

G.T. NORMAN ELEMENTARY SCHOOL
STUDENT HANDBOOK
Kindergarten – Grade 4
2020-2021



G. T. Norman Elementary School
338 West Lincoln Avenue
Reed City, Michigan 49677
Phone (231)-832-5548
Fax (231)-832-6194

DeAnna Goodman, Principal
Stacey Webber, Assistant Principal

G.T. NORMAN ELEMENTARY SCHOOL

MISSION STATEMENT

$$\mathbf{SS = ES + SC}$$

**G.T. Norman Elementary *student success*
is empowered by an *engaged staff*
in partnership with a *supportive community*.**

PURPOSE OF THE HANDBOOK

This handbook is intended to help you become familiar with our school and to find important information which will be helpful to both you and your student(s). In addition, as you refer to the table of contents, you will find detailed information about the daily operation of the building.

IMPORTANT PHONE NUMBERS

**School Office (231) 832-5548
Fax Number (231) 832-6194
Transportation (231) 832-4232
Food Service (231) 832-7341**

TABLE OF CONTENTS

Parent Responsibilities	3
Enrollment and Residency	3
School Hours	4
Attendance and Absence Policy	4-5
Illness or Injury	5-6
Emergency or Accident Procedures	6
Drop Off and Pick Up of Students	6-7
Bus Information	7
School Cancellations, Delays, and Early Dismissals	7
Dress Code	7
Attire Not Allowed	8
Health Information	9
Casual-Contact Communicable Diseases and Pests	9
Head Lice	9
Control of Non-Casual Contact Communicable Diseases	9-10
Immunizations	10
Medications	10-11
Home-Bound and Hospitalized Services	11
Computers and Internet Policy	11
Media Information	11
Cell Phone/Telephone Use by Students	12
Search and Seizure	12
G.T. Norman Behavior Management Plan	13
G.T. Norman Behavior Flow Chart	14
Behavior Definitions	15
Progressive Discipline	16-17
Lunchroom Rules and Procedures	17
Recess Rules / Playground Rules	18
Progress Reports and Parent Teacher Conferences	18
Contacting Teachers	19
School Visitors and Volunteers	19
PTO and Parent Involvement	19
Parties	20
Field Trips	20
Library Book Policy	20-21
Lost and Found	21
Teacher Requests	21
Evacuation Plans	21
Non-Discrimination Statement	21
Limited English Proficiency	22
Bullying.....	22-23
Harassment	23
Sexual Harassment	23-24
Directory Information	24
Notice of Rights to Access and Rights to Privacy	25
Pesticide Notification	25-26
Helping Your Child to Succeed	26-27

PARENT RESPONSIBILITIES

Please keep the school informed as to your current:

- Address
- Telephone number
- E-mail
- Place of employment and telephone number
- Doctor's name
- Child Care
- Contacts who can be reached when you are away

Please send a note or call the office when:

You are picking up your child after school if this is different from the child's usual routine.

You are allowing someone other than yourself to pick up your child if this is different from normal.

Your child is riding a different bus. The bus driver will not allow your child to ride his/her bus without a signed note.

Your child has a dental and/or doctor appointment and needs to leave school before dismissal.

You are giving permission for your child to stay after school for a school-sponsored activity.

There is any upcoming situation or change in normal routine as it relates to school that might cause anxiety for your child.

You are taking a trip and your child will be absent from school for an extended time.

In the event of a student concern, please contact the teacher first to address any issues before contacting the administration.

ENROLLMENT AND RESIDENCY

On the first day of school each year (or on the first day a student enrolls later in the year), a "**Student Information and Emergency Form**" must be completed by a parent or guardian. Parents are **required** to provide accurate and current information regarding residency and to notify the office promptly upon any change of residency. Parents also need to notify the office **promptly** of change of telephone number and/or emergency contact information.

SCHOOL HOURS

7:55 First Bell

8:00 School Begins

Students must be in their classrooms or they will be marked tardy.

3:20 School Dismissed

Administration asks that students arrive about 5 minutes prior to the time school begins.

Busses are scheduled to unload approximately 5 minutes before school begins.

If a student's bus is late, he/she will not be marked tardy.

Students will go directly to their classrooms each morning.

