

JOHN R. RODGER

Elementary School



Student Handbook

2016-2017

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John R. Rodger Elementary School
Dedicated February 20, 1972
In honor of Dr. John R. Rodger (1905-1988)

Who was Dr. Rodger?

Why would a village care enough about a local doctor to name a school in his honor years before he died?

Dr. John R. Rodger and his wife Katherine drove into Bellaire in 1935 in a 10-year-old Chevy – planning to stay for one year before they would become missionaries to China. Although they never made it to China, Bellaire was truly blessed with the Rodgers' presence for 45 years. They had three children – Mary Jean, Eleanor Jo and James Lowell Rodger. Dr. Rodger and his wife touched the lives of many and inspired them to goodness. If you ask the people who knew "Dr. John", as he was commonly known, you will hear stories of kindness, thoughtfulness, generosity, and love that he and his wife bestowed upon the community. "He was positive, nurturing, nonjudgmental, humorous, friendly, full of concern, an advocate of peace and brotherhood," according to Loraine Anderson, a Record Eagle city editor. Dr. John was famous for sending hundreds of typewritten notes of praise and encouragement on prescription pad paper. He delivered over 2,300 babies sometimes going back into the woods with skis and snowshoes to do so. Dr. Rodger was a dedicated Christian, humanitarian, and at one time Bellaire's only general practitioner. "He was the kind of person who should live forever," said Laura Dunson a former Antrim County clerk.

When he retired (at the age of 73) in September of 1978, over 1,000 residents, including some in wheelchairs, came to his doorstep to bid him farewell at midnight and to say thank you for his years of healing both body and soul. It was raining, bells were ringing, sirens blowing and the high school band was playing. He spoke about his last day of practice that started at 4:30AM with a house call to an elderly woman on Torch Lake. On the way back to the village of Bellaire he stopped at his brother-in-law's cottage and watched the sunrise. "Going back into town, on the hill overlooking Bellaire," Dr. Rodger said, "I could see the first glow of sunrise and it was like a new dawn, a new stage. Then I knew the recipe for retirement. You go back and live in the old days much as you look in a photo album. You enjoy it, have memories, but you don't live in that album. You go forward and find joy in living."

Dr. John lived what he believed – in God and family. He spoke out for civil rights and against war and the instruments of war. Just as Dr. John R. Rodger made a difference in the lives of so many, it is our hope to make a difference in the lives of all children who enter the elementary school that proudly bears his name. We hope to do that with kindness, thoughtfulness, generosity, and love, so that in some small way Dr. John can live forever.

Dear Students and Parents,

Welcome to the 2016-2017 school year at John R. Rodger Elementary School!! Through the cooperation of students, parents, staff, and the community we will continue to make Bellaire Public Schools the best place to be!!

Traditional time-tested educational techniques, new best practices, and many hands-on materials are combined with new technology in order to encourage intellectual curiosity and to build a solid foundation for future challenges. It is my hope that all children will have a sense of pride, treat others with kindness, be honest, and share with those in need, care for the environment, and have the courage to do the right thing. The community of Bellaire has a long-established history of supporting public education. As partners we will continue to work together to create a safe, caring environment where students can grow academically, emotionally and socially in order to meet an ever-changing world.

Sincerely,

Mrs. Kristi Poel, Principal
John R. Rodger Elementary School

**BELLAIRE
PUBLIC SCHOOLS**

MISSION STATEMENT

The mission of the Bellaire Public School community is to provide an environment which develops self-sufficient and productive citizens that can adapt to a challenging and changing world.

DISTRICT GOALS

To develop:

1. Literate adults capable of learning over a lifetime
2. Competent and productive workers in a career of choice
3. Competent and productive citizens
4. Responsible family members and parents
5. Healthy and fit individuals
6. Creative and innovative individuals
7. Individuals who use grammatical and mechanical conventions correctly in written compositions
8. Students who will interact with informational text for designated purposes
9. Students who will increase their application of knowledge and skills in relation to core democratic values

NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title XI of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bellaire Public Schools that no person shall, on the basis of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Inquiries regarding the nondiscrimination policy shall be directed to the Superintendent.

STAFF
533-8916

Bellaire Public Schools Administration		Phone Ext.
Jim Emery	Superintendent / High School Principal	223
Kristi Poel	K-8 Principal	231

Bellaire Board of Education

Rob Silk, President	Aimee George, Trustee
Peter Wendling, Vice President	Walt Mann, Trustee
Patricia Savant, Secretary	Tony Martinek, Trustee
Mike Robinson, Treasurer	

This group is elected by the residents of the school district. It is their obligation to organize and direct the many activities that are entailed in the administration of the school. There are seven members of the Board of Education in the Bellaire community.

John R. Rodger Elementary School Faculty	Phone Ext.
Mandy Crooks	273
Rebecca Benson	283
Judy Schieber	280
Cindy Mason	269
Sue Mills	267
Kelli Fischer	272
Kim Frank	278
Jill Beatty	293
Dave Lewandowski	250
Tom Golden	243
Jeff Lampman	286
Willa Graham	235
TBA Speech/Language Pathologist	
Sally Cadaret	266
Transportation	275

Elementary Support Staff	Phone Ext.
Secretary: Keelie LeCureux	<u>230</u> voicemail 330
Support Staff: Alice DeGiuli	voicemail 302

WAYS TO HELP YOUR CHILDREN LEARN

1. Stress the importance of education.
2. Show an interest in events told and papers brought home.
3. Talk things over with your child. Discuss concerns openly with the teachers and administration.
4. Provide educational materials for your child's use at home.
5. Encourage your child to succeed in school by putting forth his/her best effort.
6. Read to and listen to your child read regularly.
7. Make sure to use the public library on a regular basis.
8. Have regular eating times, sufficient amount of time for sleep, and a quiet time for reading.
9. Frequent reading at home by family members provides a good model for children. Let them see you reading and enjoying it.
10. Guide your child in the selection of television programs. Watch and discuss programs together when possible. Limit the time for television and be sure your child is active in other things: reading, arts and crafts, outdoor games and activities.
11. A child's behavior at school is quite often a reflection of his or her behavior at home. A positive parental attitude regarding correct school behavior will help a child adopt a good attitude while at school.
12. Consider yourself part of the teaching team – work with us for the best education of your child.

INTRODUCTION

This handbook contains some of the basic guidelines for students to follow to be successful at John R. Rodger Elementary School. It is intended to communicate some of the expectations that we hold for students and, in turn, provides for students an indication of what they can expect while a student at John R. Rodger Elementary School. The handbook is not a policy manual (policy manual available online on the schools website bellaire.k12.mi.us - Click on “central office” and then click on “policy manual”); it is, however, based on the policies that have been developed and enacted by the Board of Education. As a guide it provides a direction for activities and identifies the outcomes that we expect when we work together as a team of learners, parents, and educators. While it is impossible to anticipate every event that can take place in a given school year, we have attempted to address at least the major issues. Please refer to the handbook as needed to answer your questions relative to the elementary school program.

The administration will provide greater detail or information upon request. Please do not hesitate to call if we can be of assistance. We expect a great year and will do our part to see that every student is successful.

Elastic Clause

Bellaire Public Schools reserves the right to amend any provision in this handbook when it is deemed to be in the best interest of the educational process. The District retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties to protect the general well-being of the students and staff and to address a wide variety of circumstances when considered necessary.

Salute to the Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

SCHEDULE

7:45 a.m.	Office Opens
7:50-8:00 a.m.	Drop-Off Supervision Begins / Busses Arrive Free Breakfast Served (for all students)
8:00 a.m.	Bell Rings
8:05	School Starts / Tardy Bell
11:15am -12:30 pm	Lunch
3:02 p.m.	Dismissal (1/2 DAYS – 11:40)
4:15 p.m.	Office Closes (after 4:15 <u>DIAL EXT. 230 or 231 for assistance</u>)

Waiting by the office (AM/PM)

Parents are not allowed to wait in the hallway outside the office at the end of the school day to pick up their children. This provides a safer environment for students and staff as we closely monitor who is inside the building.

Arrival

For safety reasons, parents / other adults are not allowed to wait in the lobby / commons area / cafeteria before or after school. This will make our school a safe environment as we limit the number of adults who enter the building. If your child is arriving after 8:10 please use the front door, as the side door will be locked from 8:10-2:50.

Elementary students who live within walking distance of the high school are required to take a bus from the high school to the elementary school. They should arrive at the high school no later than 7:45 a.m. in order

to ride a bus. Due to heavy morning traffic between the school buildings, elementary students are not allowed to walk, skateboard or ride a bike from the high school to the elementary school.

Parents may transport children to the elementary school. Please use the athletic complex driveway just beyond the elementary school. Students can only be dropped off at the media center entrance. Students can only be dropped off if an adult is present. Supervision begins at 7:50am. Due to the number of students that are dropped off daily, please have your child ready to exit your vehicle when you arrive. Students should only exit from the passenger side of the vehicle. Form only 1 lane to drop off students. The circle drive will be used in the morning for buses only. Students are not allowed on the playground in the morning.

Please do not use the front door if you are bringing your child to school. For safety reasons, if you are bringing your child to school in the morning or dropping them off from now on YOU MUST use the side entrance until 8:10 when the buses are gone. An adult is there starting at 7:50am. If you walk your children into the school in the morning – please park on the side of the building and walk your child across to where the adult is waiting. If your child eats breakfast – they may enter the building immediately. (continued on page 7....)

If you want to wait with your child – please feel free to walk your child across and wait with the other children or wait with your child in your car until the bell rings and then walk your child across.

