

2008/2009 Roosevelt Elementary

Student/Parent Handbook

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2000 El Dorado ~ Stevensville, Michigan 49127

Website Address: <http://www.lakeshoreschools.k12.mi.us/roosevelt>

MISSION STATEMENT

The mission of Roosevelt Elementary School ~a caring, child-centered educational community~ is to ensure each child's academic, social, and emotional growth while encouraging life-long learning.

ROOSEVELT'S BELIEFS

- A child's capacity to learn is immeasurable.
- Each child has the right to pursue his/her unlimited potential.
- All children have equal, intrinsic worth and deserve respect.
- A positive, working relationship between school and home is essential to the educational process.
- Cultural diversity strengthens a community.
- Each student is responsible and accountable for his/her choices.
- All adults are responsible for the well being of all children.
- Every child has the right to be safe.
- Teamwork motivates personal growth in a child.

NONDISCRIMINATION POLICY STATEMENT

It shall continue to be the policy of the Lakeshore Public Schools not to discriminate on the basis of religion, race, national origin, sex, or handicap in educational programs, activities or services, and to comply with all requirements and regulations of the US Department of Education.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services.

All questions, requests for information, or complaints relating to discrimination on the basis of sex in the Lakeshore Public Schools should be directed to at the following address:

Lakeshore Public Schools
5771 Cleveland Avenue
Stevensville, MI 49127

This handbook includes references to several Board of Education policies and district regulations. They are intended as general summaries only. A copy of official Board of Education policy statements on any subject, may be obtained at any school principal's office or the office of the superintendent.

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ACCIDENTS & ILLNESS . . .

Students involved in minor accidents (small cuts, scratches, or bruises) will be cared for by school personnel.

If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent. Please keep emergency information current in the office. This information should include two emergency contact numbers.

If the parents can not be reached, the person designated on the emergency card will be notified. If neither the parent nor a second person designated cannot be reached, the principal will determine the next course of action. If the child needs a doctor and the emergency card has been signed, the child will be taken to a local doctor or hospital. In all cases, EVERY EFFORT will be made to reach and notify the parent.

ANIMALS-PETS . . .

Please contact the teacher before bringing a pet or other animal to school to determine whether there are student allergies or other issues and to find the most suitable time.

To avoid disruption and frightening children, do not bring pets into the building when picking up or dropping off students.

ARRIVAL & DEPARTURES . . .

Our school day officially begins at 8:30 A.M. and ends at 3:25 P.M. Morning (AM) Kindergarten is dismissed at 11:39A.M. Afternoon (PM) Kindergarten begins at 12:14 P.M. Our doors open at 8:15 A.M. for children to enter. Please contact us if there is an emergency requiring your child to arrive early or stay late. We will do our best to help you in these emergency situations. Any student leaving the building during school hours for doctor or dentist appointments, or because of illness, will be required to be “signed out” and “signed in” at the school office by an adult. This procedure will guarantee the accountability of all children during the regular school day. Students are to be picked up at the school office when leaving early.

Students may be released from school for religious instruction with prior written approval from parents.

ATTENDANCE . . .

Since good progress in school depends to a great extent upon regular attendance, each child should strive to maintain an excellent attendance record. Absences cause some disruption in the educational progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not be absent more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only hampers their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

If your child will not be in school for any reason, please notify the school office by phone between 8:00 and 9:00 A.M. There is no need for a written note to be sent to school following your child's illness if you contacted the school by phone, or if the school has contacted you. We need cooperation in this matter so that we all know the children are accounted for and safe.

Being on time for school is important. Children arriving after school begins are required to “sign in” at the office and acquire a tardy pass. When a child is frequently tardy, it will definitely affect their progress in school, and it will also serve as a distraction to the other children. If a child is tardy on a regular basis, parents will be contacted to help correct the problem. Chronic absences and tardies will result in a meeting with the principal.

State law requires that all students attend school unless excused for a legitimate reason (illness, funeral, significant family event). Schools must report attendance problems to the Truant Officer.

BIRTHDAY CELEBRATIONS. . .

Celebrating birthdays is very important to children and sharing a birthday treat with classmates can be fun. A healthy snack that is easily and quickly handled by the children is also acceptable (no hard candy or gum). Good options include; fruit, veggies, popcorn, cereal, cheese strips, or yogurt. PLEASE: No Nuts as we have many students with allergies. The Lakeshore Public School's Wellness Policy is available upon request. We also ask that you **NOT** send balloons or presents that will be distracting during the school day or unsafe on the bus.

To avoid disappointments or hurt feelings "home" party invitations are not allowed to be distributed at school unless invitations are given to all children in the class. Student addresses are available in the school directory.

BUS TRANSPORTATION . . .

