

LAKE FENTON COMMUNITY SCHOOLS



West Shore Elementary and Torrey Hill Intermediate School

PARENT/STUDENT HANDBOOK 2023-2024



West Shore Elementary	Torrey Hill Intermediate School
<p>3076 Lahring Road Fenton, Michigan 48430 810-591-6542 Main Office 810-591-5399 Fax Office Hours: 7:45am-4:15pm</p>	<p>12410 Torrey Road Fenton, Michigan 48430 810-591-3617 Main office 810-591-3550 Fax Office Hours: 7:35am-4:05pm</p>
<p><u>School Hours</u> 8:35 AM-3:45 PM (M, T, TH, F) 9:25 AM-3:45 PM (W) 8:35-11:45 AM Half Days</p>	<p><u>School Hours</u> 8:25 AM-3:35 PM (M, T, TH, F) 9:15 AM-3:35 PM (W) 8:25-11:35 AM Half Days</p>

FOREWORD

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. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August, 2023. If any of the policies or administrative guidelines referenced herein are revised after July 30, 2023, the language in the most current policy or administrative guideline prevails.

COMMUNICATION WITH SCHOOL OFFICIALS

Although it is within every parent or community member's right to address the board of education, individuals are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command," or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with additional inquiries moving on to the next level on the chain of command. The easiest way to communicate is via e-mail or phone.

1. On Matters Involving Instruction/Curriculum

1. Classroom Teacher
2. Principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

2. On Matters Involving Athletics

1. Coach
2. Athletic Director
3. Principal
4. Assistant Superintendent
5. Superintendent
6. Board of Education

3. On Matters Involving Student Discipline

1. Classroom Teacher
2. Assistant Principal
3. Principal
4. Superintendent
5. Board of Education

4. On Matters Involving Facilities/Grounds/Buildings

1. Maintenance Supervisor
2. Principal
3. Executive Director of Technology and District Services
4. Superintendent
5. Board of Education

5. On Matters Involving Transportation

1. Transportation Director
2. Superintendent
3. Board of Education

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This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. LFCS Guidelines and LFCS Board Policies are available for public inspection through Central Office and/or the District’s website (www.lakefentonschools.org) located at:

**Lake Fenton Community School
11425 Torrey Rd.
Fenton, MI 48430**



**Lake Fenton Community Schools
2023-2024 School Calendar**



Day of Week	Date	Description	Notes
Thursday	August 17	New Teacher Orientation	Grades K – 12
Monday	August 21	Teacher Work Day	Grades K – 12
Tuesday	August 22	Professional Development	Grades K – 12
Wednesday	August 23	Professional Development	Grades K – 12
Monday	August 28	1 st Student Day - ½ Day ½ Day Teacher Work Day	Grades K – 12
Wednesday	August 30	NO DELAYED START	Grades K – 12
Friday	September 1	NO CLASSES	Grades K – 12
Monday	September 4	NO CLASSES-Labor Day	Grades K – 12
Wednesday	October 4	NO DELAYED START	Grades K – 12
Thursday	October 12	½ Day Classes ½ Day Conferences Afternoon and Evening Parent Teacher Conferences	Grades K – 12 Grades K – 12
Friday	October 13	NO CLASSES-Professional Development	Grades K – 12
Wednesday- Friday	November 22- 24	No CLASSES Thanksgiving Break	Grades K - 12
Wednesday- Tuesday	December 20 - January 2	NO CLASSES Winter Break	Grades K – 12
Wednesday	January 3	Classes Resume	Grades K – 12
Friday	January 12	½ Day Classes ½ Day Teacher Work Day End of 1 st Semester	Grades K – 12
Monday	January 15	NO CLASSES Professional Development	Grades K – 12
Wednesday	February 14	NO DELAYED START	Grades K - 12
Friday	February 16	NO CLASSES Professional Development	Grades K - 12
Monday	February 19	NO CLASSES – President’s Day	Grades K – 12
Thursday	March 7	Evening Parent Teacher Conferences	Grades K - 12
Monday-Friday	March 25 – March 29	NO CLASSES Spring Break	Grades K – 12
Monday	May 27	NO CLASSES – Memorial Day	Grades K – 12
Friday	June 7	Last Day of Classes – ½ Day	Grades K – 12

October 27th - End of 1st Marking Period
 January 12th - End of 2nd Marking Period
 March 22nd - End of 3rd Marking Period
 June 7th - End of 4th Marking Period

Student Days: 180
 Teacher Days: 185

DISTRICT VISION, MISSION, BELIEFS AND COMMIT STATEMENTS

District Vision

Lake Fenton Community Schools through shared leadership, will educate all students to achieve their highest potential in a positive, safe and student-centered environment.

District Mission/Purpose Statement

Learning For Continuous Success (L.F.C.S.)

District Beliefs

We believe all students and staff work and learn best in a **Positive** school environment.

We believe all students and staff are responsible for creating a **Respectful** school environment.

We believe all students and staff thrive when demonstrating **Independent** thinking.

We believe all students and staff benefit from trustworthy and **Dependable** relationships.

We believe all students and staff are successful when actively **Engaged** in learning.

District Goals (Commit) Statements

We commit to providing shared leadership that supports our vision and inspires student performance and continued district growth.

We commit to maintaining a culture in our schools and community that supports student growth and success.

We commit to utilizing resources that support our mission and vision to ensure growth for all students.

We commit to a data driven approach to raise academic achievement of each student (PreK-12) by strengthening teaching and learning throughout the district.

Lake Fenton Community Schools 2023-24 Board Members

President	Chris Fletcher
Vice President	Heidi Howieson
Secretary	Michael Peraino
Treasurer	Bob Hutchins
Trustee	Shannon Elenbaas
Trustee	Robert Kamischke
Trustee	Justin Schweigert
Student Representative	Collin Ridgway-Senior Rep
Student Representative	Alexa Murray-Junior Rep
The LFCS School Board governs the school district, and members are elected by the community.	

District Administration

Superintendent	Julie Williams	810-591-2532
Assistant Superintendent	Chris Belcher	810-591-2569
Executive Director for Technology and District Services	Brad Reichert	810-591-2570
Budget and Finance Director	Abbie Gebhart	810-591-2531
High School Principal	Kate VanHouten	810-591-9591
High School Assistant Principal	Vincent Cicalo	810-591-9593
Athletic Director/EDP Coordinator	Brad LaRowe	810-591-9466
Special Services Director	Michelle Grifka	810-591-6555
Middle School Principal	Wesley Webster	810-591-2209
Middle School Assistant Principal/Athletic Dir.	Ryan Gonder	810-591-2217
Intermediate School Principal-Torrey Hill	Robin Powell	810-591-3617
Elementary School Principal-West Shore	Laura Yeaster	810-591-6542
Preschool and Latchkey Director	Chelsea Horton	810-591-2584

Additional Departments/Contact Information

Food Service- Lorie Grant	810-591-9449
Transportation-Monte White	810-591-2552
Maintenance Supervisor-Anthony Lauer	810-591-2560

ACCOMMODATING PERSONS WITH ACCESSIBILITY/DISABILITIES

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

ACADEMIC COMMUNICATIONS (CONFERENCES AND REPORT CARDS)

Parent/Teacher Conferences

Parents and / or guardians will be notified of exact dates and times for Parent/Teacher conferences. Conferences occur in the fall and spring of every school year. If you are unable to keep a scheduled appointment, please contact the office staff or your child's teacher to reschedule. We are especially interested in meeting both parents and/or guardians. ALL parents /guardians are urged to attend the first scheduled conference with your child's teacher in the fall. We strive to reach 100% parent/guardian involvement in fall conferences. In addition to these times, parents / guardians and teachers may confer with one another at any mutually agreed time.

Report Cards

WEST SHORE-

West Shore report cards are issued four times per year. The first report card is hand delivered to the parent/guardian during fall conferences. The remaining three report cards will be sent home in an envelope, to be signed and returned by the parent/guardian.

TORREY HILL-

Torrey Hill staff use a student information online system called ParentVue (Synergy). ParentVue is used to communicate student information such as attendance, grades, classroom assignment information and updates on home address and phone information. This service is password protected. If you need login or password information, please contact the office or *Todd Wilkinson in the LF Central Office. We strongly encourage students and families to access this resource regularly. Report cards are issued four times per year. The first report card is typically provided to the parent/guardian during fall conferences. The remaining three report cards are announced via email and can be viewed in Synergy, our student information system.

Progress Report Cards

Torrey Hill and West Shore staff share progress report cards every 4 ½ weeks after each quarter begins. Progress reports are meant to provide information midway between each marking period in an effort to inform parents of progress 4 ½ weeks prior to issuing a quarterly report card. Torrey Hill progress reports are available for viewing through Synergy and announced in school newsletters and/or school correspondence. West Shore progress reports will be sent home from the teacher with your child.

ParentVue- Synergy- Student Information System

ParentVue is a system in which parents/guardians can access information about their student(s) including attendance, grades, assignment information and more. Parents/guardians are encouraged to check this site often by visiting the LF website for the ParentVue link and/or visiting the website at <https://parentvue.geneseed.org/lkfn> .

Parents/guardians must first set up an account by contacting the building office staff or *Todd Wilkinson, in the Central Office for an activation key. Mr. Wilkinson's email address is: twilkinson@lakefentonschools.org.

ALLERGY ALERT **(LFCS District Policy 5331)**

Torrey Hill Intermediate School and West Shore Elementary have students with severe allergies to several foods including nuts, garlic and gluten. We are asking all of our families to consider this fact when sending food to school, even if your child is not in a classroom with a child who has a severe allergy. Please take the time to read labels on all foods that you are sending to school. Encourage your child to eat only his/her food and not share food with others. Washing/sanitizing hands before and after eating helps to reduce the transfer of allergens.

If your child is in a class with a student who has a severe allergy, your child's teacher may give you a letter at the beginning of the year. The letter could include information specific to the child's allergy. We are asking for your support and cooperation to assist us in providing a safe learning environment for all of our students, including those with allergies.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ATTENDANCE and TARDY INFORMATION **(LFCS District Policy 5200)**

The Board of Education requires all students of this district attend school regularly in accordance with the laws of the state. The district's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Encouraging Attendance

Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance.

- *Make sure your children keep a regular bedtime and establish a morning routine.
- *Lay out clothes and pack backpacks the night before.
- *Ensure your children go to school every day, unless they are truly sick.
- *Avoid scheduling vacations or doctor's appointments when school is in session.

- *Talk to teachers and counselors for advice if your children feel anxious about going to school.
- *Develop back up plans for getting to school if something comes up. Call on a family member, neighbor or another parent to take your child to school.

*Please be sure to always let us know if your child is absent and provide a doctor's note for extended absences.

Excusable Reasons for Absence

The District accepts the absences described below, as "excusable" reasons for absence from school. Parents/Guardians are required to provide a written explanation, describing the reason(s) for the excused absence. This information will be kept on file as documentation.

Although the school records absences as "excused," per the information below, the absences are entered into the system and count toward the total number. Attendance letters, informing parents of both excused and unexcused occurrences, are provided to the family as a means of keeping everyone informed and up-to-date.

A written excuse for absence from school may be approved for one or more of the following reasons:

- Personal Illness
 - The building's office may require a doctor's confirmation/documentation.
 - A child's health is more important than perfect attendance. Children who are not feeling well should be kept home for observation if vomiting or fever has occurred in the last 24 hours. Centers for Disease Control and Prevention (CDC) recommend the importance of staying home when sick until at least 24 hours after signs of a fever disappear (chills, feeling very warm, flushed appearance) and without the use of fever reducing medicine. If a child becomes ill at school to the extent that they cannot return to class, parents or their designee will be contacted. If a child becomes injured at school, the school will administer basic first aid only. If the injury is termed potentially dangerous or serious, every effort will be made to notify parents and 911 may be called. In order for a student to be excused from Gym/P.E., a note from a doctor must be presented to the school office.
- Illness in the Family
- Quarantine of the Home
 - Quarantine is limited to length of time, as deemed by the proper health officials.
- Death of a Relative
- Observance of Religious Holidays
 - Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Absence during the School Day for Professional Appointments
 - Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent for part of the day, consider the following:
 - The student shall have a statement to that effect from his/her parents;
 - The student may be required to present a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he attended the appointment;
 - Such other good cause by principal
 - Absences that do NOT accumulate against this guideline include:
 - Field trips

Student Vacations During the School Year

Whenever a proposed absence-for-vacation is requested, parents should discuss it with the teacher. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. We encourage you to consider scheduling extended vacations during non-school days.