ATTENDANCE/ABSENCE POLICY

Students are expected to be in attendance each school day throughout the year. Irregular attendance makes it difficult for students to successfully keep up with class work. When a student accumulates eight (8) absences, parents will be notified by letter from the office of the principal. Excessive absences and tardies beyond fifteen (15) may require action by the Truancy Officer from the school. If a severe attendance problem exists, petitions may be filed with the court system.

A parent must notify the school by 9:00 a.m. on the day a student is to be absent unless previous notification has been given in accordance with the school procedure for reporting absences.

An advanced written excuse, prior to a planned absence, is acceptable.

If such notification is not received, the office will attempt to notify by telephone the student's parents, guardian, or legal custodian of the absence to ensure the student's safety. The parent is responsible for **providing the school with current home and/or work telephone numbers and to notify the school of any change in the above information including emergency contact information.**

The following reasons for absences will be exempt but must have proper written notification. For medical reasons, a doctor's note is required for the absence to be exempt.

Exempt absences will not count towards truancy.

- a) Suspensions (Out of School, In School)
- b) School related absences, i.e. field trips
- c) Absences due to a death in the immediate family
- d) Medical related absences with a doctor's note
- e) Court related absences

If your child needs to leave school early, a note must be submitted to the office prior to the appointment. Administration asks that you please abide by this so both the teacher and the office staff know in advance. A parent/guardian must stop and report to the office to sign the student out. Parents are not to go to the classroom and get their student. The office staff will inform the teacher to send the student to the office.

"Tardy" is defined as an absence of one (1) hour or less any time of the day. Tardiness is disruptive to the classroom and has an adverse effect on a student's educational progress.

Any student arriving at school after 8:00 a.m. is considered tardy. The student can go right to his/her classroom until 8:10 without a pass from the office. After 8:10, the student must come to the office for a pass to be admitted to their classroom.

ILLNESS OR INJURY

In the case of *some injuries* or significant illness, the school will attempt to telephone the person indicated on the student's enrollment form.

All injuries must be reported to a teacher, recess monitor or the office. If minor, *per the school personal*, the student will be treated and may return to class. Treatment school personnel are allowed to provide includes: soap and water, band aids, and ice. School personnel are not allowed to provide any type of oral or topical cleaning solutions or medications. If further medical attention is required, the office will follow the school's emergency procedures up to and including contacting the Osceola County Emergency Medical Service. The school district does not assume the financial responsibility for the payment of any expenses incurred by taking such action.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office or the school secretary will determine whether or not the student should remain in school or go home. No student will be released from school, without proper parental permission.

EMERGENCY OR ACCIDENT PROCEDURES

In case of an emergency or accident, the school will attempt to telephone the person indicated on the "Student Information and Emergency Form" according to the order of names listed. If the persons listed cannot be reached by telephone, it will be important for the school to make necessary preliminary decisions. If it appears advisable, the Osceola County Emergency Medical Service will be contacted. The school district does not assume the financial responsibility for the payment of any expenses incurred by taking such action.

DROP OFF AND PICK UP OF STUDENTS

DROP OFF:

Students should be dropped off on the north side of Lincoln Avenue or at the main entrance parking lot loop. Bus loading and unloading zones are for busses only.

PICK UP:

For students in grades K and 1, please line up on the north side of Lincoln Avenue. The students will be escorted by staff members to their vehicles. For students in grades 2 and 3, please enter the main parking lot from Higbee Street and form a single line in the main entrance parking lot loop. Students will be dismissed to their vehicles when their rides pull up to the sidewalk. When leaving you may only turn right out of the parking lot.

For students in grades 3 and 4, there is the option of picking students up in front of the bus line on Park Street by forming a single line on the side closest to the school.

Beginning this year, parents will no longer be allowed into the building to pick up their students after school. All students will be released by one of the above options.

BUS INFORMATION

Most students ride a bus to school. Riding the bus can be an enjoyable experience if everyone respects the rules of conduct. Expectations are provided to each student by the driver. If you have any questions about bussing, please call the Transportation Supervisor at (231) 832-4232.

