

# JOHN R. RODGER

## Elementary School



## Student Handbook

2017-2018

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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 2017-2018 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

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**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

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

**Bellaire Board of Education**

Rob Silk, President	Don Hoyt, Trustee
Peter Wendling, Vice President	Walt Mann, Trustee
Christina Dennis, Secretary	Melissa Dyste, 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.

<b>John R. Rodger Elementary School Faculty</b>		<b>Phone Ext.</b>
Kindergarten	Mandy Crooks	273
1 <sup>st</sup> Grade	Rebecca Benson	283
2 <sup>nd</sup> Grade	Judy Schieber	280
3 <sup>rd</sup> Grade	Cindy Mason	269
4 <sup>th</sup> Grade	Sue Mills	267
5 <sup>th</sup> Grade	Kelli Fischer	272
Special Education	Kim Frank	278
Title 1	Jill Beatty	293
Music	Tom Golden	243
Physical Education	Jeff Lampman	286
Physical Education/Art	Willa Graham	235

<b>TBA Speech/Language Pathologist</b>	Sally Cadaret	266
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<b>K-12 Counselor</b>	Peggy Stevens	226
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<b>Transportation</b>	James Emery	223
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<b>Elementary Support Staff</b>		<b>Phone Ext.</b>
Secretary:	Keelie LeCureux	230 voicemail 330
Support Staff:	Alice DeGiuli	voicemail 302
Support Staff:	Natalie Hebden	voicemail 310
Support Staff:	Media Center	274

## **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; 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 <b>(1/2 DAYS – 11:40)</b>
4:15 p.m.	Office Closes <b>(after 4:15 <u>DIAL EXT. 230 or 231 for assistance</u>)</b>

## ARRIVAL and DISMISSAL

### **Arrival**

For safety reasons, parents / other adults are not allowed to wait in the lobby / commons area / gym before or after school. This provides a safe environment for students and staff as we closely monitor who is inside the building. If your child is arriving after 8:10 please use the front door, as the side door will be locked from 8:10-3:02.

Due to heavy morning traffic between the school buildings, elementary students are not allowed to walk, skateboard, rollerblade, ride a bike, etc... from one school to another. 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. Parents can drop off students at the side entrance (media center entrance) between 7:50 and 8:10 when an adult is present. Form one lane and have your child ready to exit your vehicle from the passenger side. The circle drive will be used in the morning for buses only.

If you want to wait with your child until the bell rings at 8:00 – please park and stay in your car and then walk with your child to the side door when traffic has cleared.

\*\*If you need to come to the office in the morning for any reason (notes, birthday treats, etc....) 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.

### **Dismissal**

If a child's schedule is going to change from the normal routine please send a note to school with your child. We realize that sometimes during the day schedules can change. We ask that any changes be with the elementary secretary by 1pm. **Please do not send email or leave voicemail for any changes.**

For safety reasons, parents / other adults are not allowed to wait in the lobby / commons area / gym before or after school. This provides a safe environment for students and staff as we closely monitor who is inside the building. If your child is leaving before 2:50 please use the front door and check your child out through the office.

Due to heavy morning traffic between the school buildings, elementary students are not allowed to walk, skateboard, rollerblade, ride a bike, etc... from one school to another.

School dismisses at 3:02 p.m. ( ½ days 11:40) and an adult will be monitoring the side entrance (media center entrance) area until all students are picked up. If you are picking up your student form one lane 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 moving vehicles.

### **Late to School / Leaving Early**

If your child will be arriving late or leaving early, please send a note to school. An adult who drops off a child late or picks up a child early must come into the school and use the sign in/out book. 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. A photo ID may be required if a person is unfamiliar to the secretary.

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**

John R. Rodger Elementary recognizes the inherent value of consistent student attendance and its overall impact on learning and the educational environment. It is the school's belief that 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.

### **Attendance Policy**

Regular school attendance is the responsibility of the parents/guardians (herein parents). 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 and other unavoidable circumstances (ex: funerals, court dates). Parents are asked to notify the school by 10:30am on the day of the absence. This notification should be in the form of a note or a telephone call. The school telephone number is 533-8916. You can leave a message after 4:15 at ext. 330.

