



## Roosevelt Elementary Student/Parent Handbook

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2000 El Dorado ~ Stevensville, Michigan 49127

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

**LAKESHORE PUBLIC SCHOOLS:**

**GROUNDING IN TRADITION**

**COMMITTED TO EXCELLENCE**

KRISTEN PENNINGTON, PRINCIPAL

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## MISSION STATEMENT

The mission of Roosevelt Elementary School ~At Roosevelt Elementary, we are learning and growing with Courage, Knowledge, and Relationships!

## 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

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

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

Title IX Coordinator  
Lakeshore Public Schools  
5771 Cleveland Avenue  
Stevensville, MI 49127

2017/2018

**ROOSEVELT ELEMENTARY PERSONNEL**

Kristen Pennington-Principal

Young Fives	Mrs. Allison Meyer
Kindergarten	Mrs. Stacy Whitt
Kindergarten	Mrs. Cindy Retterer
Kindergarten	Mrs. Rachel Kyncl
First Grade	Mrs. Cassie King
First Grade	Ms. Amy Fleming
First Grade	Mrs. Megan Vree
Second Grade	Mrs. Deanna Chorny
Second Grade	Mrs. Stacey Keim
Second Grade	Mrs. Christy Erickson
Third Grade	Mrs. Tanya Rochefort
Third Grade	Mr. Jon Paulus
Third Grade	Mrs. Kelli Mitchell
Fourth Grade	Ms. Cindy Kliemchen
Fourth Grade	Mr. Tim Worrell
Fourth Grade	Mrs. Maddie Haydon
Fifth Grade	Mrs. Heather Boyle
Fifth Grade	Mrs. Jamie Lange
Connections	Ms. Lynn Ham
Special Education	Ms. Suzie Onken
Intervention Specialist	Mrs. Monica DeLaTorre
Speech Therapist	Mrs. Kristen Wolfer
School Social Worker	Mrs. Nancy Mason
Guidance Counselor	Mrs. Megan Hines
Physical Education	Mr. Aaron Toothman
Music	Mrs. Nancy Hourigan
Art Instructor	Mrs. Nancy Anderson
Technology Director	Mr. Chris Quartermaine
Media Center Paraprofessional	Mrs. Linda Ward
Head Cook	Mrs. Pam Hoover
Cook	Mrs. Debbie Murphy
Cook	Mrs. Theresa Stevens
Paraprofessional	Mrs. Yolanda Broehm
Paraprofessional	Mrs. Brenda Waning
Paraprofessional	Mrs. Tammy Pallett
Paraprofessional	Mrs. Shelly Archer
Paraprofessional	Mrs. Tiffany Benedict
Paraprofessional	Mrs. Christi Mangold
Paraprofessional	Mrs. Kara Cullen
Paraprofessional	Mrs. Gretchen Wessendorf
Paraprofessional	Mrs. Susie Gates
Secretary	Mrs. Missy Emery

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## ACCIDENTS & ILLNESS . . . (see Communicable Diseases)

Healthy personal hygiene practices are emphasized in our school in an effort to control the spread of germs. These include: regular and proper hand washing, appropriate use of hand sanitizer (dispensers available throughout the building) and covering a cough with a tissue or arm. We ask parents to keep students at home until they are fever free without medication for 24 hours to avoid exposing other students to infection.

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.**

If the parents can not be reached, the person designated on the emergency card will be notified. If neither parent or the second person designated are available, the principal will decide what to do. If the child needs emergency medical care, 911 will be called. In all cases, EVERY EFFORT will be made to reach and notify the parent. **We must have two numbers where a responsible party can be reached.**

## 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. **For safety reasons, pets are not allowed on the playground!**

**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 8:25 A.M. and ends at 3:30 P.M. **Our doors open at 8:10 A.M. for children to enter.** (The exception is **Late Start Wednesdays** which starts on the second Wednesday of the school year-**optional 7:30 AM sign-in at the media center, enter through door #4, breakfast at 7:55 AM, first bell at 8:55 AM, school starts at 9:10AM**) 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 will not be released unless a parent or guardian comes personally to the school office to sign them out. If parents use this procedure, we can avoid both unnecessary class interruptions and parents having to wait for students. A note should be sent to the classroom teacher the morning a student is going to leave early or if other routine changes are being requested. Students will not be released to anyone who is not listed by the parent on the enrollment/emergency card. Signing out early not only means lost instructional time for the student, but it is also disruptive to the teaching and learning activities being conducted in the classroom. Signing a student out early to avoid dismissal traffic is not allowed. If a change in the end of day routine for dismissal for a child must occur, the office must be notified by 2:00PM. This ensures that all staff is notified so that your child is safely dismissed on time. Students may be released from school for religious instruction with prior written approval from parents.

After 3:45PM parents who are late for car pick-up will have to enter the building and sign out their children (unless the student was involved in supervised activity).

## 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. Medical verification from the doctor may be required in cases of excessive absences.

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. 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. **If a student leaves before 10:30 a.m. he is marked absent for the morning. If a student leaves before 1:30 p.m. he is marked absent for the afternoon.**

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, and significant family event). Schools must report attendance problems to the Truant Officer. (Board Policy 5200) The Administration shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

Request for extended absence-form--

Though we prefer your child be at school while school is in session, we recognize that due to extenuating circumstances, this is not always possible. If your child will be gone for a planned, specific time frame, we ask that you complete a Pre-Approved Absence Request Form at least five days prior to your departure. This will allow all involved teachers and staff to be notified and prepared for this absence. (see Appendix).

## BICYCLES

Students may ride their bicycles to school with parent permission. Students are asked to be especially careful and follow all safety precautions. All bicycles should be locked while at school. The school is not responsible for loss or damage to bicycles on school property or while being ridden to and from school.