SCHOOL CANCELLATIONS, DELAYS, AND EARLY DISMISSALS

When school is canceled or delayed, or has an early dismissal, this information will be announced on **Radio Stations:** WDEE 97.3, WKJF 92.9, WBRN 100.9, WAAQ 102, WTCM 103.5, and WOLW 91.1. **TV Stations:** TV 9 & 10, TV 7 & 4, TV 13, and Fox 33. School Website: Reed City Area Public Schools www.reedcityschools.org or download our Reed City Area Schools App.

Make sure your child knows what to do in case of an early dismissal. The office staff should be made aware in writing of any change to your child's after school routine in the event of an early dismissal. For example, your child should go to day care rather than home. The office staff will then inform the teachers of these changes.

DRESS CODE

Students are expected to come to school dressed appropriately for school activities and weather conditions. Boots, hats, gloves, and warm jackets are necessary for winter months. Students are encouraged to bring an extra pair of shoes for outdoor activities during inclement weather.

ATTIRE NOT ALLOWED

The administration and staff are convinced that student dress directly affects individual behaviors and the overall learning atmosphere. It reflects levels of respect, attitude toward education and the spirit of our school.

1. Coats are not to be worn to class any period of the day.
2. Hats and hoods are not to be worn in the building. Students should remove their hats/hoods upon entering the building.

3. Skirts and dresses must be of a reasonable length. Reasonable length is defined as past mid-thigh.
4. Shorts must be mid-thigh and not be revealing.
5. No skin-tight, revealing apparel.
6. No midriff revealing shirts, mesh shirts, tank tops, tube tops, low cut tops, or revealing tops of any type. Sleeveless shirts must come to the shoulder and be "machine stitched" – no "spaghetti straps."
7. No sunglasses, sweatbands, bandannas, or gloves.
8. No clothing, jewelry, emblems, or any other evidence of membership or affiliation with gangs.
9. No pants that do not fit properly at the waistline and which reveal underwear.
10. No clothes advertising graphic violence and/or weapons, containing drug culture symbols and/or paraphernalia, promoting alcohol or tobacco, depicting blood, gore, innards, dismemberment, sexual connotations, scantily clad or nude figures, or any other graphic or words not appropriate in a school setting.
11. No pajama pants or slippers (except on spirit days).
12. No face paint (except on spirit days). Any face paint worn at school may not cover the entire face.

Appropriate footwear is extremely important for the students to wear in order to play on the playground and in gym class. The students should bring tennis shoes to change into for recess and gym class if they wear sandals or dress shoes to school.

The school maintains the right to regulate any other dress and grooming when the student's appearance presents a danger to health and safety, creates a substantial interference with the educational setting, or causes an excessive maintenance problem. Anything deemed by the administration to be a distraction to the educational environment will not be allowed.

HEALTH INFORMATION

Our goal is to maintain or improve the health status of students and to enable them to participate in the educational process. The following categories are outlined to assist parents related to their child's health.

CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

A school has a high concentration of people and it is necessary to take specific measures when the health and/or safety of the group are at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: conjunctivitis (pink eye), diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines. Proof of physician treatment may be required.

HEAD LICE

The school policy states that students must be treated and **nit free before he/she is admitted back to school**. A student will **not** be allowed to ride the bus if they have head lice. Students must be checked by school personnel in order to return to the classroom and return to riding the bus.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable disease, the school has the obligation to protect the safety of the students and staff. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep the students and staff in school, unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (Condition), HIV (Human-Immuno-Deficiency), HAV, HBV, HCV (Hepatitis A, B, C), and other diseases that may be specified by the State Board of Health.

As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and any students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

IMMUNIZATIONS

State law requires that each child entering school in Michigan must have the following immunizations: 4 DTPs (if a dose was not given on or after the child's 4th birthday, a booster dose of DTP is required), 3 OPVs (if the last dose was not given on or after the child's 4th birthday, a booster dose is required), 2 MMRs, 3 doses of Hepatitis B and 2 doses of Varicella. If parents choose not to vaccinate their child, a waiver must be obtained from the local health department. You may call 231-832-5532 for more information.

