals
 4. require students to select a fruit or vegetable as part of a complete reimbursable meal
 5. designate wellness champions at each school that will promote resources through the District's website for wellness for students, families, and the community
 6. provide opportunities for students to develop the knowledge and skills for consuming healthful foods
- E. The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.
- F. All foods and beverages sold to students as fundraisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks

in School nutrition standards.

- G. Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.
- H. Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:
 - 1. In accordance with Policy [8500](#), entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
 - 2. As set forth in Policy [8531](#), entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
 - 3. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
 - 4. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
 - 5. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.
 - 6. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
 - 7. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
 - 8. All food service personnel shall receive pre-service training in food service operations.
 - 9. Continuing professional development shall be provided for all staff of the food service program.
 - 10. Classroom snacks shall comply with USDA Dietary Guidelines for Americans.

11. In the future all buildings will not sell artificially sweetened and carbonated drinks during the school day.

The Board designates the Food Service Director as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771
7 C.F.R. Parts 210 and 220

Adopted 12/7/06
Revised 6/2/14
Revised 2/16/15

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SAFETY PROCEDURES AND REGULATIONS

MANDATED REPORTING

All school staff are Mandated Reporters. Any concerns regarding suspected abuse or neglect will be reported to the Department of Health Human Services. The school is required to cooperate with DHS workers. DHS workers have the right to question children at school without parent permission or knowledge. These reports are considered highly confidential.

THREAT ASSESSMENTS

If a student makes a direct or indirect threat the threat will be assessed by the administrator and Elk Rapids mental health staff. If warranted a screener will be completed to determine if a full threat assessment is needed. If a full threat assessment is needed this will be conducted by an elk rapids mental health staff member along with an administrator and may also involve our SRO. Parents of the child making the threat will be contacted immediately and may be asked questions to rule out safety concerns. Parents will be notified when the assessment is completed and informed of the determined threat level as well as next steps for best supporting the student.

BICYCLE USAGE

Students who ride their bicycles to school are expected to:

1. Walk their bicycles on the school grounds.
2. Park in an orderly manner at the bike rack.
3. Observe safety rules enroute to and from school.
4. Wear a safety helmet at all times.

Please supply your child with a good safety chain and lock. The school is not responsible for lost or damaged bicycles.

BUILDING SAFETY/SECURITY

At Lakeland, the safety and well-being of students comes first. All entrances/exits are kept locked during the school day. When children are on the playground, the adults supervising are required to have a two-way radio with them so they have constant communication with the office.

In 2014, Michigan's Governor signed into law legislation that requires each public school to hold a minimum of three (3) lockdown drills each year, in which occupants are restricted to the interior of the building and the building is secured. Please call the principal if you have any

questions on this matter.

DANGEROUS AND DISTRACTING ITEMS

Under section 1303 of the Revised School Code, school districts prohibit students from carrying pocket pagers, electronic communication devices, or other personal communication devices in school, except for health or unusual reasons. The Revised School Code defines "dangerous weapons" as:

A firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brassknuckles.

Parents, please talk with your children to be sure that they do not bring knives or any other weapons to school. The State of Michigan requires a one-year expulsion from school for students found in possession of a "dangerous weapon" on school property.

Certain personal items should not be brought to school unless special arrangements have been made with the teacher. Examples are: radios, tape recorders, electronic games, knives and other tools, toy guns, etc. These things are easily damaged, dangerous, or simply inappropriate to have at school. In addition, gum chewing is not allowed at school, unless in cases of class parties and other such special events deemed appropriate by the teacher.

EMERGENCY SCHOOL CLOSING

In the event of school cancellation because of severe weather, notification will be broadcast, usually by 7:00 A.M., over local radio and/or TV stations. Parents should also be notified via SchoolMessenger Text Message Alerts. Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts, and more. To sign up simply send the message "Yes" to the number 67587. You can opt out of these messages at any time by replying to one of our messages with "Stop". If you were enrolled to receive text messages last school year you do not need to re-enroll.

FIRE AND NATURAL DISASTER PROCEDURES

In case of fire, tornado or other disasters, an emergency plan will be put into operation to assure the greatest possible protection for children. Feel free to ask your child's classroom teacher where children go from their classroom in such an emergency. Every school is responsible for having 5 fire drills, 2 tornado drills, and 3 lockdown drills per year.

PARKING LOT

Parents and visitors are encouraged to use extreme care in the school driveway and parking lot. Parents who drive students to and from school should permit walkers the right of way.

Students should never cross between parked cars or buses, only where there are designated crosswalks. Parents are asked to observe the "No Parking"/"Bus Loading" areas and observe the speed limit signs.

PLAYGROUND SUPERVISION

The school provides playground supervision during normal school hours. There is direct communication with the office at all times through the use of two-way radios.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education has installed video cameras on school grounds and school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law. [\(See Board Policy 7440.01\)](#)

TRANSPORTATION AND SAFETY (BUS CONDUCT)

Bus riders are expected to observe good passenger manners at all times. Distractions to the driver must be kept to a minimum. While waiting at a bus stop, students are to stay away from the traffic and wait for the bus in a safe and orderly manner. For safety reasons, we ask that parents and visitors avoid parking in bus loading zones.

In August of 1990 a new state law, Transportation Act PA187, took effect. It prohibits school buses from transporting more students than their rated capacity allows. Because we have designed our routes so our buses are operating near their passenger-rated capacity, allowing only a few extra riders would cause us to exceed the passenger limit. Therefore, we are not able to transport groups of students to destinations, not on their assigned routes. Your child can have no more than two guest students (students who do not normally ride that bus) ride home with him/her. For birthday parties, scouts, 4-H, etc., going to a single home will probably require parent-arranged transportation. We will, however, continue to consider special destination requests for individual students on a first come, first served basis as long as they do not create an overload situation.

Parents of Preschoolers/TK/Kindergarteners: Please note that our bus drivers are not allowed to let children off the bus unless they see an adult in the driveway or at the door waiting for them. The only exception will be with a written permission slip or a note to allow your kindergartener to get off with an older responsible brother or sister.

If your child needs to ride a different bus or go to a different drop-off point, please call Karen Sneigowski at the transportation department 231-264-9321 to make arrangements. Once

approved, send a written note to your child's teacher. The teacher will give the note to the school office. Please be sure to include the new destination address, phone number, and the name of the adult residing at the change in the destination address.

Written notes are a must because they lessen the probability of mix-ups, particularly at the end of the school day which is a very busy time in the office.

Telephone requests should be made only in emergencies. If you have an emergency, we ask that phone calls be made to the school office prior to 3:15 p.m. The phone is not answered after 3:15.

WEATHER GUIDELINES

There are times during the winter months when very cold temperatures affect whether children are allowed to have outdoor recess. The key indicator in making a decision is the wind chill factor. When the wind chill is 0 or below, children are kept inside. It is very important for children to come to school in appropriate cold-weather clothing. If your child has a virus/flu and you wish them to remain indoors, please send a note stating this desire. If children are not well enough to benefit from playing outside in the fresh air, they generally should not be in school.

Occasionally during the winter months, the temperature can creep above freezing. When this happens, children immediately want to know if they can "abandon" their winter coats. Let's all follow this guideline: **If snow or muddy conditions are present on the playground students are expected to be in their winter attire. Playground personnel will make the final determination if coats can be removed according to the "feels like" temperature.** It is especially important that snow pants and boots continue to be worn even as temperatures may near the 40-degree mark because our playground may get a little sloppy and muddy. The extra layer of clothing can save children lost learning time, avoiding phone calls home and additional time from the classroom in order to change out of wet and muddy clothing.

Other weather guidelines include

- It is parents responsibility to ensure students are dressed appropriately each day
- If the temperature falls below 40 degrees Fahrenheit students are expected to wear winter-type jackets while on the playground. Once "wintery" weather starts (snow sleet, etc,) we ask that students wear a protective winter layer; jacket, snow pants, boots, gloves, and hat each day.
- If the temperature falls between 40-60 degrees Fahrenheit, children are required to wear a pull-over/spring-type jacket.
- If the temperature goes above 60 degrees Fahrenheit, children will not be required to wear a jacket.

SCHOOL/HOME COMMUNICATION

COMMUNICATING WITH SCHOOL

Email is the preferred method of communication with teachers. They will get back to you within one business day.

The office will not be accepting phone calls between 3:00-3:48 pm due to timeliness of communication to/from school personnel and our transportation department.

Lakeland utilizes a Classroom Friday Folders and a Friday Email Newsletter from the principal to communicate the schedule of events for the week and other activities happening throughout our school and community. It is imperative that the office is notified if your email address changes. If you would prefer to receive hard copies of community events, please let your child's teacher know.