## 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, we have many allergies.** **The Lakeshore Public School's Wellness Policy 8510 is found in Section II.** We also ask that you not send balloons or presents that will be distracting during the school day or unsafe on the bus. Deliveries of flower and/or balloon arrangements and/or locker decorations at school can create an expectation for students that everyone will or should receive the same. We ask that you save those special recognitions for home to avoid disappointments for children. If a delivery is made, a student is called to the office to see it and to make a plan with an adult to get it safely home. If you are delivering birthday snacks/treats once school is already in session, please deliver to the office and we will be happy to take the snacks/treats down to your child's classroom. This will benefit the classroom learning environment and allow teacher discretion to choose the time to serve this healthy and delicious treat.

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

## BULLYING AND HARASSMENT . . .see Respect

**BUS TRANSPORTATION . . .** *Inclement Weather Routes will be implemented when weather conditions pose a safety threat for our students. These alternative bus routes will be posted on the District website and parents will be notified of these route changes via the Power Announcement system as well as other school communications.*

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. The note should include the full name of the household that the child will be going to, listing the complete address and bus number. 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. when preparing to get off at your stop, 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. To keep children safe while on the bus and keep the bus clean, sanitary and orderly, eating food on the bus is not allowed, except for medical reasons.
16. No toys or electronic games; this means no mP3 players, iPods, iPads, or phones can be used or turned on during the bus ride to and from school. (If the items listed above are used for school purposes, they must be kept zipped in their backpacks)

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.

## CARE OF SCHOOL PROPERTY...

Students who damage or deface property of the school district shall be compelled to pay fully for all damages. They shall also be liable for legal prosecution and suspension/expulsion from school. Board Policy 5513.

## 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 8:10AM and from 3:25PM to 6:00PM and is conducted in the Roosevelt Elementary School multipurpose room. A student from any of the Lakeshore elementary schools may participate and transportation to and from their attending school is provided. There is a fee, payable to the YMCA, for the program. Additional information can be obtained by calling 428-9622.

## COMMUNICABLE DISEASES . . .

Healthy personal hygiene practices are emphasized in our school in an effort to control the spread of germs. These include: regular and proper hand washing, appropriate use of hand sanitizer (dispensers available throughout the building) and covering a cough with a tissue or arm. **We ask parents to keep students at home until they are fever free without medication for 24 hours to avoid exposing other students to infection.**

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. If, upon examination, the school designated personnel finds no live lice or nits closer than ¼ inch from the scalp on the child, the child may re-enter the school. Parents will receive written notification if a suspected case of head lice occurs in the classroom.

## CONCUSSIONS...

State law requires that all parents be informed of concussion risk and protocol at registration of the student. Parents are asked to sign a **Concussion Awareness Acknowledgement Form** that is kept on file as a permanent record in the CA60. To provide for the safety of student athletes, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective. (Board Policy 5340.1)

## CONFERENCES . . .

See report cards and conferences section.

## CONSERVATION OF RESOURCES . . .

Developing an attitude of responsibility for our classroom, building, district, community and world resources is essential. We strive to conserve energy and materials (i.e. paper) on a daily basis. Our focus is to continually look for ways to reduce, reuse, recycle and rebuy. As a district, we encourage the use of electronic communication with families to reduce paper usage. Our school participates in a recycling program that will recycle paper, cardboard, and plastics.

## COUNSELING . . .

Each elementary school has a 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 available as a resource for parents.

## 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 is a safeguard for all concerned.

## DAILY SCHEDULE-LATE START SCHEDULE

The schedule will be available in the Lakeshore Light, the Lakeshore Website, [www.lakeshoreschools.k12.mi.us](http://www.lakeshoreschools.k12.mi.us) and will be distributed at the beginning of the school year. Late Start Wednesdays begin on the first full week of school. Late Start Wednesdays will not occur if a student half day is scheduled on that day. Please note when the final Late Start Wednesday is held will be noted on the school year calendar and in memos and newsletters throughout the school year.

## DISCIPLINE (CODE OF CONDUCT) . . .

At Roosevelt School, it is our goal to provide a safe, orderly environment to maximize learning for students. We expect our students to be respectful and exhibit responsible citizenship. **Written or verbal threats against another person may be deemed to be gross misconduct and could involve discipline up to and including permanent expulsion.**

Positive reinforcement is used and we try to "catch students doing what is right" instead of looking for mistakes. Gentle reminders and refocusing is successful for most students. However, when behavior is extremely inappropriate and/or habitual, the following sequence should be followed and communication with parents initiated:

- Reminder of appropriate behavior.
- Student fills out a Time to Think form prior to meeting with the classroom teacher/staff person.
- Teacher meets with student and decides corrective action and helps the student identify how to "make it right".  
The form and letter to parents is sent home with a Disciplinary Action form for a parent signature. Principal's copy is put in her mailbox for follow-up or reference.
- If situation warrants principal follow-up, a Disciplinary Action Plan form is sent down to office.
- Principal will meet with student and decide corrective action, put a copy of follow-up in teacher's box.
- If the incident was significant, a Disciplinary Referral form will be filled out, followed up with parent contact/notice and teacher will receive a copy.

\*This Code of Conduct shall be reviewed annually (School Board Policy 5500, 5600)

## DRESS CODE . . .

While fashion changes, the reason for being in school does not. Students are in school to learn. 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 at their discretion. Such guidelines shall prohibit student dress or grooming practices which: interfere with school work, create disorder, or disrupt the educational program (Board Policy 5511).

Some items that are not acceptable and prohibited as normal school attire include, but are not limited to:

- Hats, caps, sunglasses, bandanas or headwear worn in the building
- Clothing that is profane, obscene, or sexually suggestive
- Halter tops, tube tops, tank tops, or tops with spaghetti straps
- Slippers and pajama bottoms (unless a special celebration day)
- Chains of any kind are not to be worn
- Clothing which displays alcoholic beverages, tobacco, violence, or any controlled substance
- Clothing must cover the legs of the wearer to at least the end of fingertips
- Excessively torn, worn, or dirty clothes
- Gang attire of any kind including such things as identification paraphernalia, gloves, rags or bandanas, and sagging pants
- Jeans may not have holes, rips, tears or any resemblance of the aforementioned characteristics above the knee.