The District will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent, unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, he/she will be considered unexcused from school and subject to truancy/educational neglect regulations.

- The student may be given approximate assignments and materials for completion. Separate daily assignments may be given. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

A student may make-up units of study with a properly certificated teacher if prior approval has been granted by the principal.

- Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- The parents/guardians of a student wishing to do make-up work must contact the building office to obtain assignments.
- Tardiness
 - Students not present in homeroom or in class when the late bell rings are considered tardy.
 - Students who attend any part of the class shall be recorded as present.
 - All students who are tardy to school must report to the office to sign in.
 - Staff are required to refer to cases of chronic tardiness to the principal.

It is the parent's responsibility to see that the child gets to school on time. If your child should arrive late, he/she must report to the office first before going to the classroom. Continued tardiness will result in the principal contacting the parents either personally or by letter. Students absent for more than one hour in the A.M. will receive a half-day absence. Students who leave school with (1) or more hours remaining in the school day will receive a half-day absence. Teachers/Office Staff are requested to refer cases of chronic tardiness to the principal.

ATTENDANCE-RELATED POLICIES and/or INFORMATION

- For Truancy/Educational Neglect Information, please see LFCS District Policy, 5200.
- For Encouraging Attendance Information, please see LFCS Policy, 5200.
- For Students Leaving School During School Day, please see LFCS District Policy, 5200.
- For Health Emergencies and First Aid Care, please see LFCS District Policy 5340
- Make-Up Opportunities

CONSEQUENCES OF EXCESSIVE ABSENCES and/or EDUCATIONAL NEGLECT INFORMATION

- **5th Absence:** A student who reaches their 5th unexcused absence will receive a phone call and letter stating the consequences of additional accrued absences.
- **10th Absence:** A student who receives their 10th unexcused absence will be placed on an attendance agreement. This requires a parent meeting with the principal.
- **15th Absence:** A student who receives their 15th unexcused absence will be required to meet with the attendance liaison and school administration. Details of the circumstances will be documented and a plan of action to improve attendance will be developed.
- **20th Absence:** After the 20th unexcused absence the principal will file an Educational Neglect petition in accordance with Michigan Compulsory Attendance laws. Educational Neglect addresses a parent/guardian failure to ensure his or her student's regular attendance at school. Educational Neglect petitions usually involve children through age 11.

Compulsory School Attendance Law Information

If a student was born after 12/1/1998 and was in grades 6th or higher on or after 12/1/2009 the law now reads a student may not drop out of school until they have reached the age of 18 without parent permission. Reference MCL 380.1561

TARDY INFORMATION

1. A "start bell" will sound at 8:25 A.M (Torrey Hill) 8:30 A.M. (West Shore) to give notice to students that they are expected to be in their assigned seat.
2. A "tardy bell" will sound at 8:30 A.M. (Torrey Hill) 8:35 A.M. (West Shore).

EARLY CHECK-OUT INFORMATION

If it is necessary for you to pick up your student before the regular dismissal time, **PLEASE** come to the office to sign your student out. Office personnel will call your student's classroom to dismiss them.

An attendance letter will be sent to the parents of any student with 10 or more early check outs. No student will be released to a person other than his parent or guardian unless notification is given to the school office by the parent requesting that the specific person be allowed to pick up their student (even if found on emergency card.)

In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, you will receive a call to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

If you anticipate that your child will be absent from school for a number of successive days, contact your child's teacher and office so that a work package may be sent home. **Students are responsible for all work missed while absent from school.**

CARE OF SCHOOL PROPERTY (LFCS District Policy 5513)

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extracurricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate for the expense incurred. Failure to pay the fines will result in loss of privileges.

CHROMEBOOK

Students are asked to adhere to the Chromebook 1:1 and AUP agreements. Students and parents are required to sign and review the agreement at the beginning of the school year. T.H.I.S. students are required to bring a fully charged chrome book to school every day. Parents must agree to an insurance rider of \$20 for annual coverage; paid to the main office. **(This applies to THIS students only).**

CELL PHONES (LFCS District Policy 5136)

There are times cell phones are used for educational purposes. Therefore, the teachers will grant permission. In all other cases, cell phones are permitted on school property but must be turned **OFF** at all times and kept in a concealed location (i.e. backpack) during school hours unless the teacher and/or administrator grants permission. First offense: Students will receive a warning and the cell phone will be kept in the office and returned at the end of the day. Second offense: The cell phone will be stored in the school safe until the student's parent and/or guardian picks up the phone from the office.

The school will not investigate lost or stolen cell phones or electronic devices and will not be held responsible for devices that are brought to school.

COMMUNICATIONS

In order to maintain ties of communication between home and school, a **monthly building newsletter** will be emailed to parents/guardians. Hard copies are available. Please contact the office if you are not the main point of contact but authorized to receive educational materials. This will be supplemented by classroom newsletters.

Other school news can be obtained by reading the local newspapers or visiting the **district website** at www.lakefentonschools.org. The Torrey Hill and West Shore sites can be accessed from the district site by clicking on "Schools" from the drop down menu. School calendars are updated regularly and can be found at the Lake Fenton Website.

If you'd like to submit school-related articles (i.e. PTO announcements, etc.) for consideration in our newsletter, please submit them to the office by the third week of each month as the newsletter is released the first week of each month.

All flyers/brochures for non-profit organizations must be approved by Central Office. Flyers are approved on Wednesday afternoons each week. If flyers are received after Wednesday, approval/information will go out the following week. Please send any outside flyers to Terry Zalewski at tzalewski@lakefentonschools.org.

CONTACTING THE CLASSROOM TEACHER

Every classroom is equipped with a telephone. The office can also transfer your call to the voicemail in your child’s classroom or you may dial the number directly. You may leave a voice message however; classroom teachers may not access messages during the school day. Outside calls will not ring in the classrooms during school hours. Thus, in case of an emergency, please call the office with your message and we will immediately deliver it to the classroom teacher. Parents/volunteers are welcome in the classrooms, however, a volunteer/criminal history check must be completed.

DISCRIMINATION AND PROHIBITION BASED ON DISABILITY POLICY

It shall continue to be the policy of the Lake Fenton Community Schools not to discriminate on the basis of religion, race, national origin, sex or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education. All students shall have an equal opportunity to participate in, and benefit from, all academic and extracurricular activities, and services.

Student complaints may be initiated with one of the two district complaint officers, Chris Belcher, Asst. Superintendent or Kate VanHouten, High School Principal. Any questions concerning Title VI of Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, and/or Section 504 of the Rehabilitation Act of 1973 should be directed to Kate VanHouten or Chris Belcher, 11425 Torrey Rd. Fenton, Mi. 48430 (810) 591-2532.

Students qualified through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 shall not be discriminated against with respect to admission or participation in programs or activities. Board Policy 2260.01 defines qualified students.

Julie Williams, Superintendent Lake Fenton Community Schools 11425 Torrey Rd. Fenton, Michigan 48430 (810) 591-4141	For further information you may contact: Office for Civil Rights U.S. Department of Education
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DRESS CODE GUIDELINES (LFCS District Policy 5511)

It has been the practice of our school to encourage children to wear clothing which is most appropriate for the activities in which they are involved.

Student dress and grooming must not endanger the student’s health and safety, cause an interference with work, or create classroom or school disorder. Proper dress and grooming are vital not only to the individual student, but also to those with whom he comes in contact.

- Clothing should be constructed and worn in such a manner that is not unduly revealing. Clothing must cover areas from one armpit across to the other and armpit to mid thigh and shoulders must have straps. Holes in clothing

must be at least mid-thigh or below, in sleeves, or have an underlayer to cover the body. Clothing shall be worn at the natural waist so there is no exposure of undergarments.

- No article of clothing shall be worn which depicts illegal material; tobacco, alcohol, drugs, lewd acts, violent acts, or weapons. No article of clothing shall be worn which defames, targets, or discriminates any person, school, community, entity, nation or contains or implies obscene, profane or sexually related words or pictures.

If your student is not dressed according to the guidelines described above, he or she may be required to change his/her clothes. All decisions regarding the appropriateness of a student's dress shall be made by the building principal or designee.

- Students wearing hats to school are required to remove them while inside the building.
- For safety and health reasons, all students are expected to wear shoes during the school day. Students who wear boots to school should bring or have a pair of shoes at school for in-school use. Stocking feet, bare feet, or slippers are NOT permitted. The use of wheeled-shoes is prohibited on school grounds.

ELECTRONIC DEVICES (LFCS District Policy 5136)

In our current technological era, children have access to many electronic devices. In essence, most are great tools when used properly. However, these devices can create problems in schools and distract children from learning. Therefore, personal electronic devices, including but not limited to TV's, radios, recorders, portable computers, electronic games, laser lights, and cell phones are not to be used during school hours, unless permission is granted by the teacher.

Please be advised that students must turn off and store such devices out of sight from staff and other students and must refrain from using them on school property and during school-related activities unless permission is received from an adult staff member. Teachers do allow for BYOD (bring your own device) projects and events. Those who do not have their own device will be allowed to use building technology such as laptops, Ipads, or chrome books. Any risk of damage or theft must be assumed by students and their parents/guardians.

EMERGENCY PROCEDURES

All Lake Fenton Community School Buildings have a Crisis Plan in place in cooperation with Genesee County Police and Fire Departments. Staff and students must adhere to the state mandated requirements for fire, tornado, lockdown/A.L.I.C.E. and other drills. In addition, staff and students must adhere to the procedures within the district Crisis Plan/Emergency Preparedness Procedures guidelines regarding all emergency situations including student safety procedures (i.e. threats to oneself or others, threats to the building).

EMERGENCY/SAFETY DRILL INFORMATION

When the fire alarm sounds, all students should immediately evacuate the building. Each classroom has instructions as to the route of exit. It is extremely important that the staff and students walk swiftly and quietly from the building. In case of a tornado warning, the teacher will take the class to the assigned area within the building.

Our district uses Lockdown/A.L.I.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate) procedures in the case of an active intruder.

Safety drills will occur throughout the year according to state mandates. There may be additional drills at the direction of the administration. Drills may not be preceded by a warning to the students.

EMERGENCY CLOSING

If the school must be closed or the opening delayed because of inclement weather, or other conditions, the school will notify the following radio and television stations:

Local TV Stations
WJRT-TV CHANNEL 12
WNEM-TV CHANNEL 5
WEYI-TV CHANNEL 25

Detroit Area TV Station
WXYZ-TV Channel 7

Parents and students are responsible for knowing about emergency closings and delays. For your child's safety, make certain your child knows ahead of time where to go in case of early dismissal. In the case of an emergency including weather, fire, lock-down, power outages, or other, parents may pick up their child at the school **only** if it is determined that student safety is not compromised in any way. Parents must come to the school office to request that they be excused. Parents may be asked for identification in an emergency situation prior to the release of their student.

If the weather, road conditions, mechanical failure or other emergencies require the closing of school, the following procedures are in effect:

1. The decision to close school is usually made by the Superintendent.
2. The decision to close school is usually made between 5:30 AM and 6:30 AM.
3. In addition, we may use our automated phone message system and social media platforms when a decision is made.
4. If the decision is made the day or night before, we will try to have it announced both in the evening, and the following morning.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District or state School of Choice (SOC) plan. A student who has been suspended or expelled by another public school in Michigan may be denied admission under the SOC plan. New students under the age of eighteen (18) must be enrolled by their parent(s) or legal guardian. When enrolling, parents must provide copies of the following:

- A. birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

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.

Lake Fenton Community Schools has a central enrollment process. Please contact Todd Wilkinson, Personnel & Student Services Coordinator at 810-591-2556, twilkinson@lakefentonschools.org

FIELD TRIP POLICIES AND PROCEDURES

During school-sponsored field trips, all students will travel to and from field trips in school-provided transportation. We realize that emergencies and extenuating circumstances sometimes require other arrangements. If a parent/guardian chooses to drive their own student *to a field trip*, the student will be considered absent for the day. The student and parent may be subject to paying a different rate (non-group rate) by the venue, as well.

