

STUDENT & PARENT HANDBOOK

MANTON ELEMENTARY SCHOOL
2018-2019

Whatever it takes, Manton Students are worth it!



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Table of Contents

Mr. Katona's Message.....	4
MISSION STATEMENT	4
EQUAL EDUCATION OPPORTUNITY	4
BOARD OF EDUCATION	4
ADMINISTRATIVE STAFF	5
MANTON ELEMENTARY SCHOOL PERSONNEL 2018-2019	5
SCHOOL CALENDAR 2018-2019	6
Attendance Policy	6
Parent/Guardian's Responsibilities.....	6
Teacher's Responsibilities	6
Administrator's Responsibilities	7
Attendance Procedures	7
Parent/Guardian Reporting	7
Excused Absences	7
Unexcused Absences	8
Excused Tardiness	8
Unexcused Tardiness	8
Early Dismissal.....	9
When to Keep a Child Home	9
Bus Rules	9
Bus Discipline Forms	10
Bus Stop Procedures	10
Video Tapes on School Buses.....	10
Crossing 131	10
Daily Schedule	10
Instructional day	10
Closing and Delays	10
Discipline Process.....	11
Rules to live by	11
Assertive Discipline	11
Transition Room.....	11
Suspensions.....	11

Expulsion	12
Possession of a Weapon	12
Dress Code	12
Enrolling in School.....	13
Field Trips.....	13
Fire, Lockdown and Tornado Drill	13
Harassment and Bullying	14
Bullying.....	14
I-Pad Misuse.....	14
Immunizations	15
Leaving School Grounds.....	15
Lost and Found.....	15
Medications	15
Meal Service.....	15
Food Allergies.....	16
Parent/Teacher Communication.....	16
Promotion, Retention, and Acceleration	16
Pets	16
Recess.....	16
Fund Raising.....	17
Student Records.....	17
Student Valuables	17
Cell Phones.....	17
Teacher Assistance Team.....	17
Transition Room Plan.....	17
Criteria for Placement.....	18
Criteria for Returning to the Classroom.....	18
Limitations	18
General.....	18
The transition room teacher will keep a daily log of students assigned to their room.....	18
Trespassing and Unauthorized Use of School Property.....	18
Visitors	19

Mr. Katona's Message

Dear Students/Parents,

Welcome back to Manton Elementary School for the 2018-19 school year. This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please familiarize yourself and your children with school policies and operating routines and keep this handbook available for your reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher or the building principal.

Every week the elementary Newsletter will be posted online, and sent in your child's Friday folder. It will have up-to-date information and a calendar of upcoming events. We are happy that your family is a part of Manton Elementary School. We welcome the opportunity to work with you as co-educators.

Sincerely,

JP Katona
jpkatona@mantonschools.org

MISSION STATEMENT

Whatever it takes, Manton Students are worth it!

Manton Consolidated Schools, as a part of the community, is dedicated to providing opportunities for the development of the whole student's potential.

- We believe each student has abilities and talents which can be developed.
- We value the individuality of each child and are committed to nurturing every student's abilities.
- As professional educators we will utilize research and apply a variety of strategies to promote quality and motivate students in our school.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin, while at school or a school activity should immediately contact the Superintendent. Complaints will be investigated in accordance with the procedures as described in Board Policy 2260.

BOARD OF EDUCATION

Mr. Harold Kibbe: President
Mr. Mark Powers: Vice President
Mrs. Candy Musselman: Secretary
Mr. Randy Sucharski: Treasurer

Mr. James Morris: Trustee
Mr. Matt Hicks: Trustee
Mrs. Tina Tidey: Trustee

ADMINISTRATIVE STAFF

Mr. Len Morrow: Superintendent
Mr. Jeff Norman: School Liaison Officer
Mrs. Char Siddall: High School Principal
Mr. Ryan Hiller: Middle School Principal
Mr. JP Katona: Elementary School Principal