### Brief and Revealing Clothing:

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. As mentioned above, students shall not wear tank tops, halter tops, garments with spaghetti straps or strapless garments. Garments that are “see through”, cut low, or expose one’s midriff are not acceptable. All garments must extend to the end of the shoulders and fit closely under the arms.

Undergarments must not be visible. Students shall not wear pants that when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

### Clothing with Messages:

Students shall not wear clothing items that contain messages that materially and substantially disrupt school work or environment including vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, religion, sexual orientation, or disability; that promote alcohol, drug use or violence; or that are otherwise contrary to the school’s mission. We ask that students keep their shoes on at all times while in the school building. All clothing worn to school should be appropriate, which may be determined by the building principal, or his designee, on a case by case basis. A student who does not observe these guidelines will be asked to call home for a change of clothing. Repeated violations may result in Learning Lab or suspension from school.

Students are required to dress modestly, neatly, and cleanly for school. Students should have a sweater or sweatshirt at school during cooler weather since the building temperature can vary. Hats, skull caps or headgear of any type, are not to be worn in the school building. Hair coloring that distracts from learning is not allowed. The torso and all undergarments must be covered. Shoes or sandals must be worn. **A pair of "inside" shoes should be kept here 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.)** Following the first snowfall that accumulates on the ground, snow boots should be worn by all students. Wet shoes worn inside the building can only increase a child’s susceptibility to illness and cause undo wear and tear on our carpets. We ask that parents help us in making sure that students are dressed appropriately for school.

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

## EMERGENCY DRILLS...

In Michigan, each school is required to have five (5) fire drills, two (2) tornado/emergency drills and three (3) lockdown drills during the school year. Every attempt will be made to hold drills during good weather conditions. Both Hollywood School and Lakeshore Public Schools have emergency plans in place. 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 and required by law.

## EMERGENCY INFORMATION/CARDS . . .

In addition to the regular enrollment card, an emergency card is required for all students at the beginning of each year. It is important that you, the parent/guardian complete the emergency card and return it to your child's school. Parents/guardians must provide current telephone numbers, for emergency purposes. **By signing the emergency card, you acknowledge permission for your child to go on fieldtrips.** Your support and cooperation helps us promote a healthy environment for your children.

Lakeshore uses **School Messenger** for school closings and high importance information. It may be necessary to close school because of extreme weather or other emergencies. **If this situation occurs you will be notified by the district School Messenger system as well as by radio and television. The School Messenger system is set up at the start of school so that parents/guardians receive information regarding the school utilizing self selected preferred communication links—telephone and e-mail are provided. Parents are responsible for keeping the system updated with current telephone numbers and e-mail addresses.** Using your preferred web browser, navigate to the following site: [lps.berrienresa.org](http://lps.berrienresa.org) Click the blue box that says **"Create Account"** toward the bottom of the page. Within the top section (Create Parent Account), you must enter the following information: 1)Your first and last name, 2)a valid email address, 3)desired username (this could also be your email address), 4)carefully enter a password and then re-enter the same password (passwords must be at least 6 characters in length) The bottom section (Link Students to Account) requires you to enter each child and their Access ID which will be provided to you by the secretary. Please note that divorced parents may have separate accounts for emergency notification. If you have any questions regarding **School Messenger**, please contact the school secretary.

The following radio stations will also be notified: - 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 School Messenger profile or be tuned into the radio 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.

## EXCUSES FOR RECESS OR P.E. . . .

**A note from a doctor is needed for requests to have children stay indoors for more than two 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. We can not accommodate extra parents and/or families/preschoolers/friends on field trips. This distracts from the learning experience. By signing the emergency card, you acknowledge permission for your child to go on field trips. Parents are informed about field trips to avoid conflicts with doctor, dental, or other appointments. The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers. Any person who volunteers in a regular and continuous capacity or chaperones field trips shall be screened through the **Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) and the Offender Tracking Information System (OTIS)** prior to participation in any District program or activity. Individual convicted of crimes listed in the Sex Offender Registry Act, M.C.L.A. 28.722 as well as those persons convicted of felonies less than seven years old shall not be allowed to volunteer in the schools or in the District. All other applications will be reviewed on a case by case basis. The forms will be provided by the school and they must be returned immediately. This will be done annually for returning volunteers/chaperones. Chaperones **MUST** be pre-approved and assigned for each field trip. Parents **NOT** assigned to a specific field trip/school event will **NOT** be allowed to attend, following school safety and security procedures. Deviation from this protocol will result in action by the principal.

## FOOD SERVICE PROGRAM (breakfast and lunch) . . .

Nutritious breakfasts and lunches are available for all Roosevelt students. Milk or juice is also available for children who prefer to bring their own lunches. Students are supervised by school personnel. ***Breakfast is served starting at 7:55 each morning. Students who are dropped off at school for breakfast must be here by 8:15AM. Bus riders go directly to the cafeteria when the bus arrives at school. Every effort is made to have students in class to start on time at 8:25AM. \*(The exception is Late Start Wednesdays which starts on the second Wednesday of the school year-optional 7:30 AM sign-in at the gym, breakfast at 7:55 AM, first bell at 8:55AM, school starts at 9:10AM)*** **Menus and applications for free or reduced breakfasts/lunches are available in the school office or on the Lakeshore website.** Accommodations will be made for students with special health care/dietary needs. Board Policy 5331

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. **Please make checks payable to Lakeshore Public Schools in blue or black ink only. Our bank cannot process checks in any other color.**
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 school lunch service.
6. **PAY ONLINE-You may also choose to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet. Visit the District website**

<http://www.lakeshoreschools.k12.mi.us> to go to [www.mymealtime.com](http://www.mymealtime.com). Instructions for creating a user profile will be available in the school office. Online deposits are processed at 2:00 a.m. and will be automatically reflected in your student's account at that time. Deposits made after 2:00 a.m. will be processed the following day at 2:00 a.m.

7. When there is not enough money to purchase a lunch the student will be given a sunbutter & 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.
8. 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.

