

**ALANSON
ELEMENTARY SCHOOL
7400 NORTH STREET
ALANSON, MICHIGAN 49706
(231) 548-2261
WWW.ALANSONVIKINGS.NET**

**PARENT HANDBOOK
2011 – 2012
Alanson Elementary**



**JOYCE L. GREEN
STUDENT SERVICES DIRECTOR/PRINCIPAL**

(Revised August 2011)

Welcome to the
Alanson Elementary School Family!

Our terrific parent support is one of the greatest strengths at Alanson Public School School. We hope you will stay involved in your child's education. We need our parents to help reach our goal of educational excellence. Your questions, comments, and suggestions are encouraged and welcomed. You can reach me anytime at school. Please feel free to contact me at home as well (548-5495).

Please read and keep this handbook for your future use. You will receive updates of any changes.

All of the staff members know how precious your child is to you. We are honored that you are choosing to entrust your child to us.

Sincerely,

Joyce L. Green

Joyce. L Green

School Mission Statement

The Mission of the Alanson Public Schools is to prepare students to be responsible and productive citizens.

In order to achieve the mission of the Alanson Public Schools we believe that:

1. It is necessary that parents, staff, students and community members work together in mutual support and cooperation for the benefit of each child.
2. It is necessary that a secure and motivating environment must be provided.
3. It is necessary that high expectations for teaching and learning be maintained, reviewed and expanded upon.
4. It is necessary that all decisions should be based on "what is best for our students."

Volunteer Opportunities at Alanson Public School

Alanson Elementary School has many opportunities for parents to volunteer. Because our first concern is school safety, all parents who routinely volunteer must complete a form in the school office. This form gives the school permission to check in with the State police to ensure the volunteer has no criminal history.

Parents who are volunteers must always sign in at the school office and then obtain a school ID badge. The badge is to be worn at all times when volunteering and it must be clearly visible. At the conclusion of volunteering, the parent must sign out in the school office and return the badge.

Please contact the school office if you can be involved.

1. Classrooms: This includes
 - a. listening to students read
 - b. accompanying the class on field trips
 - c. helping with projects
 - d. sharing special interests or skills
2. Playground Support/Lunchroom support: Parents are invited to help with recess and lunch supervision.
3. Parent-Teacher Organization: Parents and teachers work together to develop educational opportunities for Alanson Public School students. The PTO meets at 6:30 p.m. the second Wednesday of each month in the school library. Please check with the school office for the specific schedule of dates. Parents are encouraged and needed to attend.
4. Curriculum/School Improvement Committees: To provide parental input on school curriculum.

Values Taught at Alanson Public School

Alanson Public School has identified four basic qualities needed for students to be successful in school and throughout their lives,

1. To be excellent achievers
2. To be responsible
3. To be caring
4. To be safe.

These qualities are nurtured in our students by having high expectations for them both academically and behaviorally. We have a rigorous curriculum designed to support students' successful achievement of the State's Michigan Merit Curriculum. We have high expectations for behavior which are taught to every student. Please see the attached matrix of behaviors describing specific behaviors we expect from our students.

Discipline Process

The staff has worked with a behavior specialist and the principal to determine which incidents need to be considered major infractions. Major infractions are brought to the attention of the principal through a written referral form. This is a form used by all K-5 staff. The principal will go through a problem-solving process with the student.

Administrative action can include out of school suspension. The parent is contacted when the principal receives a written referral form. A copy of the written referral is mailed to the parents. When appropriate, the incident may be referred to the school liaison officer, the school counselor, or the behavior specialist. The District also has a behavior support team to help design and implement positive behavior plans for those students struggling with behaviors.