HOMEWORK

LES Staff Homework Beliefs:

- Intent is to teach personal responsibility
- Review/practice grade skills
- Inform parents of curriculum
- Practice lifelong skills

Grade-wide Expectations:

- TK/K-5: All Lakeland teachers value pleasure reading whenever possible
- Grades K-2: Not to exceed 20 minutes nightly homework 4/wk
- Grades 3-5: Not to exceed 40 minutes nightly homework 4/wk

HOMEWORK VACATION REQUESTS

- Requests for "vacation homework" may be honored after students have returned from vacation but loss of instruction cannot be made up.
- It is always recommended that students read and write daily during their vacation.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are conducted two times each year, one in the fall and one in the spring. This is a special time for parents/guardians and teachers to meet and discuss a common goal, helping your child to get the best possible education. In addition to scheduled conferences, parents are encouraged to contact the teacher whenever it is felt that an additional conference is needed. We pride ourselves on perfect or near perfect attendance at conferences.

REPORT CARDS

All subject areas are listed on the student's report card. In grades TK-5th, the report card is

sent home two times per year. If you have a question about either the interpretation of the card or the grades, please contact the teacher or principal.

WEBSITE

Lakeland has its own link to the www.erschools.com website. If you haven't already spent time browsing our site, you are encouraged to do so right away. It is updated on a very regular basis and has all kinds of relevant information about our outstanding school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

(See also Board Policy 9700- Relations with Special Interest Groups, Board Policy Advertising and Commercial Activities, and associated Administrative Guidelines.)

STUDENT ACTIVITIES

ASSEMBLIES AND FIELD TRIPS

Periodically we schedule assemblies and field trips for our children. Our intent is to bring experiences to them that are not regularly provided in our own community. Occasionally we ask the students for a nominal fee for these activities. We do this to help finance the programs, and can ask for a fee only if trips do not correspond with core curriculum. Whether or not a child brings the designated fee, everyone participates in the assembly or field trip.

You will be asked to fill out a permission slip for the current year granting your permission. This permission will be considered permanent for that school year. You will be notified in advance by a note from your child's teacher when and where a specific field trip will be taken by the class. The blanket permission slip helps prevent last-minute concerns because a student forgot to return a permission slip.

SAFETY PATROL

The purpose of safety patrol is to supervise and encourage safe practice en route to and from school, on the school grounds, and in the building. Parent permission is required. AAA sponsors safety patrol.

STUDENT COUNCIL

The student council has been organized to give students an opportunity to participate in discussion of policies affecting them at Lakeland School.

STUDENT FUND-RAISING (REF Board Policy [5830](#))

All student fundraising activities/sales must be approved by administration in advance and

follow board policy.

STUDENT SCHOOL PICTURES

Annually, a commercial photographer will be present at school to take pictures of individual students and then sell these pictures to the students and families in a package.

Before the photography session, parents will be provided with complete information regarding the picture package, the cost, and an envelope for prepayment. All students' pictures are included in the yearbook, whether or not they purchase a picture package. If you have an objection to having your student photographed for the yearbook, please send a note to the school office.

STUDENT RIGHTS AND RESPONSIBILITIES

The staff of Lakeland Elementary School practices the following philosophy on a daily basis:

- o We continually seek to improve education.
- o We are here to facilitate student learning.
- o Every student has the right to learn.
- o Every teacher has the right to teach.
- o No student has the right to interfere with the teaching learning process or the safety and well-being of any other person.
- o Every teacher and supervising adult has the responsibility to respond to and facilitate student learning regarding behavior inappropriate to the classroom setting, and/or that which violates the Student Code of Conduct.

LAKELAND CODE OF CONDUCT

A major component of the educational program at Lakeland is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly when given expectations and resolve conflict with accountability and kindness.

EXPECTED BEHAVIORS

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;

H. act at all times in a manner that reflects pride in self, family, and in the school.

(See also Board Policy 5500- Student Conduct, Board Policy 5600- Student Discipline, and associated Administrative Guidelines.)

DISCIPLINE

Lakeland utilizes Restorative Practices and Collaborative Problem Solving to respond to conflict. We believe that students will do well when they can and they should be given the support to learn from their mistakes.

Lakeland staff follow a discipline chart that is subject to administrative discretion and updated annually based on student needs. The most common steps are as follows;

- Ask the student what happened
- Explore the student's knowledge of the expectation they are struggling with
- Allow the student to repair or "make it right" with others involved
- Communication with parents for further problem solving

Some common responses to behavior may be:

- Working recess
- Walking recess
- Restorative Circle
- Individual plan
- After school problem solving

POLICY STATEMENT ON SEXUAL HARASSMENT (Ref. Board Policy 5362)

Elk Rapids Public Schools is committed to providing an educational environment that is free of discriminatory intimidation and sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other derogatory or objectionable conduct is offensive behavior that will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. It is also contrary to the policy of the school district for any staff or student member, male or female, to sexually harass a student or staff member.

Individuals who believe that their rights in this area have been violated should report their concerns to building administrators or to the Director of Personnel of the Elk Rapids Public Schools. All complaints will be handled in a timely and confidential manner.

HARASSMENT

It is a violation of school rules, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept

confidential and shall be investigated as soon as possible. Please call the principal at 264-8289 if you have a concern.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES

FOR TITLE 1I, TITLE VI, TITLE VII, AND TITLE 1X, SECTION 504, AGE ACT AND ADA

NONDISCRIMINATION (Ref. Board Policy 5710)

Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

COMPLAINT PROCEDURE

Section I

If any person believes that the Elk Rapids School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title 1I, Title VI, and Title VIII of the Civil Rights Act of 1964, (2) Title 1X of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Section II

The person who believes s/he has a valid basis for grievance shall discuss informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and

respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

FERPA RIGHTS

ELK RAPIDS PUBLIC SCHOOLS NOTIFICATION OF RIGHTS UNDER FERPA AND THE DIRECTORY INFORMATION PUBLIC NOTICE

The Family 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 outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the Elk Rapids Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the 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 or misleading. Parents or eligible students may ask Elk Rapids Public Schools to amend a record that they believe is

inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Elk Rapids Public Schools decide not to amend the record as requested by the parent or eligible student, Elk Rapids Public Schools 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Elk Rapids Public Schools 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 Elk Rapids Public Schools 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, Elk Rapids Public Schools discloses education records without consent to officials of another school district in which a student seeks to or intends to enroll.
4. The right to refuse to permit Elk Rapids Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Elk Rapids Public Schools may with its discretion release some or all directory information as it determines is appropriate. Elk Rapids Public Schools has designated the following information about a student as directory information: name, address, telephone listing, e-mail address, date and place of birth, major field of study, years in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. If a parent or eligible student does not wish to have the student's information designated as directory information and disclosed, the parent or eligible student must request and complete a Request to Prevent Disclosure of Directory Information from the school principal and submit the completed form to the school principal no later than the 15th day of the school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory

information from within and outside the Elk Rapids Public Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elk Rapids Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

TECHNOLOGY - ACCEPTABLE USE POLICY for Elk Rapids Schools

RATIONALE

The continued growth of technology in our school necessitates the need for an Acceptable Use Policy to guide how we use the emerging devices and systems that are available to us. All people need to know what is acceptable and what is not. For example, a person who wouldn't dream of picking a lock or breaking into an office and tampering with files and records may think it is okay to bypass a computer's security code and change the computer's inner workings to their advantage or another person's disadvantage. It should be obvious that it is not acceptable to do any of the above. To make it clear, the following are the standards, rights and responsibilities for technology users in our system as well as the disciplinary action(s) for those who misuse the system.

STANDARDS

The use of technology in the Elk Rapids Schools is an opportunity extended to students, parents, faculty and staff to enhance learning, productivity, and information processing. The computer hardware and software of the district shall be used for educational purposes specified by the Board of Education and Administration of the Elk Rapids Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited!

RIGHTS

Students, Parents/Guardians, and Staff may:

- o use hardware and software, which they have received permission to use
- o access information from approved resources inside and outside the school district
- o access the Internet to receive and send information

RESPONSIBILITIES

Students, Parents/Guardians, and Staff are responsible for:

- o Utilizing information technology only for the educational purposes of our district
- o Using hardware and software in a manner that enables its ongoing usage
- o Adhering to the rules of the school, lab, office, or classroom, which govern the technology
- o Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator
- o Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords
- o All materials received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school

Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files

Not using the technology for personal or private business, for product advertisement, or political lobbying without the express permission of the school's administrator

Not engaging in the malicious use of information technology to disrupt the use of technology by others or to infiltrate unauthorized computer systems or areas

Not using information technology to engage in any forms of harassment, intimidation, or bullying.

DISCIPLINARY ACTION(S)

Students, Parents/Guardians, or Staff violating any of these Rights and Responsibilities may face disciplinary action(s). These actions may include:

- o Restricting or eliminating their use of school information technology
- o Attending training sessions
- o Making financial restitution for any damages caused or for any unauthorized expenses incurred
- o Criminal or civil charges/complaints being lodged against them
- o Suspension, dismissal, expulsion, or other disciplinary action as deemed appropriate by the Administration and Board of Education

I understand that I am responsible for materials that I accessed, acquired, or used on the Elk Rapids Schools' property, devices and/or network. I will abide by the Elk Rapids Schools' Acceptable Use Policy and applicable Board of Education Policies. I further understand that any violation of the regulations may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action, including legal referral may be taken.