## GUM

PLEASE – NO GUM! To help keep our school grounds clean, gum is not permitted, unless with special permission.

## HEALTH RECORDS

The school is charged with keeping an up-to-date health record for all students. We urge parents to notify the school of any major or significant change in the health of the child. If students have allergies to specific foods or other items that might cause medical problems at school, parents must notify the school office and make note of this on the back of the emergency card. Parents are required to fill out an **Emergency Response Action Plan** annually for any student with life-threatening allergies or asthma.

## 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, taking approximately 45-60 minutes each evening. **Our 3<sup>rd</sup>-5<sup>th</sup> graders use agenda planners to keep track of assignments, work completion and upcoming tests/projects. They are taken home daily, should be checked and signed by parents as they serve as an essential communication tool regarding student progress.** The **agenda codes** are as follows:

**SS=Student Sheet (Math)      WS=Worksheet (Any Subject)      WB=Workbook (Any Subject)**  
**4H=Homework due**

**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.

## IMMUNIZATIONS...

Immunization records are required to be up to date and documented prior to starting school. These guidelines are outlined by the Michigan Health Department.

## INSTRUCTION...

Lakeshore teachers follow the comprehensive district curriculum based on state and national standards. (available on the district web-site) Extensions and interventions are provided to meet individual student needs. We strive to provide rigorous and engaging teaching/instruction that empowers students to grow and learn. Teachers are deeply involved in professional development studying best practices for teaching and learning.

## INSURANCE . . .

Student insurance is available at the beginning of each school year for a nominal fee. A brochure explaining this service is available in the school office. Another option for families who do not have health insurance is "MI CHILD" health care for children through the Michigan Department of Community Health 1.888.988.6300.

## LATE START WEDNESDAY . . .

This provides an opportunity for our teachers to collaborate to improve instruction and student learning for each child. As a convenience to those with work schedules, **Late Start Wednesdays** which starts the second Wednesday of the school year **-has optional 7:30 AM sign-in at the media center, breakfast at 7:55 AM, first bell at 8:55 AM, school starts at 9:10AM)** Updated schedules will be posted on the Lakeshore district website.

## 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. In order to maintain the condition of our lockers, we ask that tape or adhesives that would destroy the finish not be used. Keep in mind that lockers are shared by two students and space is limited.

## 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 at the end of each marking period.**

## 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. Normally, teachers allow two days for every one day missed. 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,) be kept in the school office and administered according to directions from medical personnel and/or parents. **Two adults must witness and document any administration of medication.** Inhalers for asthma may be carried by the student with a written note from the doctor, however, we recommend office supervision to insure proper, and timely usage. Nonprescription cough drops will be managed by the office. A "Medication Form" is available in Section II 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 school bus. Students who are prescribed epinephrine to treat anaphylaxis or a metered dose or dry powder inhaler for relief of asthma may possess and/or self-administer per Board Policy 5330 guidelines and conditions.**

Medications need to be brought in the original authorized medication container for each prescription.

## 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. Include the teacher's name and the reason the money has been sent to school. Please make checks payable to Lakeshore Public Schools in blue or black ink only. Our bank cannot process checks in any other color. 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.

## PARTNERS IN LEARNING COMMITMENT TO EXCELLENCE

### Student/Parent/Teacher Compact . . .

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 may be found near the end of this handbook.

### PERSONAL COMMUNICATION DEVICES (PCD)...

In accordance with Board Policy 5136 “Students may use personal communication devices (PCDs) before and after school.” For elementary students, “use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.” Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

### PLAYGROUND . . .

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

All students should know that teachers/supervisors wear brightly colored vests while on duty to be easily located for safety issues 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. Food brought from home or served in the lunchroom should not be brought to the playground.

7. Bats and hard balls brought from home are not permitted. Any other sports equipment from home must be safe and approved by school staff.
8. Traditionally, students will go outside for fresh air and recess at 0 degrees and above, so please ensure your child is dressed appropriately for cold weather. We follow the National Weather Service Guidelines as we make indoor/outdoor recess decisions.

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. **In the winter months, we expect students to come prepared with outerwear suitable to safely play outside: boots, snowpants, jacket, mittens or gloves and a hat. An extra pair of dry socks to be kept in the locker is recommended.** Students that do not have boots during wet weather will be required to play on the hard surfaces of the playground to keep their feet dry. Students may not leave playground boundaries.

## PRESCHOOL . . .

Lakeshore is a host site for the Berrien County Great Start Readiness Preschool Program. It is open to any Berrien County resident whose child will be 4, but not 5, by September 1 of the current school year. The program is offered for a minimum of thirty weeks, beginning in mid-September and progressing until early May. The sessions are offered Monday through Thursday from 8:30-11:30AM or 12:10-3:10PM. Parents provide transportation. For those families that meet the State of Michigan criteria for the Great Start Readiness Program, preschool is available at no charge. 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

Additional information is available through: Berrien RESA Early Childhood at 269-471-7725 ext. 1168 or on the Lakeshore website: <http://www.lakeshoreschools.k12.mi.us>

## 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. Meetings are held monthly.

## REPORT CARDS & CONFERENCES . . .

The school year is divided into four nine week marking periods. A parent-teacher conference is scheduled for all students 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 are sent with all students and mailed to all parents at the end of the school year.

	First Marking Period	First Semester	Third Marking Period	Second Semester
Y5/Kindergarten		X		X
1 <sup>st</sup> Grade		X	X	X
2 <sup>nd</sup> -5 <sup>th</sup> Grades	X	X	X	X

## RESIDENCY...

Parents are required to provide accurate and current information regarding residency and to notify the School District promptly upon any change of residency. A resident student is, as an example, one who lives within the School District boundaries in the home of parent(s), who has legal physical custody, or the legal guardian.

## 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 5517 and 5017.01\*. 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. Mean behavior is not tolerated at Lakeshore Schools. Mean behavior is defined as mean looks, mean gestures, mean words, mean actions that will hurt another student's body, feelings, reputation, friendships or property. It's NOT how you meant it, but how they felt it. 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 5517.01; a copy of the complete policy is available in all school offices.