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.

A student's grade in a particular class is a measure of the student's accomplishment in that class – it is a measure of the student's classroom performance. Teachers may consider a student's classroom participation (or lack of participation) in evaluating his/her academic progress in a particular classroom. Thus, attendance and classroom participation are necessary for academic achievement. The extent to which absenteeism results in a student not attaining certain prescribed academic standards in a class is often reflected in the grade which a student received in that classroom.

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)

### **Parent Responsibilities**

1. Parent(s) are encouraged to schedule appointments and special activities late in the day or 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. In case of a long-term illness, please contact the office and arrangements will be made as needed.

### **Student Responsibilities**

1. Upon returning to school teacher will let the student know what work needs to be made up, any alternative assignments that will be assigned and the due dates.
2. Students who are absent from school will be given one day for each day absent to make up work. (Ex: A student who is absent on Tuesday will have until Thursday to submit the work given on Tuesday.)
3. Major assignments and tests that were previously announced before a student was absent will be due upon the student's return from the absence.

The following regulations will govern the administration of the attendance policy:

1. Students and parents are responsible for knowing all attendance regulations. A copy of the attendance policy will be disseminated as part of the student handbook.
2. Definition of an absence:
  - A student is "absent" from a class when he or she is not present in the class. However, students up to a certain amount of time will be considered "tardy" or "absent" depending on the time of arrival/check-out.

### **Excused Absences**

Excused absences are absences properly cleared by the parent/guardian. Examples of such excused absences might be, but are not limited to the following:

- Illness reported by parent or guardian
- Illness verified by a written physician's statement
- Death in the family – funeral
- Family vacation
- School sponsored activities
- Church related activities
- Professional appointments that are verified by a written statement. (i.e. doctor/dentist appointments, court dates, counseling, college visit, etc...)

### **Unexcused Absences**

Unexcused absences that are not properly cleared by the parent/guardian. This type of absence occurs when a student is out of school for an insufficient reason or if a student is absent without their parent/guardian's knowledge. Examples of such insufficient reasons might be, but are not limited to the following:

- No parent phone call or note excusing the absence within 24 hours of a student's absence from school.
- Missing enough time in the morning or afternoon to be considered absent.
- Skipping
- Leaving school without permission and/or without prior approval.
- Leaving school without signing out (refers to MS/HS students)

### **Absence Monitoring and Action**

Teachers are required to inform administration the names of each student 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 tardiness or absenteeism continues the school liaison officer may be notified.

### **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 sometimes 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:

<b>Letter Grade</b>	<b>Percentage</b>	
A	93%-100%	Outstanding
A-	90%-92%	
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	0%-59%	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 own student's records. Upon request, a school official will set up an appointment to review your records with you and/or your parent/guardian to review such records. 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.

**Assessments/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 (5<sup>th</sup> grade)

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 damaged or lost, you will have to pay to have these items replaced. Additional items may be suggested by the teacher, but are not required. Please label all supplies that your child brings to school.

## **Retention**

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
- ✓ 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. A conference will be scheduled with the teacher(s), parent / guardians and principal (if requested). Final recommendation of retention will be made by the principal before the end of the school year. Grade level placement shall be the responsibility of the building principal. A written statement of parent approval / denial will be placed in the student's permanent school 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 parent requests for a particular teacher be honored. Parents will need to state their concerns in writing and may be shared with the teacher. However, final class lists will be determined by the Principal. Bellaire Public Schools hires highly qualified teachers to meet the educational needs of students.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are held in the fall (scheduled) and spring (optional if teachers don't request). 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. If you need to meet with a teacher outside of scheduled conference times please call ahead to arrange a convenient meeting time. Directly before and after school are times that teachers are extremely busy and they may not be able to meet with you immediately.

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 the school counselor will be meeting with your child on a regular basis you will be asked to sign a permission slip. 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 outside 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
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#### **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.