Examples of major infractions include:

- Physical aggression
- Verbal threats
- Bullying
- Leaving the building or classroom without permission
- Vandalism
- Theft
- Weapons
- Drugs
- Incurability
- Vulgarity

School Hours

- 7:00 a.m. Students are to enter the school. The STRETCH room is open and ready to receive early arrivals. No fee is charged for this time.
- 7:30 a.m. The office opens.
- 7:30 a.m. Breakfast begins. Children in the childcare room are dismissed for breakfast.
- 7:40 a.m. Buses arrive. Bus students may go to the cafeteria or STRETCH.
- 8:00 a.m. Instruction begins. Late arrivals must enter through the main doors and report to the office for a late pass before going to their classrooms.
- 2:50 p.m. Students are dismissed to busses at the cafeteria doors. Students who do not ride the bus will be dismissed from the elementary main doors. Parents will not be able to enter the building through the elementary doors at dismissal. Any parent who needs their child prior to 3:00 p.m. dismissal must arrange to do so at the school office.
- 4:00 p.m. Office closes - messages may be left on voice mail.

Coming Late or Leaving Early

If your child will arrive late to school, please check them in at the school office prior to going to his/her classroom. Because of our concern for the safety of our students, no student is to leave the school grounds at any time without permission from the principal's office. Parents must check in at the school office when picking up their child for any early dismissal.

The following guidelines will be used:

- No child will be released to a person other than a parent or guardian during school hours without the written permission of the parent or guardian.
- The person to whom the child is to be released will be required to sign a log in the school office indicating the time and purpose of the release. Identification will be required if the person is not known to the office. If there is doubt about the veracity of a written or verbal request, the principal may refuse to grant the release.
- Teachers may release a child to an adult only after receiving notification from the principal or secretary. The child will be released from the office - not the classroom.
- No child will walk home alone during school hours. The parent/guardian or authorized adult must pick up the child at school.

HEALTH

Student Illness

If your child is absent, please call the school at 548-2261 no later than 9:30 a.m. on the day of the absence. If we do not hear from you by 9:30 a.m., we will call you. This phone procedure, if followed, can act as safety insurance for our children. We want to work together to assure that our children and their health are protected.

It is important to fill out your child's enrollment card very carefully with home and work phone numbers. Please notify us of any changes during the year. Also, please be sure that the people listed as your emergency names are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you.

In the interest of your child's health, and for the protection of other students, we will expect you to come for your child if he or she has a fever, chronic cough, rash, or head lice. Please let us know if your child has a communicable disease.

You may find the following information helpful:

<u>Disease</u>	<u>Incubation</u>	<u>Stay Home</u>	<u>Return to School</u>
Acute cold	12-72 hrs	variable	upon recovery
Chicken pox	2-3 weeks	10 days min.	when skin is clear
Regular measles	10-15 days	7 days min.	upon recovery
German measles	13-21 days	4 days min.	upon recovery
Impetigo	2-5 days	until recovery	upon recovery
Mumps	2-3 days	variable	upon recovery
Pink eye	2-5 days	variable	upon recovery
Scarlet fever	2-7 days	7 days min.	doctor's permission
Whooping cough	7-12 days	21 days min.	when under control
Head Lice	1-7 days	1 day min.	must be nit free

The principal reserves the right to require a written statement from a physician indicating the student is free from all symptoms before the student reenters school.

*All immunizations must be up to date. According to state law, students will be excluded from school if this policy is not followed.

Head lice: Students with live lice or nits are sent home for treatment. Students cannot return to school until they are nit free. Using a lice treatment shampoo does not guarantee all lice and nits will be destroyed. Only a complete inspection and removal of nits will eliminate the problem.

Medication (The School Has Request Forms in the Office and On-Line)

The Alanson Public Schools has a procedure for the Administration of Medications during school hours. Children are not permitted to keep medication of any kind on their person, in their lunch boxes, or in their desks. All medication is dispensed through the office. Elementary students may not self-administer any medications on school property without a special request from a physician and approval by the principal.

The building Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent/guardian.