Otherwise the adult is there to supervise the children until the bell rings at 8:00a.m.

**If you need to come to the office in the morning for any reason please park in the side parking lot and enter through the side door so that we do not have students or parents using the staff parking lot with the number of vehicles already entering in the morning or entering the school by walking across the bus drop-off area. Thank you for your understanding and cooperation with this matter.

Dismissal

For safety reasons, parents / other adults are not allowed to wait in the lobby / commons area / cafeteria before or after school. This will make our school a safe environment as we limit the number of adults who enter the building. If your child leaving before 2:50 please use the front door, as the side door will be locked from 8:10-2:50.

School dismisses at 3:02 p.m. (½ days 11:40). Busses will park in the circle drive in front of the school. If you are picking up your student please use the athletic complex driveway just past the elementary school and stay in the vehicle line until it is your turn to pick up your student. Parents who are waiting in the parking lot instead of going through the vehicle pick up line **must remain in their car** until all vehicles have passed through the line so that students do not run across the line of vehicles. An adult will wait with all of the students who are being picked up. Please form one lane of cars.

Late to School / Leaving Early

If your child will be arriving late or leaving early, please send a note to school. The school is responsible for the safety of all children. Therefore students will check-in late and check-out early at the elementary office. Any adult who is picking up a child early must come into the school and sign a child out with the elementary secretary. For the safety of students, only adults listed on a student's emergency form will be allowed to pick up children, unless we receive a note or phone call indicating otherwise.

Please do not pick up your child in the office a few minutes early at the end of the day on a regular basis as this disrupts the teacher and the rest of the students. However, we recognize that there are some extenuating instances where this is unavoidable from time-to-time.

ATTENDANCE

We recognize the inherent value of consistent student attendance and its overall impact on learning and the educational environment. Attendance and the completion of required schoolwork leads to academic success. Regular school attendance is the responsibility of parents / guardians. Students who are absent are obligated to make up missed work. Students will generally be given one day for each day absent to make up work.

Regular school attendance is the responsibility of the parents/guardians. The school's obligation is to keep parents informed of student absenteeism. Although it is the parent's obligation to determine when and why a student should be absent, absences are best limited to times of illness. Parents are to notify the school by the end of the school day following their child's absence. This notification should be in the form of a note or a telephone call. The school telephone number is 533-8916.

Michigan's Compulsory Attendance Law recognizes the educational value in students regularly being in attendance in their classes. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline, and responsibility in students. Interaction between students and staff and involvement in the total school environment, are critical parts of the learning process and, therefore, depend on the students' presence in the classroom. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable upon graduation.

Please notify the elementary school secretary (533-8916 x330 24-hour voicemail) or send a note to school within 24 hours to excuse your student's absence.

8:05 a.m. and 9:05 a.m. - Tardy (3 tardies = 1 absence)

9:06 a.m. – Lunch - ½ Day Absent*

Students who arrive in the afternoon within the 60 minutes after their class has gone to lunch will be considered p.m. tardy. If a student arrives more than 60 minutes after their class has gone to lunch, they will be considered ½ p.m. absent.**

*Students who miss 61 minutes or more of school any time before lunch are considered a.m. absent.

**Students who miss 61 minutes or more of school any time after lunch are considered p.m. absent.

Attendance Awards

Perfect Attendance	0 absences / 0 tardies
Outstanding Attendance	1 absence (3 tardies = 1 absence)
Excellent Attendance	2 or 3 absences (3 tardies = 1 absence)

Excessive Absences and Tardiness

Absence Monitoring and Action: Teachers are required to inform the school secretary the names of each student who is tardy or absent from class. Parents will receive notification when their child's attendance or tardiness advances to certain levels. Parents will be encouraged to call and arrange a meeting with the counseling office or building principal to discuss the reason for the excessive absences or tardiness.

If such tardiness or absenteeism continues the school liaison officer may be notified.

Students and parents are responsible for knowing all attendance regulations in this handbook.

1. Parent(s) are encouraged to schedule appointments after school whenever possible.
2. Parent(s) must notify the office by a phone call or a note within 24 hours for a student to receive an excused absence.
3. If a parent does not notify the school within 24 hours of the absence or tardy then the absence or tardy is recorded as unexcused.
4. For prearranged absences of five (5) or more days, please notify the office and classroom teacher in advance. Teachers are not required to give work in advance.
5. If a student is being excused from school early parents (or another designated adult) must pick him/her up from the elementary office and fill out a written form.
6. If a student is arriving late to school he/she must report to the school office to receive a pass.
7. Unless a sickness extends beyond three school days, please refrain from calling the school to request assignments. Teachers are not required to give assignments until a student returns. Generally if your child is too sick to attend school they are also too sick to do school work.
8. Students who are absent from school will be given one day for each day absent to make up work.
9. Major assignments and tests that were previously announced before a student was absent will be due upon the student's return from the absence.

Doctor, Dental, Other Appointments

Please try to make doctor and dental appointments for your child after school whenever possible. When this is not possible, late in the day appointments are appreciated so that your child can participate in most of the school day activities.

Piano, Dance, Other Lessons

In order to provide the best educational experience for your child, please schedule special activities after school hours.

Family Trips

Bellaire Public Schools recognizes the value of family trips and vacations. We ask that parents who plan trips during nonscheduled school breaks contact the teacher and the school office as soon as possible to notify them of the dates the child will be absent. Much of the instruction at the elementary level includes discussion, class participation, hands-on activities and teacher directed classroom activities. Frequently daily classroom assignments can change at the elementary level, depending on the particular group's understanding of the material. Therefore it is difficult to provide exact make-up work in advance. **Teachers are not required to provide any make-up work in advance.** They will, however, keep track of what is taught during your vacation and determine what needs to be made up after your return. The assignments to be made up will be determined by each teacher and may not always be the same ones that the other students have completed. Some suggestions for trip activities from teachers in the past include: scrapbook, daily diary, photography, and letters to the class. Students may also be asked to share an oral or written report when they return. Students will have one (1) day for each day they were absent to make up all assignments.

GRADING SYSTEM

In grades K-2 and for nonacademic subjects (music education, art education, physical education), the marking code consists primarily of these marks:

- + Consistently does well
- ✓ Meets expectations
- X Needs Improvement
- I Improving

In grades 3-5, the marking code generally corresponds to the following:

Letter Grade	Percentage	
A	95%-100%	Outstanding
A-	90%-94%	
B+	87%-89%	
B	83%-86%	Good
B-	80%-82%	
C+	77%-79%	
C	73%-76%	Satisfactory
C-	70%-72%	
D+	67%-69%	
D	63%-66%	Needs Improvement
D-	60%-62%	
E	Below 60%	Failing

Report Cards

Report cards are sent home with students at the end of each 9 week marking period. Please review your child's progress, work on challenging concepts, celebrate success, and contact the teacher if you have any questions or concerns.

Records

Each student and their parent/guardian(s) have the right to review their records. A school official will make an appointment to review your records with you and/or your parent/guardian upon request. Written requests to receive copies of records and/or have transcripts or records forwarded to another institution will be honored as soon as possible. The contents of your files may be released only to persons or agencies outside the school by written permission of legal guardian or eligible student or court order.

Testing

In an effort to continually update curriculum and assess student progress John R. Rodger participates in the following testing programs:

M-STEP Grades 3, 4, 5

We may also use Qualitative Reading Inventory (QRI), AIMSweb, DRA, NWEA and quarterly assessment results during the elementary school years to make educational/curriculum decisions.

Parents may see and discuss the results of these tests by contacting their child's classroom teacher or the principal.

Curriculum (Common Core State Standards)

The following educational opportunities are provided to students:

Reading

Math

Language Arts

Science

Social Studies

Physical Education

Vocal / Instrumental Music Education

Art Education

*When specials teachers are reduced at the elementary school it is the classroom teacher who provides the special class instruction (examples: art, music, physical education).

Textbooks and Basic Supplies

Textbooks are provided by the school for each child. If a book is damaged or lost, a replacement cost is charged.

Basic supplies required for each classroom such as pencils, crayons, rulers, etc... are furnished by the school. If these are used carelessly or lost, your child may have to replace missing or damaged items. Additional items may be suggested by the teacher, but are not required. Please label all supplies that your child brings to school.

Human Sexuality

The Board of Education has approved certain instructional programs in the area of human sexuality. Books, videos, DVD's, and other resource material used in instruction have been approved by the Board of Education and are available for viewing upon request. Please contact your child's teacher to determine what is covered at that grade level.

A permission slip will be sent home at the beginning of the school year giving permission for your child to participate in human sexuality instruction. At the elementary level most of this information is incorporated into daily activities with a few units being taught separately. A child excused from human sexuality instruction will study a science or health unit of a different topic.

Retention / Promotion (*complete policy available on school website)

It is important that each child achieve certain criteria before progressing to the next grade level. There are many reasons why some children experience more difficulty in achieving standards. The following criteria need to be considered before grade level placement is made:

- ✓ Academic achievement and ability as indicated by standardized test scores
- ✓ Academic achievement and ability as observed by the classroom teacher or teachers involved
- ✓ Chronological age of the student
- ✓ Size and physical development of the student
- ✓ Social maturity of the student
- ✓ Emotional maturity of the student
- ✓ Input and desire of parent / guardian / student

Notification to the parent / guardian will be made as soon as the teacher feels that retention may be appropriate so that a conference can be held to discuss the possibilities. Final recommendation of retention shall be made to the principal at least 6 weeks before the end of the school year. At that time a conference

needs to be scheduled with the principal, teacher(s), and parent / guardians in attendance. Grade level placement shall be the responsibility of the building principal. A written statement of parent approval / disapproval needs to be obtained and included in the student's permanent record file.