TITLE 1

Parent-School Involvement Plan

Lakeland Elementary School believes that parent involvement is critical to the success of each student. Strong partnerships exist between staff, parents, and community members. Our Parent Teacher Organization (PTO) exists to support and extend classroom learning. Lakeland Elementary encourages parental involvement through programs designed to increase parent-school communications. Parents will be involved in evaluating Title 1 programs and services.

Another important component is the Home/School Compact. This compact is given to parents at back to school parent orientation and is available for review at our parent-teacher conferences. The compact is an agreement that the parent, the teacher, and the student provide a partnership for learning between school and home.

Title 1 meetings that include parents are planned throughout the year. Parents are always welcome to help in the classroom and to offer suggestions regarding activities to enrich the education of our students. Lakeland Elementary School has developed a parent involvement plan which is based on the Elk Rapids Schools' Parent Involvement Rules and Regulations Policy mandated by the No Child Left Behind Act of 2001.

I. The involvement of parents and community members is an essential component within the educational process. We will make every effort to invite and consider parent and community input to ensure the success of our students.

II. Lakeland Elementary shall maintain web access through the Elk Rapids Schools' website erschools.com as well as distribute documents in paper form if requested regarding the following:

- A. Kindergarten through 5th grade Parent Guides to Grade Level Content Expectations and pending Core Content State Standards
- B. Annual Report Information
- C. District Events Calendar
- D. Lakeland Elementary School website

III. Lakeland Elementary will continue to provide the following to parents through paper copy, email, or other technology:

- A. School Newsletter
- B. Annual Reports
- C. Parent/Student Handbooks
- D. Automated telephone notification system

IV. We will continue to coordinate and integrate opportunities for parental involvement with:

- A. Academic Support Programs
 - 1. RTI Groups
 - 2. VIP
- B. Extracurricular Academic Opportunities
 - 1. LTIP
 - 2. Robotics

V. Our staff shall assess parent involvement through the Annual Title 1 Parent Involvement survey. The information from the survey will be used by the Lakeland staff to evaluate the effectiveness of the parent involvement plan.

VI. Parents can be involved in school activities by:

- Volunteering at the school
- Helping their children with homework
- Attending open houses
- Attending parent/teacher conferences
- Joining a parent organization

VII. Lakeland Elementary will do the following to build the capacity for strong parental involvement in our school:

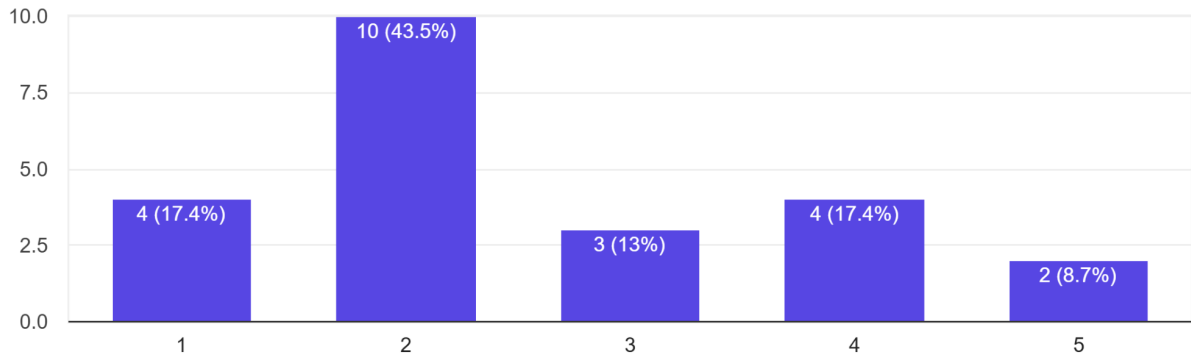
- A. Help parents understand the Core Content State Standards; academic achievement standards; state and local assessments; the requirements of Title 1 Part A.
- B. Educate staff members on how to communicate, work, and collaborate with parents as equal partners.
- C. Coordinate parent meetings and activities at convenient times.
- D. Strive to bridge the communication between our school and Lakeland English Language Learner families.

Updated 2026

Elk Rapids High School Parent Perception Survey

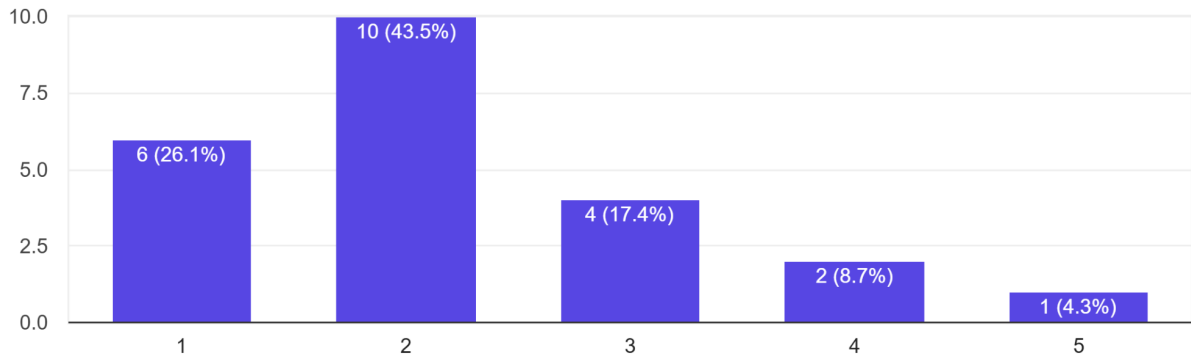
This school always does what it is supposed to.

23 responses



This school keeps me well-informed.

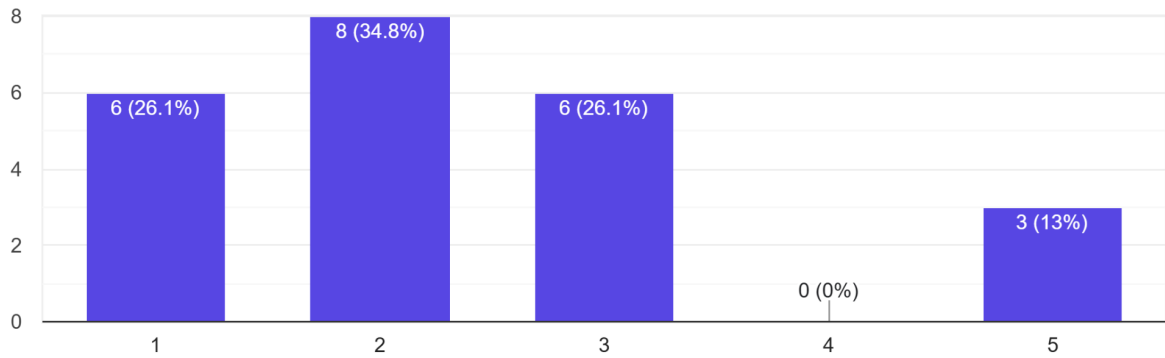
23 responses



Elk Rapids High School Parent Perception Survey

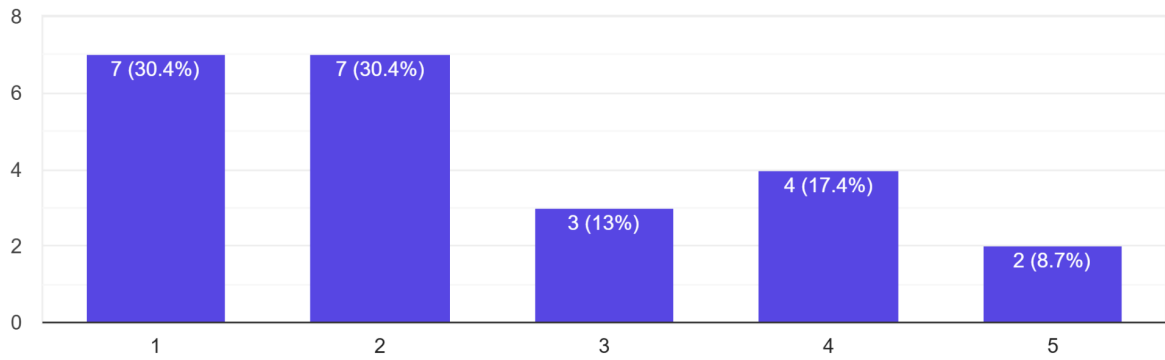
I really trust this school.

23 responses



Kids at this school are well cared for.