Bus transportation is a service provided for public and private school students who reside within the Lakeshore district. **Parents are expected to monitor students at the bus stop.** Unsupervised children near roadways may create unsafe conditions. A "good start" at the bus stop and on the ride to school sets the tone for the school day. Students who are disruptive may be temporarily or permanently denied bus service, depending on the seriousness of the infraction. Denial of bus privileges is not an action to be taken lightly. Our mutual goal is to develop student self-discipline which leads to mature responsibility.

Those students who ride the bus will be expected to ride their regular bus in the morning and at the end of the school day. Prior to a child riding a different bus or getting off at a different stop, a note from the parent(s) must be sent to the school office. A bus pass will only be given to the child to ride a different bus if there will not be an adult present when they arrive home after school, or for other emergency situations. CHANGING BUSES TO GO TO A FRIENDS' HOME TO PLAY IS NOT PERMITTED. These limitations have been established to help all of us know where the children go after school.

Children are expected to abide by the following bus policies:

1. Occupy the seat assigned by the driver at all times while the bus is in motion or before getting permission by the driver to exit the bus.
2. Observe classroom conduct, except for ordinary conversation, while getting on/off or riding the bus.
3. Obey the driver's directions cheerfully and report promptly to another school official when asked to do so by the driver.
4. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
5. Be at their assigned boarding location in the morning and evening ready to board the bus prior to its arrival. Drivers are responsible for maintaining the time schedule for all students and, thus, cannot wait for tardy riders.
6. Travel the entire distance to school after boarding the bus on the route to school.
7. Travel the entire distance home after boarding the bus on the route home.
8. Stay off the traveled roadway at all times while waiting for a bus.
9. Wait until the bus has come to a complete stop before attempting to get on or off.
10. Enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.

11. Leave the bus only at the consent of the driver. Cross a traveled highway, if necessary after leaving the bus, in the following manner:
 - a. make certain the bus is stationary
 - b. on alighting, go to the front of the bus within sight of the driver and wait for a proper signal for crossing
 - c. upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus
 - d. walk (not run) in FRONT of the bus when crossing the highway
12. Keep hands, head, and objects inside the bus at all times.
13. Inform the driver when absence is expected from school.
14. Report to the driver at once any damage to the bus that is observed.
15. Help keep the bus clean, sanitary, and orderly.

Students are eligible for school transportation services as long as they obey the rules. When students fail to obey the rules and regulations established by the Board or required by the driver, the student may be suspended from the bus under the following conditions:

1. The first time a minor infraction occurs, the student will be verbally warned by the bus driver or other school official of his or her violation of the rules. For elementary age students, a telephone contact with the parent or guardian may also be appropriate.
2. For a second infraction, the student and parent should be provided a written note documenting the rule violation.
3. After a third infraction, the building principal may suspend a student's bus riding privilege for up to two weeks. If suspended, the school principal shall notify the student's parent or guardian in writing of the suspension.
4. For serious infractions of transportation rules, a student's transportation privileges may be promptly suspended for up to the balance of the school year by the school principal or the chief school business official with a written notification of the suspension to the student or parent.

CELL PHONE USE...

Cell phone use is not permitted during school hours in accordance with Lakeshore School Board Policy JDCA.

CHILD CARE . . .

While the Lakeshore Public Schools do not have a formal child care program run by the district, we have entered into an agreement with the St. Joseph YMCA in which we provide them with the space that they can offer before and after school child care to elementary school-aged students. Their program runs from 6:45AM to 8:15AM and from 3:25PM to 6:00PM and is conducted in the Roosevelt Elementary School multipurpose room. Students from any of the Lakeshore elementary schools may enroll in this program provided that there are slots available and transportation to and from their attending school will be provided. There is a fee, payable to the YMCA, for the program.

COMMUNICABLE DISEASES . . .

Impetigo, pink eye, ringworm, scabies, chicken pox, and head lice (and/or nits), are known as communicable diseases. If observed at school, parents will be contacted immediately, and the child will be sent home for the appropriate treatment. If the disease is discovered at home, parents should contact the teacher or school office. In either case, the child will be readmitted to school only after treatment and a thorough check by office personnel. **We hold to a "no nits" (lice eggs) policy which means that a child can not be in school if any nits are found in the hair by school personnel.** Parents will receive written notification if a confirmed case of head lice occurs in the classroom.

CONFERENCES . . .

See report cards and conferences section.

COUNSELING . . .

Each elementary school has a full time counselor who delivers guidance curriculum focusing on friendship, diversity, problem solving, self-esteem, communication, bullying, and healthy choices. They also provide small group and individual counseling opportunities. The school counselor is also a resource for parents and can be contacted through the school office.

CUSTODY . . .

If there is a court ruling restricting custody or parent visitation rights, please provide the school office with a copy of this documentation. This again is a safeguard for all concerned.

DISCIPLINE . . .