The following regulations shall be adhered to when administering medication to students:

A written request and instructions, signed by parent or guardian and physician, will be required for each separate medication and will include:

- Student's name, date, birth date, address, school, grade and teacher
- Name of medication

- Purpose of medication
- Time to be administered
- Dosage
- Possible side effects, if any
- Termination date for administering medication

Procedure:

- Medication and written instructions shall be hand delivered by the parent or guardian to the building principal or designee.
- No other oral medication, such as aspirin, will be administered to students under any circumstances.
- If a student has self-administered medication, parental permission must first be obtained.
- All medication must be in the original container with the prescription intact.
- Include any information that might prove helpful to the school in administering the medication.

At the beginning of each school year, low cost group health insurance is available to parents for their school age children. A flyer from the carrier company stating cost and coverage will be sent home to all parents.

EMERGENCIES

Early Dismissal/Emergency Procedures

Students will be picked up from the school office. Parents must sign students out at the office. Students will not be released to unauthorized individuals. **Enrollment cards need to be kept current.** Blank enrollment cards can be found on the school web site. It is critical that the office always has the most current phone number so we can reach parents in the event of an emergency. Please make sure all emergency release information is filled out on the emergency form and a list of individuals authorized to remove a student from school is included. Emergency forms can also be accessed on the school web site.

Unless it is an emergency please make pick up plans known to the school office prior to 2:30 p.m.

Fire and tornado drills and lockdowns are held periodically throughout the year so that our students will understand what is expected of them in case of an emergency. Every measure is taken for the safety of your children.

Severe weather may cause school to be canceled or dismissed early. Please listen to the radio for information about cancellation or early dismissal. Do not call the school unless it is an emergency because school phone lines need to remain open to receive incoming

messages. Each fall parents are given a form to complete indicating where their child is to be sent should we have an early dismissal from school. Please be certain the school office, the teacher, and your child all understand what do if we need to close school early.

Please note: All elementary functions are cancelled in the event of early dismissal or a snow day.

CURRICULUM

Report Cards/Conferences

Report cards are issued three times each school year. Conferences are held twice a year. Please see the school calendar for dates. However, parents can request a conference at anytime. Please call your child's teacher or the school office to arrange a time.

At those times when we do not hold conferences, report cards are sent home in Monday folders. remove End of the year report cards are mailed home to parents.

Students do not receive a letter grade until they enter fourth grade. Prior to fourth grade, report cards consist of a number scale addressing specific curriculum objectives.

Assessments:

State Assessment: Each fall students in grades 3-5 are administered the Michigan Educational Assessment.

District Assessment: All students are tested 3 times yearly in reading, math, and writing. Students who are identified as struggling in reading and/or math are tested monthly to monitor progress and plan for supports.

Home/School Communication

The elementary has developed a variety of routine communications. Parents can look for the following:

- Weekly Folders
- Elementary Newsletter
- District Newsletter
- Assignment Books for Grades 4 and 5

Each Monday your child will bring home a folder with special information and work samples inside. Students are to return their folder to school on Tuesday. Inside the folder, you will find the elementary newsletter. The newsletter includes dates of interest, detailed information about upcoming events, helpful information for families, and notes from teachers and the principal. The folders and newsletter are quick and easy ways to keep in touch with what is happening at school.

Audio-Visual Materials

- All videotapes are to be previewed and evaluated by the teacher and be determined to meet learning objectives.
- Parents will receive one weeks advanced written notice when teachers plan to use commercial video recordings that are rated PG.
- All video programming obtained from commercial resources outside the school's purchasing procedure (rentals or purchase outside of school/Char-Em media catalog) must be approved for classroom use by the principal.

Technology

All students must sign the District computer and network use agreement prior to accessing District computers or network. Signed agreements are kept in the official student records.

Promotion/Retention/Placement

It is expected that the majority of students will be well adjusted in school and with competent instruction will move through the elementary building in 6 years.

It is recognized that occasionally children who experience health problems, have irregular attendance, or are not developmentally ready, may require additional time in a grade and would benefit from retention. Should the teacher determine retention to be an appropriate option, the parents will be completely informed and will be part of the decision making process. However, Board policy states clearly the principal may make the final decision about student placement and retentions.