Promotion – Administrative discretion is used for advanced grade placement.

Requesting Teachers

Students will be placed in classrooms with several educational needs / considerations in mind which may / may not include: even balance of boys and girls, equal number of students with special needs, student achievement levels, teacher recommendation, behavioral considerations, etc... Only in extenuating circumstances will teacher requests be honored. Parents will need to state their concerns in writing. However, final class lists will be determined by the Principal. We are a small school with only 1 or 2 teacher choices per grade level. Bellaire Public Schools hires quality teachers to meet the educational needs of students. Your cooperation with this matter is appreciated.

Parent-Teacher Conferences

Parent-Teacher conferences are held in the fall and spring with a scheduled time for each parent. Parents are also encouraged to meet with the teacher at any time when they have questions about their child's progress or have any other concerns. Please call to schedule a convenient meeting time.

Before and after school are times that teachers are extremely busy. Please let your child's teacher know in advance if you need to schedule a conference with them and they will be happy to meet with you.

If you have any teacher / classroom concerns it is important that you meet with the teacher first in order to share your concerns. Face-to-face meetings are the best option as email / voicemail / notes can be difficult to interpret. If you still have any questions or concerns please let the principal know.

STUDENT SERVICES

Counseling

We realize that students may need counseling during their elementary years to deal with various situations that can arise. Counseling services are available to all students at the elementary school. If additional outside counseling services are requested by parents a list of agencies that are available outside of the District will be given. The District is not responsible for any counseling costs.

Outside Services

Many excellent outside services are available for students and their families and are only a phone call away. Please consider the following when faced with difficult decisions:

Counseling

Third Level Crisis Intervention Center	800-442-7315
Women's Resource Center of Northern MI	800-941-1210
North Country Community Mental Health	800-834-3393
Child and Family Services	231-946-8975

Health/Dental Care

The Health Dept. of Northwest MI	800-432-4121
Department of Human Services	231-533-8664
Dental Clinics North	231-587-5068
Community Health Clinic-TC	231-935-0668
Community Free Clinic-Petoskey	231-487-3600

Health Center – Mancelona (ages 10-21) 231-587-9840
Pregnancy Resource Center/Mom & Tots 800-238-4269

Domestic Violence

Antrim County Sheriff's Dept. 911 or 231-533-8627
Women's Resource Center-TC 231-946-1210
Women's Resource Center of Northern MI 231-347-0067
Victims' Rights Advocacy 231-533-6860

Legal Assistance

Legal Services of Northern MI 888-941-9599
Legal Aid 888-645-9993
Free Legal Aid (Third Level) 800-442-7315

Food Pantries

Bellaire Community Food Pantry 231-533-8600
Good Samaritan Food Pantry – Ellsworth 231-588-2909
Mancelona Food Pantry 231-587-9606

Homeless

Goodwill Inn – TC 231-922-4890

Drug or Alcohol Treatment

Munson Healthcare Treatment Center 800-662-6766
Catholic Human Services 231-947-8110
Nexus Family Services 231-943-7312
Alcoholic Anonymous 231-946-8823
Narcotics Anonymous (TC) 231-223-3399
Northern MI Substance Abuse Services Inc. 989-732-1791

Miscellaneous

Antrim County Transportation 231-533-8644
Big Brothers/Big Sisters 231-946-2447
American Red Cross 231-348-7666
Salvation Army – Petoskey 231-347-3531
Social Security Administration 800-772-1213

Academic Intervention

Not all students learn in the same manner or at the same pace. In order to accommodate individual learning needs, we have programs for students with special needs. Assistance is available to students who are experiencing academic difficulties through TASC (Team Addressing Student Concerns). Services may include tutoring, mentoring, special education services, and curriculum adjustment sometimes through Section 504 plans. To access these services, parents are encouraged to contact the school counselor. Section 504 and special education programs are viewed as approaches to compliment and supplement the regular school program. It is the purpose of these programs to develop individual plans that utilize the student's strengths. It is the school's intent that through these types of programs, that the students will be able to meet goals and attain appropriate skills. Students may be referred by parents, teachers, or themselves. After a file review they may be referred for a TASC staffing or, with parent permission, for further testing and observation by the TBA Specialists. Parent(s) are asked to participate in planning the appropriate program to meet their student's needs with the teacher and the TBA Specialists. The student's individual program and

academic growth are reviewed on a yearly basis. Students are formally re-tested every third year by TBA staff.

STEP (Students in Transition Empowerment Program)

The McKinney-Vento Act states that school districts must ensure the right to a free, appropriate public education for all children, ages 3-17, who are living in transition due to loss of housing. More and more families, as well as youth who are not living with their parent or guardian, are among those who find themselves in this situation. Students who do not have a fixed, regular, and adequate overnight residence need assistance. Students who find themselves living in any of the following situations are encouraged to contact the office as soon as possible:

- In a shelter, motel, vehicle, camper or campground
- Temporarily sharing housing with friends or relatives due to economic hardship
- Unaccompanied youth who are living on their own without parent or guardian
- Inadequate accommodations (lack of electricity, heat, plumbing, or overcrowding)
- Abandoned buildings or on the street

Bellaire Public Schools' STEP Coordinator can be reached at 231-533-8015 extension 223.

TBA Services

Services are available to Bellaire students by a team of specialists from the Traverse Bay Area Intermediate School District. Included in the team are: Social Worker, School Psychologist, Teacher Consultant, Speech/Language Therapist, Physical Therapist and Occupational Therapist. Teacher recommendation and parental consent are necessary before any child works with a team member. These recommendations are based on behavioral or academic achievement.

Resource Room / Special Programs

The purpose of special education programs within the public schools is viewed as an approach to compliment and supplement the regular school program. The special education teacher develops a supplemental program for each student who qualifies for services. This individual program utilizes the student's strengths to supplement the regular school day. It is our intent that through Resource Room services that the student will be able to meet their goals and attain appropriate skills.

Students are referred through a team (TASC – Team Addressing Student Concerns) initiated by parents or teachers. It is determined through this process whether formal or informal testing is necessary after a pyramid of interventions has been put in place. If formal testing and observation of the student is recommended, parental consent must be obtained. TBAISD specialists will conduct testing and observations. Parents will participate in an Individualized Educational Plan and help plan an appropriate program to meet their child's needs. The child's individual program and the academic growth are reviewed on a yearly basis. Students are formally retested every 3rd year by the TBAISD team.

When appropriate programs, services, or facilities are not possible within the District's schools, the Board shall make every effort to provide these students with access to schools where such instruction and accommodations are available.

Administrative responsibility for special education programs in the District shall be the responsibility of the Superintendent who shall work closely with the Intermediate School District in providing special education services. All diagnostic, evaluation, and placement procedures established shall be in accordance with state and federal guidelines.

Severe Learning Disability

With consideration of federal guidelines and state requirements, specific learning disability eligibility is evaluated using a pattern of strengths and weaknesses. 'Pattern of strengths and weaknesses' method is based on both assessment and review of achievement scores and performance in a variety of academic areas, with documentation of a pattern of strengths in one or more areas as compared to other areas where the student demonstrates a pattern of significant academic weaknesses.

Title I

Title 1 is a federally funded program to provide extra assistance in all core content areas to those students with an academic need who qualify for services. Placement in the program depends on test results, teacher recommendation and availability of services. Services are provided by certified teachers or qualified aides who work closely with the classroom teachers to meet the needs of each student. Bellaire Public Schools receives Title 1, Part A funds and therefore you have the right to request the professional qualifications of your student's classroom teacher. If your child is receiving instructional services from a paraprofessional, you may also request the qualifications of the paraprofessional.

Parent Involvement Opportunities

John R. Rodger elementary School offers parents several opportunities to participate in the education of our children. Some of the opportunities include: Library Volunteer, Picture Person Volunteer, Field Trip Chaperone, Classroom Celebration Helper, Parent Teacher Organization, Recess Volunteer, Classroom Helper (when requested by teacher), 5th Grade Graduation Committee, School Improvement Committee, Guest Speaker and others!! All volunteers / chaperones must have a background check. Background check forms are available in the elementary office.

HOMEWORK / SCHOOL CONNECTIONS

Homework Philosophy

Homework is an integral and necessary aspect of the educational development for all students. It is our belief that well-planned homework assignments are important in contributing to the lifelong habit of study and responsibility. Homework increases parental awareness and participation in a child's educational process. It is intended to be a useful extension of the school day designed for specific instructional purposes. In the elementary grades homework may be one of the following forms: reinforcement, support, review, practice new skills, extension, a special project, or incomplete daily work. Homework shall be assigned on a need basis and shall never exceed a student's capacity to complete within a reasonable time (not to exceed 10 minutes per grade level – for example, 3rd grade – no more than 30 minutes per night).

Parent Responsibilities:

1. Establish a regular, daily time to discuss school (minimum 15 minutes).
2. Review homework and assignments.
3. Set a routine time for your student to study / complete homework.
4. Contact teachers with concerns and questions
5. Attend Parent / Teacher conferences.
6. Encourage students to do their best.
7. Contact teachers with concerns and questions.