At Roosevelt School we believe that each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

Roosevelt School Rules

1. Treat others with the same respect you are treated with by adults in this school.
2. Your actions, dress, possessions, etc. may not cause a problem for you or anyone else.
 - a. Problem actions include, but are not limited to: fighting, written or verbal threats, and inappropriate language.
 - b. Problems related to dress include, but are not limited to: roller shoes, garments displaying obscenities or drugs, and immodest apparel. Please refer to the dress code section of this handbook.
 - c. Problems related to possessions include, but are not limited to: toys, electronic devices, weapons, or contraband.
3. If your actions, dress, or possessions cause a problem for you or anyone else, you will be asked to solve that problem.
4. If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. This consequence will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. Disciplinary action for students is the responsibility of the principal. Parents will be notified by the principal's office when necessary. Criminal activity will be referred to the proper authorities.

6. Fighting, physical assault against a student or staff member may result in a school suspension as determined by the building principal.
7. If students and/or parents feel that the consequences are unfair, they should request to meet with the staff member in order to discuss the information and provide any additional information that may need to be considered.
8. **Written or Verbal threats against another person may be deemed to be gross misconduct and could involve discipline up to and including permanent expulsion.**

DRESS CODE . . .

Below are guidelines for appropriate school attire. Students who do not comply with the dress code will be sent home for a change of clothing or given appropriate clothing to wear. The building principal has the responsibility and authority to administer this policy.

Students are required to dress modestly, neatly, and cleanly for school. Hats, scarves, or headgear of any type, are not permitted to be worn in the school building. Hair coloring that distracts is not allowed. The torso and shoulders must be covered. Shoes or sandals must be worn. A pair of "inside" shoes will be kept here at school for the students to wear indoors, during the school day. A pair of "inside" shoes will be kept at school for the students to wear indoors during the school day. (Tie or Velcro athletic shoes are needed for Physical Education and Music & Motion so that shoes stay on feet. Please avoid purchasing shoes with black soles if possible as they mark up the gym floor.)

No roller blades, roller skates, roller shoes or cleats may be worn at school.

Garments displaying obscenities, cigarettes, alcohol, or drugs are unacceptable.

Students should have a sweater or sweatshirt at school during cooler weather since the building temperature can vary. Following the first snowfall that accumulates on the ground, snow boots should be worn by all students. Wet shoes worn inside the building may increase a child's susceptibility to illness. We ask that parents help us in making sure that students are dressed appropriately for school.

EMERGENCY DRILLS . . .

In Michigan, each school is required to have eight (6) fire drills, two (2) tornado/emergency, and (2) lockdown drills during the school year. Every attempt will be made to hold drills during good weather conditions. In order to make these drills as meaningful and effective as possible it is imperative that the lockdown drills are performed without any prior notification. Should a parent or visitor arrive at the school during one of these drills please understand that they will not be allowed to enter the school until the completion of the drill exercise. The drills normally range between 15-20 minutes. Your understanding in this matter is greatly appreciated. The drills are essential for the safety and security of your children.

EMERGENCY INFORMATION . . .

Please keep the emergency information up to date. If your information changes, please call the school office immediately. This is very important for the welfare of your child.

EXCUSES FOR RECESS OR P.E. . . .

A note from a doctor is needed for requests to have children stay indoors for more than three days or to miss more than one P.E. class.

FIELD TRIPS . . .

Field trips are a valuable part of the instructional program supporting grade level curriculum. Parents are informed about field trips to avoid conflicts with doctor, dental, or other appointments. Lakeshore School Board policy states that all volunteers that chaperone school/class field trips that last longer than a half-day are required to have a criminal background check. The forms will be provided by the school and they must be returned immediately. This will be done annually for returning volunteers/chaperones.

FOREIGN LANGUAGE ENRICHMENT . . .

The PTO financially supports and coordinates foreign language enrichment classes offered before and/or after school. The purpose of the program is to develop an interest in language learning and appreciation of different cultures. Instruction is geared to the elementary student incorporating games, music, speaking, and fun!

HOMEWORK . . .

General objectives to be accomplished by homework:

- to help students develop independent work-study habits.
- to reinforce learning that has taken place at school.
- to bring the home and school closer together.
- to relate school learning to out-of-school environment.
- to stimulate and self-motivate the pupil.

Under normal circumstances, homework in the lower grades (K-2) will be kept to a minimum and involves the parents. Homework for grades 3-4 will be expanded to approximately 30 - 40 minutes on any given night; while students in grade 5 can be expected to have homework three to four times a week, taking approximately 45-60 minutes, each evening.

Our 3rd-5th graders use an agenda planner to keep track of daily assignments, long term projects, as well as daily or weekly events. The planners also serve as a quick and easy communication device for the teacher, student, and parent. Planners should be reviewed nightly with the student and signed upon teacher request.