## SCHOOL CLOSING . . . (see EMERGENCY NOTIFICATION)

It may be necessary to close school because of extreme weather or other emergencies. **If this situation occurs you will be notified by the district School Messenger Alert System as well as by radio and television. The Alert System is set up at the start of school so that parents/guardians receive information regarding the school utilizing self selected preferred communication links—telephone and e-mail are provided. Parents are responsible for keeping the system updated with current telephone numbers and e-mail addresses.** The following radio stations will also be notified: - WHFB, WSJM, WHFB-FM, WIRX-FM or CABLEVISION - between 6:30 and 9:00 A.M. It is the parent's

responsibility to be tuned into the radio 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 8510.** 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 and put a name tag on if moving through the halls to classrooms.** Doors are locked at all times. Please be patient when using the buzzer at the entrance as student needs in the building come first and the adult covering the desk will be with you as soon as possible. **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 and posted on Roosevelt's web page. 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 5771\*, 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 5771\*, 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 5771; a complete copy of this policy is available at each school office..

## STUDENT INTERVENTIONS . . . a Multi-Tiered System of Support (MTSS)

Our goal is to recognize the unique needs of each child and implement interventions for their success. The classroom teacher is the first person to intervene for a child. A **Child Study Team (CST)** meets routinely to review individual student needs and identify continued intervention support options. Reading and math intervention may be provided to those that qualify. 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 (SLI), and Other Health Impaired (OHI), Visually Impaired (VI), and Physically Impaired (PI) students. In addition, special county programs for students with more severe impairments who are Autism Spectrum Disorder (ASD), Cognitively Impaired (CI), or Emotionally Impaired (EI) are housed in our elementary buildings.

## STUDENT PICK-UP/DROP-OFF . . .

At the start of the school day, students being dropped off by car should enter the building through the **El Dorado Drive entrance. Parents are asked to 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 designates crosswalks. With all drivers showing courtesy toward each other, children can be picked up efficiently and safely. **Although drop-off and pick-up traffic is one-way in the parking lot, this does NOT imply that El Dorado or Santa Maria are one-way streets. Please be mindful of all traffic laws as well as our neighbors by not passing the pick-up or drop-off lines on El Dorado.** 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 a 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.

## STUDENT PLACEMENT . . .

We try to use our best professional judgment to create balanced classes. We consider the following factors when making class lists:

An even distribution of students according to ability;

An equal distribution of special education students;

A fair balance of boys and girls in a classroom;

A fair distribution of students who demand more care and attention from a teacher; and,

The mixture of students' personalities and probable "fit" as a class.

Our educational oversight as a whole staff prioritizes every child's needs in the placement process.

## 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. You must complete a Student Withdrawal Form for any child moving out of the district. Forms are available in the school office. 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 5330, has a no tolerance policy on the use or possession of illegal or controlled substances. This policy is available for review in the school office.

## TECHNOLOGY USE POLICY . . .(also see Personal Communication Devices)

Please refer to Lakeshore Board Policy [7540.03](#) regarding student network and internet acceptable use and safety. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. Furthermore, staff members will monitor the online activities of students while at school and using school related software off school site. A technology user pledge form will be given to students and parents to sign at the beginning of each school year.

## 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 before 2:00 P.M. and a note 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  
Hearing Tests
- 1 Curriculum Content Area Tests  
Vision & Hearing Tests  
Measures of Academic Progress (MAP) Tests for Reading
- 2 Curriculum Content Area Tests  
Measures of Academic Progress (MAP) Tests for Reading, Language, and Math
- 3 Michigan State Assessments (**Reading, Math**) M-STEP  
Measures of Academic Progress (MAP) Tests for Reading, Language, and Math  
Curriculum Content Area Tests  
Vision & Hearing Tests
- 4 Michigan State Assessments (**Reading, Writing, Math, Science**) M-STEP  
Measures of Academic Progress (MAP) Tests for Reading, Language, and Math  
Curriculum Content Area Tests
- 5 Michigan State Assessments (**Science, Reading, Math, Social Studies**) M-STEP  
Measures of Academic Progress (MAP) Tests for Reading, Language, and Math  
Curriculum Content Area Tests  
Vision 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, ON THE PLAYGROUND 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), cars, dolls, stuffed animals, posters, games, skateboards, Bakugans, yo yo's, frisbees, scooters, rollerblades. **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.

## TRANSPORTATION PLANS . . .

Each student must have a consistent plan for daily transportation to and from school that is communicated to their classroom teacher. For your child's safety, any adjustments to the regular routine need to be confirmed with the school office by a telephone call or note from the parent or guardian. Because numerous adults (and bus transportation) are involved in the dismissal process and supervision, the school must be notified **prior to 2:00 pm.** We care deeply about the safety of our approximately 450 students and changes add to the complexity of making sure that each arrives to their destination safely.

## 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, other family activities 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 9150 "Parent School Visitations" (Section II), 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.

## VOLUNTEERS . . .

We encourage and promote parent volunteers at school. Volunteers must work through the classroom teacher, PTO, or building principal. Prior to volunteering, every adult must submit a Conviction Disclosure form and be cleared for work in the building. This applies to all chaperones for events and fieldtrips as well. The clearance is good for one year and must be renewed annually. The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers. Any person who volunteers in a regular and continuous capacity or chaperones field trips shall be screened through the Sex Offenders Registry (SOR), the Internet Criminal History Access Too (ICHAT) and the Offender Tracking Information System (OTIS) prior to participation in any District program or activity. Individuals convicted of crimes listed in the Sex Offender Registry Act, M.C.L.A. 28.722 as well as those persons convicted of felonies less than seven years old shall **not** be allowed to volunteer in the schools or in the District. All other applications will be reviewed

on a case by case basis. All volunteers must sign in at the school office before going to work stations and wear identification when in the building.

## 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 5772; a complete copy of this policy is available in all school offices.