Sometimes it is necessary to have a multidisciplinary team to create a behavior plan for success. This team may include some or all of the following people: parent, teacher, student, a behavior specialist from TBAISD, principal, school liaison officer, school social worker, school psychologist, school counselor, Mancelona Family Resource 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, Grant Referral Program) 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.

## **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 3<sup>rd</sup> 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 I 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 I, 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), 5<sup>th</sup> Grade Graduation Committee, School Improvement Committee, Guest Speaker and others!! Due to safety concerns and school law initiatives all volunteers / chaperones must pass a background check. Background check forms are available in the elementary office upon request and must be submitted 48 hours in advance.

## **HOMEWORK / SCHOOL CONNECTIONS**

### **Homework Philosophy**

Since parents and teachers are committed to children's success, homework provides a key link between home and school. Homework is an integral and necessary aspect of the educational development for all students. Some homework may be assigned daily. It will be graded based on teacher's standards. Late work will be penalized according to each teacher's guidelines. 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, 3<sup>rd</sup> grade – no more than 30 minutes per night).

Listed below are the characteristics that homework assignments should include:

1. The homework will provide for self-directed study.
2. Homework shall be planned to provide student opportunity to practice new skills taught.
3. Homework will be designed in such a way that the results will determine direction for further instruction.
4. Teachers will instruct students on the development of good study habits.  
This should include information concerning:
  - a. how to study
  - b. where to study
  - c. the necessity to encourage patience while studying

In order for homework assignments to be meaningful, responsibilities must be fulfilled by teachers, students and parents.

**Parent Responsibilities:**

1. Establish a regular, daily time to discuss school (minimum 15 minutes).
2. Review homework and assignments by checking your child's folder/backpack.
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. Write down your assignments .
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 and on time.
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

### **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.

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

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 (i.e. field trips, assemblies, etc...) detention, behavior contracts, suspension, or expulsion.

## **Discipline**

Discipline is often thought of as the punishment that one inflicts on another when that person has misbehaved. In reality discipline has to do with the control of one's behavior. Self-discipline is the most frequent and most widely accepted form of self-control and most suitable to most social situations. We expect that by the time a student reaches middle/high school, they have acquired the skills to manage their own behavior and have obtained an acceptable degree of self-discipline. When those expectations are not met, it becomes necessary to assist the individual in changing behaviors. It is sometimes helpful if a student has the opportunity to reflect on their behavior and refocus their thoughts and actions. Ideally, this leads to new patterns of behaviors that are more appropriate. While we expect students to behave in an appropriate way, we do provide procedures to deal with both inappropriate and unacceptable behavior. This section deals with the procedures used.

Whenever consequences are necessary due to inappropriate, unacceptable or unlawful behavior, the school officials will consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

## **Conflicts**

When the differences of opinion between staff and students arise, the following steps should be taken:

1. Follow the direction of the staff member until the issue can be discussed.
2. Discuss the difference of opinion later, in private, between parties involved.
3. If the situation cannot be resolved after discussion with the staff member, the student should take the issue to the counselor or administrator.
4. Notify your parent/guardian(s) and/or request a conference to include any of the following: student, parent/guardian(s), principal, staff member, and counselor.
5. Appeal to the superintendent and/or school board for action to be taken if you still feel you have been treated unjustly.

## **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.

## **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 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 hour notice).

Repeated incidents- Once a teacher has assigned the same student a 3<sup>rd</sup> detention, a parent / teacher / student conference needs to be scheduled.

### **Failure to meet Student Responsibilities**

Inappropriate/Unacceptable behaviors may include, but are not to be limited to the following list:

- Vandalism- purposeful destruction of property
- Fighting
- Throwing harmful objects (including snowballs)
- Insubordination- intentional defiance of authority as related to student welfare and conduct
- Verbal attack on staff - swearing at or threatening
- Extortion
- Threats
- 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.
- Theft
- Skipping or cutting class
- Violation of the computer/internet acceptable use policy.