Student Responsibilities

1. Be at school every day.
2. Keep track of your homework.
3. Follow a routine and quiet area for studying independently or with parents.
4. Set time schedules for completion and return of homework.
5. When frustrated, ask questions of teachers, parents, or a friend who has studied or is studying the same assignments.
6. Complete daily assignments and homework to the best of your ability.
7. Follow teacher and parent directions.
8. Try your best.

Teacher Responsibilities

1. Provide time for students to answer questions about homework assignments.
2. Clearly define all directions. Encourage successful completion with a realistic due date.
3. Review all received homework to determine direction of further instruction. Homework should provide the teacher with constructive feedback and/or to determine grades.
4. Provide leadership in the learning experience, developing a student-teacher team approach to ensure student success.
5. Encourage cooperative and collaborative study by students when appropriate

DISCIPLINE / BEHAVIOR / CITIZENSHIP / RESPONSIBILITY

Philosophy

A safe and orderly school environment is important to the educational achievement of all children. To provide a safe and healthy school, we encourage high standards for student behavior. To achieve a safe and healthy school environment, we expect children to follow the guidelines listed below. We believe these rights and responsibilities provide students with the basis of gaining an understanding about their needs and the needs of others. It is our basic premise that students will be able to develop life-long citizenship skills.

My Rights:	My Responsibilities:
<ul style="list-style-type: none">• The right to be treated with respect in this school.	<ul style="list-style-type: none">• The responsibility to treat others with respect in this school.
<ul style="list-style-type: none">• The right to be safe in this school.	<ul style="list-style-type: none">• The responsibility to help make this school safe.
<ul style="list-style-type: none">• The right to be told the truth.	<ul style="list-style-type: none">• The responsibility to tell the truth.
<ul style="list-style-type: none">• The right to expect the property of this school to be safe.	<ul style="list-style-type: none">• The responsibility not to steal or destroy the property of others.
<ul style="list-style-type: none">• The right to hear and be heard in this school.	<ul style="list-style-type: none">• The responsibility to help maintain a calm and quiet school.
<ul style="list-style-type: none">• The right to learn and expect others to help me.	<ul style="list-style-type: none">• The responsibility to learn and allow others to help me.
<ul style="list-style-type: none">• The right to be treated with reason.	<ul style="list-style-type: none">• The responsibility to obey reasonable requests of those who have responsibility for me.
<ul style="list-style-type: none">• The right to learn and grow to the best of my ability.	<ul style="list-style-type: none">• The responsibility to do my best.

When student behavior is inappropriate, the student will be assisted in correcting the behavior and shall be encouraged to learn a better, more productive way to deal with situations. Failure to meet student responsibilities may face the following disciplinary measures: deny participation in special school activities, detention, behavior contracts, suspension, or expulsion.

Discipline Philosophy

The objective of student discipline is to provide a safe and healthy school environment in which teachers can teach and students can learn. The Board of Education approves the use of Behavior Rubrics for students who violate the district's code of conduct.

Discipline Guidelines

John R. Rodger Elementary School places a strong emphasis on building a safe and healthy learning environment. Consequences are designed to encourage all students to adhere to their responsibilities as citizens of the school community. Every consequence is an opportunity to learn. Children will always be treated fairly. However, the same consequence may not always fit the same misconduct. Each incident will be dealt with individually with the following considerations:

- ✓ Student's age
- ✓ Student's attitude
- ✓ Seriousness of the misconduct
- ✓ Frequency of the misconduct
- ✓ Effect / potential effect of the misconduct on the school environment
- ✓ Requirements of Section 504 plan
- ✓ Requirements of Individualized Education Plan
- ✓ Other

Consequences may be greater based upon what the student has done relevant to Board Policy. The policy manual is available on the school's website (www.bellairepublicschools.com). Click on "Central Office" and then click on "Policy Manual."

Minor incidents of rule breaking may be handled in the classroom and the playground with warnings and intervention steps at the lowest level to alleviate the problem.

Parent Involvement

Students will be responsible for calling home / work to discuss the situation with a parent. This parent contact will make them aware of the present consequence(s) and the consequence(s) of the next step. In some cases we want parents to hear the information from the student. The principal will let the parents know what the behavior consequence(s) will be. This phone call will also help alleviate some anxiety as students will usually worry the rest of the day about having to tell their parents when they get home.

**There may be some infractions that may only require a visit to the office without a phone call home. These will be at the principal's discretion. A visit to the principal may result in a warning, a short discussion, an apology, a missed recess, a responsibility sheet for a student to fill out and have a parent sign, or another minor consequence.

Missing Recess

Assigned inside recess time will be a quiet time for reflection, writing apologies, filling out a responsibility plan, developing a plan for success, or working on classroom assignments.

Multidisciplinary Team

Sometimes it is necessary to have a multidisciplinary team create a behavior plan for success. This team may include some or all of the following: parent, teacher, student, a behavior specialist from TBAISD, principal, school liaison officer, school social worker, school psychologist, school counselor, Mancelona Family Resource Center representative, Antrim Kalkaska Community Mental Health representative, and any other resource person that may be needed to help complete a plan for success. At times a student may be referred to an out-of-school agency (ex: law enforcement for incorrigibility) or whenever it is the belief that such an agency or person will be of assistance in the solution of a discipline problem. Bellaire Public Schools is not responsible for any payments for services outside of school.

Detention

Detention is an option for minor behavior infractions. Detention may be assigned for disrespect, failure to complete class work, lack of class materials, poor attitude, disturbing the class, mischief, or other infractions determined by a staff member. It may also be used in lieu of suspension as a result of truancy, unexcused absences, or tardiness.

1. Students will be assigned detention by the principal, staff member, or teacher.
2. Detention will be held either before school, at lunch, or after school, depending on the availability of coverage.
3. Students/Parents will be given 24 hours' notice.
4. Students are required to bring study materials and work on them or face additional disciplinary action.
5. Failure to attend will result in additional detention time, an in-school suspension, or an out-of-school suspension.

Focus Room

The focus room may be assigned for the following reasons (not all-inclusive): provide a less distracting work environment, an option for minor behavior infractions, a location for a student who has a medical condition and needs to miss an activity along with others. Students may be asked to read, complete classwork, or be given an alternate assignment while they are in the focus room.

Responsibility Sheet

The responsibility sheet will be filled out by the student and may need to be signed by a parent / guardian. Younger students may need to draw pictures or give oral answers to the teacher, an adult aide, a parent, a counselor, or the principal to write down. These responsibility sheets will be kept in the principal's office and / or CA60 file.

INAPPROPRIATE BEHAVIOR

Inappropriate Behavior: Disruption of the Learning Environment

1. Inappropriate behavior may be defined as but not limited to:
 - a. Obscene or abusive language/gestures
 - b. Public displays of affection other than holding hands
 - c. Physical actions, such as shoving, poking, wrestling, throwing things (including, but not limited to, snowballs, pencils, etc...)
 - d. Noises or disturbances which distract others
 - e. Disrespectful behavior towards teachers or peers, such as arguing or talking back, insults, name calling, or put downs
 - f. Inappropriate attire (see Dress)
 - g. Misusing privileges given by hall passes
 - h. Violation of posted classroom rules
 - i. Use of laser lights or laser pointers

2. Procedures to follow:

- a. The teacher will complete a discipline report form/focus room referral form.
 - b. The teacher may or may not send a student to the office, depending on the nature of the incident.
 - c. Teachers who complete a disciplinary report form requiring the student to stay after school or serve a lunch detention will notify parents by phone, or in person, and by verifiable written receipt. Excessive disciplinary problems, regardless of the consequence will be reported to parents.
3. Upon reviewing the circumstances, the administration may assign an after school detention period to be made up within a specified time after the student's parents have been notified. Students may also be assigned for a period of time to the focus room.
4. Consequences for inappropriate behavior:
First incident- possible detention (must give 24 hours' notice).
Repeated incidents- Once a teacher has assigned the same student a 3rd detention, a parent / teacher / student conference needs to be scheduled.

UNACCEPTABLE BEHAVIORS

Consequences for unacceptable behaviors may result in a suspension from school or recommended expulsion with due process, and monetary reimbursement where appropriate. The severity and frequency of failure to meet responsibilities as a student will determine the length of suspension.

Unacceptable Behavior: Failure to meet Student Responsibilities:

1. The Board may suspend or expel a student from school for up to 180 days when a student:
 - a. is deliberately disobedient or deliberately disorderly
 - b. possesses, on District property, a firearm
 - c. who, with the use of any other dangerous weapon, intentionally or knowingly causes injury or accompanies use of the weapon with a threat to cause injury
 - d. commits a physical assault against another student
 - e. commits a verbal assault against a School District employee, volunteer, or contractor
 - f. makes a bomb threat or a similar threat directed at a school building, other school property, or a school-related event
 - g. violates the code of student conduct regarding violent behavior.
 - h. Violates the computer/internet acceptable use policy.

2. Unacceptable behaviors may include, but are not limited to the following list:

- A. Destruction of school property / Vandalism (purposeful destruction of property)
*parents will be billed for damage to school property
- B. Fighting
- C. Throwing / Possession harmful objects (snowball, stones, sticks, etc...)
- D. Insubordination – intentional defiance of authority as related to student welfare and conduct
- E. Physical attack on staff
- F. Verbal attack on staff – swearing or threatening
- G. Extortion
- H. Threats
- I. Possession / Sale / Use of explosives
- J. Illicit Substances: manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:
 - Tobacco products or tobacco products of any form or substance
 - Electronic cigarettes, e-cigarettes, vaping devices or any other substitute form of cigarettes or vapor devices

- Alcohol or any alcoholic beverages
- Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statutes.
- Steroids, human growth hormones or other performance enhancing drugs
- Substances purported to be illegal, abusive, or performance enhancing, including but not limited to, "look-alike" drugs, steroids, etc...
- Other mood altering chemicals which can hinder the student's ability to learn or participate and which could cause damage to the student's health
- Prescription drugs (medications) not issued to the student by a licensed physician.