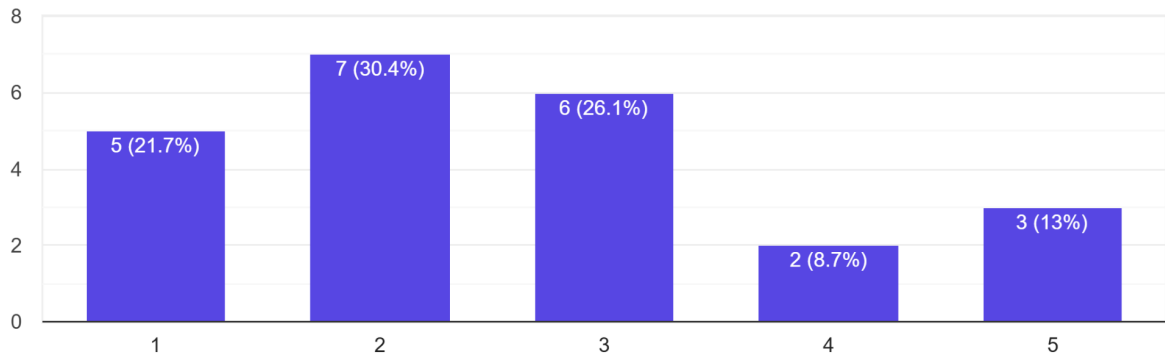
23 responses



Elk Rapids High School Parent Perception Survey

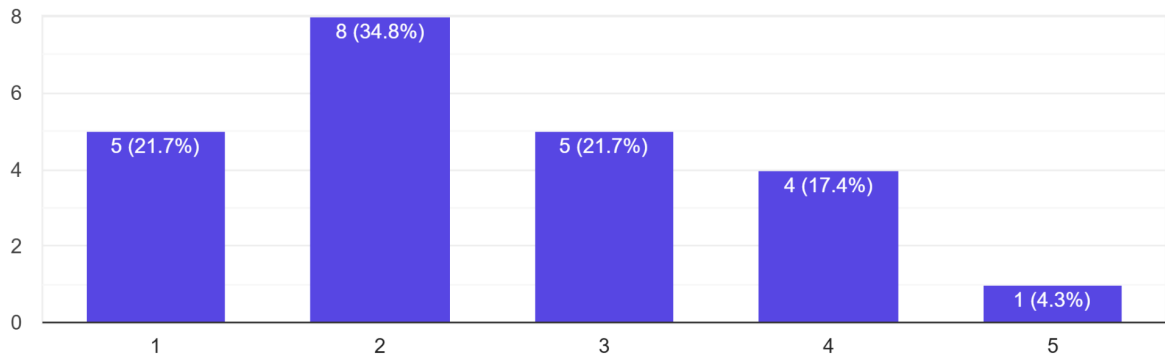
This school is always honest with me.

23 responses



This school does a terrific job.

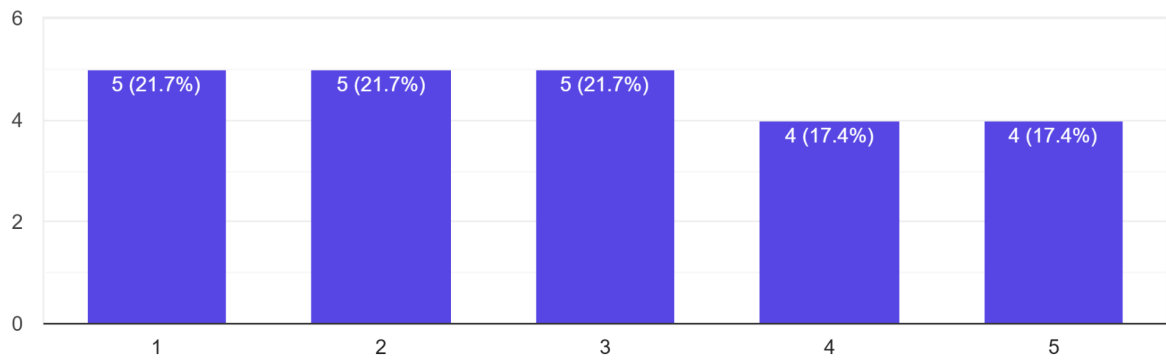
23 responses



Elk Rapids High School Parent Perception Survey

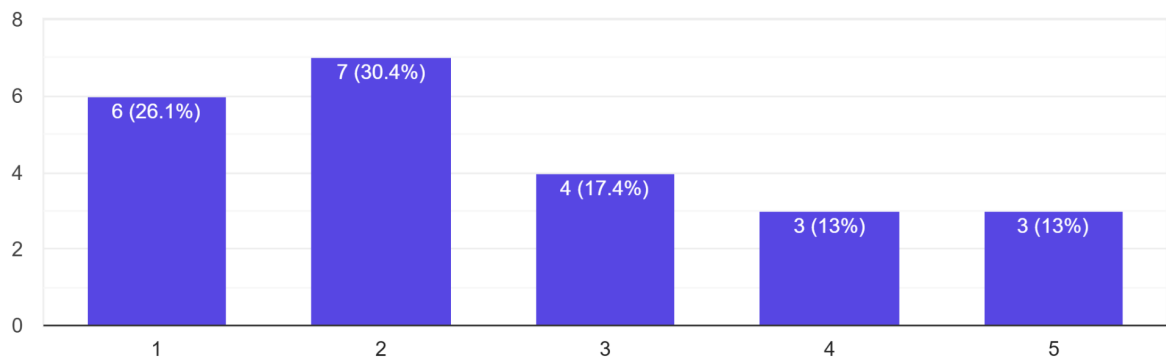
This school has high standards for all kids.

23 responses



This school is always ready to help.

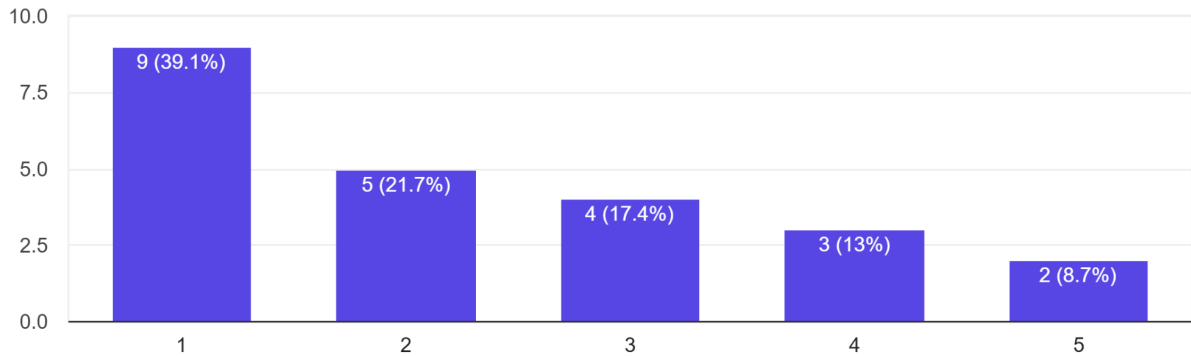
23 responses



Elk Rapids High School Parent Perception Survey

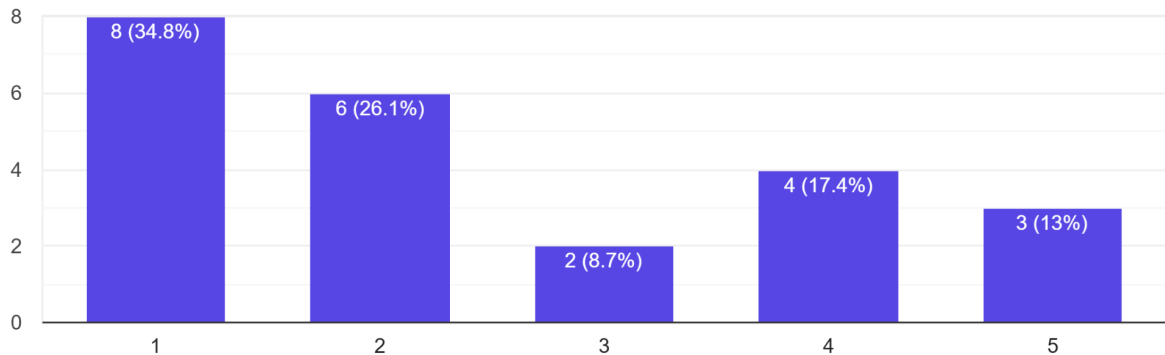
I never worry about my child when he/she is there.

23 responses



At this school, I know I'll be listened to.

23 responses



What aspects of the building do you celebrate the most? What are you most fond of?

- **Staff Excellence and Relationships:** Parents highly value the dedicated, approachable, and responsive staff who foster strong, supportive connections with students and communicate effectively with families.
- **Building and Facilities:** There is significant appreciation for the recent building improvements, specifically citing the new gym, the updated STEM classroom, and the Peterman Auditorium.
- **Extracurricular and Academic Opportunities:** The school is celebrated for its diverse offerings, including the band program, athletics, art, choir, dual enrollment, and career-technical education (CTC), alongside a strong focus on academic achievement.

Elk Rapids High School Parent Perception Survey

- **School Culture and Climate:** Families report a strong sense of pride, school spirit, and community, noting that students feel respected and that the leadership is positive and compassionate.