If parents/guardians chose to transport their OWN children *home from a field trip*, a sign-out form must be obtained and authorized by the teacher and signed by the parent/guardian. Students will be marked with an early check-out.

During field trips, parents/guardians are not allowed to transport students, other than their own, unless there is an extenuating circumstance. Permission must be obtained and approved through the principal.

Field trips are a privilege for students. Students must abide by all school rules and policies while riding on the school bus and also during the field-trip activities. Failure to abide by school rules during a field trip may result in student discipline.

If field trips are canceled, due to unforeseen circumstances, the district will make all attempts to secure student refunds, but cannot guarantee funds will be returned.

All students who wish to attend a field trip must provide a signed parent/guardian field trip permission slip. With regard to non-educational field trips, students who have had any behavior violations may be required to have an adult chaperone attend the field trips.

Students who opt-out of field trips are welcome to stay onsite at the school and will be under staff supervision.

FIELD TRIP INFORMATION FOR ADULT GUESTS/CHAPERONES

All adult guests attending field trips are required to fill out an “**Authorization for Criminal Records Check & Volunteer Form**” (available in the school office) and be approved by Central Office **two weeks prior to assisting for a school related activity**. Teachers who desire parent/adult volunteers will notify them prior to the event.

FOOD SERVICE- SCHOOL BREAKFAST & LUNCH PROGRAM

West Shore- Breakfast is served every school day from 8:10 a.m. to 8:30 a.m. Lunch is served every school day from approximately 11:30am to 1:00 p.m.

Torrey Hill- Breakfast is served every school day from 8:00 a.m. to 8:25 a.m (exception-Wednesday start time is 8:50 a.m.) Lunch is served every school day from approximately 11:30am to 1:45 p.m.

School Meal Charge Procedures

The USDA guidelines requires a complete, reimbursable meal to include the following: an entrée ‘which is made up of a protein and grain, a fruit, a vegetable and a milk. Students must choose 3 out of the 5 food groups and one must be a fruit or a vegetable for the meal to be considered complete no matter if the student is free, reduced or paid status.

If a student does not wish to take the complete meal the items will be charged at ala carte pricing.

Students Receiving Free Lunch

- A Free lunch status student will not be allowed to have a negative account balance. Free lunch status allows a student to receive one breakfast and one lunch free every day.
- All point of sale/cash registers are coded so that students are not easily identifiable as a free student.

Students Paying Full Price or Receiving Reduced Lunch

- It is our policy that students never be denied a meal. However, it is expected the parent/guardian take responsibility to ensure their child’s lunch account is up to date. We do send reminder notes, phone calls and emails home about past due balances. School meals must be paid for at the point-of-sale with cash or check, or preferably online through the district's online payment system <https://www.familyportal.cloud/> in advance so that they are debited from your child’s account.
- All students may receive a reimbursable meal regardless of if there is money on their account. Only reimbursable meals may be charged to a student’s account.
- The reimbursable meals will continue to be charged to the student’s lunch account at the standard lunch rate, even if there is no money on the student's account. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.
- If the student reaches a negative balance, they may purchase a regular menu meal with cash without paying towards their balance. If the student does not have cash the account will be charged, and parents will be contacted. Once an account reaches a negative \$10.00 or more a weekly list will be sent to the principals to evaluate the situation.
- Parents are highly encouraged to fill out a free and reduced lunch application at the beginning of the school year, but the application can be filled out anytime during the school year if circumstances have changed in a household.
- All point of sale/cash registers are coded so that students are not easily identifiable as a reduced student.

Ala Carte items

- Ala Carte items are not part of the USDA program. Extra items that are not included in a reimbursable meal (i.e.: extra milk, extra juice or snacks) must have cash to purchase or have enough money on their account to cover the cost. If they do not, the student will be asked to put the item back. The only time that additional charges will occur is if your student takes an item that is not packaged. These items cannot be put back after they are touched, and the student's account will be charged.
- A parent/guardian may call the School Nutrition Director, Lorie Grant to place a block on their child's account to prohibit the purchase of an ala carte item or blocking can be done on the district's online payment system <https://www.familyportal.cloud/>.

Knowing what is on your students account

- Parents/Guardians are responsible for knowing when their students' account needs money to prevent negative charges and are responsible to pay for all reimbursable meal charges that put their student's account in the negative.
- Parents/guardians that provide their email will receive notifications 1x a week when a student's account goes negative. Text/Phone messages may be sent out up to 1x a week and letters addressed to parents/guardians will be sent out 1X a month to help keep parents aware when the account is in the negative.
- Students may be given a note to take home when their account is in the negative.
- Balances may be checked at any time by logging into the districts online payment system <https://www.familyportal.cloud/> or by emailing the School Nutrition Director Lorie Grant at lgrant@lakefentonschools.org
- All cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. A parent may also view a student's account activity and make payments on the districts online payment system <https://www.familyportal.cloud/>
- Meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the School Nutrition Office will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced-price meals.
- Checks Returned for Insufficient Funds (NSF) When a check is returned to the Business Office for "NSF", a letter will be sent to inform the parent(s). Payment for the NSF check must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to Lake Fenton Community Schools and sent to the Business office.

End of School Year Balances

- All accounts must be settled at the end of the school year. Letters will be sent home approximately two weeks before the last day of school for students whose accounts are low. Students will no longer be allowed to charge meals on their accounts after May 30th.
- Refunds: Students who are graduating or withdrawn can request a refund. Refund requests must be submitted to The Food Service Director via email lgrant@lakefentonschools.org. Requests must include

the student's name, the name that the check should be written to and address to where it shall be sent. Once requests are made, the request will then be processed

- through the Business office. All refunds must be requested within 3 months of withdrawal or graduation date.
- Transfer of excess funds: Funds will be transferred to a sibling's account after the Senior sibling has graduated.
- Lake Fenton Schools will issue refunds to graduate students with no siblings after graduation for all accounts with a balance of \$10.00 or more. Smaller amounts must be requested by the parent and submitted to The Food Service Director via email lgrant@lakefentonschools.org within 3 months of graduation.
- Unclaimed funds: Unclaimed Funds will become the property of Lake Fenton Community Schools Nutrition Program.
- Graduation Students: All negative account balances must be paid in full and signed off by the food service department prior to graduation.
- All charges not paid by June 30 will be considered bad debt. Bad debt will be paid to the food service account from the district's general fund. Before a deposit is made to the student's account the bad debt must be paid back to the general fund.
- Money left in students' accounts will transfer over to the next school year.

Free or reduced price meals are available for qualifying students. For an application, visit the LFCS website (Food Service link) or contact the Food Service Director at 810-591-9449. The schools offer a chance for students to obtain a nutritious meal at school each day. A complete meal includes an entrée which is made up of a protein and grain, a fruit, a vegetable and a milk. Students must choose 3 out of the 5 food groups and one must be a fruit or a vegetable for the meal to be considered complete by USDA guidelines. Cost for daily breakfast and lunch will be posted on the monthly menus. Menus will be available online at Lake Fenton Schools web site www.lakefentonschools.org under Food Service. Students bringing a cold lunch from home may purchase lunch milk. Price of milk will be posted on the monthly menu.

Students have the option to purchase a la carte items at a fee. Please contact the school if you do not wish your child to be able to purchase a la carte items. A block can be placed on your student's account for this purpose or other reasons deemed appropriate by the parent/guardian. Please contact the Food Service Director for more information at 810-591-9449.

Hot lunch prices will be set by the Board of Education. Forms for free and reduced priced lunches are available online <https://www.familyportal.cloud> or at either school office. Money can be added to your student's account by visiting the Torrey Hill Intermediate school cafeteria or building office or by visiting our LFCS homepage at www.lakefentonschools.org (Food Service link) or <https://www.familyportal.cloud> . A monthly menu is sent home with each student for your convenience.

To access information regarding your student's account information please visit the LFCS website and click on the Food Service link or <https://www.familyportal.cloud>.

Cafeteria Rules

- Students shall enter the building quietly after recess and sit in the assigned areas of the cafeteria.
- Students shall clean up after themselves. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.

- Students shall not throw food or other items.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all.
- Students shall remain seated while in the cafeteria except when given permission from staff.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor or building personnel.

Misbehavior will result in disciplinary action according to the school’s disciplinary procedures. Students may be required to sit at the lunchroom discipline/detention table.

FUNDRAISING (LFCS District Policy 5830)

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

GRADING SCALE

WEST SHORE

West Shore uses standards-based grading for report cards. Standards-based grading focuses on the specific learning targets expected at each grade level, and offers support to students based on their individual needs (strengths and areas for growth).

5	High Level of Mastery: Exceeds grade level standard.
4	Mastery: Performing at end of the year grade level standard.
3	Secure: Performing at current marking period grade level standard.
2	Developing: Progressing to meet expected grade level standards. Shows some understanding, may need additional support.
1	Beginning: Having difficulty completing task independently. Lacks understanding of grade level standards.

TORREY HILL (LFCS District Policy 5421 A & B)

The grading scale is as follows:

- 93-100% = A
- 90-92% = A-
- 87-89% = B+
- 83-86% = B

80-82% = B-
77-79% = C+
73-76% = C
70-72% = C-
67-69% = D+
63-66% = D
60-62% = D-
00-59% = E

GRADING, PROMOTION, PLACEMENT AND RETENTION (LFCS District Policy #5410 and 5421 A and C)

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other local assessments.

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his / her own development.

- such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when /he has:

completed the course requirements at the presently assigned grade; in the opinion of the professional staff, achieved the instructional objectives set for the present grade; demonstrated sufficient proficiency to permit him / her to move ahead in the educational program of the next grade.

Following sound principles of child guidance, the Board of Education and Administration strongly discourages the skipping of grades.

Guidelines for promotion, placement, and retention of students which:

- ensure students who are falling seriously behind or who may not be promoted, receive the special assistance they may need to achieve the academic outcome of the District's core curriculum;
- require the recommendation of the relevant staff members for promotion, placement, or retention;
- require that parents are informed in advance of the possibility of retention of a student at a grade level;
- assure that efforts are made to remediate the student's difficulties before s /he is retained;
- assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

HOMEWORK INFORMATION

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

There will be some homework in the intermediate level. Homework is always based upon prior instruction and adequate direction by the teacher. The pupil is directed as to the date due and given sufficient time for completion of the work. If homework is requested due to illness, please contact the office at 810-591-3617. Office staff will be happy to notify your student's teacher. **Please give your student's teacher 24-hour notice when requesting homework.**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Administration. The district will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in Michigan, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

INTERNET ACCEPTABLE USE POLICY (LFCS District Policy 7540)

Before a student is able to access the Internet and/or use district technology, the AUP -must be read and signed by both the parent and student. Once the signature has been received, the student may gain access to the Internet and network. Violating the guidelines of the AUP will result in losing Internet and/or network access at school and may include additional disciplinary action.

INJURY (LFCS District Policy 5340)

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification to parents, and the filing of office reports. Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

IMMUNIZATIONS (LFCS District Policy 5320)

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. Any parent/guardian who wishes to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a

county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the most recent State of Michigan non-medical waiver form. For more information please visit the Michigan Department of Health and Human Services.

http://www.michigan.gov/documents/mdch/011315_Waiver_Flyer_for_Parents_FAQ_v2_478967_7.pdf

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. Parents should contact the Special Education Department at 810- 591-6555 to inquire about evaluation procedures and programs offered by the District or county.

LOCKERS

School lockers are the property of the Lake Fenton Community Schools and are subject to search by school officials without notice. Students are not to bring locks to school. In most cases, children will share lockers. Lake Fenton will assume no responsibility for lost or stolen items stored in lockers. Please do not bring valuables to school!

LOST AND FOUND

Lost and Found items are kept in the Lost and Found area near the front office. Parents/guardians/students who have missing articles of clothing, should check the Lost and Found periodically. To avoid loss of clothing, mark your student's clothing with his/her name. **Unclaimed lost and found items are removed and discarded/donated periodically throughout the year.**

MANDATED REPORTERS

School teachers, support staff, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency and/or Child Protective Services.

MEDIA CENTER PROCEDURES

Students are encouraged to use our media center to obtain materials and are reminded of their responsibility to return books/materials on time. All students are eligible to use the media center. Students who have overdue books become ineligible to check out books until the overdue copies are returned or the fine is paid in full. Fines for lost or damaged books will be paid for by the student who checked out the book. Students are not allowed in the media center areas unless directly supervised by a classroom teacher or other support personnel. Students may use the media center before and/or after school with permission from a staff member.