J. Possession and / or use of a weapon or threat to use a weapon to harm

K. Theft

L. False Alarms / Arson / Bomb Threats

M. Inappropriate sexual contact / harassment

N. Bullying (physical and verbal)

O. Possession / Use of weapon-like objects

P. Cheating / Lying

Q. Hazing / hazing-type behaviors

R. Misuse of electronic devices

S. Misuse of Internet privileges (printing / downloading pornographic material from the internet, etc...)

T. Possession / Use of a Lighter or matches

U. Skipping or cutting class

V. Entering an athletic contest or extra curricular function without paying

W. Taunting opponents, players, coaches, officials, actors, band members, DJ's, parents, chaperones, or others associated with athletic contests or extracurricular functions.

X. Use of inappropriate language and/or swearing

Y. Use / possession of dangerous objects, including but not limited to the following: lighters, razor blades, wallet chains, etc...

3 Procedures to follow:

- a. The teacher will send the offending student to the office where they will be assigned a location for a "cooling off" period.
- b. The student may write an account of the incident.
- c. As soon as possible after the incident, the teacher will complete a discipline report.
- d. The administrator will review the student's account and the teacher's report.
 1. The administrator will confer with the teacher before meeting with the student,
 2. The administrator will inform the teacher when the student has been suspended.
 3. The administrator will inform the student of the length of suspension; the parent will be called or informed at that time, and a parent conference may be requested prior to the student's return to school.
3. When the unacceptable behavior is a violation of the law, the principal will refer the student to the police.
4. Repeated incidents will result in the formation of a behavior contract and/or extended periods of suspension. The period and type of suspension will be determined by the principal following a conference with the principal, counselor and teacher.
5. The student is expected to complete all assignments missed during the suspension. These assignments will be graded on their merit according to classroom procedures.
6. Students who are suspended from school are not allowed on school property or in any school building or admitted to any school function.

Conduct at athletic contests/extracurricular activities, pep assemblies, or functions held on school property or property used by the school for events

1. All rules of student conduct apply while in the building, on the grounds, or on property used by the school for events regardless of function sponsorship. Students are reminded that respecting others and

others' property is part of the learning process. Failure to show respect is a form of disrespect and this is unacceptable behavior.

2. Failure to adhere to rules of student conduct during these events will result in disciplinary action as determined by the administration. Students may be asked to exit the school grounds.

Disciplinary Records

In accordance with Michigan Law and the No Child Left Behind (NCLB) Act the disciplinary record (including any suspension or expulsion action) of any student who transfers to another school district will be sent as part of the school records.

STUDENT CODE OF CONDUCT

Bullying

Bullying is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly. Bullying or other aggressive behavior toward a student - whether by other students, staff, or third parties (parents, contractors, volunteers, etc.) is strictly prohibited and will not be tolerated in the Bellaire Schools. This prohibition includes written, physical, verbal, and psychological abuse which causes bodily harm, reasonable fear for personal safety or personal degradation. Bullying or other aggressive behavior is prohibited during all "at school" activities, including activities on school property, in school vehicles, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function (field trips, athletic events, etc.) The complete Board policy governing this type of behavior, "Bullying – 8260" can be found online in the policy manual on the school's website.

Any student who believes he/she has been or is the victim of bullying or other aggressive behavior must immediately report the situation to the nearest adult (principal, teacher, counselor, volunteer, etc.).

Consequences for violation of this section of the handbook include:

- First Offense: Warning and notification to parent/guardian.
- Second Offense: Referral to school counselor.
- Third Offense: Referral to administrator and counselor with student phone call to parent and Detention.
- Fourth Offense: Referral to administrator and counselor with phone call to parent and in-school suspension.
- Fifth Offense: Referral to administrator and counselor with phone call to parent and out of school suspension.
- Further Offenses: Referral to Court system.

Degree of consequences may vary based upon the severity of the violation. Any acts of bullying that involve fighting will be subject to those consequences as well.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports an incident, is thought to have reported, files a complaint, participates in an investigation or inquiry into allegations of bullying or aggressive behavior, is prohibited and will not be tolerated. Suspected retaliation must be reported to the nearest adult as well.

Making intentionally false reports about bullying/aggressive behavior will not be tolerated. Retaliation and intentional false reports may result in discipline action as indicated above.

Hazing

The act of *hazing is a crime in the state of Michigan and will not be tolerated by the district. The district will comply with Michigan law regarding any hazing incidents. Students engaging in any hazing or hazing-type behavior will be subject to disciplinary action that may include, but is not limited to, detention, suspension, or expulsion.

*Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organizations. Further the term “organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Gangs

Position Statement: Gangs are groups that pose a threat to public safety and order through violence, intimidation, harassment or other illegal activities. There is zero tolerance for gangs or gang activity in Bellaire Public Schools. To provide a safe environment for all students at school, all gang identifying clothing, items and activities are strictly prohibited in school, or on school property, and at all school related events. Students violating the above regulations will be subject to disciplinary actions, up to and including expulsion and referral to police and/or courts. Non-students will be refused entry to school and school sponsored events, or be asked to leave.

Weapons

Weapons and replicas of weapons are prohibited on or in district property. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstance in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. All weapons possessed on or about a person while on district property are subject to seizure or forfeiture.

Weapons shall include, but not be limited to: firearms; knives; metal knuckles; straight razors; explosives; noxious irritating, or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents, or the public.

Incidents of students possessing weapons will be reported to the student’s parent(s), and may be reported to law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

Harassment

It is the policy of this district to maintain learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It is a violation of law and school rules for a student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy. If a student is the victim of any sexual actions or comments, or of derogatory statements or actions concerning his / her gender, religion, race, ethnic group, or disability, the student should report such behavior to a teacher, counselor, or principal.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is frequent, severe, ongoing, or pervasive. Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual discrimination
- Sexual jokes, posters, cartoons, etc...
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of duties
- In addition, any form of retaliation against the complainant or witness is, in itself, a form of sexual harassment.

All reports of harassment shall be kept confidential and will be handled per board policy.

Suspected Substance Abuse

When a school employee notices a change in behavior, suspects a student is under the influence of an illegal substance, or suspects the student may have a substance use / abuse problem, the student will be to the principal. The district acknowledges that some students have physical, emotional, social, alcohol or other drug problems, including look alike and non-prescribed use of inhalants/solvents, which interfere with learning. The District may refer students to outside agencies on an individual basis.

EXPULSION

Any student whose behavior seriously disrupts the learning of other students or is harmful to the health and wellbeing of the school community may be eligible to be expelled from school. When corrective disciplinary action has not resulted in improved behavior or the student repeats a severe violation the school's operating code, then the principal may recommend to the school board that the student be expelled from school. Expelled students are not allowed in the school buildings or admitted to any school function.

The student has a right to be informed of the charges against him or her. The student has the right to legal counsel of his / her own choice and to receive the advice of counsel or other persons the student may select. The student has the right to have parents or guardians present at the hearing. The student and his / her counsel or advisor has the right to hear or read a full report of testimony of witnesses against the student. The student and his / her counselor have the right to confront and cross-examined witnesses who appear in person at the hearing. The student has the right to present his / her own witnesses. The student has the right to testify in his / her own behalf and give reasons for his / her conduct. The student has the right to an orderly hearing. The student has the right to a fair and impartial decision based on substantial evidence.

Due Process

Students have a right to due process of law. This means a student is entitled to be advised of the charges against them and to have an opportunity to present their version of the incident. This could include a hearing with the principal and parent. In certain situations of a more serious nature, suspension may be immediate with a hearing arranged as quickly as possible.

HEALTH GUIDELINES

First Aid

Emergency phone numbers must be available in the elementary office in the event we cannot reach you at home / work. For the health and safety of all students, students who are sick will need to be picked up. Please update the emergency information as family situations, addresses, and phone numbers change.

Normal first aid, such as washing and bandaging cuts and abrasions, can legally be administered by school personnel. However, no medication, including aspirin, can be given to a student, unless there are both the parent's and the physician's signature on a medication form. These forms are available in the office. Medication must be in the original container with both the physician's name and the dosage clearly visible. Only the prescribed dosage will be administered.

Please keep the office updated of any allergies, illnesses, or handicaps which may require special treatment (bee stings, asthma, diabetes, allergies, etc...)

Head Lice

In order to prevent head lice infestation from becoming a problem among our students, please caution him/her from sharing combs, hats, or other clothing and check his/her head periodically. If evidence of head lice is found, please treat your entire family and home according to customary procedures. (Your local pharmacist, the health department and the school can provide detailed procedures to follow.) Several nonprescription treatments are on the market to eliminate lice and their nits. Kill the lice by following all the steps as directed. Removing all the eggs is the most important step in ending lice infestation. Symptoms of lice include intense itching of the scalp, lice on the scalp, and eggs (nits) on the hair shaft. The eggs appear as tiny white specks firmly attached to the base of the hair shaft. It would be helpful to examine your child often to catch an infestation as early as possible. Any student with live lice (or nits within one-quarter inch of the scalp) will be sent home from school. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. Parents should remove nits daily and treat if live lice are observed. Your cooperation in notifying the school when your child has head lice helps us to remain proactive and preventative.