MANTON ELEMENTARY SCHOOL PERSONNEL 2018-2019

Mr. JP Katona: Principal
Mrs. Jessica Morrow: Secretary
Mrs. Julie Harmon: Curriculum Administrative Assistant
Mrs. Heather Trowbridge: Kindergarten
Mr. Steve Rubinas: Kindergarten
Mrs. Mary Ruppert: Kindergarten
Mrs. Lindsey Embrey: Kindergarten
Mrs. Megan Seger: First Grade
Mrs. Melica Smith: First Grade
Ms. Alonna Liabenow: First Grade
Ms. Rachel Sieloff: Second Grade
Mrs. Melanie Stoddard: Second Grade
Mrs. Katy Garey: Second Grade
Mr. David Case: Third Grade
Mrs. Sara Austin: Third Grade
Mrs. Jessica Helsel: Third Grade
Mrs. Rochelle Raden: Fourth Grade
Ms. Rebecca Traviss: Fourth Grade
Mrs. Kelly Schab: Fourth Grade
Mrs. Alonna Liabenow: Fourth Grade
Mrs. Mary Taylor: Title I Math
Mrs. Amy Langton: Title I Math
Mrs. Mickie Viox: Literacy Coach
Ms. Shelley Taylor: Music
Mr. Blade Beckwith: Technology
Mrs. Laura Boydston: Special Ed.
Mrs. Sarah Gebhard: Special Ed.
Mrs. Mary Myers: Title I Reading
Mr. David Quilliam: Social Worker
Mrs. April Neihardt: Social Worker
Mr. John Ott: ISD Social Worker
Mrs. Anna Gooden: Art

Mrs. Kristen Kent: P.E.
Ms. Jerri Mathews: At-Risk Interventionist
Mrs. Sheri Porter: Para-Pro
Mrs. Pam Rayment: Para-Pro
Mrs. Jennifer Sikkema: At-Risk Interventionist
Mrs. Teresa O'Dell: Para-Pro
Mrs. Carrie Powell: Para-Pro/At-Risk Interventionist
Mrs. Jenna Shively: Para-Pro
Mrs. Cristi Gawlick: Para-Pro
Mrs. Erin Raden: Para-Pro
Mrs. Michelle Bora: Monitor
Mrs. Felicia Cannedy: Monitor
Mrs. Tanna Sosenko: Latchkey

SCHOOL CALENDAR 2018-2019

Aug. 16 – Kindergarten Open House	Dec. 22-Jan 2 - Christmas break
Aug. 20 – 1 st -4 th Grade Open House	Jan. 3 - School resumes
Aug. 22 - First Day with Students	Feb. 14 – Parent-Teacher Conference (1/2 day)
Aug. 31 & Sept. 3 - No School	Feb 15 – No School
Oct. 18 - Parent-Teacher Conferences (1/2 day)	Feb. 18 - No Students—Staff PD Day
Oct. 19 – No School	March 25-29 - Spring Break
Oct. 31 - ½ Day of School	April 1 – School resumes
Nov. 2 - No Students—WMISD PD	April 19 – No School
Nov. 15 - No School-Deer Day	May 24 - ½ Day of School
Nov 20 – ½ Day	May 27 - No School-Memorial Day
Nov. 21-23 - No School—Thanksgiving Break	June 4 - Tentative Last Day of School-½ Day
Dec. 21 - ½ Day of School	

Attendance Policy

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork: therefore all parents are urged to make appointments for their child outside of school hours. A good attendance record and punctuality are also important preparations for the adult world.

Parent/Guardian's Responsibilities

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with school and the student to solve any attendance problems that may arise.

Teacher's Responsibilities

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parents or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibilities

It is the administrator's responsibility to require students to attend school. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance. Finally it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Attendance Procedures

1. Tardiness/Absences
 - a. Attendance is taken twice a day. We record attendance by half days.
 - b. Students are required to be in their classrooms at designated times. If a student comes to school within the first hour of the designated time then that student is tardy. If the student arrives more than an hour after the designated time, the student will have a ½ day absence.
 - c. Attendance of 2 hours or less will result in a full day's absence.

Parent/Guardian Reporting

- a. An attendance issue at the elementary level is usually a parent issue, not a student issue. Elementary students miss school because parents allow them to miss. We trust parents or guardians to make good judgments as to when to send their child to school.
- b. Parents or guardians shall notify the school office when their child will not be in school. It is best to call the school secretary. Give your child's name, grade, teacher and reason for the absence. Be specific. Secretaries track attendance. Do not call the teacher with this information. The office will notify teachers.