If you ask for homework in advance of an expected absence, please understand that only some of the work may be given to your child. Many activities can not be provided because they are interactive and require hands-on materials and teacher direction. It is expected that the completed work be given to the teacher upon the student's return.

If you call the school office to get homework for your child, please understand that it is usually not possible for the teacher to gather the homework right away. Please call in the morning and the teacher will try to have the homework together by the end of the school day.

Occasionally, it is necessary to keep a student after school for make up work. Parents will be notified by a telephone call or a written note from the teacher.

INSURANCE . . .

Student insurance is available at the beginning of each school year for a nominal fee. Families who do not have health care insurance may also want to check into "Healthy Kids" health care for children through the Michigan Department of Community Health 1.888.988.6300.

LOCKERS . . .

Locker decorations, pictures, mirrors, and storage containers are not allowed in an attempt to keep our lockers in the best condition. Our lockers are not large enough to handle backpacks with handles and wheels.

LOST & FOUND . . .

Parents should label ALL their children's clothing, supplies, backpacks, lunchboxes, and particularly cold weather garments and shoes, so that it is possible to return these to their rightful owner. If something comes up missing, please check the Lost and Found. Lost and Found items will be recycled or donated at the end of each marking period.

LUNCH PROGRAM . . .

The lunch program at Roosevelt is excellent. The menus that are offered follow ~~the new~~ "Wellness policy" ~~which was put into place beginning this school year.~~ Students will receive a good healthy lunch daily. Students may also bring their lunch with them and can purchase juice or milk as they enter the cafeteria. Following is important information regarding the lunch "debit" program:

The lunch accounting program is computerized with each child having a debit card of their own. Please remember the following guidelines for the lunch accounting program.

1. All students are issued a lunch card with their name and a bar code.
2. All cards are stored in a special wall pocket storage center near the cafeteria until needed.
3. **This is NOT a credit card system.** A student must have money in their account in order to have milk, juice or lunch. It is extremely important for all accounts to be kept current.
4. Money may be sent to the school on any day of the week. We recommend paying for one week or more at a time. You may also pay by the month, semester or whatever best fits into your budget. Payments should be sent to the school kitchen in an envelope with your child's name, teacher's name, amount of payment, and date of payment written on the envelope. Envelopes are available at the office.
5. A reminder note will be sent home with the student when his/her balance reaches two lunches. This will give adequate time for parents to send in money for continued hot lunch service.
6. When there is not enough money to purchase a lunch the student will be given a peanut butter & jelly sandwich and a milk or juice. They will be charged for this lunch. This will only be offered once. The next step is a call home. Student accounts may not be in the negative. However, a phone call to the kitchen from a parent stating they can have the money to us in two to three days is acceptable.
7. Money remaining in a student's account at the end of the year will be automatically carried forward to the next year's account, or refunded upon written request by the parent.

Eating lunch in the cafeteria with approximately 150 other students is certainly different than dining at home with your family. We, therefore, need to have some basic procedures to ensure a pleasant lunch for everyone. These procedures are as follows:

1. Students will enter the lunchroom in an orderly fashion and sit at assigned tables.
2. Students are expected to stay seated while eating their lunch.
3. Students are allowed to talk in a normal tone of voice.
4. Students are not allowed to eat from another student's lunch.
5. Students may obtain help from the lunchroom supervisor by raising their hand.
6. Food should not be thrown or lunch bags popped.
7. Food is only to be eaten in the lunchroom.
8. Students are expected to leave the table and benches clean after eating.
9. Students are to remain seated until dismissed by the lunchroom supervisor.

MAKE-UP WORK . . .

It is essential that students make up school work that has been assigned during their absence from school. Please assist your child by requiring him/her to pick up all missed work and having it completed in a timely manner as directed by the teacher. This is an area where parental support is critical. A student's progress can be greatly affected by not getting make-up work done.

MEDICATIONS . . .

Lakeshore policy requires that all medication (prescription and nonprescription, including cough drops) be kept in the school office and administered according to directions from medical personnel and/or parents. A "Medication Form" is available on pages 18 and 19 or at the school for all such medications. Call the school office in emergency situations for temporary administration of medications and a form will be sent home the same day. This policy helps in maintaining accurate records for all medications and reduces the possibility of children taking medications without the knowledge of their parents. To assure safety, parents are expected to deliver medication to the school office. Students may not transport medications on the bus.

MONEY - OTHER VALUABLES . . .

If money or valuables are being sent to school for lunches, special projects, etc., it is advisable to send these in envelopes or containers labeled with the child's full name. It is also helpful to include the teacher's name and the reason the money has been sent to school. We would like to discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value, taken to school by a student, are normally questioned by members of the staff. In most cases, we will contact you if this situation occurs.

PARENT SCHOOL EXCELLENCE COMMITMENT . . .

