

Roseville Community Schools



Elementary Handbook 2024-2025

ROSEVILLE COMMUNITY SCHOOLS ELEMENTARY HANDBOOK

MISSION STATEMENT

To educate all children of our community by ensuring students have the skills, experiences and knowledge needed, to reach their full potential.

ROSEVILLE COMMUNITY SCHOOLS ADMINISTRATION BUILDING

18975 Church Street
Roseville, Michigan 48066
(586) 445-5500

Superintendent.....Mark Blaszkowski
Deputy Superintendent.....David Rice
Assistant Superintendent.....Peter Hedemark
Executive Director of Business.....Rayetta Ashbaugh
Director of Special Education.....Teresa Tomala
Director of State & Federal Programs.....Nicole Provo
Coordinator of Transportation.....Scott Sikorski
Supervisor of Food Service.....Andrea Dysard

ROSEVILLE COMMUNITY SCHOOLS BOARD OF EDUCATION

Theresa Genest.....President
Kevin Switanowski.....Vice President
Joseph DeFelice.....Secretary
Matthew McCartney.....Treasurer
Gina Aiuto.....Trustee
Denise Brun.....Trustee
Michelle Williams-Ward.....Trustee

Revised: 04/25

INTRODUCTION

The purpose of this school handbook is to provide you with a ready source of information regarding general school procedures, policies, rules, and services. We hope that this handbook helps you become more knowledgeable about your own school and its programs and policies.

The Roseville Student Code of Conduct, which has been approved by the Roseville Board of Education, may be accessed using the following link:

https://rosevillepride.org/downloads/board_of_education/rcs_student_code_of_conduct_2.pdf These are the rules that all children in our schools are expected to follow.

Please feel free to call your child's school for clarification of anything contained in this handbook. The elementary school rules and guidelines are based on the Roseville Code of Conduct.

ROSEVILLE ELEMENTARY SCHOOLS

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REGISTRATION

To enroll a child in the Roseville Community Schools, you need the following:

- Certified birth certificate
- Proof of residency:
 - Driver's license or state I.D. card – REQUIRED**
 - **And (two of the following)**
 - Tax bill
 - Current Lease or purchase agreement
 - Utility bill or application
 - Voter registration
- Immunization records
- Hearing and Vision (Kdg. only)
- Prior Discipline Information Request
- Meal Program Survey

Home School

Students will be registered and assigned to their home school as determined by residence and district school boundaries.

Intra-District School Transfer

Parents may request that their student attend a Roseville school in an attendance area different from the area of residence or assignment by completing an Intra-District School Transfer Application. All requests must be submitted to the Child Accounting Office at the Administration Building for approval. Transfers will be permitted to take place at the beginning of each new semester. Transportation is the responsibility of the parent or guardian. Once a transfer request has been approved for two consecutive years, the student will become a permanent member of the school.

A transfer request may be denied if it could cause an overload in a grade or program or if a student has attendance or discipline issues.

A student may be transferred back to the home school if he/she is not a good citizen or develops a poor attendance record.

School of Choice

Students from Macomb County may apply to attend Roseville Schools as a School of Choice student. Applications will be accepted during the summer open enrollment period and at the beginning of the winter open enrollment period. These applications will be processed by the Child Accounting Office at the Administration Building.

SCHOOL ATTENDANCE

Absences

If your child is going to be absent from school, please call the office between 8:00 and 9:00 on the day of the absence. Absence information can be left on the school answering machine. Regular attendance is important for your child's success in school. State law requires that we report excessive absences to the Macomb County Attendance Office.

Tardiness

The tardy bell in most elementary buildings will ring at 8:40. Students arriving after 10:10 will be marked absent for the morning session. Students picked up before 10:10 will be marked absent for the morning session. Students arriving after 2:10 will be marked absent for the afternoon session. Students picked up before 2:10 will be marked absent for the afternoon session. More than three (3) tardies in a marking period will disqualify a student for perfect attendance for that period.

Accident or Illness

If a child is injured or becomes ill, the parent is called. If the parent cannot be reached, the emergency number furnished by the parent is called. It is the parents' responsibility to see that the school has a current and valid emergency number to contact.

Early Release from School

Parents are encouraged to make prior arrangements when it is necessary for a child to leave school early. All students leaving the building during school hours must be signed out at the school office by an authorized individual based on the emergency contact individual on file with the school. This procedure will guarantee the safety and accountability of all children during the regular school day.

Student Arrival and Departure

For reasons of safety, do not allow your child to come onto the school grounds until 10 minutes before the morning or afternoon bells. Children will be permitted to enter the building at 8:20 am only on days when inclement weather conditions exist. Students should be out of the building and on their way home immediately after school is dismissed.