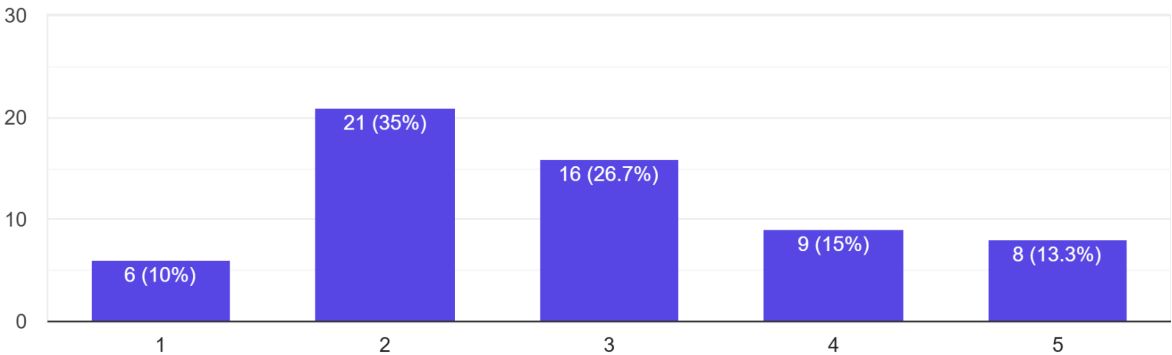
Where are the areas of most growth? What needs our attention?

- **Academic Programming and Rigor:** Parents seek expanded opportunities for dual enrollment and college-preparatory coursework, alongside more consistent availability of accelerated math and science classes. There is a desire for a balanced curriculum that better supports students across the achievement spectrum, including life skills training and career exposure.
- **Athletics and Extracurriculars:** Concerns persist regarding the disproportionate focus on athletics over arts and music, as well as the need for more consistent enforcement of disciplinary policies for student-athletes. Respondents suggest establishing formal mechanisms for parents to provide feedback on specific coaches and team leadership.
- **Student Support and Climate:** Feedback indicates a need for greater focus on individual student well-being and a sense of belonging rather than just academic or athletic performance. Suggestions include fostering a more positive student culture, improving security, and ensuring technology and classroom infrastructure meet modern needs.
- **Accountability and Communication:** There is a call for greater administrative consistency in disciplinary matters, particularly regarding drug policies and teacher conduct. Parents requested clearer communication regarding school incidents, increased transparency in decision-making, and more structured ways for parents to contribute throughout the school year.

Cherryland Middle School Parent Perception Survey Results

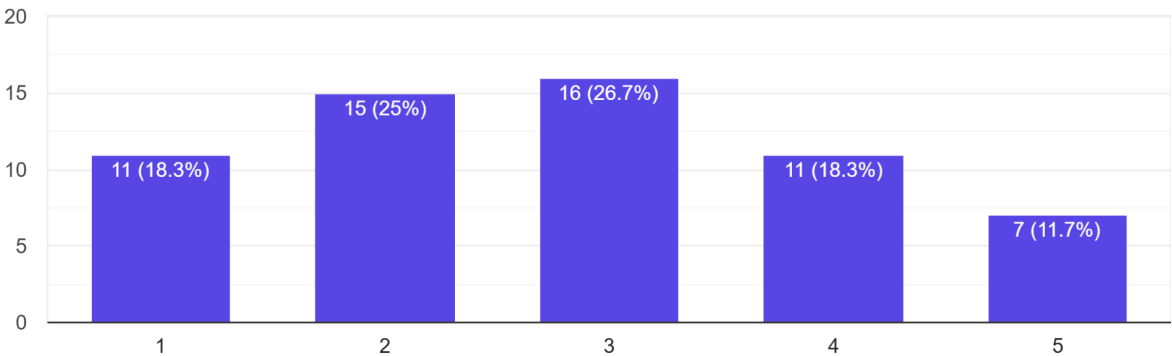
This school always does what it is supposed to.

60 responses



This school keeps me well-informed.

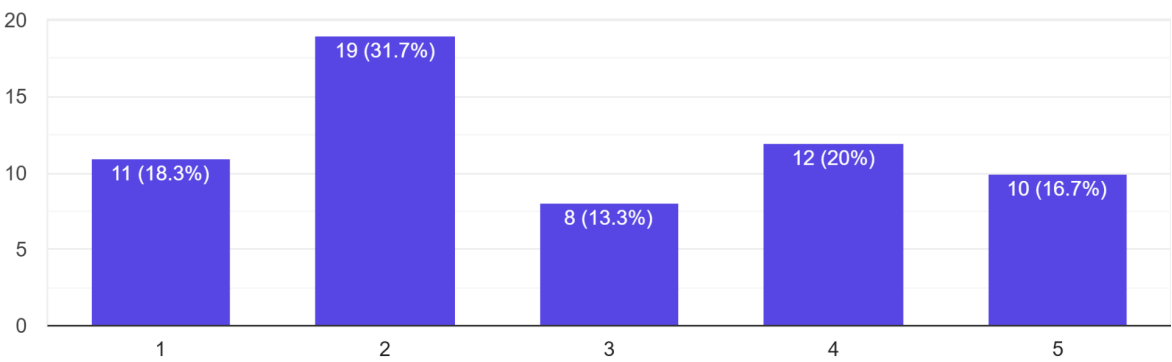
60 responses



Cherryland Middle School Parent Perception Survey Results

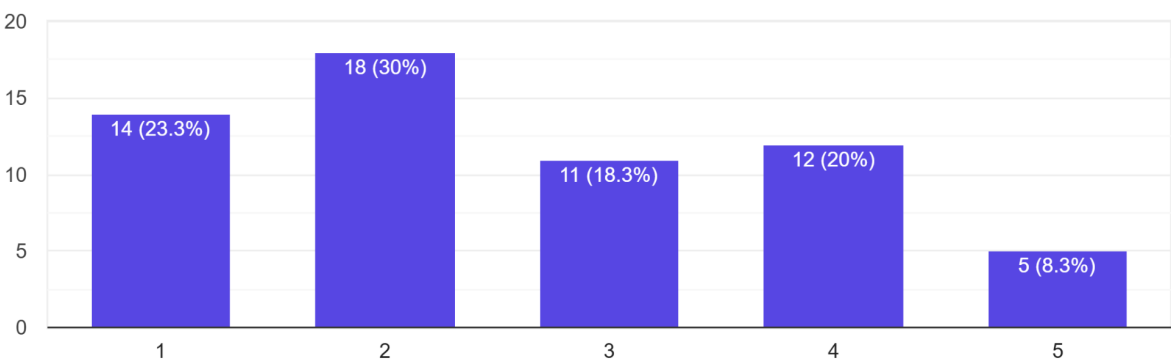
I really trust this school.

60 responses



Kids at this school are well cared for.

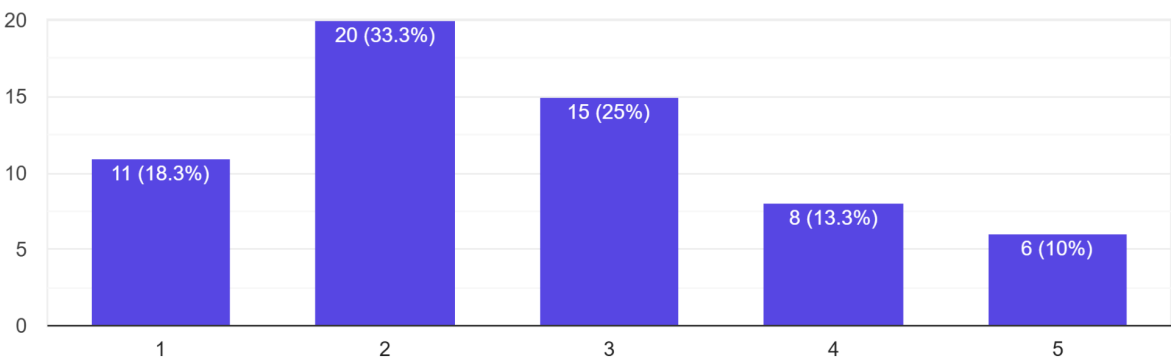
60 responses



Cherryland Middle School Parent Perception Survey Results

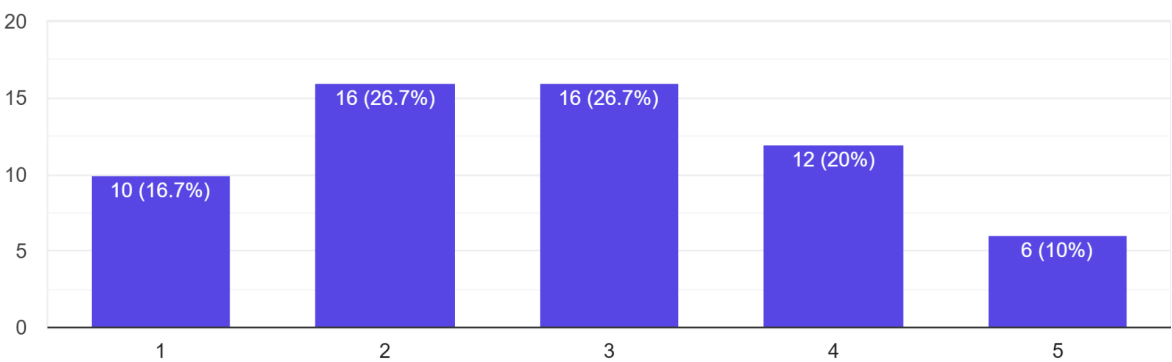
This school is always honest with me.