- Printing or downloading of pornographic material from the internet
- Entering an athletic contest or extracurricular function without paying
- Taunting opponents, players, coaches, officials, actors, band members, DJ's, parents, chaperones, or others associated with athletic contests or extracurricular functions
- Hazing or hazing-type behavior
- Misuse of electronic devices
- Use of inappropriate language and/or swearing or gestures
- Use/possession of objects considered potentially dangerous: including but not limited to: lighters, razor blades, wallet chains, laser pointers, etc.
- Due to social and/or maturity differences, middle school and high school students should be limited in the time that they socialize/mingle in the hallways of the school. If school officials deemed that too much time is spent with this behavior between individuals or groups of students, consequences may be put in place to control such behavior.

**Procedures to follow:**

1. The staff member will send the offending student to the office where they will be assigned a location for a "cooling off" period.
2. The student may write an account of the incident.
3. As soon as possible after the incident, the staff member will complete a discipline report.
4. The administrator will review the student's account and the staff member's report.
5. The administrator will confer with the staff member before meeting with the student.
6. The administrator will inform all the appropriate staff members of the student's assigned consequence.
7. The administrator will inform the student of the assigned consequence; the parent will be called or informed at that time, and a parent conference may be requested.
8. When the unacceptable behavior is a violation of the law, the principal will refer the student to the police.

Repeated incidents may result in the formation of a behavior contract. The period and type of consequences will be determined by the principal.

If suspended, the student is expected to complete all assignments missed. Students who are suspended from school are not allowed on school property or in any school building or admitted to any school function during the length of suspension.

**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 other reasons. Students may be asked to read, complete classwork, or be given an alternate assignment while they are in the focus room.

1. Students will be assigned to the focus room by the administration or teacher. Failure to report when assigned may result in an out of school suspension for the remainder of the day plus the next school day. Students may not have any electronic devices in the focus room.
2. Students who are on a behavior plan that has a goal of learning to monitor their own behavior, may have the option to report on their own to the focus room.
3. Upon request students may be required to fill out a responsibility sheet or complete an alternative assignment (i.e. write a report, write an apology, etc...) as a result of being sent to the focus room.

## **Cheating – Plagiarizing**

To plagiarize is to take the ideas, writing, etc... of another and pass them off as one's own. Cheating is the intentional gaining of an advantage or provision of an advantage, over another student, contrary to the directions of a teacher or parent. Any student who cheats or plagiarizes any assignment, quiz or test, will receive an "E" (a zero "0") for that assignment, the teacher will contact the parent/guardian, and possible referral to the principal's office and notification to parent and/or counselor. A repeated incident in the same classroom will result in additional consequences up to and including zero credit for the marking period.

## **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.

## **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.

## **Disciplinary Records**

In accordance with Michigan Law discipline records (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 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 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 must immediately report the situation to the nearest adult (principal, teacher, counselor, volunteer, etc.). Consequences for violation of this section of the handbook include:

- Notification to administrator, school counselor and parent/guardian with the consideration of the following: warning, detention, suspension, expulsion and/or referral to the 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, is prohibited and will not be tolerated. Suspected retaliation must be reported to the nearest adult as well. Making intentionally false reports about bullying 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. Gangs or gang activity will not be tolerated in Bellaire Public Schools. To provide a safe environment for 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, 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 will 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 a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted 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 school 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 and when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities; or
2. Submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
3. Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

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 public 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 as per board policy. A copy of the Bellaire Public Schools' Sexual Harassment policy may be found in the Board of Education Policy Handbook. This policy handbook is available on the school's website.

### **Searches of Students**

When it has been determined by the building principal that there is a reasonable suspicion to believe that a student is in possession of contraband, that student shall be ordered to report to the secondary office. This determination may be based on any information received by the building principal or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the administrator's office, the student shall be advised of the reason why he/she has been ordered to report to the office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, exterior clothing and accessories. Items that the building administrator connected with criminal activity may remain in the custody of him/her until such items are turned over to law enforcement officials, and if this is done, the administrator shall receive a receipt for such items so delivered. All searches shall be carried out in the presence of an adult witness of the same gender as the student to be searched. The adult witness shall be chosen by the administrator.