Elementary Dress Code

Students are required to dress in an appropriate manner so as not to interfere with the health, welfare, or safety of either themselves or the other students. Dress which disrupts the instructional and learning process will also not be allowed.

Students must recognize that brief and revealing clothing is not appropriate apparel in school. (continued on next page...)

(Elementary Dress Code, continued...)

The following guidelines on brief clothing are examples and do not cover all situations.

- Students shall not wear clothing that exposes private areas of their body or undergarments.
- No strapless or see-through garments allowed.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, or obscene.
- To participate in recess, students must wear closed-toe/closed-heel shoes. No sandals, Crocs, or similar shoes will be allowed.

Students are expected to comply with the guidelines listed. School administrators and staff will determine the acceptability of all items of clothing. Final determination on suspected dress code violations will be made by the building administrator and the administrator has the authority to require a student to get alternative clothing if student attire is deemed inappropriate.

STUDENT SERVICES**Latchkey Services**

Latchkey services are offered at several elementary sites. Registration for this program is located at the Administration Building at 18975 Church Street. Latchkey hours are 6:30 a.m. to 8:40 a.m. and 3:30 p.m. until 6:00 p.m.

All students participating in the Before/After School Childcare program must be enrolled in Roseville Community Schools. As with any before/after school activity, school rules apply to all enrollees. District policies are outlined in the Student Code of Conduct Guides for each building.

Meal Program

All Roseville Community Schools qualify to provide a free breakfast and lunch for all students. Breakfast is served daily. Lunch is not served on half days.

The Meal Program Survey must be completed by all families annually.

School Clubs

Clubs and activities may take place for elementary students. Announcements of in-school activities, youth organizations etc. will be published in the school newsletter and sent home via flyers.

Safety Patrol

Safety Patrol members are assigned at important crossings to help our students cross safely. They have a very responsible position and need the cooperation of our students. For safety purposes students are to cross a street only at the designated crossing. Safety Patrol is on duty 10 minutes before the bell time and at dismissal until the last student crosses.

OPTIONAL INSTRUCTIONAL PROGRAMS

The curriculum that is taught in the Roseville elementary schools is aligned with the standards and benchmarks of the State of Michigan.

The following optional instructional programs are offered in the Roseville School District. Information on the availability and location of these programs can be found through the curriculum office at (586) 445-5688.

Early Childhood Special Education (ECSE)

This program is designed specifically for students 3-4 years-of-age that have been identified and have an Individual Educational Plan through the Special Education office. If you have any questions, contact the Special Education Department at (586) 445-5675.

Great Start Readiness Program (GSRP)

Our grant-funded Great Start Readiness Program provides invaluable first experiences for children to adapt to a new setting and begin the process of learning “how to learn”. This play-based, interactive program makes learning fun, while introducing academic goals to our youngest learners. The program is housed at one of our elementary schools, which provides an embedded elementary experience, allowing for an easier transition to kindergarten.

Diagnostic Kindergarten

This program is designed for students who are eligible for kindergarten by age but may need additional support to achieve academic success. The goal of this program is that with extra support, small class size, and a hands-on learning environment, students will be able to successfully move into first grade.

Young 5s Program

Roseville Community Schools offers a Young Fives transitional kindergarten for students who turn 5 between September 1 and December 1. This program boasts small class sizes and helps students get ready for kindergarten by helping to improve their academic proficiencies, social skills, and maturity. Young Fives allows our youngest learners to gain confidence, make an early connection to teachers and staff, and learn to handle the social and emotional rigors to make a successful jump to kindergarten.

Multiage Program

The multiage program is an academic program in which children from traditional grades of 1, 2, and 3 are combined and the traditional grades of 4 and 5 are combined. Each classroom has two teachers. This program uses teaching practices and an integrated curriculum to maximize the benefits of cooperative and blended learning.

Gifted and Talented Program

The Gifted and Talented Program is a program for the academically talented students in grades 3-5. Students are recommended by teachers along with other factors for qualification of the program, i.e., attendance, academics, behavior. Exceptional projects and learning opportunities are a specialty of this program.

SCHOOL & HOME COMMUNICATION

Communication

Communication is a vital tool in the partnership between home and school. Each school has a web site that is up to date with current information. Access to this site can be located at www.rosevillepride.org. All Roseville schools publish a monthly newsletter on their building's web page. Check these sources for schedules of events.