At Lakeshore we believe that education is a collaborative effort involving the school, the students, and their parents or guardians. In an attempt to formalize this philosophy, we have initiated a Commitment to Excellence contract for all staff, students, and parents to sign. A copy of this form is found on page 17 of this handbook.

PLAYGROUND . . .

Whenever weather permits, students have outdoor recess periods supervised by teachers or playground supervisors. The following set of basic rules have been designed to provide for a safe environment for all children.

All students should know that teachers are on duty and should feel free to come to them for help or in the event of an injury.

1. Students should play only on the blacktop and field areas. The front of the building is out of bounds.
2. Students are not permitted to enter the building during recess or the noon hour unless given permission by the supervisor on duty. This will be allowed only on a very limited basis.
3. Outdoor equipment will be shared by all and used in the manner for which it was intended.
4. All types of balls should be used away from the building. Students may not leave school property to retrieve a ball.
5. The following activities are not allowed: throwing snowballs, sliding on ice, piggyback, king on the mountain, tackling, chicken, or other types of rough play.
6. Bats and hardballs that students bring from home are not permitted. Any other "home" equipment must be safe and approved by the classroom teacher.
7. Food brought from home or served in the lunchroom should not be brought to the playground.

On many days throughout the year, school personnel must decide if the weather and related conditions make outdoor activities possible. Consideration will be given to the following factors in arriving at the decision: temperature and wind chill, health of children as a whole, and playground conditions.

PRESCHOOL . . .

Lakeshore Preschool is open to any Lakeshore resident whose child will be 4, but not 5, by December 1 of the current school year. The program is offered for thirty weeks, beginning in mid-September and progressing until early May. Two half days sessions are offered Monday through Thursday from 9:00-11:30AM or 12:30-3:00PM. Parents provide transportation. Some scholarships are available through the Michigan School Readiness grant. Tuition is \$40.00 per week.

Program goals are:

- Physical, emotional, social, and cognitive development
- Age appropriate activities
- Exploration focus
- Group interaction
- Positive adult/child interaction
- Family involvement
- On-going communication and partnership between parent and school

Contact the school office for additional information.

P.T.O. . . .

The Parent-Teacher Organization (PTO) is an important part of our school family. Our PTO is an excellent organization, which continually demonstrates its concern for the education of our students. Take the opportunity to become involved in this organization.

REPORT CARDS & CONFERENCES . . .

The school year is divided into four nine week marking periods. A parent-teacher conference is scheduled for all students at the end of the first making period and during the second semester. Other conferences may be initiated by either the parent or the teacher. Parents are urged to contact the teacher or principal if they have a question or concern. During the school year report cards will be sent home with all students and at the end of the school year mailed they will be mailed to all parents.

RESPECT . . .

Lakeshore Public Schools are committed to maintaining a working and learning environment free from insult, intimidation, bullying, and harassment as addressed in Board Policy JD*. Harassment/Bullying is disruptive of the educational process and, therefore, is not acceptable behavior in this district, and is prohibited. The Lakeshore School district is committed to providing all students with a safe and supportive school environment. To that end, teaching basic respect for each other, and tolerance of our differences and different ideas, is a top priority.

Bullying is a form of harassment. For the purpose of this policy, bullying is defined as: the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, and exclusions from peer groups within school.

- **Written or Verbal threats against another person may be deemed to be gross misconduct and could involve**

discipline up to and including permanent expulsion.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while on a school bus are subject to disciplinary action, up to and including suspension or expulsion.

Any person who believes he/she has been subjected to harassment may file a verbal complaint with his/her teacher, counselor, other supervising adult, or building principal.

*This is a summary of the Board policy JD; a complete policy is available in all school offices.

SCHOOL CLOSING . . .

It may be necessary to close school because of extreme weather or other emergencies. If this situation occurs you will be notified by the Instant Alert program, radio, or local television stations. Please listen to radio stations - WHFB, WSJM, WHFB-FM, WIRX-FM or CABLEVISION - between 6:30 and 9:00 A.M. It is the parent's responsibility to update their Instant Alert profile or be tuned into the radio or television whenever the weather is threatening. If bad weather develops during the day, parents who wish to do so may come after their children. It is important that each family have a plan to follow that children can understand if parents are not home for an early school closing. Every effort will be made by the school to ensure the safety of all children.

SCHOOL PARTIES . . .

Three holiday parties are planned each year for the students. These parties are generally planned by the students, room parents, and the teachers. Healthy food choices are encouraged based on Lakeshore's Wellness Policy. When assisting with room parties or other class activities, parents are requested to make other arrangements for their preschoolers. The following are Halloween guidelines that will help everyone have a safe and enjoyable day. Please choose costumes that have a positive theme, being sensitive to the young children who might be frightened easily. The principal has the right to make a final decision.