Excused Absences

The following reasons shall be considered as excusable absences:

- a. Illness
- b. Serious illness in the student's immediate family
- c. A death in the student's immediate family or of a close friend or relative
- d. Medical or dental treatment
- e. Court appearances occasioned by family or personal action
- f. Religious instruction not to exceed three hours in any week or religious holiday
- g. Physical emergency conditions such as fire, flood, storm, etc.
- h. Suspension
- i. Suspensions are to be handled as excused absences and students will be permitted to complete makeup work

Unexcused Absences

The following are examples of absences which will not be excused:

- a. Truancy. An absence which was not approved by the school district.
- b. Any absence which the parent or guardian fails to report to the school secretary. Absences must be reported within five days of the occurrence. Reports submitted beyond the five day limit shall remain unexcused.
- c. Deer Hunting
- d. Family outings, day trips, or vacations
- e. Participation or attendance of sporting events or other extra-curricular activities

Excused Tardiness

Valid excuses for tardiness are:

- a. Illness
- b. Serious illness in the student's immediate family
- c. A death in the student's immediate family or of a close friend or relative
- d. Medical or dental treatment
- e. Court appearances occasioned by family or personal action
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused by an administrator or faculty member.

Unexcused Tardiness

An unexcused tardiness is failing to be in an assigned area at the designated time class period starts without a valid excuse.

Parents will be made aware of student absences and tardies as stated below as we comply with attendance and truancy laws.

Step 1: On or about the sixth day of excused/ unexcused absence, the parent/guardian will be sent a notice that their child has reached the first step of our attendance policy. An attendance profile will be included. Either party may request a conference at this time.

Step 2: On or about the tenth day of excused/unexcused absence, the student's attendance record will be turned over to the principal. A conference with the parent, student, principal, and a note from the doctor may be necessary.

Step 3—Over 15 days: Unexcused absences will be referred to the ISD, Truancy office, or the school Pathway to Potential Worker.

In order for a child to master the grade level objectives, they must be in school in a constant manner. The law of Michigan in part 24 of the General School Law section 380.1561 states, "the child's attendance shall be continuous and consecutive for school year fixed by the school district in which the child is enrolled." Illnesses do develop which force a child to be absent occasionally in which case we request a note/phone call informing the teacher and office of the illness.

This policy can be amended if a doctor states a rationale for the inconsistent attendance. Parents are encouraged not to take their child out of school for vacations. When family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

Early Dismissal

No student will be allowed to leave the school prior to school dismissal time. We encourage parents to keep their child in school for the entire day. However, if a student must leave early they will need a written request signed by the parent or designated person on file in the school office. No student will be released to a person other than a custodial parent without written permission signed by the custodial parent or guardian.

When to Keep a Child Home

1. **Fever:** A child has a temperature of 100.4°F taken by mouth or 99.4°F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
2. **Diarrhea:** A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by *Campylobacter*, *E. coli*, *Salmonella* or *Shigella*, please refer to your child's physician for clearance.
3. **Vomiting:** A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
4. **Rash:** The child develops a rash and has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious.
5. Certain **communicable diseases:** Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time until cleared by a physician.

** These are general recommendations. Please consult your local health department for additional guidance.*

Bus Rules

The bus driver has a right to drive safely without being distracted. Children have a right to ride in safety.

1. Follow the driver's directions.
2. Stay in the seat with your back against the back of your seat.
3. Keep hands and feet to yourself.
4. No refusing to share seat with another.
5. No throwing of objects.

6. Put nothing out the window.
7. No degrading or abusive language or gestures.
8. No tobacco, drugs, or weapons of any kind.
9. If you talk, talk quietly.

Bus Discipline Forms

Discipline forms will be filled out by the bus driver and referred to our Transportation Director. If you have any questions regarding a discipline referral then please contact the Transportation office.

Bus Stop Procedures_ **Subject to change per Transportation Director*

All students are to be picked up and dropped off at their designated stops only. There is no allowance for day-to-day changes unless there is a family emergency. These changes must be approved by the Transportation Office prior to the change.

Allowance can be made for alternate bus stops that allow students to be picked up or dropped off at a stop other than their home. The parent must complete a form and the student is required to be at the alternate stop five (5) days a week.

If a student is at a bus stop other than their assigned stop in the morning, they are allowed to ride the bus to school, but they must go to their designated stop in the afternoon. Students are reminded that this is a "one time only" incident and cannot be repeated. In the case of younger children, contact is made with the parent/guardian informing them of the rules.

Video Tapes on School Buses

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Crossing 131

If it is necessary for your child to cross US 131 to come to school, please have them cross with the crossing guard. The crossing guard is located at the corner of US 131 and Fifth St.

Daily Schedule

Buses arrive at school between 8:10 and 8:15 AM. Children are not allowed in their classrooms until 8:20 AM. Classes begin with breakfast at 8:20. All tardies and absences are unexcused unless we receive a phone call or note from a parent/guardian.