Sometimes students are **placed** in the next grade level. This happens when a student has not successfully mastered the academic objectives of a grade but would not benefit from retention.

Transfers

If you should move to another school district, you will need to visit the school office and sign a statement releasing the student's records to the new school. Students electing to attend a school outside of the district in which they reside, must complete a Schools of Choice form. The records will then be legally mailed to the new district. Also, your child's teacher will prepare a "Student Transfer Form" for you to give to your child's new teacher. This form provides information that will help your transition into a new district.

Homework

Board policy states that all teachers shall supply make-up work assignments when requested by the students or parents. However, administration reserves the right to determine whether credit will be granted for make-up work resulting from unexcused absences or absences due to expulsion/suspension.

Field Trips

Field trips and excursions are encouraged when a reasonable educational objective can be accomplished. All overnight trips are to be approved in advance by the Board. The principal gives final approval of field trips. Parents will be provided with the appropriate paper work with specific information. Parents will need to sign the form in advance of the field trip, (verbal permission is not adequate). Parents may request to opt their child out of the field trip. The principal reserves the right to make the final decision regarding children who may participate in a field trip.

Parent-School-Student Compact

The purpose of the PARENT-SCHOOL-STUDENT COMPACT, found in Section 1118 of Public Law 103-382, is to build and foster the development of a parent-school-student partnership to help all children achieve the State's high academic standards.

Responsibility of improved student achievement will be shared by parents, the child, and teachers.

To promote this shared responsibility Alanson school parents, staff and administration, have developed the following Parent-School-Student Compact:

Staff-Teacher:

- Insure all students will have access to a quality curriculum enabling students to meet our academic standards.
- Provide a variety of opportunities for participation from parents and the community at-large.
- Supply communication to parents (whether about school policies **or** about their own children) that is clear, friendly, frequent, and two-way.

Parent:

- Insure my child is punctual, attends school regularly, and is prepared to learn
- Participate in conferences, and signing progress reports and report cards
- Encourage a regular quiet time for homework
- Support the school's efforts to maintain proper discipline

Student:

- Attend school daily and on time
- Work cooperatively with parents, teachers, and fellow students
- Come prepared for class and complete assignments
- Treat others and property with respect

Message from the Administration:

We support this Parent-School-Student Compact. Therefore, we will strive to:

- Provide an environment that allows for positive communication between the parent, teacher, and student
- Create and implement a high quality curriculum
- Provide a safe learning environment

CONDUCT/DISCIPLINE

Truancy

The Michigan Compulsory Attendance Law requires every parent, guardian, or other person in this state who is in control of, or in charge of, a child from age six to 18 to send the child to a public school during the entire school year unless one of the statutory exceptions apply. Failure to comply with the compulsory attendance law is a violation of Michigan's criminal law and is considered a misdemeanor. A person is exempt from the compulsory attendance requirements only when one of the following circumstances exists:

Attendance Exceptions

A child is not required to attend a public school in the following cases:

- A child who is attending regularly and is being taught in a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the nonpublic school is located.
- A child who is being educated at the child's home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.
- The child who has graduated from high school or has fulfilled all requirements for high school graduation [MCL 380.1561].

DRESS CODE FOR GRADUATION

Clothes worn under the gown must be of appropriate color to not show through the gown. Young men must wear slacks with matching socks. Shorts are not appropriate. Socks must be worn. Shoes must be in good condition and coordinate with the socks and slacks. Shirts must have a collar and be white or light colored. Young ladies may wear either slacks or skirt (dress) and have appropriate shoes and nylons or socks, which coordinate with the outfit. Casual wear will not be permitted; dress should be semi-professional.