- Think creatively with fun in mind (no gore, pretend blood, weapons, pretend weapons, or gruesome rubber masks)!
- Bring costumes to school in a labeled bag or your backpack. Please do not wear them to school in the morning. We will have a regular school day until the parties begin.
- Save colored hair and elaborate face paint for the evening.
- Parents are encouraged to observe the parade in the multipurpose room.

SCHOOL SAFETY . . .

All parents/visitors must sign in at the school office upon entering the building. Visitors will be required to wear the name- tags provided while occupying the building. Visitors/parents may wait for their student in the office area for pick-up or in the main lobby if visiting for lunch. For the safety and security of the students all doors are locked except the front entrance. Parents are asked to pick up and drop off students in designated areas.

SCHOOL SUPPLIES . . .

Children are provided the books and materials which are needed for their school. If a book or any school issued material is lost or damaged, the family is responsible for paying the cost for replacement.

The Board of Education will furnish the following student supplies: paper for daily assignments, two pencils per semester, and basic art supplies. Parents are encouraged to provide additional supplies. A suggested supply list is sent home. Additional copies of this list are available in the office.

SEARCH AND SEIZURE . . .

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, the school may search a student, student lockers, desk, or storage area and may seize any illegal, unauthorized, prohibited, or contraband materials discovered in the search.

According to Lakeshore Board of Education policy JFGA*, Search and Seizure, student searches may be conducted whenever the school has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

Student desks and lockers are considered school property and are under the control of the school. Inspections of the lockers, desks, and other storage areas may be searched at any time and without notice or student consent. Board of Education Policy JFGB*, Searches of Pupils' Lockers and Locker Contents, indicates that the school may conduct random searches of student lockers as well.

Illegal and unauthorized materials seized during a search will be turned over to the appropriate authorities for ultimate disposition. The school may also administer appropriate disciplinary measures.

*This is a summary of the Board policy JFGA and JFGB; a complete copy of these policies are available at each school office.

STUDENT INTERVENTIONS . . .

Our goal is to recognize the unique needs of each child and brainstorm interventions for their success. Intervention services are available to students who struggle with academics but do not qualify for Special Ed services. Special education services are available for all children who are educationally handicapped. Lakeshore embraces Inclusion as a delivery system for providing services to most Learning Disabled (LD), Emotionally Impaired (EI), Hearing Impaired (HI), Speech and Language Impaired, and Otherwise Health Impaired (OHI), Visually Impaired (VI), and Physically Impaired (PI) students. In addition, special county programs for students with more severe impairments who are Autistic (AU), Cognitively Impaired (CI), or Emotionally Impaired (EI) are housed in our elementary buildings.

STUDENT PICK-UP/DROP-OFF . . .

Parents, picking up or dropping off their children, are asked to use the east parking lot. You should **enter the parking lot from El Dorado Drive, drive slowly and carefully along the curb next to the building to pick up/drop-off children, and exit out Santa Maria Drive.** Drivers moving along the curb and sidewalk need to remain with their cars so that the traffic can flow smoothly. Do not drop off or pick up children in the lanes marked No Parking, these lanes are designed for through traffic. Cars **MUST** Yield to pedestrians at the designated crosswalks. With all drivers showing courtesy towards each other, children can be picked up efficiently and safely.

If you need to enter the building, please park in the parking lot. Do not leave your vehicle unattended at anytime while in the car drop-off/pick-up line. Please do not ask children to cross over to the parking lot unaccompanied. Please accompany your child across the lot at the marked pedestrian crossings that are located by the school office and lobby entrance. Please do not cross traffic between the two yellow pick-up lines. Drivers in the line or moving around it may

have their vision impaired and not see a child that suddenly appears coming out from between cars. Our goal is the safety of all students and parents.

The drive and parking lot on the south side of the building off Dennis and Donald Streets are for bus pick-up and unloading only. Please use the East parking lot, only, for the drop-off and pick-up of students.

STUDENTS MOVING . . .

Please notify the school office, either by phone or a note, whenever a change in residence is planned. If moving out of Lakeshore, please provide your new address and the name and address of the new school which your children will attend. We also need to know the last day your child will be in attendance.

STUDENT RECORDS . . .

Parents have access to their child's records upon request. The law allows divorced parents full access to his/her child's record, even though the court has awarded custody of the child to the other parent, or to a foster parent. All records must be examined in the presence of a school official.

Third party access to the records will be limited to the consent of the parent upon formal written request, or by court order.

SUBSTANCE ABUSE . . .

Lakeshore Public Schools, in accordance with Board Policy JG, has a no tolerance policy on the use of or possession of illegal or controlled substances. This policy is available for review in the school office.

TECHNOLOGY USE POLICY . . .