If the student refuses to comply with this request, the administrator shall notify the student's parents and request that they come to the school at once. The building administrator shall advise the parents of the situation. If the parents of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified, and the matter turned over to an appropriate law enforcement agency. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the administrator shall notify law enforcement officials and inform them of the facts that give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant, if a warrant is required by law.

Once the building administrator has relinquished control of the student to the law enforcement officials, the administrator shall remain with the student and request to be present during any search of the student made by law enforcement officials on school property.

### **Suspected Substance Abuse**

When a school employee notices a change of 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 referred. 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 well-being of the school community, may be expelled from school. When corrective disciplinary action has not resulted in improved behavior, or the student repeats a severe violation of the school's operating code, then the principal may recommend to the school board that the student be expelled from school. Some inappropriate, unacceptable, and unlawful offenses carry a mandatory suspension or expulsion from school. Expelled students are not allowed in the school buildings or admitted to any school function.

\*Students will be permanently expelled from school if they possess a firearm on school property, on a school bus, or at a school-sponsored event.

Extended suspension, expulsion or permanent expulsion will be considered for students, in accordance with State law, for the following offenses:

- student possession or use of a dangerous weapon other than a firearm;
- intentionally or knowingly causing injury to another with a weapon;
  - threatening another person with a weapon;
- student commits, is convicted of, or pleads guilty or no contest to, committing arson in a school building or on school grounds;
- student commits, is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct in a school building or on school grounds;
- a physical assault against a School District employee, volunteer, or contractor;
- a physical assault against another student;
- a bomb threat or a similar threat directed at a school building, other school property, or a school-related event; or
  - other behavior that seriously disrupts the learning of other students, or is harmful to the health and well-being of the school community.

## **Due Process of Law**

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**

### **Emergency Information**

Emergency phone numbers must be available in the elementary office in the event we cannot reach you at home / work. Emergency forms are distributed at the beginning of the school year. 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. For the health and safety of all students, students who are sick cannot be kept at school. Please update the emergency information by calling the office as family situations, addresses, and phone numbers change.

### **First Aid**

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

School personnel can legally administer normal first aid, such as washing and bandaging cuts and abrasions. 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.

### **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.

### **Immunization Enrollment Requirements\***

**(\*Check with the health department as requirements change annually)**

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.

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 a copy or 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. Waivers are available at the Health Department. You must call for an appointment.
- 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**

Students who become ill at school need to report it to the teacher who will inform the office. They will, if necessary, be excused to go home after the school has contacted the home or an authorized person named on the information card and received instructions. All check-outs are made through the secretary. In the event that we cannot reach a parent/guardian at home, the ill students will be cared for in the office. We will not send an ill student home to an empty house unless previously given written permission by the parent/guardian.

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

Sever Itching

Sore Throat / Trouble Swallowing

Fever (100 degrees and above)

### **Administration of Medication in School**

**Definition:** Medication includes both prescription and non-prescription 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).

### **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.

### **Contagious Illnesses**

If your child comes down with any contagious illnesses such as Chicken Pox, Measles, etc... please inform the school so that we can inform other parents (note) about symptoms to look for.

### **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.



## **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.

### **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 school messenger will be used to inform parents and generally the same information will be available on local TV and radio stations.

### **School Closing**

In the event of an emergency school closing school messenger will be used to inform parents and generally the same information will be available on local TV (TV 7 & 4 and TV 9 & 10) and local radio stations.

## **FOOD SERVICES**

### **Computerized Food Services**

Breakfast and lunch should be a time of relaxed conversation and enjoying one's meal. A nutritious hot lunch, including milk, is offered to students each day. Parents are expected to pay for their child's lunches in advance through envelopes in the office or the electronic pay system on the school website. Parents may pay for all the students in the family with one check, cash or via the credit card option. Students are allowed 3 lunch charges. After that students will be allowed to have milk and an alternate lunch selection. The alternative lunches will also be billed to the student's account. As required by law students must have 3 items on their plate.

Children need to develop healthy 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. It is difficult to concentrate on school tasks with an empty stomach. Please encourage your child to eat breakfast at home or at school. It is easier for a student to concentrate when they have the proper daily nutrition to start the day. **Breakfast is FREE** for everyone at John R. Rodger Elementary School and is served from 7:50-8:15am.