IMMUNIZATIONS

ENROLLMENT REQUIREMENTS*

(*Please check with the health department as requirements change annually)

In order to enroll at John R. Rodger Elementary School, we need the following documents on file:

- 1.) Copy of the student's actual legal birth certificate (not the hospital's record of birth)
- 2.) Student's Immunization Record: Immunization requirements are set by the Michigan Department of Public Health for attendance at school. The Antrim County Health Department has an immunization clinic. You must call for an appointment.

*Failure to meet the basic immunization requirements, in the absence of a valid waiver, requires the administration to exclude a child from school.

- 3.) Completed enrollment forms
- 4.) Pertinent medical information (allergies, daily medication, diseases, etc...)

Please notify the elementary office of any major or significant health changes so that we can keep our records current.

Illness at School

School work missed during short-term illnesses will be made up upon return to school. Children will complete the work within a reasonable time period as determined by the classroom teacher (generally 1 day for every day absent). In the case of a long-term illness, please contact the teacher and appropriate homework arrangements will be made.

We want to provide a safe, healthy environment for your child. In order to protect your child and other children, we will contact you to pick up your child if he/she has the following symptoms:

Diarrhea

Severe Coughing

Difficult / Rapid breathing

Suspected Pinkeye

Severe Itching

Sore Throat / Trouble Swallowing

Fever (100 degrees and above)

Vomiting

A child may return to school 24 hours after symptoms are gone or if a physician indicates, in writing, that the child is not contagious. If your child comes down with any contagious such as Chicken Pox, Measles, etc... please inform the school so that we can inform other parents (note) about symptoms to look for.

Administration of Medication in School

Definition: Medication includes both prescription and nonprescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin.

Procedures:

- 1.) The student's parent / guardian must provide the school with written permission and request to administer medication.*
- 2.) Written instructions that include name of student, name of medication, dosage, time to be administered, route of administration, duration of administration, and physician's signature must be sent with the medication.**
- 3.) A parent / guardian **MUST** bring medication to school **at the beginning of the school year and when refills are needed.**
- 4.) All medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
- 5.) No dosage or time administration changes will be instituted except by written instruction from the physician after the initial request.
- 6.) Prescription and medication supply renewal will be the responsibility of the parent / guardian.
- 7.) Parental or guardian request / permission and physician's instruction will be filled out annually, or more often if necessary.

8.) The parent / guardian will pick up medication left over at the end of the school year or the school will appropriately dispose of the medication, and record this disposal in the medication log.

Procedures for Student Self-Administration / Self-Possession

Definition: Self-administration means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person. This allows for immediate and self-determined administration. (i.e.: inhalers, epi-pens, etc...)

Procedures:

1. The student's parent/guardian must provide written permission and request to the school to allow student to self-possess and self-administer medication.*
2. Keep all medication in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.

Liability clause from Section 380.1178 of the Michigan School Code: Administration of medication to pupil:

“A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct”.

* Required by Section 1178 of the Michigan School Code

** Recommended when medication is a Schedule II controlled substance (i.e. Ritalin).

Vision / Hearing Examinations

The Health Department provides vision and hearing testing for elementary students. Vision testing is provided at school for students in grades K, 1, 3, and 5. Hearing testing is provided for students in grades K, 2, and 4. The Health Department will also provide this service for students in other grades on a referral basis from the teachers or parents.

Home Health Practices

Children need to develop appropriate health practices in order to function at the highest possible levels physically, mentally, emotionally, and socially. A nutritional breakfast is the most important meal of the day. Please encourage your child to eat breakfast either at home or at school. It is difficult to concentrate on school tasks with an empty stomach. Also important are healthy snacks, lunches, and dinners.

Children also need an adequate amount of sleep.

Grades K-3 at least 10-11 hours nightly

Grades 4-5 at least 9-10 hours nightly

Insurance

Bellaire Public Schools does not carry insurance (health, injury, or otherwise) for students. It is the responsibility of parents / guardians to secure their own insurance policies.

Schedule Changes

For the health and safety of all students, we stress the importance of having parental permission (written is preferred) if a child's schedule is going to change from the normal routine. It is best to send a note to school in the morning. However, sometimes during the day schedules can change. We ask that any changes be

made through the elementary office telephone by 1pm. **Please do not send email or leave voicemail for any changes.**

Possible situations:

- 1.) A child may need to leave early or is arriving late.
- 2.) A child needs to get off the bus at a different location other than the normal destination.
- 3.) If someone other than a parent will be picking up the child at school.
- 4.) If a child needs to stay in at recess (see recess guidelines in handbook).
- 5.) If a child needs medication (see medication guidelines in handbook).

Dress

Children's clothing should not distract from the educational setting. The personal appearance of students should be neat and clean. Good personal hygiene skills are expected.

The following guidelines for clothing have been established:

1. Shoes are required at all times.
2. Students need a pair of tennis shoes for physical education class. These shoes can be left at school.
3. Boots, hats, mittens, snow pants, and jackets are essential during the cold weather / winter months due to the amount of time the children spend outdoors. If you are unable to provide any or all of these items for your student, please contact the principal for confidential assistance.
4. When the weather is chilly we do not have enough sweatpants / pants to provide to students who wear shorts/dresses to school. If students choose to wear shorts/dresses to school and the weather is chilly /turns chilly they may get cold during recess time as they are not allowed to come back into the school.
5. Halter-tops, bare mid-riffs, tube tops, tank tops and dresses with spaghetti straps (less than 1" across), tank tops with arm holes that expose the torso, torn clothing ,pajamas, and mesh shirts are not appropriate. Undergarments shall not be exposed. All shirts / blouses must cover to the waist and be acceptable to the school environment.
6. Skirts / dresses/ shorts of inappropriate length may be deemed too short by the administration.
7. Inappropriate language / signs / symbols worn on clothing or as body art are not acceptable. This can include, but is not limited to: attire with offensive language, innuendos, or sexual language, or language which promotes, pertains to, or symbolizes tobacco, alcohol or other drug use.
8. All gang identifying symbols, chains, and other items determined by the administration to be unsafe, illegal, or inappropriate for school are prohibited.
9. Pants or shorts worn below the waistline are not appropriate. Undergarments should not be exposed.
10. Hats and other head covering **MUST** be placed in lockers upon arrival and worn only before or after school or at recess. Hats / head coverings may be confiscated due to continued violation of this rule.

We keep some extra clothing at school. If a student needs to change clothes and we don't have the proper sizes at school, parents may be called to bring in appropriate clothing.

SAFETY

Video Surveillance

Video surveillance is used by Bellaire Public Schools to protect District property and to provide security/safety for students, staff, and visitors.

Divorced / Separated / Single Parent Households

If you are a single parent or are in the process of divorce proceedings and your child's mother / father is not allowed to visit, talk on the phone, have a teacher conference, receive written information from the school, or remove your child from school property we **MUST** have **court documentation** that specifically states that information. Otherwise we do not have the authority to stop visitation, conversation, teacher conferences, stop written information sent from the school, or pick-up by a parent.

Emergency Drills

Fire and tornado drills are held periodically throughout the school year. Escape routes and safe areas are posted in each classroom. In the event of an emergency school closing, information will be available on local TV and radio stations. Please make sure your child knows what to do in the event that you are not home if school is dismissed early.

Emergency Information

Emergency forms are distributed at the beginning of the school year. One form must be filled out for each child. In case of an emergency or illness, we must be able to contact someone who can make decisions in the child's best interest. Please keep the office informed of any changes.

Inclement Weather

If we have your current phone number on file you will receive a school closing voice-mail message. The following TV stations will carry messages about schools delays, early dismissals, and cancellations:

TV Stations

WGTU / WGTQ TV 29&8 Traverse City
WWTB / WWUP TV 9&10 Cadillac
WPBN WTOM TV 7&4 Traverse City

*Please be sure your child knows where to go in the event of an early dismissal. Students will be placed on their normal bus routes, unless we have written or oral directions to do otherwise.

FOOD SERVICES

Computerized Food Services

Students are expected to prepay for their lunch through the electronic pay system that is provided to everyone. Parents will pay lunch and breakfast money in advance in any amount by the week, two weeks, monthly, etc...) Lunch envelopes are available from teachers or in the elementary office. Parents will fill out the envelopes and send them back to school. The total amount will be logged into each student's account. When the student goes through the lunch line and buys milk/juice the amount will be subtracted from the balance. Students who do not have money in their account will not be able to charge a lunch. However, they will be allowed to have milk and an alternate lunch selection. Parents may pay for all the students in the family with one check, cash, or via the credit card option online. Students must pay for their lunches in advance. Generally, deposits made prior to 10:00 a.m. will allow the student to eat for that day. Students may also bring their lunch from home and use the cafeteria during their lunchtime. Parents are encouraged to provide plenty of food to nourish the student for four + hours.

A nutritional breakfast is the most important meal of the day. It is easier for a student to concentrate when they have the proper daily nutrition. **Breakfast is free** for everyone at John R. Rodger Elementary School.

Nutritional breakfasts and lunches are offered to all students each day. Participation in the breakfast program is optional. Breakfast is served between 7:50am and 8:00am.

Lunchtime is a time of relaxed conversation while enjoying one's meal. Students are encouraged to eat enough food to nourish them for the remainder of the school day. Elementary students who purchase a hot lunch must have at least 3 items on their plate (milk counts as one item). All food and beverages are to be consumed in the cafeteria. Students are expected to respect the rights of others during this time and to exhibit appropriate manners and behavior.