It is important that students understand the responsibility that comes with using technology. Students and parents must agree to abide by the Technology Use Pledge (see copy on page 21) in order to use computers and other technology at school. This commitment will remain on file throughout your child's time at Lakeshore.

TELEPHONE CALLS . . .

If you need to talk to a teacher, please call before or after regular school hours or leave a message on their voice mail. If you have a message for your child or a teacher, please call the school office before 2:00 P.M. and a note/message will be placed in the mailbox for the teacher to see prior to afternoon dismissal. Please try to give messages or notes to your child and/or their teacher before school if possible.

TESTING . . .

The Lakeshore Public Schools testing program includes:

- K Curriculum Content Area Tests
Vision & Hearing Tests
- 1 Curriculum Content Area Tests
Vision & Hearing Tests
- 2 Curriculum Content Area Tests
- 3 MEAP (Reading, Writing, Math)
Curriculum Content Area Tests
Vision & Hearing Tests

- 4 MEAP (Reading, Writing, Math)
Curriculum Content Area Tests
- 5 MEAP (Science, Reading, Writing, Math)
Curriculum Content Area Tests
Vision & Hearing Tests

TORNADOS . . .

A tornado WATCH means possible severe weather or tornadoes may occur over a large geographic area in Southwestern Michigan. This does not mean that a tornado is expected to strike in our immediate area. Therefore, children are kept in school if this occurs during the normal school day.

A tornado WARNING means that a tornado may strike in the immediate Lakeshore area. Points to remember:

1. If a tornado WARNING is in effect the children are not released from the building unless to a parent.
2. During a tornado WARNING teachers and students have been instructed as to proper procedure.

All decisions rest directly with the building principal, who will make every effort to do what is best for the safety and welfare of all the children. Tornado drills are conducted throughout the school year.

TOYS IN SCHOOL OR ON THE BUS

In an attempt to keep the focus of the school on academic issues, **we are asking that NO toys be brought to school.** Our definition of a toy is anything that is brought to school by the students that does not directly support a particular lesson or educational activity assigned by the teacher. Toys include, but are not limited to: trading cards (i.e. "Pokemon," sports cards, etc.), electronic devices (Walkman, portable CD players, Game Boy, virtual pets, etc.), cars, pictures, posters, games, skateboards, etc.

In addition to the distraction of these items to learning process, they can be a source of conflict between students. They can become lost or damaged as well. For the benefit of everyone, all of these items should be kept at home where they are safe and do not interfere with the school's focus.

VACATIONS

Vacation times are scheduled into the school calendar. Please make every effort to plan your vacations during the breaks in the calendar. There is no question that when students miss school for any length of time, it will affect their academic progress.

If for some reason it is necessary to take your child out of school, please contact the teacher well in advance to discuss the situation.

VISITORS . . .

Parents play a central role in the education of their children and are encouraged to become familiar with their child's learning environment; to maintain regular contacts with their child's teachers, counselors, and school administrators; and to regularly attend school open house, visitation days, and planned parent teacher conferences. To safeguard the learning environment for all students and to prevent disruption of the learning process, parents are asked to contact the teacher or principal to set up a visit. Board Policy KMA-R "Parent School Visitations" (page 17), details the procedures to be followed by parents wishing to visit their child's classroom. **ALL parents and visitors must register in the office upon entering the building.** For several reasons including liability concerns, requests for other visitors (friends, cousins, siblings etc.) will be denied. We hope that parents can understand our position and will help by not allowing their children to make such a request.

WEAPON POLICY

Lakeshore Public Schools shall permanently expel a pupil from attending school, if the pupil possesses a weapon in a weapon free school zone. "Weapon" or "dangerous weapon" includes: a firearm, gun, revolver, pistol, BB gun, dagger, dirk, stiletto, knife with a blade over 3-inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. "Weapon Free School Zone" means school property and/or bus. This is a summary of the Board policy JGEA; a complete copy of this policy is available in all school offices.

STUDENT-PARENT-TEACHER

Commitment To Excellence

Because we believe that high student performance and improved student achievement is a responsibility shared by school staff, parents, and students, we have developed the following agreement to excellence.

The Lakeshore Public Schools will maintain:

- ~ High quality curriculum and instruction.
- ~ A supportive environment to provide the opportunity for all children to meet the State of Michigan and district performance standards.
- ~ Ongoing communication regarding student progress including:
 - *regularly scheduled parent teacher conferences.
 - *progress reports.
 - *access to staff.
 - *opportunities to be involved in school programs.

As a parent, I agree to support my child's learning by:

- ~ Monitoring attendance.
- ~ Reviewing homework.
- ~ Encouraging daily reading at home.
- ~ Supervising television/video games (quality and quantity).
- ~ Having ongoing communication with my child's school and teacher.

As a student, I agree to:

- ~ Complete assignments.
- ~ Do my best.
- ~ Listen to and work cooperatively with parents and teachers.