# APPENDIX

## ROOSEVELT ELEMENTARY 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: \_\_\_\_\_

## 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 9150

## 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.)
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, , 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. If a student requires a medication given by injection, parents must contact the Superintendent to develop a plan. for the administration of such medication. Students who are prescribed epinephrine to treat anaphylaxis or a metered dose or dry powder inhaler for relief of asthma may possess and/or self-administer per Board Policy 5330 guidelines and conditions.

# 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

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

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and

other forms of direct electronic communications

- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking")  
cyberbullying and other unlawful or inappropriate activities by students  
online, and
- D. unauthorized disclosure, use, and dissemination of personal information  
regarding minors

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

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.520

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# LAKESHORE PUBLIC SCHOOLS

## Authorization Form

### Elementary Level

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**As a condition of using Lakeshore Public School's computers, networks, and related equipment, I agree to the "Technology Use Rules." I understand that the violation of these rules may result in the loss of computer privileges and disciplinary action.**

---

Student Name: \_\_\_\_\_

Building: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the "Technology Use Rules" and discussed them with my child. I will encourage my child to use the district's resources in a responsible manner.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Internet Safeguards**

If a parent desires that their child's picture and/or name associated with a picture not be included on the school or district web page or other district publications, they should submit a letter to the building principal stating their desire.

Adopted: 5/21/2007

## WELLNESS POLICY EXHIBIT

As required by law, the Board of Education establishes the following wellness policy for the Lakeshore Public School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.

B. With regard to physical activity, the District shall:

1. Physical Education

A sequential comprehensive physical education program shall be provided for students K-12 in accordance with the standards and benchmarks established by the State.

2. Physical Activity

Physical activity should not be employed as a form of discipline or punishment.

C. With regard to school-based activities the District shall:

1. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

2. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

D. With regard to nutrition promotion, the District shall encourage students to increase their consumption of healthful foods during the school day.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy [8500](#), entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

B. As set forth in Policy [8531](#), entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- E. All food service personnel shall receive pre-service training in food service operations.

The Board designates the Superintendent as the individual charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy.

42 U.S.C. 1751, Sec. 204  
42 U.S.C. 1771

**Additional Guidelines We Follow When Considering Snacks For School**

A. Healthy Food and Beverages Criteria and Healthy Snack List

The lists below will help schools identify healthy food and beverages that are available from food-service distributors and snack vendors for vending machines, a'la carte, and other venues.

Single-serving size snacks (except for nuts, seeds, and cheese) should have no more than 6 grams of fat and meet at least two of the following three criteria:

1. contain 300 or fewer calories
2. one or more grams of fiber, or

3. at least 10% of Calcium, Iron, Vitamin A or Vitamin C

### B. Alternatives to Using Food as a Reward

At school, home and throughout the community, children are offered food as a reward for “good” behavior. Often these foods have little or no nutritional value but are easy, inexpensive, and can bring about short-term behavior change.

There are many disadvantages to using food as a reward:

It undermines nutrition education being taught in the school environment

It encourages over consumption of foods high in added sugar and fat

It teaches children to eat when they’re not hungry as a reward to themselves.

Children learn preferences for foods made available to them, including those that are unhealthy. Poor food choices and inadequate physical activity contribute to overweight and obesity. Obesity among children is at epidemic levels and can often lead to serious health problems.

Below are some alternatives for students to enjoy instead of being offered food as a reward at school:

- Sit by friends
- Read outdoors
- Have extra art time
- Have an extra recess
- Read to a younger class
- Make deliveries to the office
- Listen to music while working
- Play a favorite game or puzzle
- Earn play money for privileges
- Walk with a teacher during lunch
- Eat lunch outdoors with the class
- Be a helper in another classroom
- Eat lunch with a teacher or principal
- Dance to favorite music in the classroom
- Get “free choice” time at the end of the day
- Listen with a headset to a book on audiotape
- Have a teacher perform special skills (i.e., sing)
- Give a 5-minute chat break at the end of the day
- Select a drawing for donated prizes
- Take a trip to the treasure box (non-food items)
- Watch a video
- Teach the class
- Enjoy class outdoors
- Play a computer game
- Get a no homework pass
- Get stickers, pencil and other school supplies
- Receive a video store or movie theatre coupon
- Get a set of flash cards printed from a computer
- Receive a “mystery pack” (notepad, folder, sports cards, etc.)

### C. Healthy School Parties

Schools play a major role in helping students become fit, healthy and ready to learn. One way to accomplish this is for foods offered in schools to support lessons learned in the classroom regarding nutrition and physical activity. Positive examples of making healthy eating choices and encouraging physical activity should be visible throughout the school. Parties as well as cafeterias, school stores, vending machines, and after-school events offer opportunities for schools to reinforce the message that making healthy food choices and being physically active means a healthier body and sharper mind.

### *Snack Ideas for School and Classroom Parties*

Of course, the foods offered at school parties should add to the fun, but try to avoid making them the main focus. Remember, schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles and students should practice these lessons during school parties.

Here is a list of healthy snack choices to consider for classroom events. Serving all healthy foods and incorporating physical activities make a powerful statement. Actions speak louder than words: Lead by example.

- Fresh fruit and vegetables
- Yogurt
- Bagels with low fat cream cheese
- Baby carrots and other vegetable and low fat dip
- Trail mix
- Nuts and seeds
- Fig cookies
- Animal crackers
- Baked chips
- Low fat popcorn
- Granola bars
- Soft pretzels and mustard
- Pizza (no extra cheese and no more than one meat)
- Pudding
- String cheese
- Cereal bar
- Single-serve low fat or fat free milk (regular or flavored)
- 100% fruit juice (small single-serves)
- Bottled water (including flavored water)

### D. Healthy School Fundraisers

Raising money may present a constant challenge for schools. School fundraisers may help pay for computers, field trips, athletics, music, art, and other programs that educate and enrich young lives – important programs that are not always covered by shrinking school budgets. More than just raising money to pay for valuable programs, a well-run fundraiser can also be an experience that educates, builds self-esteem, provides community service, and promotes school and community spirit.