MEDICAL INFORMATION- ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL, PRESCRIPTION- AND/OR NON PRESCRIPTION (LFCS District Policy #5330)

Before any prescribed, over the counter medication, or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Prescription and non-prescription medication to be given at school **must be delivered by an adult**, in a container with a pharmacist's printed label (prescription), or original packaging (no-prescription) specifying:

- a. The child's full name
- b. The name of the medication and the dosage
- c. The time of day medication should be administered
- d. The name of the physician

Only limited quantities of a prescription medication may be kept at school. The parent/guardian shall be solely responsible for any and all prescription refills. All prescription medication shall be kept in a locked safe place.

Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person. Any medication must be delivered to the school's office by the student's parent/guardian in person. This includes all medication (cough drops, sun screen, lotions, and throat lozenges, etc.)

ADMINISTERING MEDICATIONS

The Principal of each building shall designate the school personnel who may administer medication to students. School personnel authorized to administer prescription medication shall be given appropriate instruction in the administration of medications. Except in the case of an emergency that threatens the life or well-being of the student, all administration of medication shall be conducted in the presence of two or more adults.

Except where otherwise provided by law or state or federal regulation, no school personnel shall be required to administer medication by means other than ingestion. If medications are, pursuant to law or regulation, to be administered by means other than ingestion, the school personnel responsible for administration of the medications will be provided appropriate training.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine. School personnel designated to administer medications shall maintain an accurate and confidential system of record keeping, including the following:

- a. The full name of the student
The physician instructions for administration
- b. A log of the time, dosage, administering adult, second adult present for each administration and the signature of the administering adult for each administration.
- c. Any noted effects of or reaction to the medication.

School personnel must take care to ensure that each student is provided the proper medication in the proper dosage, and shall log each administration immediately. In the event of a mistake in administration or dosage, the physician and parent/guardian shall be contacted. It is recommended that the physician be contacted first so

that the parent/guardian may be told and reassured that the physician indicated no harm was done. The school staff member shall write up the error on a District incident/accident report form.

School personnel, appropriately trained, shall periodically review medication instructions on file and inventory medications being stored by the school. Medications must be claimed by parents/guardians at the end of the school year or be discarded.

Unless otherwise dictated by law, 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.

STUDENT SELF-ADMINISTRATION OF MEDICATIONS

(LFCS District Policy #5330)

ASSISTING A STUDENT IN DISTRESS

Any District staff member may assist a student in distress in self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow. As soon as possible, the staff member shall notify the school administration, designated school medical response person, and/or the local emergency medical system. The staff member shall also complete a District incident/accident report form following the incident.

MANAGEMENT OF STUDENTS WITH ASTHMA IN THE SCHOOL SETTING

Staff shall be made aware that chalk dust, animals in the classroom, strong odors (perfumes and paints), cleaning agents, molds, and numerous other substances may be asthma triggers for some children. In addition, environmental pollutants are often triggers for acute episodes of asthma. Therefore, the Superintendent will endeavor to schedule extensive building repairs or cleaning during long vacation periods or during the summer months to avoid exposing children to fumes, dust, or other irritants. Routine cleaning and maintenance of the heating/cooling and air filtration system is important for reducing amounts of dust and mold in the schools.

Staff with asthmatic students should know the signs of possible side effects of asthma medications, and also be aware which side effects are serious enough to warrant reporting to the child's parents/guardians or health care provider. Information regarding qualified professionals in asthma management who can be contacted for staff in-service sessions on asthma may be found through the Michigan Department of Education's website at <http://www.state.mi.us/mde>

A "School – Based Asthma Management Plan" form may be used upon request.

PRESCRIPTION DRUGS

A written statement shall be required of:

- The family physician, who shall indicate the necessity of said medication being given to the child during school hours;
- The parents or legal guardian, shall request and authorize the designated

school personnel to give said medication in the dosage so prescribed by the family physician and thereby release school personnel from liability should reaction result from the medication. (Medical Forms are available in the office and must be filled out each school year prior to administration of medication and updated throughout the year as necessary) See medication authorization form.

ALL MEDICATION MUST BE BROUGHT TO THE OFFICE BY AN ADULT.
PLEASE DO NOT SEND MEDICATIONS WITH THE STUDENT.
(Unless student is permitted to self-administer medication)

HEALTH SERVICES (LFCS District Policy 5310)

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Accommodating students with Special Dietary Needs (LFCS District Policy 5331)

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services shall be provided in the most integrated setting appropriate to the needs of the student with the disability.

The licensed physician's statement shall specifically describe:

- A. the nature of the student's disability;
- B. the reasons the disability prevents the student from eating the regular school meals;
- C. foods to be omitted from the student's diet;
- D. the specific diet prescription along with the substitution (s) needed.

The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by the Disabilities Act and Public law 93-112 and Section 504 of the Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" may be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation of identified students in which necessary accommodations are made to ensure full participation of identified students in student activities. Such plans shall be signed by the appropriate staff and the parent/guardian.

COMMUNICABLE DISEASES

The school is required to report cases of any communicable disease (strep throat, chicken pox, measles, scabies, pink eye, head lice, impetigo, influenza etc.) to the Genesee County Health Department each week. If your

child has been diagnosed with a communicable disease please call the Torrey Hill or West Shore office to report it. If you need more information about communicable diseases you can call the Genesee County Health Department at 810-257-3612 or visit them on line <http://gchd.us>.

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Pink Eye (Conjunctivitis) is an extremely contagious disease. If your child has any of the symptoms of Pink Eye (itchy, red eye(s), a buildup of matter in the eye, eyelid(s) stuck together in the morning, sensitivity to light, watery eyes) please do not send your child to school until you have administered antibiotic eye drops specifically for pink eye for 24 hours. Pink eye is spread by contact with an infected person or an object that person has touched. Frequent hand washing can be a deterrent to the spread of pink eye.

If the teacher suspects a case of pink eye, the child will be sent to the office and parents may be called to pick up the student.

Impetigo is a highly contagious skin infection, caused by bacteria. Symptoms are open sores draining pus-like fluid on the skin. Usually on the face but can occur anywhere on the body. It is spread by direct contact and is contagious as long as the sores are draining. It is no longer contagious after 24-48 use of antibiotic treatment. **Students suspected of having impetigo may be sent home from school.** Frequent hand washing is a deterrent to the spread of impetigo.

Head Lice

The MDCH (Michigan Department of Community Health) and MDE (Michigan Department of Education) recommend exclusion for students with active lice infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼ inch of the scalp. Nits that are found beyond ¼ inch of the scalp have more than likely hatched, or are no longer viable.

- Any student with live lice may remain in school until the end of the school day. (Parents/guardians will be contacted and given the option to pick up or wait until the end of the school day).
- Immediate treatment at home is advised.
- The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel finds no live lice on the child, the child may re-enter the school.
- Any student with nits (farther than ¼ inch from scalp) will be allowed in school.
- Parents/guardians should remove nits daily and treat if live lice are observed.
- The school will not make classroom head checks for head lice, even when a case has been reported.

Influenza (flu) usually comes on suddenly and may include these symptoms: fever, sore throat and dry cough, fatigue, headache and chills, and muscle aches/joint pain. Flu is a virus that is spread by coughing and sneezing

and direct contact with an infected person's nose and throat discharges. It is extremely contagious and **children can be contagious for longer than 7 days.**

Students with influenza should stay home and away from other people.

****Vomiting and diarrhea alone are NOT symptoms of influenza.****

STUDENT ACCIDENT/ILLNESS/CONCUSSION

In the event of a student accident or illness, staff member shall:

- a. If properly trained, administer first aid
 - b. Report the accident to the appropriate administrator
 - c. Summon professional medical assistance, if needed
 - d. Notify the parents as soon as possible by telephone
 - e. Contact parents immediately if the accident indicates professional medical care is needed
 - f. Record the Student Accident Form 5340 F1, as soon as possible, all pertinent facts concerning the accident and submit it to the Principal's office
- The office will keep all records of all injuries requiring medical attention which occur while
 - The students are on school property, in school buildings, on the way to or from school, or at School sponsored events.

CONCUSSIONS

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

Parents/Guardians who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities. If a concussion is suspected by a teacher or coach, the student will be removed from the class, practice, activity or game. The student will not be permitted to return to full participation until he/she is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. An accident form shall be filled out and a phone call should be made to the parents as soon as possible. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

ADDITIONAL ACCIDENT/HEALTH EMERGENCY INFORMATION (LFCS District Policy 5340-B, 5340-D, and 5350)

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

School-wide/universal screening tools are used to determine if students are eligible to receive MTSS, Title One and/or At-Risk support services. Qualifying students can benefit from additional services from our staff.

Services typically include interventions in Math, Reading and Behavior. Our school utilizes numerous intervention resources including and not limited to the following for Tier 2 and/or Tier 3 supports:

- Rime Magic
- Benchmark Advance and Bridges intervention resources
- Fountis and Pinnell- Leveled Literacy Interventions (LLI)
- Check-In/Check Out (CICO) program and PBIS Behavior charts
- Read Naturally program
- School Counselor

NATIONAL ELEMENTARY HONOR SOCIETY (TORREY HILL)

Torrey Hill Intermediate School has its own chapter of the National Elementary Honor Society (NEHS). Teachers invite eligible 3rd and 4th grade students to apply for membership for the following school year. Students must complete all paperwork on time and meet the qualifications/eligibility listed below.

Qualifications include:

- GPA (3.9 or higher)
- Attendance
- Behavior (no prior suspensions; no disciplinary referrals during current year)
- Leadership (showing P.R.I.D.E. in and out of the classroom)

Our local NEHS Committee, consisting of one representative per grade level, determines local criteria for said eligibility. Teachers review GPA, attendance, behavior, and leadership qualities. The Leadership/P.R.I.D.E. component is reviewed through classroom observations and/or data per the PBIS Continuum of Consequences process. Students who are eligible are then invited to fill out membership application information. Active members of NEHS are required to participate in several community-based activities during the school year to maintain their membership. Students are also publicly recognized typically during the annual induction ceremony.

PARKING LOTS

WEST SHORE

The school has one location available for school visitors parking and it is located on the south side of the building. **Vehicles may not be parked or located in the bus lanes, pick up/drop off lanes or fire lanes at any time. Bus lanes, pick up/drop off lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.**

- At no time will cars be permitted to block the bus entrance/exit. Please wait at the designated stop signs until a space becomes available for you at the drop off/pick up line. This backs up traffic and will not be tolerated.
- The bus area is for school buses only during regular school hours.

- We will not hesitate to contact the Genesee County Sheriff’s Office and request assistance with any persons having difficulties following proper procedures. **For the safety of our students**, improper conduct or lack of attention to procedures in the West Shore parking lot **simply will not be tolerated**.

TORREY HILL

The school has locations available for visitor parking located on the north and east sides of the building. Short term parking (0-30 minutes) may be available on the east side of the building. Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Vehicles located in these locations may be ticketed and/or towed by the police.

PARTIES, INVITATIONS AND GIFTS

There are typically several classroom parties during the school year and families will be notified in advance by the classroom teacher. Birthday **treats, brought by students**, are in addition to the previously mentioned parties. Please be aware that there are students in the building with severe food allergies. In all cases, please contact your child’s teacher before bringing in treats to share with the classroom.

Birthday Invitations and Gifts - Please do not send birthday invitations to school with your child. Invitations are not to be passed out or put in mailboxes, cubbies or backpacks by parents or students. You may bring birthday invitations to the school office, with the child’s name, an envelope and postage. We will be happy to address and mail them for you.