Students may also bring their lunch from home and will use the cafeteria during their lunchtime. When packing a cold lunch for your child, 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. You are encouraged to provide plenty of food to nourish your child for four + hours.

### **Free and Reduced Lunches**

Information for free or reduced price lunches may be obtained from the school secretary. Forms are provided at the beginning of the school year or upon request at any other time. A child who brings 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.

We expect students to respect the right of others during this time and to exhibit appropriate manners and behavior.

## **Lunchroom Rules**

1. Talk quietly – using a soft classroom voice.
2. Listen and respect all lunchroom supervisors.
3. Walk at all times.
4. Stay seated during the lunch hour and wait to be dismissed.
5. If you need to use the restroom raise your hand.
6. Use good manners and respect the rights of others
7. Trading/buying/giving away lunch items from one student to another is not allowed. Eat only your own food.
8. As required by law you must have 3 items on your plate. Milk counts as 1 item.
9. Take care of your own garbage.
10. All food and beverages are to be consumed in the cafeteria.
11. Soda pop and energy drinks are not allowed.

## **TRANSPORTATION**

### **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. Students may be required to walk some distance to a bus stop as required by the State Regulations.

### **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**

Bus transportation is provided after school from the elementary school to the MS/HS for students who walk home.

### **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.

### **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:**

1. Be on time to the bus stop in the morning (**10 minutes before scheduled pick-up time**)
2. Watch the driver for a hand signal to indicate a safe crossing and look both ways before crossing the road
3. Each bus driver may make reasonable rules governing the conduct of students (such as assignning seats). Obey directions given by the driver.
4. Maintain appropriate behavior at all times (at the bus stop, while the bus is moving and at stops)

5. Refrain from rowdy behavior (pushing, shoving, fighting, etc...)
6. Use appropriate language and volume
7. Treat everyone with respect and dignity
8. Refrain from eating and drinking
9. Keep arms, legs, head inside the bus
10. Remain seated at all times
11. A bus pass from the office is required for a student to get off the bus any place other than their regular stop on the route.
12. Students should observe classroom conduct (except for ordinary conversation).
13. Students must avoid making disturbing noises so that the driver is not distracted.

### **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 3<sup>rd</sup> 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 2<sup>nd</sup> 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 ticket notifying parents and the following procedures will be followed:

#### **1<sup>st</sup> Ticket**

A parent signs the ticket and the student returns it to the driver.

#### **2<sup>nd</sup> Ticket**

A parent signs the ticket. A principal will call parents to schedule a meeting with the parent, student and driver.

#### **3<sup>rd</sup> Ticket**

A parent signs the ticket. A principal will call parents to schedule a meeting with the parent, student and driver. The student may be suspended from the bus for up to 3 days.

#### **4<sup>th</sup> Ticket**

A parent signs the ticket. A principal will call parents to set up a meeting with the parent, student and driver. Students may have a long term loss of bus privilege up to the remainder of the school year.

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

## **RECESS**

A 30 minute daily outdoor recess for students in grades K-5 is provided unless the temperature or wind chill is 5 degrees or below. 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.

\*If you cannot provide warm winter outerwear for your child, please contact the principal and arrangements will be made to obtain or borrow warm outwear 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. Parents may be called to bring shoes to school.

### **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.
  - ✓ No pets, food, toy guns, toy knives, other toys, yo-yo's, battery and electrical devices, cell phones are allowed on the playground
  - ✓ 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 (jump ropes, Hula-hoops, Frisbees, etc...) are allowed if recess supervisors permit them to be. 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 throughout 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 in writing, 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**

### **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.

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. Parents may be required to pick up any items that are confiscated.

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.

### **Leaving Supervised Areas**

Due to safety concerns, any student who leaves school grounds (or a specified area designated by an adult) during the school day, field trip, athletic event, or school-sponsored event may be suspended from school and/or suspended from attending/traveling to future events.