Fundraising doesn't have to involve selling food items of limited nutritional value, such as candy. When healthy food choices are used as fundraising items, the healthy eating message presented in the schools is reinforced. Some of the ideas even have the added benefit of providing additional physical activity opportunities for students.

## E. Serving Healthy Beverages

The following beverages are recommended:

Plenty of water

100% juice in 12-ounce servings\* or less

Fat free, low fat, plain and/or flavored milk in 16-ounce servings\* or less

Fruit/Fruit juice smoothies in 16-ounce servings\* or less

*Choosing your Drinks can be Difficult! Watch out for:*

These are not 100% juice –

- Fruit punches
- Fruit drinks
- Juice drinks

\* Suggested serving-sizes are based on what is commonly available for use in vending machines. It should be noted that excessive juice consumption may result in an increase in calorie intake and may contribute to the development of unhealthy weight. It should also be noted that 70% of teen boys and 90% of teen girls do not meet daily calcium requirements. Offering fat free or low fat single-serve milk is another opportunity to help teens meet nutrition needs.

## FOOD SERVICES

File: 8510

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b)(3). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Director and the Food Service Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Food Service Director. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The Superintendent shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;

- B. the preparation and consumption of food;
- C. the purchase of foods and supplies in accordance with law;
- D. complying with food holds and recalls in accordance with USDA regulations;
- E. the accounting and deposition of food-service funds;
- F. the safekeeping and storage of food and food equipment.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food service funds and shall not serve, in any food service area during meal-serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy-coated popcorn. Foods and beverages unassociated with the food-service program may be vended in accordance with Board Policy [8540](#).

M.C.L. 380.1272, 1272a, 1272d et seq.  
7 CFR 210, 215, 220, 240  
42 U.S.C. 1760

### **FREE AND REDUCED-PRICE MEALS**

**File: 8531**

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Food Service Director to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school.

M.C.L. 380.1272 et seq.; 42 U.S.C. 1751 et seq.; 42 U.S.C. 1771 et seq.

## **Anti-Bullying Policy**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

**A. Prohibited Conduct.**

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as:

Any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits or programs of one or more students;
  - b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
  - c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited and subject to disciplinary action.

**B. Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

**C. Anonymous Reporting.** To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District’s ability to investigate anonymous reports may be limited.

**D. Complaints Against Certain School Officials.** Complaints of bullying by the building principal or supervisor may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

**E. Investigating.** All reported allegations of a policy violation or related complaints about bullying shall be promptly and thoroughly investigated by the building principal, supervisor, or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the building principal, supervisor, or designee shall be documented and filed separately with similar materials in the District’s central administrative office.

**F. Notice to Parent/Guardian.** If the building principal, supervisor, or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

**G. Annual Reports.** At least annually, building principal, supervisor, or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in person to Board committee members.

**H. Responsible School Official.** The Superintendent shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

**I. Posting/Publication of Policy.** The policy 5517.01 will be publicized on the district website.

**J. Definitions.**

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.
2. “Telecommunications Access Device” means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as many be amended from time to time. As of January 2012, “Telecommunication Access Device” is defined to mean any of the following:
  - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic fund transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit deposit or proprietary account) that alone or with another device can

acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

- b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provide by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:
- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
  - b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
  - c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Adopted: 5/14/2012

## HARASSMENT POLICY

### **BOARD POLICY 5517**

#### **STATEMENT OF POLICY PROHIBITING HARASSMENT**

The Lakeshore Public Schools are 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. Members of the school community are expected to treat each other respectfully. Harassment or Bullying by any person, which creates an intimidating or a hostile environment is not acceptable behavior in this district, and is prohibited.

#### HARASSMENT

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.

All complaints shall be investigated. Appropriate remedial action will be taken. If the harassment issue is discussed with a teacher, counselor, or other supervising adult and the person is not satisfied, the person may complain to the building administrator.

If, after discussing the harassment issue with the building administrator, the person is not satisfied with the action taken, the person may file a written complaint within one week of the discussion. Written complaints are to be filed on the Harassment/Bullying Complaint Form JD-E.

A written statement of the harassment complaint signed by the complainant shall be submitted to the principal or his/her designee within five working days of the final discussion of the matter with the principal. The principal or his/her designee shall be responsible for informing the person against whom the complaint has been made. The person complained against has the right to submit a written response to the complaint within five working days of the notice. Furthermore, the principal or his/her designee shall be responsible for submitting copies of the written statements of the complainant and the source of the complaint to the charged party. The building administrator shall meet with all parties involved, propose a solution, and respond in writing to the complainant and the charged party.

If the complainant wishes to appeal the decision of the principal, she/he may submit a signed statement of appeal to the superintendent of schools, or designee, within five working days after receipt of the building administrator's written response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant, within ten working days.

The Lakeshore Public Schools will not tolerate any form of retaliation against persons who have filed a harassment claim.

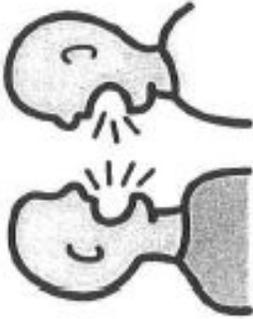
MEAN BEHAVIOR IS...



Mean looks



Mean Gestures



Mean Words



Mean Actions

THAT WILL HURT MY...



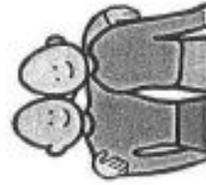
Body



Feelings



Reputation



Friendship



Property

It's not how you meant it, but how they felt it.

Student Drop Off and Pick Up Procedures  
For The Safety and Security of Our Children

The drop off and pick up area for parents driving their students to and from school is along the **curb side only** on the east side of the building. Please **drive IN on El Dorado** allowing the children to **exit directly onto the sidewalk** (Pull up as far as possible to expedite unloading). **Do not park** in the drop off lane, **do not pull up double** or **cut through the parking lot**. If you need to enter the building with your child park in a designated parking space and cross at the **crosswalks only**.