DROP OFF AND PICK –UP PROCEDURES BEFORE AND AFTER SCHOOL

WEST SHORE

A.M. DROP OFF PROCEDURES: Students may be dropped off in the front of the building at the designated areas for each grade level. Young 5s and Kindergarten students will enter via the gym doors. First and 2nd grade students will enter via the main entrance. Students will be allowed in the building starting at 8:20 a.m. (9:10 a.m. on Wednesday). **Direct supervision of students is not provided before this time.**

W.S. STUDENT DROP OFF SAFETY ETIQUETTE

- Pull all the way up to the designated pick-up area using 2 lanes (near far end gym doors.)
- Students will exit vehicles in the designated drop off area.
- The lane closest to the building will exit first. Staff will then release students in the second lane.
- Continue to pull ahead along the sidewalk to speed up the process and continue the flow of traffic.
- Students must walk in a safe and orderly manner on the designated sidewalk area.
- Students will enter the building at their designated entrance door
 - Kindergarten- Gym Doors
 - 1st Grade- Left Front Door
 - 2nd Grade- Right front door

- At no time will a child be permitted to exit/enter the vehicle on the left side. Parents must stay in the vehicle.

P. M. PICK-UP LANE PROCEDURES: For students being picked up at the end of the day, we ask that all families follow Pick Up lane procedures. Adult drivers should stay in their vehicle at all times and enter the pick-up lane which is parallel to the front sidewalk. Drivers are encouraged to pull up as far as possible along the pick-up lane. Staff will be onsite to monitor student pick-up and traffic flow.

- Please send a note to your child’s teacher if you are going to use the pick-up lane at the end of the school day. **Without a note your child will be put on the bus.** This will prepare them and let them know that they are to exit out of the far end gym doors to be picked up in the pick-up lane. If you forget to give your child a note, please call the office **before 3:00.**

W.S. PICK-UP LANE SAFETY ETIQUETTE:

- Students will exit from the gym doors.
- Pull all the way up to the designated pick-up area using 2 lanes (near far end gym doors.)
- Students will wait in the designated pick up area until your vehicle is visible in the pick-up lane.
- Students must enter the vehicle from the passenger side only
- Students must walk in a safe and orderly manner on the designated sidewalk area to their appropriate vehicle.

The building Principal must approve alternative end of day pick-up options if extenuating circumstances inhibits the use of the Pick-Up lane for dismissal.

Lobby Pick-Up: Due to safety concerns (including potential custody issues) students may not be picked up in the lobby or gym areas at dismissal time. All parents not utilizing bus service should follow the pick up lane procedures.

TORREY HILL

There are two entrances to Torrey Hill Intermediate School. One location is the driveway off Torrey Road and the other is the shared driveway with West Shore Elementary off Lahring Road. Should you notice congestion at one entrance, we encourage you to use the alternate location. Please do not park or wait on Torrey Road at any time. In addition, we discourage drivers from waiting on the streets in nearby neighborhoods. To alleviate congestion, we encourage drivers to use either entrance. A speed limit of 15 MPH is enforced. Handicap locations are used only for approved vehicles displaying a valid Handicap tag.

A.M. DROP OFF AT TORREY HILL

Students may be dropped off as early as **8:00 AM.** Direct supervision of students is not provided before this time. **If a student is dropped off before 8:00 AM, he/she will be supervised, for a fee, by Kid's Club staff.** Breakfast is available in the cafeteria starting at 8:00 a.m. On Flex Day Wednesdays, students may be dropped off at 8:50 AM.

P.M. PICK UP AT TORREY HILL

Adults must stay in their vehicle and use the pickup lane located on the north side of the building. Please follow the flow of traffic and adhere to the directions of the Torrey Hill staff who are directing traffic. We strive to fit at least 20 cars in the main pick up location stretching from the gym to the east corner of the pick-up zone. Once all cars come to a complete stop the staff will give a signal for students to enter cars. After students locate their car and hear the signal/siren, they can load appropriately using the passenger entrance of the car.

Please do not drop off or pick up students at the south or east sides of the building. This causes congestion and is dangerous to our arriving and departing buses and guests. To alleviate congestion, please do not park on the east side (front) of the building for drop offs or pick ups.

PARENTAL INVOLVEMENT

TITLE ONE- Title One information can be found at the Michigan Department of Education website <http://www.michigan.gov/mde/0,4615,7-140-28753-69709--,00.html>

The school annually has parent/guardian informational meetings regarding Title One services that may be provided to students for additional assistance in reading and/or math. Please see the school calendar, newsletter or website for additional meeting dates / times.

During the meetings, the school will discuss and share new information and opportunities for parents/guardians to become more involved in the education of their children. Parents/guardians are encouraged to attend the meetings and participate in the discussions/activities that occur. Parents/guardians should use the meetings as an opportunity to ask questions, make suggestions, and learn about all of the programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians are encouraged to be involved when any programs are created, considered, or altered, and can be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/guardians may wish to become involved include:

Title One Community Involvement Committee
PTO
Parent Volunteers
After School Programs

Contact: Robin Powell or Laura Yeaster, Principals
Contact: TBD
Contact: Robin Powell or Laura Yeaster, Principals
Contact: TBD

The school provides parents/guardians with access to:

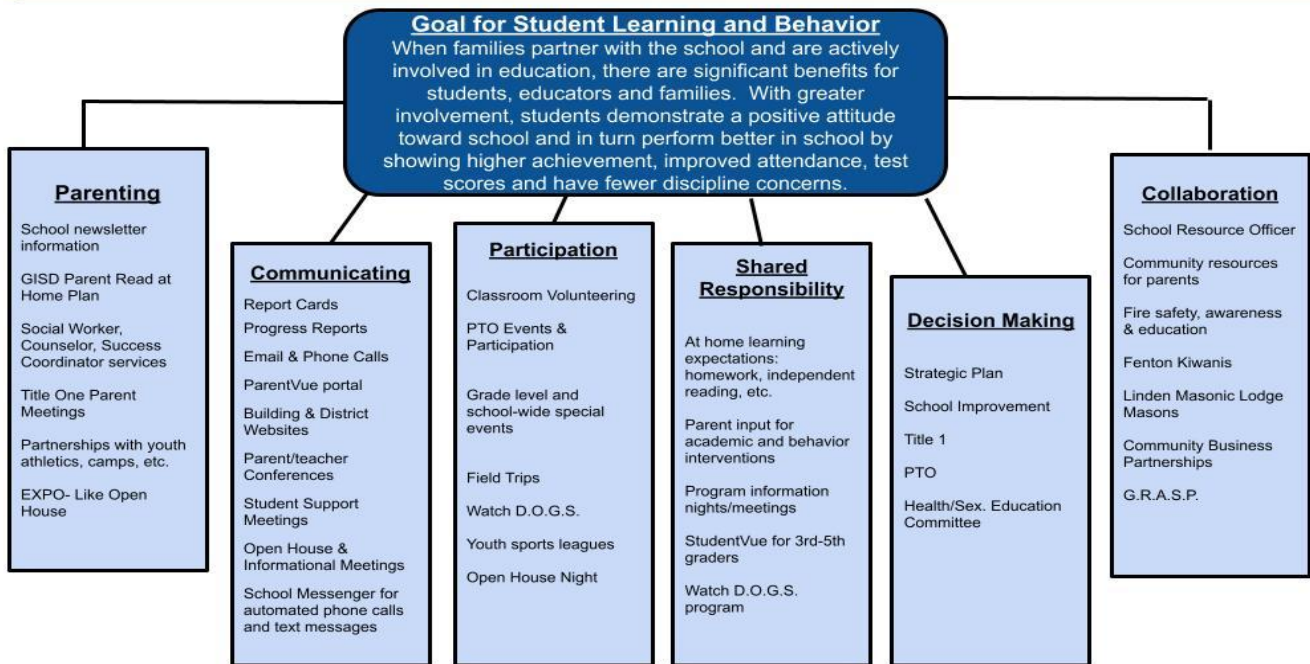
(a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;

- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

District and Building Parent Involvement Plan



PARENT TEACHER ORGANIZATION (PTO)

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal. West Shore Elementary and Torrey Hill Intermediate Schools together have a PTO. Newsletters will be provided to parents/guardians throughout the year with PTO information. We love our volunteers and encourage everyone to join our PTO! Please contact the school office for more information.

PESTICIDE AND ASBESTOS NOTIFICATIONS

As part of the Lake Fenton School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application, if requested. If you need prior notification please fill out the Pesticide Notification Request available at the Administrative Services Office. All pesticide notifications can be found on the Lake Fenton website and when possible, will be announced in school newsletters.

The District will inform you either by email, letter, or posted notice, about asbestos activities that are planned or in progress. Records of the response actions and reports of the monitoring of asbestos are on file in the Central Office and are available for public inspection. If you have any questions or concerns regarding the existence of asbestos containing materials or the information in the annual notification, please contact the Superintendent of Schools.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) INFORMATION

WEST SHORE

PBIS is an evidence based program to create a positive school environment. PBIS encourages a problem solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. West Shore Staff developed a student matrix detailing our preferred observable behaviors for students following the theme "Be Respectful, Be Responsible, Be Safe." **Please review the attachments at the end of this handbook for school wide corrective action information and P.B.I.S. information.**

"Have You Filled A Bucket?"- School personnel may give a heart or star-shaped die cut to students who are exhibiting positive behaviors. Children receiving a heart or star are allowed to put their name into a bucket located in the office with teacher permission to be entered into a drawing each month. Ten names will be drawn at the beginning of each month for a special prize.

"Caught Being Good"- School personnel and or students may nominate individuals or classrooms when they are "caught being good." Some examples include: quiet lines in hallways, individual students walking quietly in halls, and students that perform random acts of kindness.

Badge of Honor – Each week students are recognized and celebrated for their unique contributions to our school. They are models for safe, respectful, and responsible behavior. Badge of Honor student profiles and pictures are displayed in the school.

Safe, Respectful, and Responsible Weekly Themes - School staff teach, model and provide classroom discussions that promote safe, respectful, and responsible behaviors. Ideas from individual classrooms are encouraged and read over morning announcements.

School Pledge:

Today is a new day,
I will be the best that I can be.
I will be safe, respectful, and responsible.
I will make good choices!

PBIS Process: As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To support students in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive voice/tone.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Classroom/School Rules: We have adopted a unified set of classroom rules. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school and throughout the rest of the school year.

- **Rule #1: Be Safe.**
- **Rule #2: Be Respectful.**
- **Rule #3: Be Responsible.**

TORREY HILL

Torrey Hill students and staff developed a student matrix detailing our preferred observable behaviors for students. Following the theme, “P.R.I.D.E.” (Positive, Respectful, Independent, Dependable, and Engaged), staff and students identified seven settings within our school where they are encouraged to exhibit P.R.I.D.E. Those areas include our classrooms, hallways, bus/bus stop and drop off/pick up area, special events/field trips, playground, cafeteria and restrooms.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To support students in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction (4:1).
- Talk to students with respect using a positive voice tone.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

The P.R.I.D.E. matrix is displayed throughout the building in various locations and helps students understand P.R.I.D.E. behavior expectations. **Please review the attachments at the end of this handbook for school wide corrective action information and P.B.I.S. information.** Students have the opportunity to earn rewards for showing positive behaviors. All of the staff members are encouraged to regularly recognize positive behaviors. Students can receive prizes and recognition.

PRIDE Golden Tickets”- School personnel may give PRIDE Golden Tickets to children exhibiting P.R.I.D.E. (Positive, Respectful, Independent, Dependable and Engaged) behaviors. Children receiving PRIDE Golden Tickets are allowed to visit the office, with teacher permission, to obtain a special prize.

“Caught You Being Good”-School personnel and or students may nominate individuals or classrooms when they are “caught being good.” Some examples include: quiet lines in hallways, individual students walking quietly in halls, and students that perform random acts of kindness.

Badge of Honor – Each week students are recognized and celebrated for their unique contributions to our school. They are models for safe, respectful, and responsible behavior. Badge of Honor student profiles and pictures are displayed in the school.

Positive, Respectful, Independent, Dependable and Engaged Weekly Themes

School staff instruct, model and facilitate classroom discussions that promote positive, respectable, independent, dependable and engaged (P.R.I.D.E.) behaviors. A variety of school locations are examined and students participate in creating lists and ideas regarding what P.R.I.D.E. looks like and feels like in these locations (i.e. classroom, hallway, cafeteria, etc.) Ideas from individual classrooms are shared during morning announcements.

PUBLICATIONS- DISTRIBUTION OF SCHOOL-SPONSORED AND NON-SCHOOL SPONSORED STUDENT PUBLICATIONS ON SCHOOL PROPERTY

(See LFCS District Policies 5722 and 5723)

RECESS

Playground behavior is expected to be healthy and positive for the students both physically and emotionally. Students are encouraged to play organized activities or play with or on equipment that is provided. Students are to follow school rules and exhibit P.R.I.D.E. during recess. Students choosing not to follow school rules may be required to take a “time out” on the bench, lunch table, or walk laps (by choice). They may also receive other school discipline as investigated by the Principal or designee.