Alcohol, Tobacco And Drugs

Each school district in the State of Michigan is required by statute to fulfill certain specified responsibilities regarding drug-free schools. To comply with those requirements and the law, the following information is provided:

- Section 5145 of the Drug-Free Schools and Communities Act of 1986 (as added by Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989-P.L. 101-126) requires that public school students must be made aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

- Students who unlawfully possess, use or distribute alcohol, inhalants, and/or illicit drugs on school premises or at a school activity or event will be subject to discipline up to and including expulsion and referral to the police for prosecution.
- The use and/or possession of any tobacco product is prohibited at school-sponsored events or on the school grounds.

Harassment

Sexual Harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliot-Larsen Civil Rights Act. Sexual Harassment is a form of sexual discrimination. Since sexual harassment is unacceptable to this school district, it is against the policy of this school district for any board member, administrator, employee, student, independent contractor or volunteer male or female to sexually harass another board member administrator, employee, independent contractor, volunteer, or student.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Reports are to be made to the Principal. Confidentiality will be respected, consistent with legal obligations.

Weapons

The Michigan School Code (Sec. 1311 of 380.1311) requires Michigan School Boards of Education to automatically expel students who possess a dangerous weapon/firearm (i.e. firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles), and /or commit arson or rape on/in school district property (including a vehicle used to transport students) or at a district or school sponsored event. This state statute requires that the expulsion be permanent and that the student be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services. Such expulsion is to be made by a building administrator and will be reviewed by the superintendent.

A child in grade 5 or below when expelled may petition for reinstatement to school at any time after the expiration of 60 school days subsequent to the date of expulsion. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to a mandatory one-year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education in conjunction with the designated committee's recommendations, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 60 days.

Due to the seriousness of these statutes, we discourage children from bringing toy weapons to school, jack knives and/or other look alike dangerous objects.

Bullying

The Alanson Public School Board of Education adopted an Anti-bullying Policy on December 19, 2001.

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as:

“The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions or exclusion from peer groups within school.”

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior at Alanson Public School, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

All school staff is responsible for intervening if bullying is witnessed or brought to their attention. All incidents of bullying will be brought to the attention of the principal. Alanson Public School students and staff will be provided with anti-bullying training within the process of teaching our identified behavior expectations.

BREAKFAST/LUNCH/RECESS

Breakfast and Lunch

Please send lunch money in a sealed envelope marked with the child’s name and student ID (this is a four digit number given at the beginning of school).

Candy and/or pop are not allowed at lunchtime. No gum is allowed in school.

Treats

Birthday treats may be brought to the school office in the morning. Teachers will distribute the treats at a time that does not interfere with academics. Please refrain from sending treats decorated with party favors or toys. Leftover treats will be sent home. However, food is not to be eaten on the buses.

Recess

View the enclosed playground rules and Expectations with your student.

Unless the weather is inclement or extremely cold (below 10 degrees with wind-chill factored in), we will go out doors for recess. This requires that each child come to school dressed for the weather. During the winter months, children need winter coats, boots, hats and mittens. If snow pants are not available, please have your child bring an extra pair of dry pants to change into. Children need to have a pair of shoes at school for indoor use during the winter months.

Should your child be recovering from an illness, injury, or surgery, please send a note to the office. If your child needs to stay in for more than 3 days, a physician's statement will be required.

TRANSPORTATION

Busing

Please review the attached bus behavior expectations.

Your child should be at the bus stop before their pick up time.

If your child does not get off the bus at the scheduled time, please call the school first to check for his/her whereabouts. The school can then call the bus driver's radio, if necessary.

Kindergarten students are not permitted to be dropped off at the end of the day unless the driver makes visual contact with the parent or approved adult receiving the student.

Bicycles, Skateboards and Roller Blades

All students may ride their bicycles to school. Racks are provided for their orderly parking and it is a good idea to use a lock. Bicycles should be parked as soon as the student arrives, and left in the rack until the student is ready to go home for the day. The playground is not a safe area for bicycles. Please discuss safe riding procedures with your young person. The school will not assume the responsibility for loss or damage to a bicycle, but please inform us if some damage has occurred, since we will make a concerted effort to find the guilty party.