Instructional day

8:20 Breakfast and Opening Activities

3:10 Dismissal

Closing and Delays

If hazardous weather conditions occur before or during school, students and parents will be notified by the school's "robo" call. The school will also notify the local news

stations. In case of a delay, the school will notify the parents/guardians of the start time on the robo call. If school is closed for the day or dismissed early, all activities in the building will also be canceled.

Discipline Process

At Manton elementary, discipline always starts with teaching, prompting and acknowledging positive behavior. The purpose of a discipline process is to promote positive behavior and reduce problem behavior, and to ensure a safe and orderly school environment. Teachers and staff will refer the discipline rubric to determine the severity of a student's infraction, and will assertive discipline (see below) with repeated behaviors.

Rules to live by

These are our four school-wide expectations at Manton elementary school. Please take some time and review these rules with your children.

1. We will use common courtesy, be polite, be nice, and use our manners.
2. We are not allowed to do anything or say anything that makes another student feel unsafe or uncomfortable.
3. If it is not needed for class, do not bring it to School.
4. We are not allowed to put our hands (or any other body part) on anyone at any time for any reason.

Assertive Discipline

Manton Elementary has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy with the maximum opportunity to learn. In an effort to do this a school wide Assertive Discipline Policy has been instituted. If a student chooses to break a rule, teachers will use some type of assertive discipline. The following is an example of what assertive discipline might look like:

1st incident: Student's name written on board.

2nd incident: Check after name, lose 10 minutes of recess.

3rd incident: Second check after name, miss all of recess.

4th incident: Third check, miss all of recess, and parent notified by teacher.

5th incident: Fourth check, detention. The teacher will send a note home or a call to the parent for a conference with the parent, teacher, and student.

In the case of a severe disruption the student will be immediately sent to the principal or the transition room.

Transition Room

Detentions will be assigned for minor infractions and will be served during lunch hour. Teachers will fill out a Transition room referral and may contact the child's parent to inform them of the infraction. Students who are detained for disciplinary measures are to be given a comprehensible educational activity.

Suspensions

Suspensions will result from continued infractions of school rules and major offenses against the orderly operation of the school and endangering the safety on the school body. Such offenses include, but are not limited to:

1. Aggressive misbehavior and/or defiance of authority toward school personnel.
2. Aggressive behavior toward a student
3. Vandalism
4. Disorderly conduct
5. Setting false alarms
6. Falsifying signatures
7. Violation of building or board policies
8. Threats of Violence-verbal or written
9. Possession and/or use of drugs, alcohol, fake drugs or look-alike drugs
10. Extortion
11. Purposely setting a fire.

Expulsion

Expulsion is the permanent removal of a student from school. In compliance with state law, the Board of Education shall permanently expel any student who possesses a dangerous weapon in a weapon free zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other transportation. A student may also be recommended for expulsion based on continued behavior that threatens the orderly conduct of the school or poses a threat to the safety of school personnel and students. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District.

Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may include any toy that is presented as a real weapon or reacted to as a real weapon. Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, chains, or laser pointers. Students in possession of a weapon on district grounds, in a district building or a district or school sponsored events may be subject to expulsion and referred to the criminal justice system and the appropriate county department of social services or community mental health agency. Any student who violates this policy must be suspended immediately by administrator pending a board hearing, which must take place within 10 days. The Board of Education shall determine if the violation warrants expulsion.

Dress Code

We consider dress to be a personal and family concern and that all who are members of our school will exercise good judgment in this matter. Unacceptable clothing includes

anything revealing and or shirts or other clothing with advertising slogans of questionable reference. The wearing of caps, hats and other headgear inside the school during school hours is not courteous and is not allowed. Any student whose personal appearance or dress jeopardizes the personal safety or interferes with the normal function of the school will be referred to the Principal. The administration reserves the right to send any such student home.

Shoes are to be worn by all students. Do not wear sandals (open toe), flip flops or shoes with heel cleats.