MEDICATIONS

If it is necessary for a student to take medication during school, the following state laws apply:

- a. Physician prescribed medication **must** be accompanied by the "Authorization for Administration of Medication" form which must be filled out by the physician and signed by a parent/guardian. Forms can be picked up in the school office or found on the district website.
- b. An adult must transfer physician prescribed medication in a prescription bottle to and from school. If a student will need to take medication at school, please ask the pharmacist to create an extra bottle and label.
- c. Non-prescription drugs (over the counter pain medication, cough or cold medicine, etc.) may be given with parental consent and within reasonable limits as determined by an administrator or school secretary. An "Authorization for Non-Prescribed Medication" form may be picked up from the office or found on the district website.
- d. Emergency medication – Asthma inhalers and epinephrine pens may be carried and used by students with appropriate written permission from the physician and the parent/guardian. These medications will be administered in accordance with the emergency action plans for asthma and severe allergies which are updated annually.

HOME-BOUND AND HOSPITALIZED SERVICES

The Reed City Area Public School District provides home-bound and hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. A copy of those requirements is available in the school office. Please contact administration for information if these services become necessary.

COMPUTERS AND INTERNET POLICY

Students are encouraged to use the school's computers and network internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Prior to accessing the Internet at school, all students and parents must initial the "Safe Internet Usage" form.

Any student who misuses this equipment either physically or by accessing inappropriate material will be subject to severe consequences, including restrictions on future use, suspensions from school, or paying the cost of repair. These consequences also apply to students who access the Internet without turning in an internet use agreement form or without obtaining the teacher's permission.

MEDIA INFORMATION

Students' photographs or videotapes are used in media presentations that are made available to the school district's website, to other educational institutions, or to a cable television station or network. Please understand that your student's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about your student or his/her school work will be revealed without your prior consent. Parents may refuse to have any of the above information shared. The office staff and teachers would need to be notified.

ELECTRONIC ITEMS AND TRADING CARDS

All headphones, CD players, IPOD'S, MP3 players, DS systems, cell phones, apple or smartwatches, earbuds and electronic games **are the responsibility of each student**. IF any electronic items are lost, stolen, or damaged, the school is **not** responsible. Trading cards are not allowed at school. Toys may only be brought to school with teacher permission as these interfere with learning.

CELL PHONE/TELEPHONE USE BY STUDENTS

Students are prohibited from using cell phones or other electronic communication devices (ECD), electronic storage devices (ESD), or having them "on" during the regular school day. This includes lunch periods, passing periods, school-sponsored trips, and school vehicles. "Using" refers to not only the making and/or receiving of calls, but also using the cell phone or ECD/ESD for any other purpose. Texting is not allowed.

Student use of the school telephone is allowed only in cases of emergencies or unusual circumstances. Students can use their own cell phone **ONLY** in the office for emergencies or unusual circumstances. Students who misuse their cell phones may have them taken away. It will be the parent's responsibility to come to the school and pick up the cell phone in the office.

SEARCH AND SEIZURE

The district retains ownership and control of school property (lockers, desks, etc.). The school reserves the right to search or inspect school property at the district's discretion. When necessary, a canine search may be conducted by the district.

G.T. NORMAN BEHAVIOR MANAGEMENT PLAN

There are three basic rules for the students to follow:

1. Be respectful - Be considerate and thoughtful of the rights and needs of others.
2. Be responsible - Follow all directions given.
3. Be safe - Walk quietly in all areas of the building.