All children will enter and exit the double lobby doors by the gymnasium (see star on map), these doors will remain open until 8:25, after which all students or visitors must enter at the office doors and check in. **Although drop-off and pick-up traffic is one-way in the parking lot this does NOT imply that El Dorado or Santa Maria are one-way streets. Please be mindful of all traffic laws as well as our neighbors by not passing the pick-up or drop-off line on El Dorado.**

**Please Do NOT drop off or pick up in the bus area** off Donald/Dennis on the south side of the building.

To help with the safety of walkers, please keep your eyes open and be alert for students as they walk. Please be respectful of the school staff and parent volunteers that are working to ensure the safety of your child.

Daily Entering & Dismissal Times

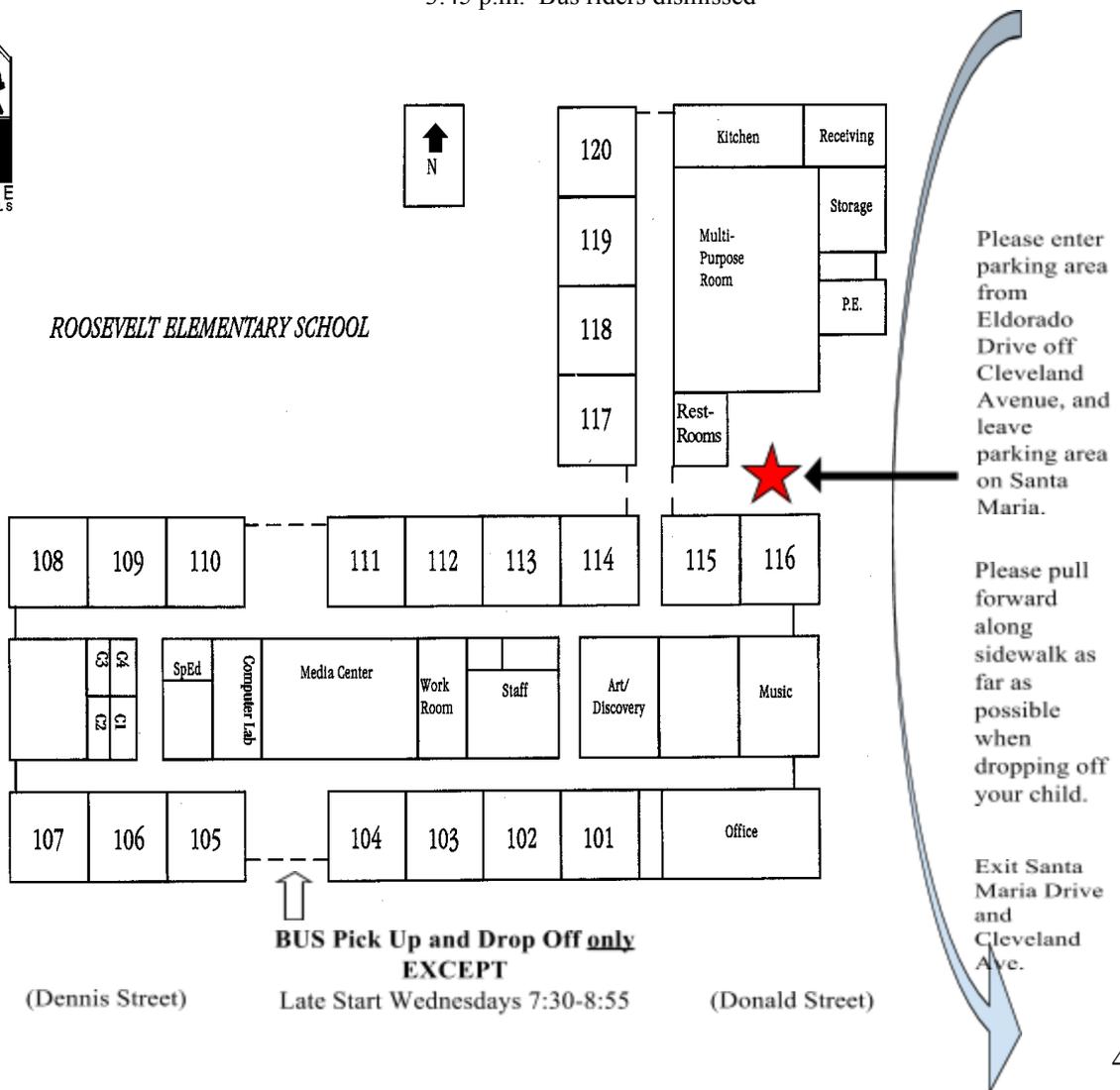
- 8:10 a.m. Buses arrive and students enter
- 8:25 a.m. Classes begin
- 3:30 p.m. Car riders, walkers, shuttles dismissed
- 3:45 p.m. Bus riders dismissed

Wednesday Daily Entering & Dismissal Times

- 7:30 Early Drop-Off (Donald/Dennis St)
- 8:55 Buses arrive and students enter
- 9:10 Classes begin
- 3:30 p.m. Car riders, walkers, shuttles dismissed
- 3:45 p.m. Bus riders dismissed



*ROOSEVELT ELEMENTARY SCHOOL*





## Request for Pre-arranged Absence Form

Student(s) Name: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

I request a prearranged absence for my child(ren) on the following date(s):

\_\_\_\_\_

Medical    Family Trip/Vacation    Religious Observance    Family Emergency    Other (Please specify) \_\_\_\_\_

Please provide details about the reason for the absence:

### Homework Assignments

To obtain your children's schoolwork for the trip, parents must complete and return this form to school at least **FIVE (5)** school days prior to the absence.

### Conditions:

1. Absences excused under special circumstances absences will not exceed an aggregate total of more than ten(10) days during the course of a given school year for Prek-5 students.
2. Your child is still responsible for assignments that are missed during this absence. Some assignments (such as assessments) must be completed at school when your child returns

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_