60 responses



This school does a terrific job.

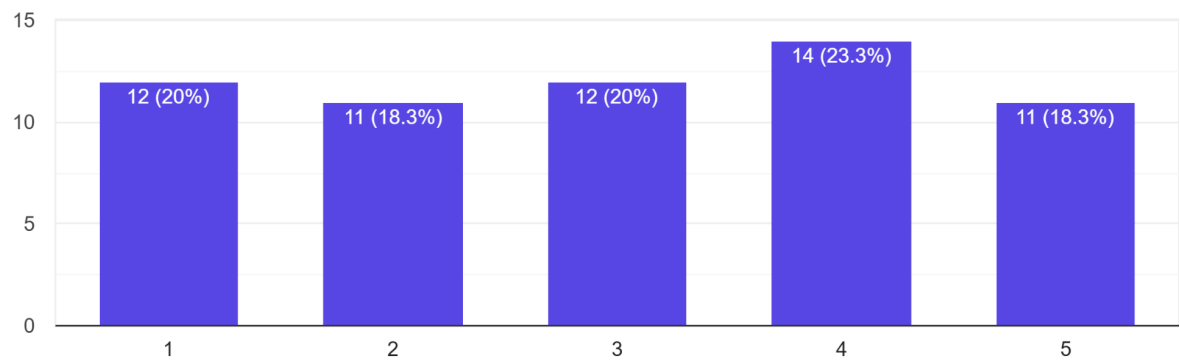
60 responses



Cherryland Middle School Parent Perception Survey Results

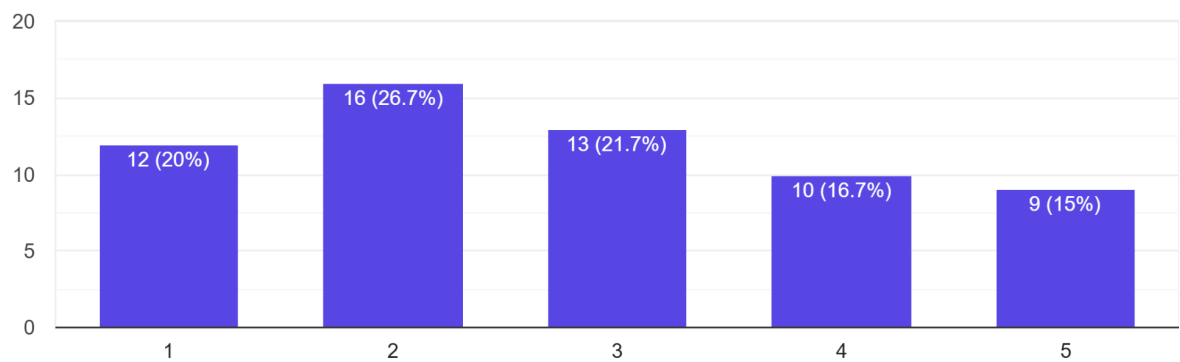
This school has high standards for all kids.

60 responses



This school is always ready to help.

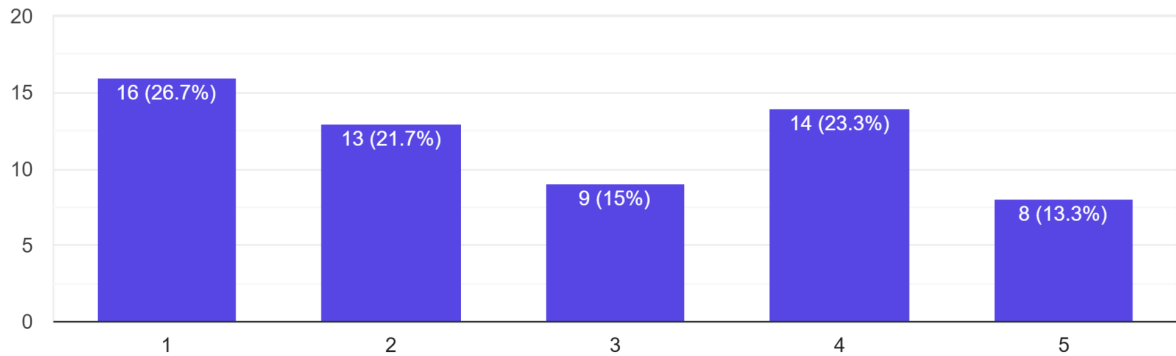
60 responses



Cherryland Middle School Parent Perception Survey Results

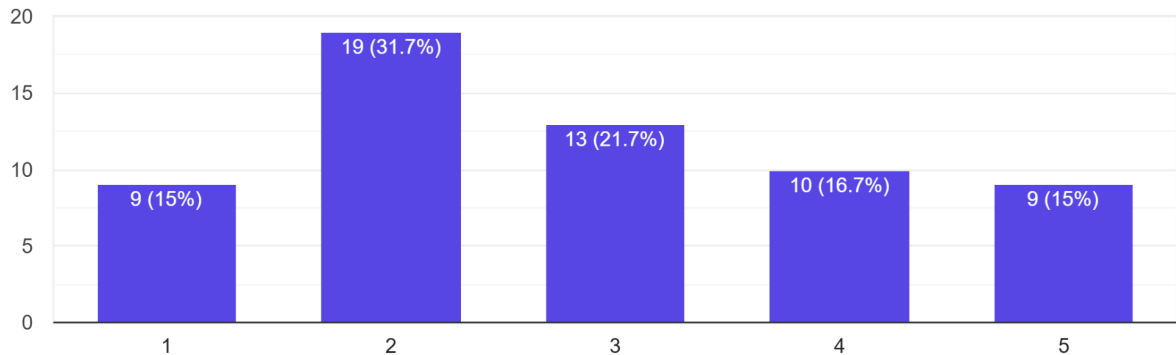
I never worry about my child when he/she is there.

60 responses



At this school, I know I'll be listened to.

60 responses



What aspects of the building do you celebrate the most? What are you most fond of?

- **Staff Dedication:** Parents frequently celebrate the teaching staff, highlighting their genuine care for students, professionalism, and ability to build meaningful relationships. The office administrative team is also consistently recognized as helpful, approachable, and welcoming.
- **Building Renovations:** The new construction and facility updates are highly valued, with specific appreciation for the added natural light, modern classrooms, the library, and specialized spaces like the STEM lab, science lab, and band room.
- **Academic and Extracurricular Offerings:** Respondents appreciate the diverse opportunities available to students, including advanced classes, leadership programs (such as SLAM and NJHS), extracurricular activities, arts programs, and field trips.

Cherryland Middle School Parent Perception Survey Results

- **School Climate and Community:** There is support for the inclusive culture and community engagement within the district, though some feedback indicates a desire for improved leadership, communication, and accountability to better support student needs.

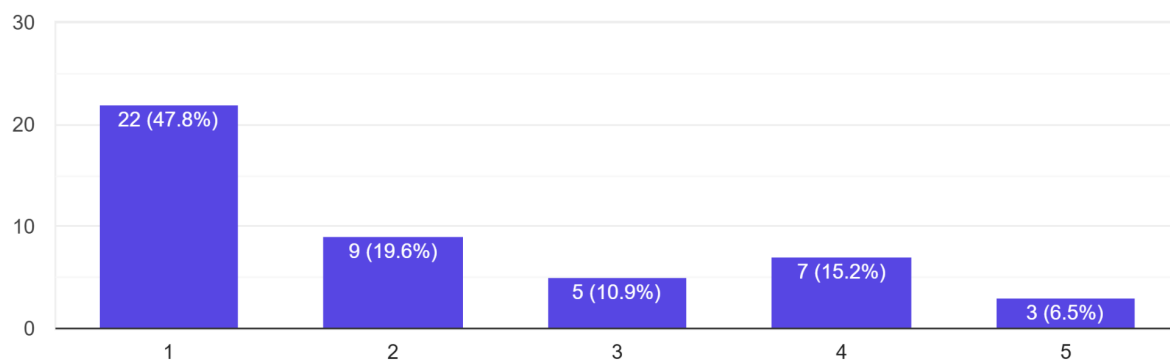
Where are the areas of most growth? What needs our attention?