Playground Equipment

Students are expected to play in a safe and orderly manner and are to properly care for all equipment. Examples are as follows:

1. **Swings** – Students should not stand or jump off swings.
2. **Slides** – Students should slide down in a sitting position, not standing or squatting. Students are not allowed to climb up the surface of the slide.
3. **Sports**- Students playing competitive sports (i.e. football, soccer, kickball) should play “recess style” knowing there are no coaches, referees or umpires available. If there are repeated violations, students will temporarily lose privileges.

Recess Weather Information

On questionable days, the decision to stay in or go out will be made by the principal after taking into consideration the wind chill factor, playground conditions, outside weather and recommendations from the

playground aides. **Proper dress for winter recess includes: coat, snow pants, boots, hat, gloves.** All children will be expected to go outside if it is not raining and if the wind chill “feels like” temperature is 8 (eight) degrees Fahrenheit or higher. For extenuating circumstances showing major changes in weather conditions, the decision will be made at the discretion of the principal. If students are not well enough to go outside, a doctor’s note is required.

RELEASE TO PARENTS

Lake Fenton Community Schools will comply with all written custody orders from a court of law. It is the responsibility of the **parents** to provide the school district with current documentation.

At the **beginning of each school year**, the custodial parent should provide a written statement, or designate in writing on the emergency cards, the names and telephone numbers of those individuals and relatives to whom the student may be released and those individuals, if any, to whom the child may not be released. If a court order denies the non-custodial parent access to the student while at school, it is the custodial parent’s responsibility to provide a copy of a court order signed by a judge for placement in the student’s file. The District will rely on and act in accordance with the most current documentation in its possession; accordingly, if there are changes in custody arrangements, it is up to the parent to provide the updated documentation to the District.

RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights which should be recognized and respected and that it has the responsibility to afford students the rights that are theirs by virtue of guarantees afforded them under the federal and state constitution. The Board also believes that every right carries with it certain responsibilities which students should be expected to assume.

Among these rights and responsibilities are:

- The right to a quality education and the responsibility to put forth their best efforts during the educational process.
- The right to expect school personnel to be qualified in providing an education and the responsibility to respect the rights of other students and all persons involved in the education process
- Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
- The right to attend free public schools and the responsibility to attend school regularly and to observe rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights.
- The right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights.
- The right of privacy, which includes the privacy of school records.

As a part of the educational process, students should be made aware not only of their rights, but also the legal authority of the Board of Education to make rules, and delegate authority to its staff to make rules, regarding the orderly operation of its schools and to interpret them in given situations. Students must obey such interpretations subject to appeal.

Students have a right to know the standards of behavior expected of them and the consequences of misbehavior. These standards will be made available to students and their parents through handbooks or publications distributed annually.

<p>Julie Williams, Superintendent Lake Fenton Community Schools 11425 Torrey Rd. Fenton, Michigan 48430 (810) 591-4141</p>	<p>For further information you may contact:</p> <p>Office for Civil Rights U.S. Department of Education</p>
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RIGHT TO ACCESS AND PRIVACY OF RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from: Terry Zalewski, Lake Fenton Community Schools, 11425 Torrey Rd, Fenton, MI 48430, 810-591-4141. Board Policy information (see link) http://www.neola.com/lakefenton-mi/search/policies/policies_toc.htm
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. Under FERPA, directory information is defined as information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed.

A list of uses to disclose a student's directory information includes the following personally identifiable information:

- Photographs
- Name in a school yearbook
- Name on programs
- Name on student of the week recognition
- Name and role on a playbill
- Name identifying a student in a community or building newsletter

Unless you advise the school district you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. An opt-out form will be available within the first 30 days of the school year and is available upon request.

SEXUAL EDUCATION AND OPT OUT INFORMATION

As a part of the district adopted health and sexual education curriculum, students in 4th and 5th grades will receive age-appropriate sexual education curriculum/units. HIV/AIDS information is a part of the 5th grade curriculum, as well. Parents/guardians will be informed, in writing, prior to the delivery of the curriculum. Parents/guardians will have the right to inspect/review all school materials used. If a parent/guardian does not want his/her student to participate in the lessons, they can choose to have their student opt out. Students will not be penalized for missing work or assignments associated with the sexual education content.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

SPECIAL EDUCATION & SUPPORTIVE SERVICES

Lake Fenton provides excellent programs of special education and supportive services. Students unable to benefit fully from regular classroom instruction are served in a number of special programs; Reading, Math, Social Studies, Science, Emotionally Impaired, learning disabilities and we have a therapist to assist pupils in speech and language development. In addition, the Genesee Intermediate School District provides us with other supportive services.

A social worker assists special education pupils in personal and social readjustment and school psychologists administer diagnostic tests and assist in planning of procedures and programs to improve student learning. If you need information regarding special education services, please contact your child's teacher or Special Education Department at 810-591-6555.

IDEA and Section 504

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Teaching staff receive 504 plans prior to the beginning of the school year and meetings are conducted with the 504 team, upon request of the administrator, parent or teacher. For questions regarding section 504 information, please contact either Chris Belcher, Asst. Superintendent or Michelle Grifka, Special Services Director.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 students will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3rd-5th will take standardized tests as directed by the State of Michigan Department of Education. Parents are encouraged to cooperate in preparing students for the standardized testing and can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before tests.
3. Ensure students eat well the morning of the tests.
4. Remind and emphasize the importance of good performance on standardized testing.
5. Ensure students are on time and prepared for tests, with appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing days.

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

SAFETY PATROL (LFCS District Policy # 5860)

The Board of Education recognizes the value of a student safety patrol as an essential part of the program to instruct the students of this District in good safety habits and to provide opportunities for leadership training.

The Board authorizes the formation of a school safety patrol of students in 5th grade only who shall serve without recompense.

All students eligible may apply for service on the safety patrol; selection among them will be made on consideration of qualities of responsibility and good citizenship, leadership capacity, maturity, and academic proficiency.

STUDENT DISCIPLINE/CODE OF CONDUCT (LFCS District Policy 5600A)

The board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

- conform to reasonable standards of socially-acceptable behavior;
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;
- respect the rights of others;
- obey constituted authority and respond to those who hold that authority.

The handbook, providing details of code of conduct and student discipline, is shared annually and available on the Lake Fenton website. The administration shall take a shared role in the establishment and maintenance of appropriate discipline in the school and in the enforcement of the Code of Conduct.

All discipline is subject to administrator discretion, but unless the facts of a particular case warrant deviation from the standard of progressive discipline, a penalty as set forth will be imposed. Note that violations listed on the Behavior/Consequence Matrix are cumulative. For instance, if a student is initially disciplined for a Group I/II violation and subsequently is disciplined for another Group I/II violation, the discipline will progress according to the matrix.

When students are in violation of expected and accepted standards of behavior, the teachers are to follow their discipline plan and should use their discretion as to whether or not the offense, by the student, warrants being sent to the office.

The Lake Fenton Community School District expects students to follow the same expectations on our buses as when in the school building, behaving in a safe, respectful and responsible manner. As such, discipline resulting from behavior infractions on the bus or at the bus stop will be handled through the Transportation Department. When necessary, consequences will be issued by the appropriate building administrator or designee.

Disciplinary Measures: The following are some examples of disciplinary action which may be used when a student's behavior interferes with their own educational opportunity or that of others, or in the safe orderly conduct of school activities.

1. Restorative Justice

2. Detention
3. In-School Suspension
4. Out of School Suspension
5. Expulsion

The method of discipline used is at the discretion of school staff following guidelines of this code. The type selected should be the most constructive possible for the circumstances. School staff recognizes that the goal of any disciplinary measure is to assist the student to change behavior in such a way that the student's future conduct will be more acceptable and more directed toward educational attainment. EVERY EFFORT SHOULD BE MADE TO HAVE THE STUDENT CONTINUE STUDIES DURING ANY DISCIPLINARY PERIOD.

Some situations may warrant an alternative to traditional progressive discipline. Administration and other staff may utilize a restorative justice model in some instances that involve violations of the handbook. Restorative practices are researched-based options that focus on individual responsibility, accountability for actions, and "making things right". Administration will consider individual situations and use discretion when restorative practices are used with students.

Restorative Justice: Students may be requested to participate in restorative justice by administration. The goals of restorative justice include discipline as learning, building relationships, continuing education in a productive setting, and improving respectful discussion. The building leadership will assess the factors of discipline and consider implementation of restorative justice, along with determining stakeholders buy-in and establishing a core team. Activities will focus on supporting the victim, offender participation, and community/environment interactions. As a tool of discipline, restorative justice shall not supersede the handbook or become an avenue to reduce the quantity value of discipline.

Detention: As an alternative disciplinary method, the student may be assigned detention. Such a detention shall meet during lunch/recess or after regular school hours and shall serve as an alternative to a suspension for students involved in major or minor disciplinary infractions. Students who fail to attend an assigned detention, without prior approval, will be required to serve a one-day in-school or out-of-school suspension. If a student fails to attend an assigned detention, administration may choose not to exercise this alternative to suspension in the case of future rule violations.

In-School-Suspension: At administrator discretion, a student may be given In-School Suspension for a major or minor or low-risk major violation. In-school suspension will be from 1/2 to 10 days in length, depending on the severity of the infraction and the student's previous behavioral record, and will be determined by the building administrator. While serving in-school suspensions, the student will report to the office (or wherever designated by the principal) for the duration of the suspension period, and maintain his/her regular assignments. Students will not be allowed to participate in or attend any special events or extracurricular activities. If a student fails to follow In-School Suspension guidelines, administration may choose not to exercise this alternative to Out of School Suspension that day or in the future.

Out of School Suspension: A student may be suspended from school for a definite period of time by the principal and/or his/her designee for disciplinary infractions. A suspension from school means that a student is unable to participate in or attend any school-sponsored or school-related activities for the duration of the suspension. Except in emergency situations, suspension from school will be from 1 to 10 days in length, depending on the severity of the infraction and the student's previous behavioral record.

Prior to suspension, the administrator shall investigate the incident and hear all available accounts of it; the student shall be afforded the opportunity to raise a defense and to submit a written statement of facts regarding the infraction; and parents/guardians are notified of the charges and the administrative decision regarding the incident.

In emergency situations in which the health and safety of students is threatened, or immediate removal from school is necessary to maintain an appropriate educational atmosphere, the administration is not required to conduct an investigation prior to suspension. Unacceptable behaviors that will result in suspension from school will be determined by the administrator. Examples of such are as follows: smoking, theft, excessive or serious fighting, etc. A student is responsible for school work assignments missed during his/her period of suspension. Parents may pick up this work and homework assignments by calling the school office to arrange for a pick up time / date.

Expulsion: Expulsion from school is to deny a student the right to attend school and take part in or attend any school functions. Following expulsion the student will not be readmitted to any unit of Lake Fenton Community School District so long as the order of expulsion remains in effect. The Board of Education may expel a student upon the recommendation of the Superintendent of Schools or their designee and the principal of the school attended by the student after notice to the student and their parents of the charges against the student and a hearing thereon as required by law.

Only the Board of Education has the power to expel students and such action must be taken at a board meeting. Administrative recommendations will be considered at all hearings.

The hearings will be held within the guidelines of the Board of Education's expulsion policy. The committee will endeavor to follow an adopted procedure for dealing with all such hearings and to develop minimum consequential discipline guidelines.

It will be the responsibility of the superintendent or his/her designated representative to notify the parents, guardians, principal, and the teachers of the verdict of the discipline board. The Board may reinstate students who have been expelled if it wishes to do so.

Before expulsion hearings shall be held, parents will be duly notified in writing of the charges against their child, of their right to be present at the hearing, be represented by counsel, present evidence on the child's behalf, present witnesses and cross-examine witnesses. The Board will make a decision within 10 days of the hearing and parents shall be notified in writing of its decision.