Student Name: _____ Date: _____

Teacher Signature: _____

Parent Signature: _____

Student Signature: _____

File: KMA-R

PARENT SCHOOL VISITATIONS

To further the goals of this policy, the following regulations are established:

1. The building administrator has responsibility to guarantee a safe, quality learning environment that is free of disruption and respects the privacy rights of all students.
2. Parents who desire to visit a classroom may contact the teacher or principal at least 24 hours in advance to request a visitation. Visitations should be no more than one hour in duration.
3. **Visitors are required to register at the school office immediately upon entering the school and to follow the building procedure for visitors.**
4. If a classroom visit is approved, visitors are in classrooms as guests and are asked to conduct themselves as quiet observers of classroom activities, unless specifically requested otherwise by the teacher.
5. The building Principal may restrict visitations to limit the number of visitors at one time.
6. To protect the privacy of students, parents are asked not to photograph or video record during the visit without the approval of the classroom teacher and principal.
7. Visitations are generally not allowed during tests or other student assessment activities.
8. Teachers are expected to use the time between classes for preparation, meetings with students, and discussions with colleagues. Visiting parents are to refrain from using classroom observations for impromptu parent-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent wishes to discuss their child's educational progress. Teachers shall at all times refrain from discussing the behaviors or achievements of other students with visiting parents.

Parents who violate these regulations or otherwise disrupt the educational process of the school may be asked to leave or be denied permission for future visits.

Cross Reference: Policy KMA

Adopted: 5/17/99

ELEMENTARY SCHOOL

ADMINISTERING MEDICATIONS TO STUDENTS AT SCHOOL

It shall be the responsibility of the building principal to control and supervise the administration of medications to students during the school day according to the guidelines below.

1. Prescription medications are to be brought to school in an original pharmaceutical container, labeled with the student's name, name of medication, dosage, and time of dosage. **Students may not transport medications on the bus.**
2. Prescriptions are to be kept in the school office in a secure place, not accessible to students.
3. Prescription medications are to be administered, only by the principal, or other school personnel who he/she assigns, as per instructions on the Medication Form.
4. A record of the administration of medication shall be kept in the school office, on the Medication Form, which documents when, and who, administered the medicine.
5. It shall be the responsibility of the student to report to the school office at the designated time(s) medication is to be received.
6. Prescription refills shall be the responsibility of the parents. Daily carrying of medication should be avoided.
7. In the event of physician ordered changes in a pupil's medication program, the principal shall receive such orders directly from the parents and/or attending physician, and shall note such changes on the appropriate Medication Form.
8. Nonprescription (over the counter) medicines, such as cough syrups, cough drops, throat drops, throat lozenges, aspirin, etc., may be taken by elementary school students, providing the parents sent the Medication Form to school giving permission and instructions. These medicines are also to be kept in the office and administered by school personnel as mentioned in #3.
9. Medications (prescription and nonprescription) that are to be administered for more than 10 days, or medication which requires injections, must be accompanied by a doctor's statement and instructions.
10. Exceptions to these guidelines may be made to provide for unusual circumstances, with the approval of the building principal.
11. A student may carry an inhaler for relief or prevention of asthma with written approval from a physician and the parent/guardian. A copy must be on file in the school office.
12. **Students that require medication by injection must first meet with the Superintendent to develop a plan for the administration of such medication. (Board Policy: JHCD-R)**

MEDICATION FORM . . .

Student's Name _____ Grade _____

School _____

Medication _____

Time to be given _____ a.m. Time to be given _____ p.m.

Dosage _____

Date: From _____ To _____

This medicine is furnished by parent or guardian with the regular label from the pharmacist, plus the name, strength, and dosage of the medicine. This request must be signed by a parent or guardian to authorize giving the medication during school hours. Medication will be sent home with the child only upon parents written approval.

This form can also be used for nonprescription drugs that you wish to be administered at school. Please be specific in your directions. These should be noted below.

Parent or Guardian Signature _____ Date _____

Significant Information or Directions: _____

RECORD OF ADMINISTRATION (FOR OFFICE USE ONLY)

Date	Administered by	Date	Administered by
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LAKESHORE PUBLIC SCHOOLS
TECHNOLOGY USE PLEDGE

ELEMENTARY LEVEL

The following is our list of technology use rules. Each student must agree to abide by the following rules in order to use the computers at school:

I will be careful with the equipment I use and will not damage or misuse any computers or related equipment.

I will report any damage or problems with equipment immediately upon discovering the problem.

I will be considerate to other computer users.

I will only use the Internet to find helpful material to be used at school.

I will not give my username or password to any other student.

I will follow classroom rules about how to use computers.

If I misuse any of the technology equipment or the Internet I may lose my privilege to use the computer.

2008/2009 Roosevelt Elementary

Student/Parent Handbook

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