*When packing a cold lunch for your child, please try to use packages and containers that the children can open themselves. Cutting a notch in packages such as string cheese and fruit snacks helps the children to open them without assistance and without spilling the items. Students are asked not to bring soda pop or energy drinks to school.

Free and Reduced Lunches

Information for free or reduced price lunches may be obtained from the Superintendent's office (533-8015). Forms are provided at the beginning of the school year or upon request at other times. A child wishing to carry a cold lunch, and who qualifies for free and reduced lunch, will need to purchase milk at the current price. If your child's class is going on a field trip, they can order a cold lunch one day ahead. It will be prepared on the morning of the field trip and sent to the elementary school.

Lunchroom Rules

- 1.) Talk quietly – using a soft classroom voice.
- 2.) If you have a hot lunch you must have at least 3 items on your tray.
- 3.) Listen and respect all lunchroom supervisors.
- 4.) Walk at all times.
- 5.) Stay seated during the lunch hour and wait to be dismissed.
- 6.) If you need help raise your hand.
- 7.) Eat only your own lunch. Leave other people's food alone.
- 8.) Use good manners.
- 9.) Take care of your own garbage.

TRANSPORTATION

State Guidelines

Bellaire Public Schools provides bus transportation using the guidelines of the State of Michigan. Bus routes and bus stops are established within the guidelines to provide the greatest safety for all riders.

Bus Privilege

Riding the bus is a privilege. The bus driver is responsible for making and enforcing reasonable rules on the bus and may assign seats for students. We believe that with the cooperation of students and parents the trip to and from school will be a safe and enjoyable experience for all students. Thank you in advance for your cooperation.

Group Bus Stops

For safety reasons K-3 students waiting a group bus stops must be supervised by a parent or another adult designated by the parent.

Riding from the High School

Elementary students who live within walking distance of Bellaire High School are asked to take a bus from the high school to the elementary school. Students should arrive at the high school no later than 7:45 a.m. in order to ride a bus to the elementary school. Bus transportation is also provided after school between the buildings for students who live within walking distance of the high school.

Extra Riders

Due to the limited number of bus routes students cannot ride any other bus other than the one that they are assigned to. Students will need a bus pass if they will be getting off at an alternate location on their assigned route. We believe that with the cooperation of students and parents, the trip to and from school will be a safe and enjoyable experience for all children. Thank you in advance for your cooperation.

In order to avoid exceeding legal bus seating capacity, please do not have extra children ride the bus to your home for parties or meetings. This also leads to hurt feelings of the students who don't get invited. If you are planning a group party or meeting at your home, please make other travel arrangements.

AM Pick Up / PM Drop-Off

As a way to establish consistency with the student, teacher, and driver we will allow a maximum of two drop off points in the afternoon during the school year. A form will be sent home at the beginning of each school year for you to specify a.m. pick up points and p.m. drop off points.

Transportation Information

Please contact the transportation coordinator (Rich DeGiuli 533-8916 x275) with questions regarding bus transportation.

Bus Passes

Due to the limited number of bus routes students can only ride the bus that has been assigned to them. If the student is getting off the bus at an alternate location on the bus route they must have a bus pass. If you forget to send a note in the morning, please call the elementary office no later than 1p.m. each day so that sufficient time is available to get the information to your student.

Bus Guidelines

Parents are asked to review these guidelines with their children.

Students riding the bus are expected to:

- Be on time to the bus stop in the morning (**10 minutes before scheduled pick-up time**)
- Watch the driver for a hand signal to indicate a safe crossing and look both ways before crossing the road
- Obey directions given by the driver
- Maintain appropriate behavior at all times (at the bus stop, while the bus is moving and at stops)
- Refrain from rowdy behavior (pushing, shoving, fighting, etc...)
- Use appropriate language and volume

- Treat everyone with respect and dignity
- Refrain from eating and drinking
- Keep arms, legs, head inside the bus
- Remain seated at all times

Bus Drop-Off

K-2 students will not be dropped off by a bus driver unless an adult is visible. If there is a sibling in 3rd grade or older getting off the bus with a younger student no eye contact with an adult is needed and the students will be dropped off. A 2nd grader (with no younger siblings) will also be allowed to get off the bus without an adult visible if a waiver is signed by a parent. K-2 children with no adult visible at the bus stop will be transported back to the elementary school for a parent to pick up.

Bus Violations

When there has been a violation of rules, the student will be given a slip notifying parents and the following procedures will be followed:

1st Warning

The parents must discuss the problem with their child; sign the slip and return it to the driver.

2nd Warning

The parents must sign the slip and the student must have a meeting with the driver and the principal.

3rd Warning

It will be necessary for the parent to contact the transportation supervisor to arrange a meeting to discuss the problems. The child may be suspended from riding the bus for up to three days.

4th Warning

The child may be suspended from riding the bus for the remainder of the year. School transportation will still be used between the buildings unless a parent is able to pick up/drop off their child at the elementary school in the morning and/or afternoon.

***For behavior deemed flagrant by the transportation supervisor, the incident steps will not apply and suspension may be immediate. Additional consequences may occur.**

RECESS

Recess is time for free and creative play. Outdoor recess for students in grades K-5 is provided daily (except during inclement weather). All children are expected to participate and need to be dressed appropriately for the weather. Staff may require students to wear jackets and other outerwear (boots, hats, mittens, etc...) in order to participate in outdoor recess. Indoor recess will be held during inclement weather. This will be determined by the principal.

*If you cannot provide warm winter outerwear for your child, please contact the principal and arrangements will be made to obtain or borrow warm outerwear for your child.

Please have your child leave a pair of shoes at school during the winter months so that boots aren't worn throughout the school day.

Students Who Need to Stay in During Recess

1.) If a child has been out of school due to illness, he / she may stay inside for 1 day upon his / her return to school if a note is sent to school.

2.) Requests for additional inside recess time must be accompanied by a physician's note stating why the child needs to stay inside for a particular length of time.

Recess Guidelines

For the health and safety of everyone, the following rules need to be followed:

- 1.) Listen, respect and obey the adults in charge of the playground at all times.
- 2.) Be kind and share.
- 3.) Use appropriate language.
- 4.) Practice safe play
 - ✓ One child on a swing at a time. NO standing, twisting, jumping out of, or throwing swings over the bars.
 - ✓ Use soft balls (Nerf, rubber, tennis, etc...).
 - ✓ Play with balls away from the building and playground equipment.
 - ✓ Leave snow, sticks, dirt, pinecones, stones, etc... on the ground and out of your hands.
 - ✓ Keep pets, food, guns, knives, battery and electrical games and toys at home
 - ✓ Use ONLY plastic roll-up sleds (labeled with your name) for sliding down the hill.
 - ✓ Use equipment properly.
- 5.) Stay at the back of the school in sight of the adults on the playground at all times.
- 6.) Stay out of the woods.
- 7.) Stay away from classroom doors, and entryways
- 8.) Keep your hands / feet to yourself.

Most children's outdoor games, toys, or sporting equipment (jacks, jump ropes, Hula-hoops, Frisbees, etc...) are welcome. Please label all personal property with the child's full name. However, the school cannot be responsible for damage or loss of any student's personal property.

FIELD TRIPS

Field Trip Permission

Field trips are an excellent extension of the total school program. Classes may take educational field trips for educational purposes through the year. One permission slip to cover all field trips will be sent home at the beginning of the school year. This permission slip must be signed by a parent and returned to school before students may participate in any field trip. Whenever your student has a field trip, you will be notified by note, stating where he/she will be going, time of departure, cost, whether or not a lunch is needed, and the approximate time of return. Students can order a school lunch for field trips if it is ordered 1 day in advance. The price for a sack lunch is the same price as a regular lunch.

****Field Trips / Class Trips (ex: Washington D.C.) / Extra Events (ex: dances, assemblies) are a *privilege not a right*.** Due to behavioral or academic concerns during the school year students may lose the privilege to attend any/all field trips as determined by the administration.

Individual teachers (with administration approval) may request a meeting with a parent and a student to set up guidelines/contract (academic or behavioral) for participating in field trips/class trips / or extra school events.

Field Trip Chaperones

Field trips are schedule for the educational benefit of our students. A generic policy across all grade levels is not possible due to the wide variety of field trips that we offer. Each teacher sets different goals for each field trip - educational, social, etc... Therefore teachers take different numbers of chaperones on different types of trips depending upon the individual situation. Please understand that not every teacher has the same policy regarding field trips. Younger / older siblings are not allowed to attend field trips. Generally field trip chaperones are limited to parents, guardians, and grandparents. If you are chosen as a chaperone that doesn't necessarily mean that there will be room available on the bus. Sometimes chaperones will be asked to drive to the field trip destination. All chaperones must pass a background check.

Chaperone Guidelines:

- ✓ Please make sure that you are on duty at all times.
- ✓ Please stay active, involved and help guide the students.
- ✓ Please make sure that the students in your group stay together.
- ✓ Please be on time and punctual as the groups move from location to location.
- ✓ Please remember that this is a class trip – no younger / older siblings are allowed.
- ✓ Monitor all purchases – no weapon look-alikes, fake cigarettes, or other inappropriate items.
- ✓ Please do not smoke or consume alcohol on school field trips.
- ✓ Please respect the privacy of each child during and after the field trip.

GENERAL INFORMATION

Backpacks

Backpacks, cinch sacks, cinch packs, satchels, gym bags, or similar items must be placed in your locker upon arrival at school. They will not be allowed in classrooms, the hallways or the cafeteria due to safety concerns. The only exception is when a student is going to/from their assigned physical education class at the MS/HS.