Enrolling in School

In general, State Law required students to enroll in the school district in which their parent or legal guardian resides. Manton has a limited number of schools of choice openings each year under the District open enrollment policy. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. A birth certificate that has been issued from the state of birth.
2. proof of residency
3. proof of updated immunizations
4. if appropriate, court papers allocating parental rights and responsibilities or custody

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Field trips are an essential part of the school experience and Manton elementary school in accordance with the ADA and IDEA prohibits any discrimination against students with a disability. Accommodations or related aids or services will be made if needed for any student with a disability to participate on a field trip. All students at Manton elementary will participate on field trips if they are in good standing with the school's discipline policy. Any student who fails to comply with the discipline process on a repeated basis may not be invited to go on their class field trip. The teacher or principal will contact parents if their child falls into this category in a timely manner before their scheduled trip.

Fire, Lockdown and Tornado Drill

The school complies with all fire safety laws and will conduct fire drills in accordance to State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the

procedures provided by the State. Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

Harassment and Bullying

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Bullying is a form of harassment. For the purpose of this policy, "bullying" is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, or emotional abuse, or through attacks on the property of others. It may include, but not be limited to, actions such as verbal taunts, name-calling and put downs, extortion of money or possessions, exclusion from peer groups within school, and blocking or impeding student movement. Any student who believes she/he has been the victim of bullying or harassment should immediately report the situation to the teacher or principal.

Bullying

Manton Consolidated School is a bully free zone.

Bullying is defined as repeatedly using negative physical, vocal or written behavior toward someone to make the person feel defenseless

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false reports may result in disciplinary action as indicated above.

I-Pad Misuse

Students must follow the acceptable use policy for i-Pad use. Any student who fails to follow the District's technology policy (acceptable use) will be disciplined accordingly.

Inappropriate material found on a student's device may be referred to the local authorities, and students will lose their i-Pad privileges until further notice.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

Leaving School Grounds

Students are prohibited from leaving school grounds during the school day which includes recess and lunch. If a parent would like their son or daughter to leave school grounds during the school day, please write a note or call the office stating when you will be picking up your student. This message must include the day, time and who the child will be going with when they leave. Please check your child out through the office, not the classroom. This is for the safety and welfare of your child.

Lost and Found

Lost and found articles will be placed between kindergarten and fourth grade. Please mark your child's belongings. All lost and found articles not claimed will be donated to a nonprofit charity. We will make a donation in January right after Christmas break, one in April right after Spring break and one at the end of the school year.

Medications

By state law, school employees, cannot administer any medication without doctor's authorization. If your child needs to be on medication for only a few days:

1. Parent/guardian may come to school to administer the medication.
2. Parent/guardian can space dosage so that it DOES NOT need to be administered at school.
3. Bring in a medical form signed by the doctor with your prescription.

If your child needs to be on a prescription for more than a few days:

1. Parent/guardian and doctor need to fill out a medical form available in the office.
2. Parent/guardian needs to bring the medication to the office in the prescription bottle.
3. All medication will be kept and administered in the office.
4. Inhalers may be kept with the student or in the office.
5. Epinephrine (Epi pen) is administered only in accordance with a written medication plan.

A log for each prescribed medication shall be maintained by the personnel giving the medication. The date and time are also recorded. This log will be maintained along with the physician's written instructions and the parent's written permission release.

DO NOT SEND ANY TYPE OF MEDICATION WITH YOUR CHILD.

Meal Service

Free and Reduced Lunch Applications are available and can be filled out online at www.mantonschools.org or applications are available at the school offices. Parents are responsible for ensuring that their children have money. Lunches must be paid until you have received written notification of your lunch application status. Application process may take up to 10 days. Make your student's lunch account payments on-line at sendmoneytoschool.com. To set up an account all you need is your child's lunch account number. This information is available by contacting Shelley Ritchie at sritchie@mantonschools.org or 231- 824-6411. You will also be able to monitor your child's breakfast and lunch activity as well as their account balance. If you would like to receive low balance notification by email, please provide an email address to Shelley Ritchie. We encourage parents to pre-pay lunches by the week or month. Families may send in one check to be divided between siblings. Please indicate child's name and amount to be deposited in each account. Checks can be made out to Manton Schools. Please visit the food service webpage, manton.schoolsdesk.net for monthly menus and informational links.

Food Allergies

If your child has food allergies, a medical statement form must be filled out by your physician so we may accommodate your child's needs. This form is required before any substitutions can be made. Forms may be picked up at any school office and they are available on the school food service web page. If you have any questions or concerns, please contact Shelley Ritchie at 231-824- 6411.

Parent/Teacher Communication

It is extremely important for a teacher to know as much about your child as possible, in order to meet his/her educational and social needs. As a parent you should be informed about your child's educational program. This need to communicate is the reason behind Parent/Teacher Conferences. These meetings are held twice a year and you are strongly encouraged to attend. If you need a conference other than the two designated time please call your child's teacher for an appointment.