Due to safety precautions, skateboards, roller skates, heeleys, etc. are not allowed in the school building. They are not allowed on school property. The school will not assume responsibility for lost, stolen or damaged skates, boards, or for the safety of students who violate this rule.

MISCELLANEOUS

Notice of Pesticide Use

Pesticides are periodically applied to school district property as part of the district's pest management program. Although the administration will announce verbally in school and send notes home with students, parents and legal guardians of children enrolled in the district have the right to request written notification in advance of the pesticide applications.

In order to receive personal written notification prior to the application of pesticides, the parent or legal guardian must submit a letter of request to:

Alanson Public Schools, 7400 North Street, Alanson, MI 49706
231-548-2261

Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents of legal guardians that have requested written prior notification, however; will be notified after pesticide application.

Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. At the time of application, a sign will be posted for 48 hours near the building's primary point of entry. When a pesticide are applied to school district grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to mark the application area.

This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.

Student Privacy, Parental Access To Information

In accordance with Title X, Part F, Sec. 1061 (2) and the policies of Alanson Public School, a parent or guardian shall be permitted to inspect all instructional materials used by the District in evaluating, surveying, or analyzing students in the furtherance of an instructional program. Instructional materials shall include teacher's manuals, films, tapes, or other supplementary materials.

The Family Educational Rights And Privacy Act (FERPA)

FERPA affords parents certain rights with respect to the student's educational records.

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents should submit a

written request to the school principal identifying the records they wish to inspect. The principal will make arrangements for access and notify the parent of the time and where the records may be inspected. In situations where the parents of a student are divorced or separated, each parent, custodial and non-custodial has the equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by District personnel.

- The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the records the District will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent. The right to challenge school records does not apply to academic grades, and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.
- The right to consent to the disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA.
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

If the principal has special information that would indicate granting or denying access to student records in accordance with the rules would be harmful to the student, he/she may exercise discretion in granting or denying access in a manner other than provided herein.

Directory information Categories:

- Student name
- Participation in recognized activities and sports
- Grade placement

Directory information is available without parental consent if public notice of the categories of information has been given and parents are provided the right to object to the release of the information within a reasonable period of time.

Personal Entertainment Devices

Personal entertainment devices and/or headsets will not be used during the school day. Any exceptions to this must be cleared through the superintendent or principal. **Students are not permitted to possess laser devices in public schools.**

Pocket Pager, Electronic Communication Device, Cell Phones

These devices are not permitted in the elementary school.

School Liaison Officer

The school has a liaison officer, Cole Brady. This person represents a cooperative effort maintained between the school administration and law enforcement agencies. They may conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity to maintain the educational environment. They support the prevention of injury to persons or property.

Administrators have the responsibility to determine when the presence and assistance of law enforcement officers is necessary and to act in a manner that protects the rights of students and parents.

Personal Belongings

- Put your child's name on all personal items so they can be returned if they are lost.
- We have a "Lost and Found" area by the school office.