Bicycles, skateboards, scooters, rollerblades, etc...

Due to heavy traffic between the school buildings, students must ride a bus. For safety reasons riding bicycles, skateboards, rollerblades, scooters, etc... from the high school to the elementary is not allowed.

Library Guidelines

1. Books may be taken home. Students will need special permission from a teacher to check out reference books.
2. One or two items may be checked out for one week.
3. An additional item may be checked out with special permission from a teacher.
4. Items may be renewed if returned to the library for renewal.
5. Please give your best care to library books. If a book gets damaged take it to an adult for repair.
6. Use a bookmark rather than turning down the corners of pages to mark your place.
7. Remember to keep food and drink away from the books.
8. If books are overdue too many times, the privilege of taking home books may be lost.
9. When books are lost or damaged, see an adult to pay the replacement costs.

Visitors

We welcome parents and community members as visitors in our school. We simply ask that all visitors (even if we know who you are and where you're going☺) begin their stay at the elementary office. You will be given a visitor's pass so that other staff members are aware that you have checked in with the office. If you need a conference time with a teacher, please call ahead to arrange a convenient meeting time. If you are planning to visit / observe your child's classroom you will need to make prior arrangements with the principal in writing 2 days in advance (per board policy). Please see our district policy for exact regulations for parents / visitors.

If you know of someone who would like to tour the school, please set this up in advance with the elementary secretary. Due to the disruption that it can cause, students are not allowed to have friends / relatives visit them in their classrooms during the school day. We appreciate your cooperation.

Lost and Found

Please label (first and last name) all clothing, toys, and other articles that your child brings to school. Please check this area each time you visit our school. At the end of each marking period the clothing will be disposed of or donated to Nifty Thrifty or Goodwill.

Money

Please send all money to school in a sealed envelope with: your child's name, your child's teacher, the amount of money enclosed, and the purpose of the money (book order, lunch, damaged book, etc...).

Party Invitations

Please do not send individual party invitations with your child to be passed out on the bus or at school. This causes so many hurt feelings for those students who do not receive one. If you are planning an after school party at your house, please make personal arrangements for transporting students. Bus capacity does not always allow for extra students. Thank you for your understanding.

Classroom Parties / Birthday Treats

Schools can 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. When you are planning snacks for classroom parties please consider these or other healthy choices: fresh fruit / veggies, yogurt, bagels with low fat cream cheese, baby carrots with low fat dip,

Trail mix, nuts and seeds, fig cookies, animal crackers, baked chips, low fat popcorn, granola bars, soft pretzels and mustard, pudding, string cheese, cereal bars, etc.... Other alternative ideas include: new pencils for each student, erasers, a book for the classroom, a game for the classroom, or party favors instead of snacks.

Holiday Parties

School class parties are held throughout the year. Teachers will contact parents if assistance will be needed – either with the party itself, with snacks, or with supplies. Please do not send treats for a party unless there has been a specific request to do so. Learning experiences of cooperation, problem solving, and attending to details are strengthened as children assist their teachers in planning for these occasions. Parents who assist with parties will need to pass a background check.

Telephone

Students may have permission to use the office phone for illnesses and emergencies. After school plans with friends need to be made at home so that a note signed by a parent can be sent with the child to school.

Electronic Devices / Trading Cards

Due to the value of electronic / battery-operated devices, trading cards (Pokemon, baseball, football, basketball Yu-Gi-Oh, etc...), and other expensive toys, we suggest that these to be left at home. Cards may not be sold or traded at school or on the bus. If any of these items are brought to school we are not responsible for any theft or damage that occurs. Students must follow classroom rules regarding these items and most likely will need to leave them in their lockers during the school day, which do not have locks on them. Thus it is best to keep them at home. If any item that a student brings to school becomes a problem in the classroom, hallway, lunchroom, playground, bus or elsewhere he/she will not be allowed to bring it back to school. Toy / look-alike weapons (toy guns, Nerf guns, plastic bow and arrows, plastic knives, etc...) are not allowed at school. Toy weapons should not be part of any costumes and are not be brought as gifts to be traded at Christmas time. Laser pointers / lights are not allowed at school. Personal items brought to school may not be sold or traded on school grounds or at school events.

Lockers

Lockers are provided for students in grades K-5. The students are responsible for keeping their locker clean and neat. School lockers are the property of the district. Students are not allowed to use locks or padlocks of any kind on their lockers. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by the school administration for any reason at any time, without notice, without student or parental consent, and without obtaining a search warrant. The district reserves the right to have any law enforcement agency having jurisdiction over the school assist in conducting searches of lockers.

Students may be fined if their locker needs more than average maintenance during the summer.

Show and Tell

Due to health and safety reasons pets are not allowed to be brought into the classrooms/school for show and tell.

Cell Phones

While it is discouraged at the elementary level, students may be in possession of a cellular phone, pager / beeper, or other electronic communications device. Use of the device shall be limited to before and after school only. Cell phones must be turned off and kept in a child's locker during the school day. Bellaire Public Schools is not responsible for theft or damage to student cell phones. Such devices shall not be used during instructional time unless there is a serious health or safety emergency. Taking exception to what a teacher has said, assigned or graded is not deemed an emergency. Students who use any electronic communication device to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be disallowed from carrying any personal communication device. Violation of rules regarding electronic devices will result in disciplinary action that may include, but is not limited to, confiscation of the device, detention, suspension or expulsion. If you need to contact your child immediately, please call the office.

Failure to follow the above expectations will result in the following consequences:

1st Offense: Teacher warning and confiscation of the device. Students may pick up the device at the end of the day from the office.

2nd Offense: Device is confiscated and parent/guardian must pick it up from the office.

Repeated offenses: Further disciplinary action which may include detention, suspension, or expulsion

In the case of violation of privacy through unauthorized photography or recording the matter could be referred to law enforcement.

Ipods / MP3 Players

Due to the value of Ipods and MP3 players we suggest that these items be left at home. Students in possession of these items may only use them before and after school. They must be kept in lockers during the school day. Bellaire Public Schools is not responsible for damage or theft of these items.

Classroom Visitors / Volunteers

Parents and guardians are asked to understand the Board's responsibility to safeguard the learning environment for all students. The Board has an obligation to protect the privacy rights of all students and their families. If you are a visitor or volunteer it is important that you refrain from discussing the behaviors or achievement of other students with anyone. You may be asked to sign a form stating that you will keep all information that you observe in the classroom confidential in order to protect the privacy of the children that you are helping.

Weekly Work

The weekly work that your child completes will be sent home on a timely basis. Work envelopes or folders are provided for each student and are designed to make it easier for you to monitor your child's progress. Most teachers send these envelopes or folders home on Fridays, some send them home on Mondays, while other teachers send home work on a daily basis. If you have any questions about your child's work, please contact the teacher. The work envelope or folder provides an opportunity to praise accomplishments, finish incomplete work, and discuss the concepts with your child. Remember, as a team, we make a difference!!

Divorced / Separated / Single Parent Households— A report card will be sent home every 9 weeks to each address that we have on file. However, due to the number of divorced / separated / single parent households we cannot make copies of weekly work to send home to each household. We kindly ask that you share notes and weekly work. Thank you for your understanding.

Bellaire Public Schools Internet / Computer Acceptable Use Policy

Students, parents, and teachers who use district computers and who are responsible for setting up and using an internet account through the Bellaire Public Schools must read the following terms and conditions. After having read the conditions and terms and signing an agreement to the conditions and terms set forth, an individual may begin using the computers and internet at the Bellaire Public Schools. Violation of the agreement may result in any or all of the penalties listed:

1. Loss of computer/internet privileges for a semester or a school year
2. Suspension from school
3. Payment for damages, in replacement dollars, including servicing of equipment for damages by misuse and violation of this agreement
4. In extreme cases, such as deliberately planting a virus or worm, expulsion may be a consequence.

Goals

The goal of computer usage and access to the internet is to establish collaboration and exchange of information between and among individuals and between other schools and institutions. Bellaire Public School District, through the use of computers and the internet, encourages personal growth in technology, information gathering skills, and communication skills.

Responsibilities

Each user must recognize the responsibility in having access to vast services, sites, systems, and people; therefore, the user is responsible for his/her own actions in accessing network services.

Users have a responsibility to other users of the network to be as knowledgeable as possible about the computer and areas of the internet that they are using. The user will abide by the policies and procedures of all networks and systems that are accessed.

It is the user's responsibility to keep a log of all time spent on the internet using his/her account and should include the date, time, and description of his/her activity.

It is the user's responsibility to periodically check his/her e-mail and delete messages as soon as possible to avoid overloading the network system. The network administrator will clean the system every two weeks.

Penalties

The use of the Bellaire Public Schools computers and the internet is a privilege, not a right, which may be revoked at any time for abusive conduct. The penalties listed above will apply to all abuses of the computers and the internet. Such abuses include, but are not necessarily limited to:

- Placing unlawful information on a system
- Use of abusive or objectionable language in either public or private messages
- The sending of chain letters or broadcast messages to lists of individuals which would cause congestion or interfere with the work of others
- The sending or receiving of any pornographic or inappropriate materials or test files or files dangerous to the integrity of the network

- The use of another user's account without the proper authorization of the user and the network administrator
- Users have the responsibility for all materials used under their accounts. Failure to report any of the above violations will result in the termination of their account and other possible penalties.
- The deliberate downloading of or implantation of a computer virus or worm.
All users will be expected to obey the copyright laws