### **Respect for School Property**

Our school is a reflection of students, staff, and community. For students and staff, it is their second home and should be treated with respect and care. Deliberate destruction or damage to school property will result in prosecution and full monetary remuneration by the individuals involved.

### **Supplies / Textbooks**

Students will be provided with textbooks or other materials for some subjects. The responsibility for the return and condition materials and books belongs to the student. Fines will be charged for lost and misused textbooks. No additional books will be issued until fines are paid.

## **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.

## **Library Guidelines**

1. Individual teachers decide if any / how many books may be checked out each week or taken home each week.
2. Items may be renewed if returned to the library for renewal.
3. Please give your best care to library books. If a book gets damaged take it to an adult for repair.
4. Use a bookmark rather than turning down the corners of pages to mark your place.
5. Remember to keep food and drink away from the books.
6. If books are lost or overdue too many times, the privilege of taking home books may be lost.
7. When books are lost or damaged students will be charged for replacement.

## **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.

## **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 (even if the whole class is invited) 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 (on purpose or accidental oversight). We can provide a class list of names but no contact information. If you are planning an after school party at your house, please make personal arrangements for transporting students. Bus capacity does not allow for extra students.

## **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.

## **Classroom 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 toys/ electronic / battery-operated devices, trading cards (Pokemon, baseball, football, basketball Yu-Gi-Oh, spinners, etc...), and other expensive toys, we suggest that these to be left at home. Toys/cards or any other personal items 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 / lunchroom / recess rules regarding these items and most likely will need to leave them in their unlocked lockers during the school day. 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.

The administration is authorized to utilize canines whose reliability and accuracy for detecting contraband has been established to aid in a search when there is reasonable suspicion that there is contraband on school owned property. An indication by the dog that contraband is present on school property shall be reasonable suspicion for further search by school administration. At the MS/HS level there will be a minimum of one canine search during each school year.

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

## **Animals**

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 from 7:50am until a student leaves school grounds. Cell phones must be **turned off - not set on vibrate - and kept in a child's locker** during the school day. A classroom is a work environment and in order to maintain an orderly environment and to maintain the academic integrity of our school we need your cooperation. Ringing cell phones, vibrating cell phones and sending/receiving text messages are disruptive during the school day. 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. If given permission, the use of iPods, MP3 players, etc... should only be used on the bus or during lunch.

Bellaire Public Schools is not responsible for loss, damage, or theft of electronic devices at any time they are on school property or in school transportation vehicles. We advise that all electronic devices (MP3 players, cell phones, iPods, etc...) be left at home. Due to the extreme value of many of today's electronic devices, theft/damage/loss cases must be handled by parents through the local police agencies as it often considered a crime or legal offense.

Students who use any electronic device to send or receive personal messages, data, or information that would constitute cheating on schoolwork, tests, examinations, etc. shall be punished under the student handbook rules pertaining to cheating and will be disallowed from carrying any personal communication devices in the future.

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:

- 1<sup>st</sup> Offense: Teacher warning and confiscation of the device. Student may pick up the device at the end of the day from the office.
- 2<sup>nd</sup> Offense: Device is confiscated and parent/guardian must pick up the phone from the office.
- Repeated offenses – Further disciplinary action which may include detention or suspension
- In the case of violation of privacy through unauthorized photography or recording, the matter could be referred to law enforcement.

### **Visitors / Volunteers**

We welcome parents and community members as visitors in our school. Visitors (even if we know who you are and where you're going☺) must check in 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. Visitors are welcome to inquire about our school schedule, policy, programs, etc... Upon request tours will be conducted before or after school with the principal, secretary, counselor or other school personnel.

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. 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. All school volunteers must pass a background check.

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.

### **Loitering on School Property**

1. Persons causing any disturbance to school programs, activities or property will be requested to leave the school property at once.
2. Failure to leave the premises when requested to do so by the school authorities will be considered reason for immediately calling the police and signing a proper legal complaint by the school official as necessary.
3. Students are not to be in the building before or after school unless for a specific activity that is supervised by staff members.

### **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. Some teachers send these envelopes or folders home on Fridays, some send them home on Mondays, while other teachers send them home 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