	Be Respectful	Be Responsible	Be Safe
All Areas	<p>Keep your hands, feet, and any objects to yourself</p> <p>Listen to adults</p> <p>Use your manners</p>	<p>Follow all directions given by an adult</p> <p>Arrive on time</p> <p>Have all supplies</p>	<p>Get permission before leaving any area of the school</p> <p>Follow all rules</p>
Assemblies	<p>Remain seated</p> <p>Respond politely</p>	<p>Pay attention</p> <p>Talk when it's your turn</p>	<p>Remain in your area</p> <p>Keep legs folded - hands in lap</p>
Bathroom	<p>Close stall doors</p> <p>Wait your turn</p> <p>Give privacy</p>	<p>Flush</p> <p>Wash your hands</p> <p>Return to class promptly</p> <p>Speak with a quiet voice</p>	<p>Walk</p> <p>Keep water and soap in the sink</p>
Cafeteria	<p>Use your inside voice</p> <p>Touch and eat only your food</p>	<p>Get utensils and napkins</p> <p>Clean up after yourself</p>	<p>Walk</p> <p>Remain in seat until dismissed</p>
Classroom	<p>Use inside voice</p> <p>Wait for your turn</p>	<p>Bring all supplies</p> <p>Complete and turn in all work on time</p>	<p>Walk</p> <p>Remain in your personal space</p>
Hallway	<p>Walk quietly</p> <p>Look with your eyes, not hands</p>	<p>Go directly to your destination</p>	<p>Walk in a straight line</p> <p>Face forward</p>
Library	<p>Remain quiet</p> <p>Select a book promptly</p>	<p>Keep your books in a safe place</p> <p>Return books on time</p> <p>Take care of books</p>	<p>Remain in your seat</p> <p>Wait turn to check out books</p>
Office	<p>Follow directions</p> <p>Use polite words and manners</p>	<p>Return to class promptly</p>	<p>Stand clear of the doors</p> <p>Follow directions given</p>
Playground	<p>Obey adult supervisors</p> <p>Use equipment correctly</p>	<p>Line up promptly and correctly</p> <p>Enter building silently</p> <p>Go directly to class</p>	<p>Leave rocks on the ground</p> <p>Do not play fight</p> <p>Do not leave playground</p>

**G.T. Norman Elementary
Behavior Flow Chart**

Problem Behavior Occurs

**Staff:
Minor Behaviors**

**Administration:
Major Behaviors**

Teachers will...

Administrators will...

**Is the behavior a
major or minor
offense?**

Give verbal warning.

Conference with the student.

Redirect behavior.

Reteach the appropriate behavior to meet expectations.

Reflection/reteach/
Rehearse correct behavior.

Give Progressive Discipline Consequence.

If a consequence is given, the Documentation Referral Form will be entered on Skyward. (Online recording system for teachers and administrators.)

Administrators will document the incident on the Documentation Referral Form which will be entered into Skyword.

If the misbehavior continues, the student is to be referred to the major offence column.

Parents will be contacted, and the teacher will be notified.

Minor Problem Behavior	Major Problem Behavior
Inappropriate Language	Abusive Language
Physical Contact	Fighting/Physical Aggression
Disrespect	Disrespect
Defiance	Defiance
Failure to Follow School Rules	Failure to Follow School Rules
Disruptive	Weapons
Property Misuse	Lying/Cheating
Dress Code Violation	Harassment/Bulling
Stealing	Theft

Please note . . .

- *Every day starts with a clean slate.
- *Teachers will fill out a Discipline Referral Form when a student doesn't respond to redirection, or verbal warning.
- *Teachers will take concrete action to correct behavior (individual practice, removal from activity, seat change, etc.)
- *Behaviors are defined on the next page.

BEHAVIOR DEFINITIONS

G.T. Norman Elementary Behavior Definitions	
Minor Problem Behaviors	Definitions
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Dress Code Violation	Student wears clothing that is not within the dress code guidelines outlined in the student handbook, such as wearing a hat, hood up, pants low, clothes with offensive designs or writing, etc.
Disrespect	Student engages in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc.
Disruptive	Student engages in low-intensity, but inappropriate disruption such as noises, rocking chair, tapping pencil, blurting out, etc.
Failure to Follow Rules	Student disregards school-wide expectations. Examples: running in the halls, inappropriate voice, not taking turns, etc.
Physical Contact	Student engages in non-serious, but inappropriate physical contact such as not keeping hands to self, playing roughly on playground, picking up others, etc.
Property Misuse	Student engages in low-intensity misuse of property such as writing on books, destroying school supplies or property, using playground equipment improperly.
Defiance	Student engages in brief or low-intensity failure to respond to adult requests. Example: When asked to do something, the student says, "No, I don't want to." Student engages in continuous refusal to follow directions, talks back, and/or delivers socially rude interactions.
Stealing/Theft	Student engages in minor acts of stealing, such as taking pencils from another student. Student is in possession of, has passed on, or has been responsible for removing someone else's property without that person's permission.
Major Problem Behaviors	Definitions
Abusive Language	Student delivers verbal messages that include swearing, name calling, or using words in an inappropriate way that is directed at someone.
Fighting/Physical Aggression	Student engages in actions involving serious physical contact where injury may occur. Examples: hitting, punching, throwing objects, etc.
Disrespect	Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc.
Harassment/Bullying	Student delivers disrespectful messages (verbal, written, or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes.
Lying/Cheating	Student delivers a message that is untrue and/or deliberately violates the specified rules.
Failure to Follow Rules	Repeated disregard for school-wide expectations.
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