- **Communication and Transparency:** Parents consistently report a need for more timely, consistent, and unified communication from both teachers and administration. Requests include established response timelines for staff, more transparent grading and syllabus information, and a centralized platform to track student progress and announcements across multiple grades.
- **Accountability and Discipline:** There is a strong call for more rigorous, consistent enforcement of behavioral expectations and disciplinary consequences. Families are concerned that disruptive or bullying behaviors are not effectively addressed, creating a negative school climate and impacting the learning environment for others.
- **Academic Standards and Curriculum:** Feedback indicates a desire for more challenging, engaging coursework and consistent academic expectations across departments. Specific concerns include an over-reliance on technology over traditional instruction, the need for better support for students with unique learning needs, and a desire for more diverse elective offerings.
- **Technology Use:** Multiple parents expressed concerns regarding excessive Chromebook usage, citing distractions, inadequate monitoring of student online activity, and the impact on foundational skill-building. Suggestions include implementing tighter restrictions on device access and incorporating more paper-and-pencil learning.
- **School Climate and Transitions:** Respondents highlighted a need for more inclusive school culture and stronger support for students transitioning between elementary, middle, and high school. Suggestions include providing more opportunities for positive student-teacher connections, improving social-emotional learning, and better coordination between school levels to ensure student success.

Lakeland Parent Perception Survey Results

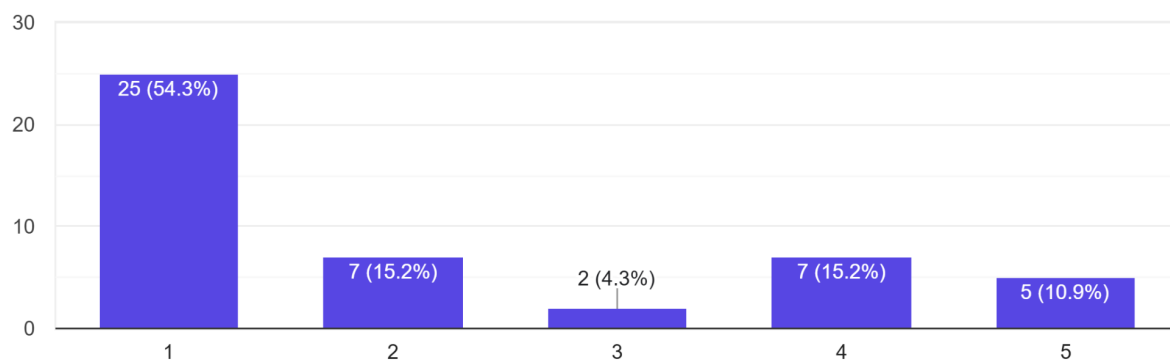
This school always does what it is supposed to.

46 responses



This school keeps me well-informed.

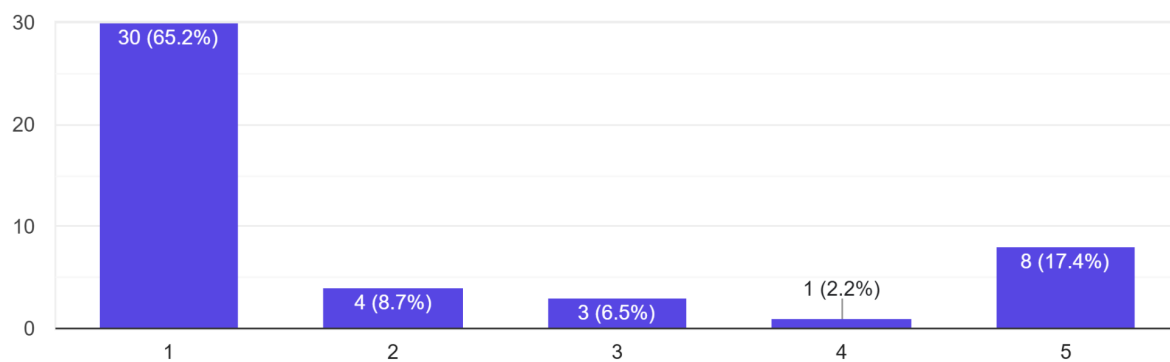
46 responses



Lakeland Parent Perception Survey Results

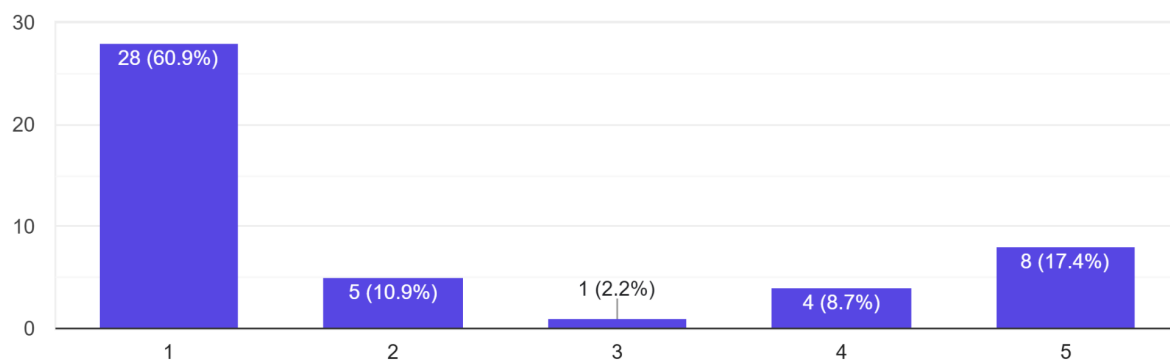
Kids at this school are well cared for.

46 responses



I really trust this school.

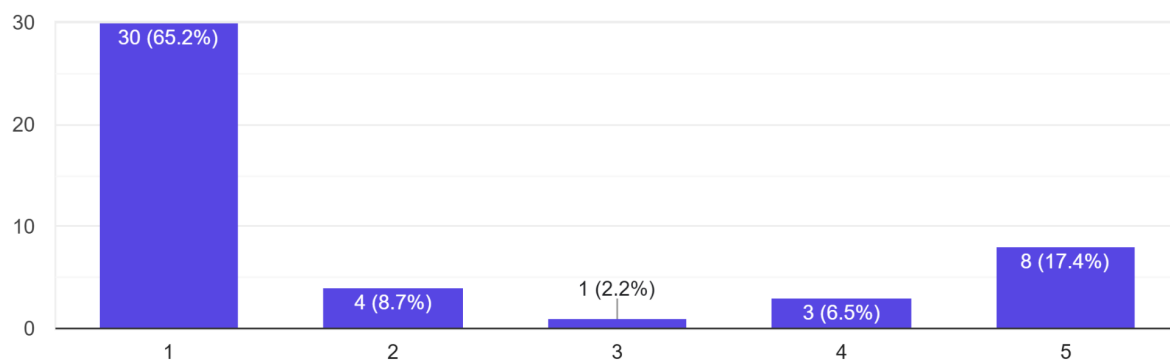
46 responses



Lakeland Parent Perception Survey Results

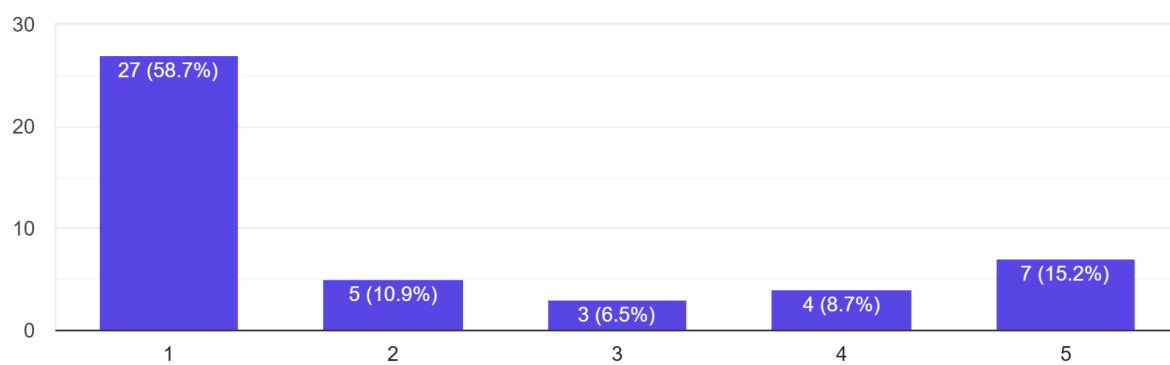
This school is always honest with me.

46 responses



This school does a terrific job.