Student Work Displays

The Roseville Community School District displays student artwork and other assignments on bulletin boards in the classroom, in hallways of the school and at the Administration Building. The District may also display student work in areas frequented by the general public, such as shopping malls. Student work may also be reproduced in school publications or posted to school web sites. If you do not wish to have your student's work displayed, you must notify the district in writing by **September 30**.

Parent/Teacher Organization (PTO)

It is our goal to strengthen the partnership between home and school. Each family is a vital link. Our PTO provides opportunities for family involvement to enrich the quality of our school program.

Every year, the PTO of each school provides the means for field trips, assemblies, supplies and materials, special events and major purchases like playground equipment. The PTO provides financial support through school-wide fundraisers. All families are invited to participate in their school's PTO.

Report Cards and Conferences

Report cards and parent teacher conferences are ways that student progress is reported. In addition to the formal reports and conferences, the teachers and the principal call parents as needed. Parent Portal is available to all parents to view and monitor student progress. Register for Parent Portal through the school office.

Steps to Resolve Problems

If you have a school-related problem, please try to solve it at the building level. The procedure and appeal process for problem solving is as follows:

- FIRST** Make an appointment to discuss the problem with the teacher.
- SECOND** If you need further assistance, meet with the principal.
- THIRD** If the problem is still not resolved, contact the Deputy Superintendent, Mr. David Rice, 445-5508.
- FOURTH** Call the Superintendent, Mr. Blaszkowski, 445-5505.
- FIFTH** Final Appeal: Contact your Board of Education, 445-5505

HEALTH POLICIES

Medication

When it is medically necessary that a child receive medication at school, and written instructions from the physician are on file, school personnel may administer the medication in strict compliance with the district policy and procedures.

The Student Medication Request Form must be completely filled out by the parent or legal guardian and signed by the physician. The form is good for the current school year only. All medications, inhalers, and kits for asthma and diabetes will be kept in the office. (Students with asthma inhalers may carry them while in school, if specific criteria are met).

All prescription medication should be brought to school by the parent, legal guardian or other reliable adult in an original pharmacy container with a label identifying student name, name of medication, dosage, and physician's name. Over the counter medication must be in the original manufacturer's container with a label identifying student name and dosage. The district has very strict guidelines and procedures for dispensing medication. Please contact your school office for complete information.

First Aid

First aid given at school is limited to cleaning and bandaging. Parents can assess the child's injury at home and apply further attention as needed. If an injury appears to need more than first aid, parents will be called to make a determination as to how it should be handled.

Lice Check

To avoid a major outbreak, students will be checked for lice when the office is notified of a case. If evidence of head lice is found, the parents of that classroom will be notified.

Communicable Diseases

Please telephone your school office if your child is diagnosed as having a contagious disease. Written notification of communicable diseases will be sent home with students of the classroom affected.

Immunization Required

New legislation requires Hepatitis B immunizations for all children in day care and for all children entering school for the first time.

The series of three (3) injections is available at the Health Department free of charge to youngsters from age four until their 19th birthday. For more information, call the Macomb County Health Department in St. Clair Shores.

SAFETY PROCEDURES

Emergency Cards

Every student in our schools must have an emergency card on file. If a child is injured or becomes ill, a parent is called. If the parent cannot be reached, the emergency contact furnished by the parent is called. IT IS THE PARENT'S RESPONSIBILITY TO SEE THAT THE SCHOOL HAS A CURRENT AND VALID EMERGENCY NUMBER TO CONTACT.

Parents and Visitors

ALL visitors must have a valid ID in order to complete a background check to enter the building.

Students arriving after the start of the school day must be signed in at the office by an adult.

Early releases, deliveries, and messages to children should be handled through the office to minimize disruption to classroom instruction. Prior arrangements must be made with the office to release a child to anyone other than the parent or legal guardian. Students are released only to persons listed on the emergency card with valid identification.

Students that are habitually picked up late will be reported to Child Protective Services for child abandonment. If you require Latchkey Services, contact 586-445-5688.

Volunteer Applications

As part of our ongoing effort to maintain a safe school environment for students, Roseville Community Schools will conduct an annual criminal history check on prospective school volunteers and chaperones. Our purpose is to verify the background of individuals who will be responsible for supervising students during field trips or other school activities.

If you are interested in serving as a volunteer or chaperone during the current school year, please complete the Volunteer Application Form and return it to the building principal.

A new application form must be filled out each year. Questions should be directed to the building principal or to the personnel office.

Field Trip Policy

Students are required to ride the bus to and from their field trip destination. Chaperones are expected to follow the no smoking rule and safe school policies. Parents/chaperones are required to have been approved for a chaperone list prior to the field trip. Non-school aged children cannot ride the bus.