PROGRESSIVE DISCIPLINE

When it is necessary to impose discipline, school administrators and staff will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the misbehavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The discipline procedure provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline. Professional staff members may utilize any of the discipline management techniques appropriate for the situation including, but not limited to, the following:

- Classroom detention, lunch detention, after-school detention;
- Loss of recess or other free-choice time;
- Student participation in conference with parent/guardian and teacher;
- Participation in a school-service project that enables the student to be engaged in the desired character trait(s);
- Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s);
- Any other disciplinary technique that positively promotes pro-social alternatives and desired character trait(s) that is approved by the building administrator;
- Student participation in conference with parent/guardian, teacher, and/or principal;
- Restriction from programs and special assemblies;
- Assignment to after-school detention hall;
- Assignment to lunchtime detention hall;
- Partial day in-school suspension (ISS), if available;
- Full day in-school suspension (ISS), if available;
- Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation;

- Financial restitution for the repair of any damage caused to the school related environment;
- Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s);
- Participation in a school service project that enables the student to be engaged in the desired character trait(s);
- Any other disciplinary technique that promotes pro-social alternatives and desired character trait(s);
- Long-term suspension.

LUNCHROOM RULES AND PROCEDURES

Students may choose to have hot lunch or bring a cold lunch from home. There is a microwave available for students to heat up a lunch item from home. Milk can be purchased to drink with their cold lunch. Students will be encouraged to eat all food that is given to them.

If a student forgets his/her lunch money, the student will still be able to eat lunch. However, a student can **ONLY** have a charge balance up to \$10.00. After that, they will be served an alternative lunch until the balance is paid.

The students are supervised in the lunchroom. If a student misbehaves or causes difficulties, the student will be disciplined according to the behavior management handbook.

While in the lunchroom:

1. Students will sit and eat using quiet voices.
2. Students will eat by using proper manners; this includes eating habits and conversation.
3. Students should not exchange food with other children due to possible food allergies.
4. All food is to be eaten in the lunchroom.

RECESS POLICY

Recess is an important part of school. It is a time for physical activity and learning to get along with others. All students are expected to participate in recess. If the temperature is below 10 degrees (absolute temperature) or below a 10 degree wind chill, all students stay inside for recess. However, students are permitted to stay inside following an illness for up to three (3) days as requested in writing by the parent. If it is considered advisable for a student to miss recess for longer than three days, a physician's statement will be required. For the safety of all students, parents/volunteers will not be allowed on the playground.

PLAYGROUND EXPECTATIONS

- Respect the rights of others; both students and adults.
- Do not fight, wrestle, push, shove, trip, etc.
- Show respect for the clothing and personal items of others.
- Leave rocks, sticks, wood chips, snow, sand, etc. on the ground.
- Use all equipment as it is intended to be used.
- Get permission from a playground supervisor to re-enter the school or leave the school playground.
- Follow all directions and instructions given by the playground supervisors.
- Play within the designated playground area.
- Reserve the quiet area for reading or sitting type activities.
- Wear appropriate footwear to play on the playground. Tennis shoes or closed toed shoes for safety reasons.
- The discipline policy will be enforced if any inappropriate behavior occurs.

PROGRESS REPORTS AND PARENT TEACHER CONFERENCES

Progress reports are designed to provide information that parents will find helpful in assessing their student's academic growth. Progress reports are distributed at the Fall and Spring Parent Teacher Conferences. Semester grades are distributed in January and June. Participation by all parents is encouraged. Dates for conferences can be found on our school website (www.reedcityschools.org) or on our school app.

CONTACTING TEACHERS

Parents are encouraged to visit, write, or call the school anytime, however, teachers' schedules do not allow time during the school day for "drop in" conferences. Parents who wish to schedule a conference should contact the teacher for an appointment. Calls during school hours will be transferred to the teachers' voicemails. Any meetings with the teachers or the principals will only occur if an appointment is made in advance.