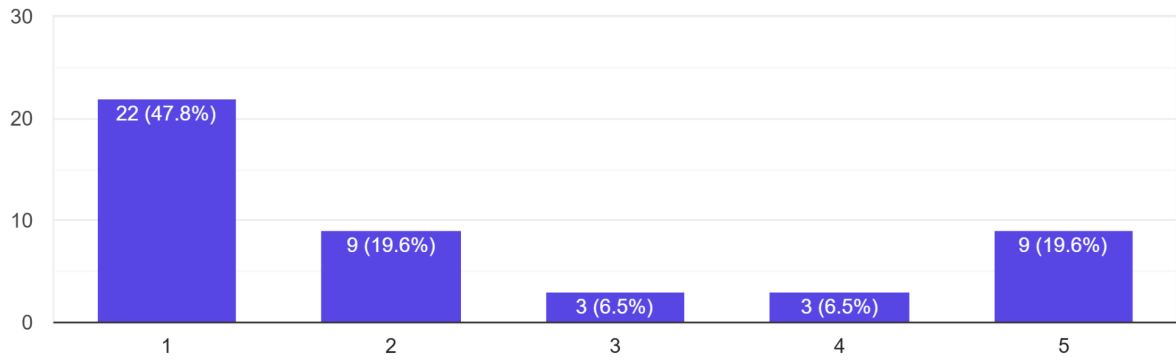
46 responses



Lakeland Parent Perception Survey Results

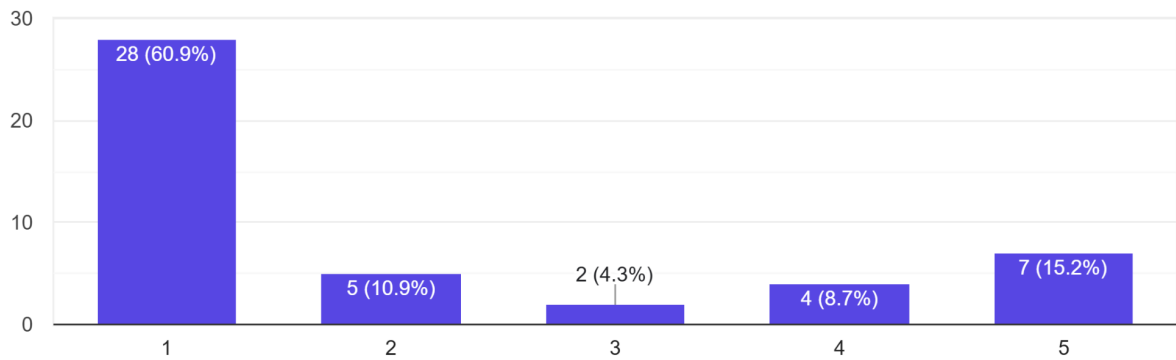
This school has high standards for all kids.

46 responses



This school is always ready to help.

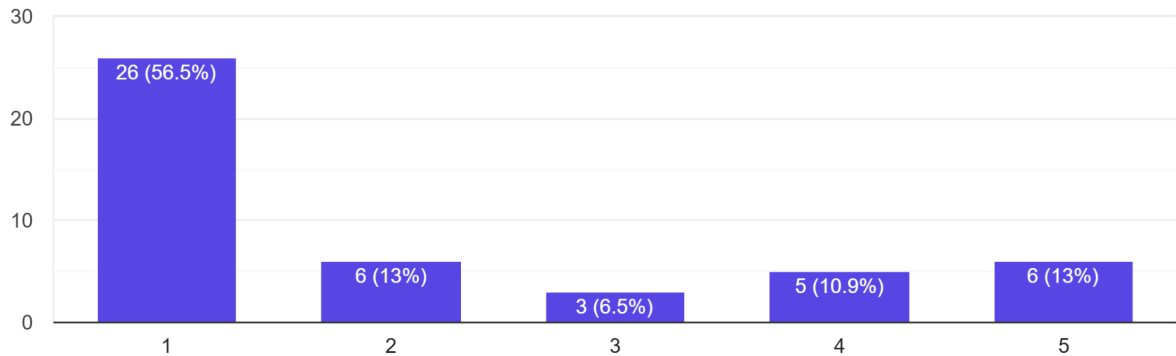
46 responses



Lakeland Parent Perception Survey Results

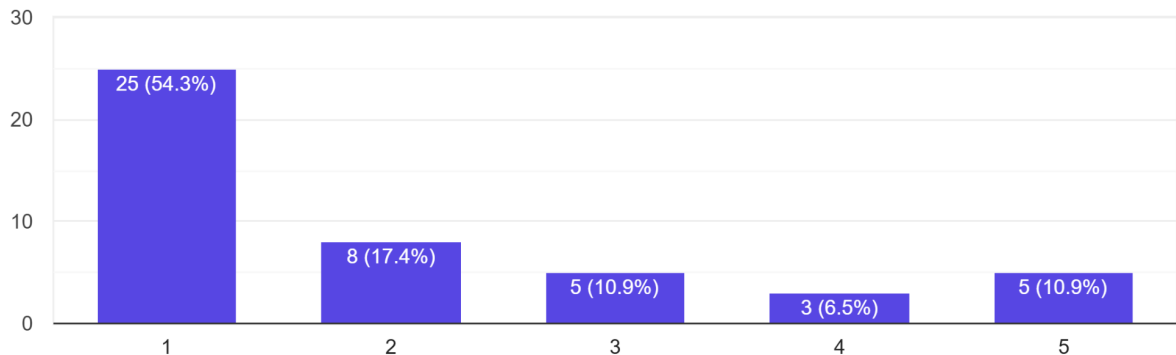
I never worry about my child when he/she is there.

46 responses



At this school, I know I'll be listened to.

46 responses



What aspects of the building do you celebrate the most? What are you most fond of?

- **Exceptional Staff:** Parents frequently highlight the friendly, caring, and dedicated nature of the teachers and office staff. The team is commended for their commitment to building strong, positive relationships with students and families, maintaining clear expectations, and fostering a supportive atmosphere.
- **Community and Culture:** The school is celebrated for its warm, welcoming environment that feels like family. Parents value the frequent opportunities for community involvement, such as school events, as well as the culture of teamwork and mutual respect among staff, students, and families.
- **Safety and Procedures:** The secure building environment, including the check-in process and the presence of officers, is highly valued. Additionally, parents appreciate

Lakeland Parent Perception Survey Results

the effective communication regarding school updates and the improved drop-off procedures.

- **Student Well-being and Enrichment:** There is strong appreciation for the school's focus on social-emotional learning, academic support, and the provision of diverse enrichment opportunities, such as the library, music, and art programs.

Where are the areas of most growth? What needs our attention?

- **Communication and Transparency:** Parents expressed a strong need for more consistent, clear, and proactive communication regarding daily learning objectives, classroom activities, and school schedules.
- **Building Infrastructure and Environment:** Concerns were raised regarding the need for modernizing facilities, specifically citing the lack of air conditioning, the need for plumbing and electrical updates, insufficient space in the cafeteria, and classroom clutter.
- **Academic Rigor and Curriculum:** Feedback highlighted a desire for increased academic standards, the introduction of typing classes, more advanced options for high-achieving students, and a more structured approach to student accountability and discipline.
- **Operational and Scheduling Challenges:** Respondents identified issues with the current early-release Wednesday schedule, morning drop-off logistics, and a preference for policies that keep families together during enrollment.



Board of Education Finance Report
Financial Highlights
Monday, August 10, 2026

Significant Accounts Payable Paid (All Funds)			Total Accounts Payable Paid by Fund		
Amount	Vendor	Description	\$		General Fund
\$12,626.60	Kendall Hunt	CMS Anchored Science Textbooks	5,166.47	23	Community Schools
\$151,754.00	SET SEG	2026-2027 Property Insurance	20,181.48	25	Food Service
\$20,181.48	Compass Group USA Inc	June 2026 Food Service Charges	7,931.95	29	School Activities
\$6,020.67	ESS Midwest	6/21/26-7/4/26 Coach/Summer Kids Club	-	32	Debt Retirement
\$139,479.56	MESSA	August Medical Insurance Coverage	1,585,224.94	42	2020 Bond
\$11,641.90	Schools OPEN	2026-2027 Finance Accounting Software Renewal	49,512.50	43	Capital Projects
\$31,555.00	UHY Advisors	June 2026 Consultation	\$ 2,332,373.58		Total bills to be ratified
\$6,384.00	Whitewater Township	Summer Property Tax Collection			
\$8,839.51	All American Sports Corp	Football Helmet Reconditioning			
\$27,532.40	Axium Service Inc	July 2026 Custodial Service			
\$221,158.90	Mill Creek Academy	July 2026 State Aid transfer			
\$1,569,211.94	Owen-Ames-Kimball Co	CMS renovations payment (BOND)			
\$16,013.00	Mid Michigan Barns	LL Metal Gable Garage (BOND)			
\$42,095.00	Ritsema Associates	HS Classroom Renovation (CAP PRJ)			
\$7,417.50	AJH Electric	CMS Gym Lights (CAP PRJ)			
Significant Revenues Received:					
Amount	Vendor	Description			
\$347,280.42	State of Michigan	July 2026 State Aid	Total Deposits by Fund		
\$221,258.90	State of Michigan	MCA July 2026 State Aid	\$1,138,794.43	11	General Fund
\$800,055.84	Various Twps	2026 Property Taxes	99,267.64	23	Community Schools
\$12,591.09	State of Michigan	June 2026 Summer/Breakfast/Lunch - Federal	103,089.75	25	Food Service
\$64,513.64	Northwest Ed	GRSP Grant - Jan/Feb 2026	460.00	29	School Activities
\$52,581.85	MILAF	June 2026 Investment Earnings (All Funds)	164,516.70	3x	Debt Retirement
			28,696.70	4x	Capital Projects
			\$ 1,534,825.22		Total Deposits

697636.14

-

Bond Debt pymt

1664987.92

954660.66

\$13,166,186 (96.18%) = 2025 Taxes Collected YTD 1/31/26

Interest

Interest