Emergency Dismissal

In emergency situations such as utility failure or severe weather, it may be necessary to send students home immediately. Discuss this possibility with your child so that he/she will know what to do and where to go in case of an emergency. Please make arrangements with a neighbor to care for your child if you are not home.

Severe Weather Closing

Notification will be made through the district School Messenger system and local TV.

Fire & Disaster Drills

Fire and disaster drill rules and procedures are reviewed with students each year. Each school is required to practice a minimum of 5 fire drills, 2 tornado drills, and 3 lockdowns.

Tornado Warning Procedure

In case of a tornado warning, students will be kept at school in designated safety areas until there is an all-clear signal. During this warning, students will be released ONLY to parents or guardians, but for the safety of all, we strongly recommend that students remain in school in tornado safe areas until the all-clear signal. Parents are requested not to call the office during tornado warnings, so the school telephone lines are open to receive Civil Defense messages.

School Safety Procedures

In the event of a crisis or intruder in the building, safety procedures will be in effect. Safety drills will be practiced throughout the year.

Walking Safety

Students will be assisted crossing streets by student Safety Patrol members. Students are advised to walk directly home, crossing at the designated safety crossings.

Bicycle Safety

Bicycle parking areas are available on school grounds. Students should park their bikes in the racks provided. Bikes should be kept locked. There are NO skateboards, skating shoes, roller blades, or scooters allowed.

Bus Safety

The Roseville School District has a separate bus conduct contract that each student riding the bus needs to sign along with his or her parents. This form is available from the transportation department and your school office.

Playground Safety

Rules governing playground conduct are frequently reviewed. During recess, students are expected to follow the Elementary Code of Conduct to protect the rights, safety, and welfare of each student.

INSTRUCTIONAL POLICIES/PROCEDURES

Awards and Certificates

Improvement Awards may be given to any student who makes significant improvement in his/her academic work.

Citizenship Awards may be given to any student who demonstrates good skills/work habits.

Attendance Awards will be given at each marking period. A student with less than three (3) tardies in a marking period may be eligible for an attendance award.

Grade Placement Regulations

At the request of a parent, teacher, or administrator, consideration for advanced placement (skipping a grade) or retention (repeating a grade) shall be given in the following situations:

Advancement:

1. A case of a child retained in the primary grades whose best interests may later be served by double promotion in the upper elementary grades.
2. A case of the gifted child whose intellectual and social development far exceeds his chronological age.

Retention:

1. A child is significantly behind classroom peers academically, socially, or emotionally.
2. There is clear evidence that given time the child has the ability to be successful in the general educational setting.

STUDENT RESPONSIBILITIES

Come to school every day.....

On time

Ready to give and get help

Ready to follow all school rules

What you (the student) can do:

1. TAKE PART

Come to school every day.

Come to school on time.

Go to all classes.

Do the class work.

Ask your teachers for help.

2. CONTROL SELF

Follow all school rules.

Act in a way that will help you and other students to learn.

Help care for books, supplies and all school property.

3. RESPECT SCHOOL WORKERS

Be polite to all teachers, principals, aides, and other school workers.

Show respect to all teachers, principals, aides, and other school workers.

Talk problems over with your teacher, the principal, and your parents.

ANNUAL NOTIFICATIONS

Family Educational Rights and Privacy Act (FERPA)

Rights Under FERPA The federal law known as the [Family Educational Rights and Privacy Act](#) (FERPA) affords parents¹ and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 30 days after the day the School District receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee 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 education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School District to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before the School District discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District’s security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of “directory information.”

¹ The word “parents,” when used in these Annual Notifications includes legal guardians and, where required by law, those acting in the place of parents.

"Directory information" regarding a student may be released to any requesting person or party, in addition to the eligible student or his/her parent, without written consent. The Board of Education has defined "directory information" to include a student's:

- Name;
- Address and telephone number;
- Photograph;
- Birth date and place of birth;
- Participation in School District related programs and extracurricular activities;
- Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining "directory information" and this annual notification, the policy prevails.

Each year, the Superintendent, or his/her designee will provide public notice to students and parents of the School District's intent to make directory information available to students and parents. Common uses for students' directory information, which include, but are not limited to:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photographs, video images or other electronic images
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District's public notice. Parents may submit written notification to the building principal of their child's school and/or fill out the attached *FERPA Opt-Out Form*.