ORDER FOR APPEAL

1. Building Principal
2. Superintendent (see LFCS policy 5610 and 5611)
3. Board of Education
4. State Courts
5. Federal Courts (Federal Courts- only if there is a violation of one's constitutional rights)

DISCIPLINE APPEAL PROCESS

Discipline resulting in Out of School Suspension may be appealed to the building principal. After that appeal, the ruling of the Superintendent is final. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
2. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
3. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
4. The Superintendent's decision shall be considered final.

STUDENT/ PARENT RIGHTS/DUE PROCESS

Any student or parent shall have guaranteed equal treatment **due process**, and presumption of innocence, free expression and association, and privacy of thought when an investigation occurs. Students and parents maintain responsibilities for the respect of others, obedience to constituted authority, and compliance with Board guidelines and rules. Parents have the right to know about their student's educational experience.

LEGAL BASIS FOR SCHOOL DISCIPLINE

The authority of the Board of Education to make reasonable rules and regulations regarding attendance and discipline and to authorize suspension or expulsion is granted in the School Code. Section 1311 of the Revised School Code States the following: (1) Subject to subsection (2), the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is a student with a disability, and the school district has not evaluated the pupil in accordance with rules of the superintendent of public instruction to determine if the pupil is a student with a disability, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

1. Compulsory School Attendance:

Every parent, guardian or other person in this State, having control and charge of any child between the ages of 6 and 16 years, shall send such child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled.

2. Rules and Regulations:

Every Board shall have the authority to make whatever reasonable rules and regulations are necessary for the proper establishment, maintenance, management and carrying-on of the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en- route to and from school.

3. **Suspension or Expulsion:**

The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits or bodily conditions detrimental to the school, whenever in its judgment the interests of the school may deem it.

PROCEDURES FOR SUSPENSION AND EXPULSION

On the basis of present school law, the principals and assistant principals of the Lake Fenton Community Schools are delegated the authority to suspend a student from school. Suspensions of more than ten days and/or expulsion from school require Board Of Education Approval. The results of disciplinary action are cumulative within and across the categories which may result in suspension or expulsion. The length of suspension may vary from one to ten days depending upon the seriousness of the charges.

During the time of suspension, the student will not participate in any extracurricular activity or be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference with the administrator who suspended him/her. The student will be carried on the rolls as an enrollee but will be recorded as absent, unexcused, during the period of suspension.

The principal or assistant principal shall be responsible for documenting evidence to support any action of suspension or expulsion. Such documentation shall be in writing and shall be maintained in the office and/or within the Student Information System (Synergy.)

Student Handbook Behavior/Consequence Matrix			
Group I and II Violations			
Behavior	Staff Managed Minor	Staff Managed Major	Office Managed Major
Inappropriate Language	SM Minor: Student engages in low-intensity instance of inappropriate language. (In conversation).	SM Major: Student repeatedly engages in low-intensity instances of inappropriate language.	OM Major: Student repeatedly engages in serious instances of inappropriate language.
	<ul style="list-style-type: none"> • Warning • Debrief / Think Sheet / Timeout • Parent Communication 	<ul style="list-style-type: none"> • Loss of privileges • Lunch and/or Recess • Detention • Parent Conference • Restorative Action 	<ul style="list-style-type: none"> • Detention • In school suspension (1-2 days) • Out of school suspension (1-3 days)
Physical Contact / Physical Aggression	SM Minor: Student engages in non-serious, but inappropriate physical contact.	SM Major: Student repeatedly engages in non-serious, but inappropriate physical contact.	OM Major: Student engages in actions involving serious physical contact where injury may occur. (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, or injury with an object, etc).
	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • Loss of privileges 	<ul style="list-style-type: none"> • Detention

	<ul style="list-style-type: none"> • Debrief / Think Sheet / Timeout • Parent Communication 	<ul style="list-style-type: none"> • Lunch and/or Recess Detention • Parent Conference • Restorative Action 	<ul style="list-style-type: none"> • In school suspension (1-2 days) • Out of school suspension (1-3 days)
Defiance / Insubordination / Non-Compliance	SM Minor: Student engages in brief or low-intensity failure to follow directions.	SM Major: Student repeatedly engages in brief or low-intensity failure to follow directions.	OM Major: Student engages in excessive and/or high-intensity refusal to follow directions,
	<ul style="list-style-type: none"> • Warning • Debrief / Think Sheet / Timeout • Parent Communication 	<ul style="list-style-type: none"> • Loss of privileges • Lunch and/or Recess Detention • Parent Conference • Restorative Action 	<ul style="list-style-type: none"> • Detention • In school suspension (1-2 days) • Out of school suspension (1-3 days)
Disrespect	SM Minor: Student delivers low-intensity, socially rude or dismissive messages to adults or students.	SM Major: Student repeatedly delivers low-intensity, socially rude or dismissive messages to adults or students.	OM Major: Student delivers socially rude or dismissive messages to adults or students.
	<ul style="list-style-type: none"> • Warning • Debrief / Think Sheet / Timeout • Parent Communication 	<ul style="list-style-type: none"> • Loss of privileges • Lunch and/or Recess Detention • Parent Conference • Restorative Action 	<ul style="list-style-type: none"> • Detention • In school suspension (1-2 days) • Out of school suspension (1-3 days)
Disruption	SM Minor: Student engages in low-intensity, but inappropriate disruption.	SM Major: Student repeatedly engages in low-intensity, but inappropriate disruption.	OM Major: Student engages in sustained and/or high-intensity behavior causing an interruption in the educational process.
	<ul style="list-style-type: none"> • Warning • Debrief / Think Sheet / Timeout • Parent Communication 	<ul style="list-style-type: none"> • Loss of privileges • Lunch and/or Recess Detention • Parent Conference • Restorative Action 	<ul style="list-style-type: none"> • Detention • In school suspension (1-2 days) • Out of school suspension (1-3 days)
Dress Code	SM Minor: Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.	SM Major: Student repeatedly wears clothing that is near, but not within, the dress code guidelines defined by the school/district.	OM Major: Student wears clothing that does not fit within the dress code guidelines defined by the school/district.
	<ul style="list-style-type: none"> • Students not in compliance with the dress code will be sent directly to the office where office staff will determine the appropriateness of the attire and determine if further action is needed. • If a student is in repeated violation of the dress code, administration may request a conference with the parent/guardian. 		
Technology Violation	SM Minor: Student engages in non-serious, but inappropriate (as defined by school) use of an electronic device.	SM Major: Student repeatedly engages in non-serious, but inappropriate (as defined by school) use of an electronic device.	OM Major: Student engages in serious inappropriate (as defined by school) use of an electronic device.

	<ul style="list-style-type: none"> Warning Debrief / Think Sheet / Timeout Parent Communication 	<ul style="list-style-type: none"> Loss of privileges Lunch and/or Recess Detention Parent Conference Restorative Action 	<ul style="list-style-type: none"> Detention In school suspension (1-2 days) Out of school suspension (1-3 days)
Property Misuse / Damage / Vandalism	SM Minor: Student engages in low-intensity misuse of property.	SM Major: Student repeatedly engages in low-intensity misuse of property.	OM Major: Student repeatedly engages in high-intensity misuse of property.
	<ul style="list-style-type: none"> Warning Debrief / Think Sheet / Timeout Parent Communication 	<ul style="list-style-type: none"> Loss of privileges Lunch and/or Recess Detention Parent Conference Restorative Action 	<ul style="list-style-type: none"> Detention In school suspension (1-2 days) Out of school suspension (1-3 days)
Inappropriate Location / Out of Bounds Area	SM Minor: Student briefly leaves the permitted area.	SM Major: Student repeatedly leaves the permitted area.	OM Major: Student is involved in a serious act of leaving the permitted area.
	<ul style="list-style-type: none"> Warning Debrief / Think Sheet / Timeout Parent Communication 	<ul style="list-style-type: none"> Loss of privileges Lunch and/or Recess Detention Parent Conference Restorative Action 	<ul style="list-style-type: none"> Detention In school suspension (1-2 days) Out of school suspension (1-3 days)
Lying / Cheating / Plagiarism / Theft	SM Minor: Student delivers a message that is untrue and/or deliberately violates rules.	SM Major: Student delivers a message that is untrue and/or deliberately violates rules on more than one occasion.	OM Major: Student repeatedly delivers a message that is untrue and/or deliberately violates the rules.
	<ul style="list-style-type: none"> Warning Debrief / Think Sheet / Timeout Parent Communication 	<ul style="list-style-type: none"> Loss of privileges Lunch and/or Recess Detention Parent Conference Restorative Action 	<ul style="list-style-type: none"> Detention In school suspension (1-2 days) Out of school suspension (1-3 days)
Inappropriate Display of Affection/Indecent Exposure	SM Minor: Student engages in inappropriate,(as defined by the school) verbal and/ or physical gestures/ contact, of a sexual nature to another student/ adult.	SM Major: Student engages in repeatedly inappropriate,(as defined by the school) verbal and/ or physical gestures/ contact, of a sexual nature to another student/ adult.	OM Major: Student engages in a serious inappropriate, consensual or non-consensual (as defined by the school) verbal and/ or physical gestures/ contact, of a sexual nature to another student/ adult.
	<ul style="list-style-type: none"> Warning Debrief / Think Sheet / Timeout Parent Communication 	<ul style="list-style-type: none"> Loss of privileges Lunch and/or Recess Detention Parent Conference Restorative Action 	<ul style="list-style-type: none"> Detention In school suspension (1-2 days) Out of school suspension (1-3 days)
Other Behavior	SM Minor: Student engages in any other minor problem behaviors that do not fall into the above categories.	SM Major: Student repeatedly engages in any other minor problem behaviors that do not fall into the above categories.	OM Major: Student engages in problem behavior that is not listed.
	<ul style="list-style-type: none"> Warning Debrief / Think Sheet / Timeout Parent Communication 	<ul style="list-style-type: none"> Loss of privileges Lunch and/ or Recess Detention Parent Conference Restorative Action 	<ul style="list-style-type: none"> Detention In school suspension (1-2 days) Out of school suspension (1-3 days)

Office Managed Behaviors Only

Group III Violations

FIRST OFFENSE: Parent Conference, up to 10 days out of school suspension, possible recommendation to the Board of Education for expulsion and/or appropriate police action

SECOND OFFENSE: Parent Conference, 5-10 days out of school suspension, possible recommendation to the Board of Education for expulsion and/or appropriate police action

THIRD OFFENSE: Parent Conference, 10 days out of school suspension with a possible recommendation to the Board of Education for expulsion and/or appropriate police action

Property Misuse / Damage / Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Inappropriate Location / Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by the school).
Lying / Cheating / Plagiarism / Theft	Student is involved in by being in possession of, having passed on or being responsible for removing someone else's property; or the student claims someone else's work as their own.
Inappropriate Display of Affection /Indecent Exposure	Student engages in inappropriate, consensual or non-consensual (as defined by the school) verbal and/ or physical gestures/ contact, of a sexual nature to another student/ adult.
Harassment	<p>The act of intentionally demeaning, humiliating or embarrassing another person. Harassment includes the delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.</p> <p>(District Policy #5517). It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.</p> <p style="padding-left: 40px;">a. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.</p> <p>The Board of Education designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District: Kate VanHouten and Chris Belcher.</p>
Bullying	The delivery of direct or technology based messages that involve intimidation, teasing, taunting, threats, or name calling. (See WS/TH definition of Bullying Vs. Conflict on the table below) See District Policies 5600 and 5517)
Fighting	Student is involved in a mutual participation in an incident involving physical violence.
Arson	Student plans and/or participated in malicious burning of property.
False Report/Alarm	The act of knowingly initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
Use/ Possession of Alcohol	Student is in possession of, or is using alcohol.