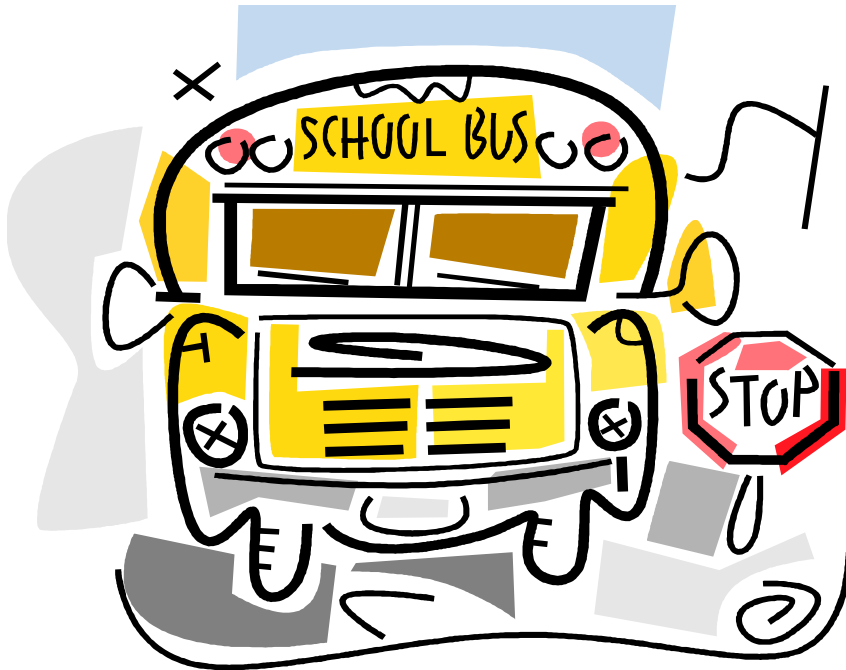
Children are not to bring toys, electronic games, radios, or portable music players or heeleys to school.

How Parent's Concerns Can Be Heard

From time to time parents and community members have a serious concern or issue that needs to be solved. Because your school is committed to solving problems with families, we offer this suggestion:

1. If the complaint is of a personal nature, contact the person with whom you have a concern. If the concern is about a policy or process, call the school office. If, after this contact, you still do not feel a satisfactory solution has been found, you should contact that person's supervisor.
2. When addressing the supervisor, please state the problem clearly and identify the person you have talked with. Indicate where the issue was left and what resolution you believe to be satisfactory.
3. If the contact with the supervisor does not provide for a satisfactory solution, a written complaint should be sent to the supervisor and Superintendent. The letter should include, a statement of the problem, time and date, steps taken and people contacted, suggested resolution, and your phone number.

4. Expect a written response.
5. If you feel the issue is still unresolved, call the Superintendent and ask to be placed on the agenda for the next Board of Education meeting to discuss your concerns with the school board members. Depending on the concern, you may be scheduled for an open session or an executive session.



Bus Behavior Expectations

Getting On and Off the Bus

- Be on time
- Wait in a single file line
- Keep, hands, feet and objects to yourself
- Have all your belongings with you
- Stay on the sidewalks

Riding the Bus

- Keep hands, feet and objects to yourself
- Follow directions immediately
- Stay seated
- Face forward
- Use an inside voice



Playground Rules and Expectations

Swings

- √ Swing Straight
- √ Walk in front of swings (not behind)
- √ No under-dogs
- √ Sit with bottom in swing
- √ No shimmying up poles
- √ One person per swing
- √ No jumping off swings

Slide

- √ Slide sitting down on bottom
- √ Hands to self while waiting your turn
- √ Move away from the slide once reaching the bottom
- √ Use stairs to get to the top of the slide (do not climb up the slide)

Tunnels

- √ No standing or jumping from the tops of the tunnels
- √ Hands and feet to self

Monkey Bars

- √ One person across at a time
- √ No jumping off equipment
- √ No standing underneath people while using the bars
- √ Hands and feet to self

Balls

- √ Use balls for intended purpose
- √ Balls are not to be thrown or bounced in a crowd of students

√ Equipment is to be returned to the designated area by the student using it

Glider

√ Form a single line on one side of the glider

√ Glide over and back

√ Allow next person in line a turn

Sports Games

√ No touch football

√ Appropriate voice and words

√ Hands and feet to self

√ No dodge ball



Cell Phones

- ⌘ **First time**: Any cell phones seen by staff will be sent to the office. The student can take it home at the end of the day.
- ⌘ **Second** time: Phone is sent to the office and the parent must pick up.
- ⌘ **Third time**: Conference with parents and points issued.

If a cell phone rings/vibrates or texts the cell phone is banned from the school for 3 weeks.

If a cell phone is used during testing, the student receives a "0" for the test.