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5280

United States Armed Forces The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed,

written direction to the School District that the student's directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

Other Agencies or Institutions As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

Compliance The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

Notice of Asbestos in School Buildings

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the [Asbestos Hazard Emergency Response Act](#) (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

Pesticides

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

Drug-Free Environment/Protection

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, within the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Discrimination and Harassment

The District prohibits discrimination or harassment, in any program or activity that it operates, on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity/expression), marital status, pregnancy status, genetic information, disability, age, or any other basis prohibited by law. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of harassment and discrimination within the School District. Any person who believes that they have been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer/Title IX Coordinator, Peter Hedemark at 586-445-5513 or phedemark@roseville.k12.mi.us or visit the Personnel Department at 18975 Church Street, Roseville, Michigan 48066. The notice of nondiscrimination is located at rosevillepride.org.

McKinney-Vento Homeless Assistance Act

The School District, in accordance with the [McKinney-Vento Homeless Assistance Act](#), will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the **Homeless Liaison position** as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the **Homeless Liaison** at **586-445-5689**, or visit the **Homeless Liaison** at **18975 Church Street, Roseville, MI 48066**, during regular business hours **1:00 p.m-4:30 p.m.**

Parental Inspection of Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

School Property

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

Search and Seizure

The Board authorizes the use of canines trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, or unless a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

Special Education and Section 504

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal [Individuals with Disabilities Education Act](#) (IDEA) and those who may be eligible under [Section 504 of the Rehabilitation Act of 1973](#) (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

Personal Curriculum

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of 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 Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, please [click here](#). To the extent required by law, the School District will grant all requests for personal curriculums.

Student Privacy and Parental Access to Information

Under the federal [Protection of Pupil Rights Amendment](#) (PPRA) and School District policy, no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized, privileged, and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

Title I Funds: Parent Involvement

All schools in the Roseville Community Schools District receive 31a funding. All elementary and middle schools within Roseville Community Schools receive Title I funding, while Roseville High School receives Title IV funding. In accordance with law, the Board of Education has adopted a parent involvement policy (also known as a parental and family engagement policy). The School District is committed to establishing and maintaining positive relationships with families and the community. To that end, the School District will provide a variety of opportunities for families and other members of the community to become involved in children's education.

Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to Peter Hedemark, Assistant Superintendent – Personnel Department. The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which s/he provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The teacher's baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and
- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

Programs for English Language Learner Students

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

Wellness Policy

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at:

[Link to Roseville Community Schools Board of Education Policy Manual](#)

[Link to Roseville Community Schools Administrative Regulations](#)

Physical Examinations and Screenings

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide physical examinations and screenings on school premises. In the event the School District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's building principal, or by submitting the attached *Physical Examinations and Screenings Opt-Out Form*.

PHYSICAL EXAMINATIONS AND SCREENINGS OPT-OUT FORM

ROSEVILLE COMMUNITY SCHOOLS

2024-2025 School Year

At this time, the School District does not provide physical examinations and screenings, including non-emergency, invasive physical examinations or screenings that are not necessary to protect the immediate health and safety of a student or the school district community, to School District students as a condition of attendance or for any other reason.

In the event the School District does require such examinations or screenings and you do not want your student to participate, please sign and submit this form to the student's building principal.

I understand that by signing this, I am requesting the student named below not undergo any physical examinations or screenings by the School District and/or its employees, agents, or third-party contractors.

Name of Student

Name of Parent Signing Form

Signature of Parent

Date

FERPA OPT-OUT FORM

ROSEVILLE COMMUNITY SCHOOLS

2024-2025 School Year

Pursuant to the [Federal Educational Rights and Privacy Act of 1974](#) (FERPA) and [Section 1136 of the Revised School Code, MCL 380.1136](#), a student's education records and the personally identifiable information contained therein are maintained as confidential. Except for a limited number of circumstances permitted by law, a student's education records will not be released to a third party without the parent's or student's (if the student is over the age of 18) prior written consent.

One of these exceptions allows schools to release a student's "directory information" without obtaining the prior consent of the parent or student. "Directory information" is defined as:

- A student's name, address, and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in School District related programs and extracurricular activities;
- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

The School District has compiled a list of typical instances under which a student's directory information is likely to be used, including:

- Student name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photographs, video images or other electronic images
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

If you do not want the School District to release your or your student's directory information, you may choose to "opt-out" of this FERPA exception by filling out and submitting this form to the student's building principal.

I request the School District withhold the above-referenced "directory information." I understand that by submitting this form, this information cannot be released to third parties without my written consent or unless the School District is required by law or permitted under FERPA to release such information without my prior written consent. I further understand that if directory information is released prior to the School District receiving this opt-out request, the School District may not be able to stop the disclosure of my directory information.

Name of Student

Date

Name of Parent/Student Signing Form

Signature

NOTES:

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