If there is a problem or situation that needs to be addressed, administration encourages parents to first contact the teacher. If the problem or situation continues, then parents may contact the principal. If the problem or situation still hasn't been resolved, parents may then contact the Superintendent. If all of the above steps have not brought a resolution to the problem or situation, parents may then bring it to the attention of the school board.

SCHOOL VISITORS/VOLUNTEERS

Volunteers make important contributions, strengthen school-community cooperation, and are welcome in our building.

Parents *and others* are encouraged to join and participate in all school and or classroom activities throughout the school year. *All volunteers will be asked to fill out a background check each year prior to the start of school or 10 days before the event that you want to volunteer for.* For our students' protection, all parents and visitors **must** check in at the office when entering the school. **A parent, volunteer, and/or visitor must stop in the office and sign in and out in the visitor/volunteer log.** *Parents/volunteers are no longer allowed to walk students to the classroom.* Parents must wear a volunteer and/or visitor badge to enter any area of the school during school hours. When volunteering in a classroom or on a field trip, siblings are not permitted to attend the event.

PTO/PARENT INVOLVEMENT

The Reed City Elementary PTO exists to promote the education and welfare of all students. Parents are encouraged to attend the monthly PTO meetings that are held at the Norman Elementary School Library. Communication is sent home regarding the dates of the meetings.

PARTIES

Class activities of this nature are held during school hours from time to time. The students' classroom teacher notifies parents of the days these activities will occur. It is suggested that "home party invitations" be distributed outside of school.

FIELD TRIPS

There are times during the school year when students will be going to various destinations in the community, on educational outings, or field trips. Parents give their consent for field trips on one of the registration forms they are given at the time of enrollment. Since the weather is a factor in determining whether field trips can take place as planned and since sometimes it is necessary that the trips be rescheduled, obtaining permission for each activity separately becomes a bit of a hassle for all involved.

All field trips and outings will comply with the school district's rules and regulations pertaining to such activities. Every precaution will be taken for the safety of the students and they will be properly supervised. Parents are welcome to direct any questions or concerns regarding field trips to the office.

When field trips require a bus, all students **must** ride the bus to the event with their class.

Only students enrolled at GT Norman Elementary and the designated grade level will be allowed to attend field trips. Because of limited seating and liability, parents are not allowed to ride the bus if they are going on the field trip as a chaperone. (Exceptions for special circumstances may be made with the approval of the administration.)

LIBRARY BOOK POLICY

Children are encouraged to check out books from the school library. However, it is expected that the books be returned on their assigned due date. Should books be lost or damaged, it is the policy of the school to charge the student.

First week: The teacher and student will be advised of the overdue book(s).

Second week: If book(s) is/are not returned, the student will not be allowed to check out others until the overdue book(s) is/are returned or the library is reimbursed.

Third week: Notification will be sent to parents indicating the student lost or failed to return the book(s) and the amount due. In the event the book(s) is/are found after the library has been reimbursed, the student may donate the book to the school as the money will not be refunded after the replacement order has been placed.

LOST AND FOUND ARTICLES

Lost and found articles are placed near the office. Students are encouraged to submit "found" items as a way of displaying good citizenship. Students are to check the lost and found area when they have lost or misplaced an item. Unclaimed items are always on display for parents to collect. Items remaining unclaimed at the end of the first semester and the end of the school year will be donated to charitable organizations.

TEACHER REQUESTS

Teacher requests for a new school year will only be accepted **until April 1st prior to the new school year**. Parents must make two choices, a 1st choice and a 2nd choice. Please make sure that you put an **educational reason** for requesting a certain teacher. Administration will try to honor all requests but there is no guarantee.

EVACUATION PLANS

In the event the school building needs to be evacuated, a plan is in place to remove the students to another site where everyone will be safe.

NON-DISCRIMINATION STATEMENT

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

A grievance procedure for responding to claims of discrimination based upon sex by a student or an employee of the district has been developed and is available in the office of the superintendent. (Board Policy Handbook)

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact the Reed City Administration Office at (231) 832-2201 to inquire about evaluation procedures and programs offered by the District.