Promotion, Retention, and Acceleration

In promoting, retaining or acceleration elementary students, consideration shall be given to the pupil's ability to do the work at the next level and on the overall welfare of the pupil concerned. The principal is responsible for the promotion and classification of pupils within their building.

Pets

If your child wishes to bring a pet to school, the parent, student, and teacher must prearrange it. Pets must be properly caged and must not be disruptive to the teaching learning environment. No pets or creepy crawlers are allowed on the bus.

Recess

Please send children to school dressed suitably for outdoor activity. The school encourages recess as an important contribution to class learning. Our rule of thumb is

that children well enough to be in school should participate in the group activities, both indoors and outdoors. There are exceptions to this rule, but please understand that keeping a child indoors all day is not always serving his/ her best interest.

Fund Raising

Students are not allowed to conduct personal fundraisers without the permission of the principal. Students should not bring in large sums of money.

Student Records

The School District maintains many student records including both directory and confidential information. Specific directory information such as student's name, address, date and place of birth, pictures taken by the news media related to school events, participation in officially recognized school activities, height and weight of members of athletic teams, dates of attendance, and awards received may be released by school officials without permission from the parent. If it is felt that any part of the directory information should not be released, the parent must request in writing during the first two weeks of the school year.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing and electronic equipment. These are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Cell Phones

If your child brings their cell phone to school, they must keep it turned off and in their locker during school hours. Students failing to do this, the following will result:

First Offense—Loss of cell phone for the remainder of the day and the parent will be contacted.

Second Offense—Loss of cell phone and parent must pick it up from the office.

Any following Offense— Loss of cell phone, parent must pick it up from the office, and up to one day in-school suspension.

Teacher Assistance Team

Our school goal is to meet the needs of all children. If a child has social or academic difficulties in class, the T.A.T. team may meet to develop additional ideas and strategies which may benefit that child's learning. The team is made up of differing grade level teachers, the Title I Teacher Coordinator, and the school Social Worker. The T.A.T. team is the first step in meeting the needs of all students. Should more intervention be needed than the regular education program can provide, the T.A.T. team may recommend additional services.

Transition Room Plan

Purpose and Objectives

1. The modification of student behaviors which interfere with their learning and/or the learning of other students.
2. The providing of services with students that need extra support socially and behaviorally.

Criteria for Placement

1. A student may be referred to the transition room at the discretion of the classroom teacher, after all routine disciplinary procedures have been followed, based upon the following:
 - a. Student behaviors that do not warrant referral to the principal's office (i.e. fighting, swearing, etc.), but that do consistently interfere with the student's learning and/or the learning of other students.
 - b. Student behaviors that would benefit from an individual or small group meeting.
 - c. Student is serving a lunch detention for behavioral reasons (students can work on academic work during their lunch detention time)
2. Students will be referred to the transition room by a "Transition Room Referral Form".

Criteria for Returning to the Classroom

1. Student understands and accepts the responsibility of their action(s)/behavior(s), are calm, and seem ready to return to class.

Limitations

- A. The maximum number students in the transition room will not exceed 15 at any one time (unless arranged by the transition room teacher or principal).
- B. If a student referred to the transition room would cause the 15 student limit to be exceeded, the transition room teacher will send that student, along with the referral form, to the building principal. The building principal will administer alternative consequences at their discretion.

General

The transition room teacher will keep a daily log of students assigned to their room.

- A. Though assignment to a transition room may not necessarily be punitive, it is understood that students will eat lunch at their desks, no recess will be given and participation in student field trips and assemblies will be disallowed during time assigned to a transition room.

Trespassing and Unauthorized Use of School Property

Although schools are public facilities, the law does allow the school to restrict access on school property. Students are expected to obtain permission to use any school property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes the use of the internet and communication networks in a manner not

sanctioned by policy. Students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Visitors

All visitors must report to the office. For the safety of all students the office must know who is visiting our building. This helps to minimize disruption to the classroom and helps the office to become familiar with the person picking up your student. Students are not allowed to bring in friends to visit for the day. If you are going to visit your child's class stop by the office and pick up a visitor's pass.

Please note the student and parent handbook is not all inclusive. Some rules and consequences not mentioned will be handled at the discretion of the building principal. The failure to sign this handbook, does not exempt the student or parent from the responsibilities or policies within the handbook.