BULLYING

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e. repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, spitting, pushing, pulling, taking and/or damaging personal belongings, extorting money, blocking or impeding student movement, or unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, or making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all school activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Complete Policy Details are available online at www.reedcityschools.org

HARASSMENT

“Harassment” is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student’s educational, physical, or emotional well-being. 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. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. Harassment complaints should be directed to the teacher or building principal. Complete copies of the policy are available upon request.

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, 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.

SEXUAL HARASSMENT

Norman Elementary School shall maintain an environment for all students that is free from discriminatory and/or sexual insult, intimidation, or harassment. Any incident of sexual insult, intimidation, or harassment should promptly be reported by the student to the building principal or social worker. All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Any student who engages in such harassment shall be disciplined and counseled to refrain from such conduct.

Definition of Sexual Harassment: Sexual Harassment can be unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature where such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

DIRECTORY INFORMATION

According to the Michigan Freedom of Information and the Family Education Rights and Privacy Act, school systems must identify what directory information will be released regarding students without securing prior written consent of the parent, guardian, or 18 year old student. Directory information that will be released, unless a written statement is received from the parent, guardian, or 18 year old directing the school not to release the information, is as follows:

1. Name, address, and telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Honors and awards
6. Dates of school attendance
7. Other similar information - alumni associations height/weight of athletes, honor roll members and information generally found in yearbooks

If a parent does not wish this information to be available for publication, notice must be given in writing to the school office.

If the school is not complying with the Family Rights and Privacy Act or the Department of Health and Human Services rules, parents have the right to protest to:

The Family Education Rights and Privacy Act Office
Department of Health and Human Services
200 Independence Ave. S.W.
Washington, DC 20201

NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights regarding the records kept on the students by Reed City Area Public Schools. These rights are governed by the Family Education Rights and Privacy Act of 1994. These rights include:

1. The right to examine student records. Request for inspections can be made by calling the school where the student is enrolled.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record, if the administration disagrees.
3. The right to have records which personally refer to a student kept confidential, except by consent of the parent/student or when being used by school personnel for school business.

PESTICIDE NOTIFICATION

Dear Parent/Guardian:

Reed City Area Public Schools (RCAPS) has adopted an Integrated Pest Management Program. Inherent with this are the RCAPS efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

1. Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
2. Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Steve Lawrence, 231-832-2712 facilities@reedcityschools.org

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail please mail your request to Reed City Area Public Schools, 225 W. Church Ave, Reed City, MI 49677.

Attention Facilities Department. Please provide your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

Sincerely,

Steve Lawrence, Director Facilities and Transportation
facilities@reedcityschools.org

HELPING YOUR CHILD SUCCEED

Parents are their child's first teachers. Your involvement is critical to your child's success in school. Studies have shown that when parents are involved, children feel better about themselves and learn more.

Six Things You Can Do:

1. Make sure your child is well-fed, well-groomed, and well-rested for school.
2. Encourage your child to behave in positive ways.
3. Take time to read with your child each day.
4. Schedule family vacations or outings and doctor appointments around the yearly school calendar and outside of the school day.
5. Be sure your child attends school every day.
6. Work as a partner with your child's teacher.

Other Ways Parents Can Help Their Children:

1. Create a positive attitude towards school.
2. Label all personal possessions, such as sweaters, jackets, raincoats, backpacks and lunch boxes.
3. Read school notices and respond to the notices if requested.
4. Pack nutritious snacks and encourage your child to eat a good breakfast and lunch.
5. Encourage your child to share his/her school experiences at home.
6. Ask specific questions about their day to encourage more discussion, "What was your favorite activity today and why?"
7. Help your child assume responsibility at home.
8. Allow your child opportunities to play with other children.
9. Help your child to learn to respect the rights and property of others.
10. Show an interest in your child's work by visiting his/her classroom and talking about his/her work brought home.
11. Share an interesting hobby or collection with your child's class.
12. Encourage your child by praising him/her for efforts and accomplishments.
13. Call the school office explaining an absence from school.
14. Take your child to places of interest and talk with him/her often throughout the day about what he/she is experiencing.
15. Attend school functions such as Meet the Teacher Open House, Parent Teacher Conferences, Family Nights and PTO Meetings
16. Develop a relationship with your child's teacher at the beginning of the school year.