Use/ Possession of Combustibles	Student is/was in possession of substances/objects ready capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc).
Use/ Possession of Drugs	Student is in possession of, using or selling illegal drugs/substances or imitations.
Use/ Possession of Tobacco/Vape	Student is in possession of, or using tobacco or vaping device.
Use/ Possession of Weapons	Student is in possession of knives (more than 3 inches) and guns (real or look alike), or other objects (of any size) readily capable of causing bodily harm.
Pornography	The act of having pornographic materials.
Unauthorized Student Demonstration or Disturbance	The act of instigating or participating in a demonstration or disturbance which interrupts the educational opportunities of others or threatens the general welfare and safety of others on public school property or at a school-sponsored activity.
Transient Threat Violation	An act committed by the student that is generally viewed by a reasonable person to downgrade the security/ safety of the building, students and staff. Threats with no intent/ ability to cause harm to others.
Security/Safety/Substantive Threat Violation	Act committed by the student that is generally viewed by a reasonable person to harm the security/safety of the building, students, and staff. False reporting of events or persons, threats with intent or ability to cause harm or repeated, threats with recruitment, threats with physical evidence and/or explicit witnesses; interfering in drills/practice, damaging or removing safety equipment, and disconnecting cameras are examples.
Security/Safety/Serious Substantive Threat Violation	- Act committed by the student or conditions that cause a lockdown and/or secure mode of the district/building. Any act committed by a student requiring an officer of the law to actively intervene in the event. Threats intending to kill, rape, or inflict injury with or without weapons.
Truancy	Student receives unexcused absences from part or all of the school day without knowledge and consent of the parent, legal guardian, or authorized personnel. Chronic tardiness can be considered truancy.
Extortion	The act of securing or attempting to secure money or other items of value in or on school property by the use of threats and/or violence.
Sexual Harassment	<p>(District Policy #5517). It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.</p> <p>b. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.</p> <p>The Board of Education designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District: Kate VanHouten and Chris Belcher.</p>

Conflict	Bullying
Student Friendly Definition: When two or more people disagree on something and are not getting along. The disagreement can be resolved by using problem solving strategies.	Student Friendly Definition: Bullying is when someone repeatedly does something or says something on purpose to make you feel bad or hurts you and it is hard to make them stop.

<ul style="list-style-type: none"> • One Time • Balance of Power • Apology can mean something • Stopping behavior means something • Varied opinion/clash/opposition • Opposing drives/needs/wishes • Resolution is goal • There may not be a victim 	<ul style="list-style-type: none"> • Repetitive • Imbalance of Power • Apology means nothing • Stopping behavior means everything • Direct intention to hurt/belittle • Intimidation/direct intent to hurt • Safety/stopping behavior is the goal • Always a victim
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WEAPONS

Under Michigan Law, any student who is found to possess a dangerous weapon in a Weapon-Free School Zone, or who commits arson in a school building or on school grounds, or who commits a criminal sexual conduct in a school building or on school ground shall be expelled from the School district permanently, subject to possible reinstatement.

By way of example, but not by way of limitation, a dangerous weapon is a: firearm (i.e. weapon such as handgun, rifle, pellet gun, or starter pistol), dagger, dirk, stiletto, and knife with a blade over 3 inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

A student who is found possessing a dangerous weapon or who commits arson or criminal sexual conduct in a school building or on school grounds shall be expelled permanently, subject to possible reinstatement. A student thus expelled will be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency. Notification of the referral will be provided to the parent, legal guardian, and/or student.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- The object or instrument was not possessed for the use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed;
- The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

(Michigan Revised School Code 1311)

[http://www.legislature.mi.gov/\(S\(aojilbyf4m0ndhxr2f2ekxy\)\)/mileg.aspx?page=GetObject&objectname=mcl-380-1311](http://www.legislature.mi.gov/(S(aojilbyf4m0ndhxr2f2ekxy))/mileg.aspx?page=GetObject&objectname=mcl-380-1311)

Inspection of school property, equipment or personal effects of students

(LFCS District Policy 5771)

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the

consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

STUDENT VALUABLES

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

TOYS

Students should not bring toys to school unless approval is given by the classroom teacher or principal. This includes trading cards, small cars, and other trinkets.

TRANSFER

Parents must notify the office about plans to transfer/move their child to another school.

Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

TUTORING

Torrey Hill Intermediate School typically offers after-school tutoring assistance, as provided by a certified teacher. The school coordinates and advertises the specific time/date information through newsletters. The day of the week the service is typically offered is Wednesday starting at dismissal, 3:45 PM. The student to teacher ratio is no more than 20:1 and often lower. The service is free and first come/first served. Parents/guardians wishing to use this service must inform their student's teacher prior to the session. This service is often referred to as, "Homework Help or Wednesday School."

TRANSPORTATION/BUSSING

Lake Fenton Community Schools is committed to be in compliance with state laws. The First Student Company provides bus transportation for our students. While it is our goal to provide convenience through our transportation department, students may find it necessary to walk some distance to their designated bus stop. Likewise, for security reasons, we must limit our pick-up and drop-off locations.

TRANSPORTATION/BUSSING- WALK AND RIDE REGULATIONS

In keeping in compliance with state laws, the Lake Fenton Community Schools walk/ride policy is as follows:

- Elementary School students, grades 1-5 may be expected to walk to their designated stop. This distance shall be no more than ½ mile for the pick-up spot and no more than ½ mile for the drop-off spot. State guidelines, road conditions, safe bus stops, turn-around radius and economics of operation will be considered in each case. Parents are required to have the child ready, dressed appropriately for the weather and at the designated pick -up spot at least five minutes prior to the designated time of bus arrival.

TRANSPORTATION/BUSSING -CHILD CARE ARRANGEMENTS

- Students at all grade levels will be permitted one designated pick-up location when coming to school and one drop-off location at the end of the school day, unless other arrangements are approved by the Superintendent or designee. The designated pick-up and drop-off location can be either the student's home or a day care facility located in the student's attendance area. The pick-up/drop-off locations must be consistent each school day. (Example: a student can be picked up at the parent's home in the morning and dropped off at a daycare center in the afternoon, but the schedule will be the same every day of the week. The student cannot be picked up at home on Monday, picked up at grandmas on Tuesday, dropped off at daycare on Thursday and at home on Friday.)
- Any student brought back to West Shore due to the absence of a parenting adult or family member/friend at the student's drop-off location will be transported back to West Shore where the Kids Club child care program is housed. Your student will then be attended to by Kids Club child care providers until the arrival of a parent or caregiver. (Kids Club closes at 6 PM.) A fee of \$20.00 will be assessed for the first 1 – 60 minutes of stay, and an additional \$20.00 will be assessed for each 1 – 60 minutes thereafter. Therefore if your child remained at Kid's Club for 1 hour and 13 minutes, a charge of \$40.00 would be assessed to you for payment. All bussing privileges will be suspended until payment is received.
- **Elementary School students, grades Y5-2** may be expected to walk to their designated stop. This distance shall be no more than ½ mile for the pick-up spot and no more than ½ mile for the drop-off spot. State guidelines, road conditions, safe bus stops, turn-around radius and economics of operation will be considered in each case. Parents are required to have the child ready, dressed appropriately for the weather and at the designated pick -up spot at least five minutes prior to the designated time of bus arrival.
- **Request for Bus Change:** If a parent/guardian is requesting a short-term bus change for their child due to extenuating family circumstances, the written request must be made at least 24 hours before any changes are allowed. The request should be directed to the teacher, front office staff and the principal. After the principal reviews the circumstances, permission may or may not be granted and the

parent/guardian will be informed of the decision. The Transportation Department will then be informed, through the school, of the change.

Bus riding is a privilege and all rules and regulations must be followed to create a safe environment for all students during the time they are being transported. Failure to follow these rules and regulations may result in the loss of bus riding privileges.

Any action not covered but considered disruptive shall be handled as a violation of the bus rules and regulations. Therefore, exclusion from the list shall not be interpreted as limiting the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the Lake Fenton Community Schools.

SCHOOL BUS RULES AND REGULATIONS

1. Only students eligible for transportation will be permitted to ride the buses.
2. **Exception to assigned buses:** Bus changes are for emergencies only and allowable only if seats are available. By State law, buses are limited as to the number of allowable passengers and it is possible drivers may not be able to honor that request. All requests must be approved by bus personnel in the transportation department. (810-591-2552)
3. The driver is in charge of the bus and students shall render him/her the same respect and courtesy given a teacher. The bus driver is authorized to assign seats.
4. Once students have boarded the bus at school, they may only be released from the bus through the office.

RESPONSIBILITY OF THE STUDENT

While on the bus:

1. Do not do anything which distracts the driver's attention.
2. Stay seated.
3. Cooperate with the driver.
4. Remain quiet when crossing railroad tracks.
5. Emergency exits and aisles are to remain unobstructed.
6. Emergency exits must never be opened except in an emergency.
7. Be courteous; do not use profane language.
8. Do not eat or drink. No gum chewing.
9. Glass containers are not allowed.
10. Never throw objects inside or outside the bus.
11. Keep head, hands and feet inside the bus. Do not shout, whistle or gesture from the bus windows.
12. Sale, use, or possession of alcohol, drugs, tobacco, firearms, fireworks, explosives or other weapons are expressly forbidden.
13. Do not be destructive.
14. Keep the bus clean.

15. The school bus is not to be used for transporting freight, goods or merchandise other than that which is carried on the laps of individual passengers.

While waiting for the bus:

1. Arrive at your bus stop 5 minutes early and wait at the bus stop. Students will be on time at stops. The bus cannot wait.
2. Stay off the traveled roadway at all times while waiting for a bus.
3. Respect other people and other people's property.
4. Wait until the bus comes to a complete stop before attempting to board.

When boarding or leaving the bus:

1. Make certain the bus is stationary.
2. Step on and off quickly, quietly and carefully.
3. No pushing or shoving.
4. Cross properly 10 feet in FRONT of the bus only.
5. Stop before you cross the open road area and look both ways. Maintain eye contact with the driver and wait until you are given the signal to cross.

In case of an emergency:

1. Remain calm and quiet.
2. Listen and obey the driver's instructions.
3. If evacuation is necessary, exit promptly.

These same rules will apply to any bus transportation. This includes all extracurricular activities where the rules will be enforced by coach, sponsor and driver.

Students who choose to violate these rules and regulations will be subject to the following disciplinary procedures:

BUS DISCIPLINE PROCEDURE

First Offense: May result in one or more of the following actions being taken by driver:

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Letter to parent/guardian. Whenever possible a letter of understanding will accompany a copy of conduct referral possible consequences of further violations.
4. Five-day (maximum) suspension of bus riding privileges

Second Offense: May result in one or more of the following actions being taken by the building administrator and/or First Student transportation supervisor:

1. Conference with the student
2. Telephone or personal conference with parent/guardian.
3. Letter to parent/guardian. Whenever possible a letter of understanding will accompany a copy of conduct referral identifying possible consequences of further violations.
4. Five-day (maximum) suspension of bus riding privileges
5. Detention

6. In-school suspension

Third Offense:

May result in one or more of the following actions being taken by the building administrator and/or transportation supervisor:

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Letter to parent/guardian. Whenever possible a letter of understanding will accompany a copy of conduct referral identifying possible consequences of further violations.
4. Up to ten-day suspension of bus riding privileges.
5. Detention
6. In-school suspension
7. Suspension from school
8. Expulsion from transportation
9. Expulsion from school

Behaviors That Will Be Treated As A Third Offense

While most discipline measures are progressive, in the interest of control and safety on the bus, the following infractions (because of their severity) will forgo progression and be treated as if they were a third offense.

1. Behavior of any kind which serves to distract the bus driver and thereby threatens the safety of the bus occupants. Such actions as throwing of objects, screaming or whistling, or others listed below may result in immediate disciplinary action.
2. Threatening the bus driver
3. Severe group rowdiness
4. Arson
5. Assault
6. Fighting
7. Gross disrespect
8. Sale, use or possession of alcohol, drugs, tobacco, firearms, fireworks, explosives, or other weapons
9. Vandalism

**Any questions regarding bussing policy should be directed to the
"First Student" Director of Transportation at 810-591-2552.**

VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS

All visitors, including parents and siblings, are required to enter through the front entrance of the building and proceed immediately to the main office. Security cameras are installed at all entrances and the door buzzer system will be utilized. Visitors may be asked to identify themselves and inform office personnel of their reason for entering the school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must wear a visitor badge identifying themselves as a guest. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their visit. A visitor who fails to conduct themselves in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

VOLUNTEERS

All school volunteers are required to fill out an “**Authorization for Criminal Records Check & Volunteer Form**” (available in the school office) **and be approved by Central Office two weeks prior to assisting for a school related activity.** Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

WALKING TO / FROM SCHOOL

Students walking to school are encouraged to arrive prior to bus drop off time and leave after the buses leave the parking lot. All students wishing to walk home to or from school must file a signed parent permission slip in the school office. Students are allowed to walk to and from school as long as the parent(s) contact the principal and provide their permission at least 24 hours in advance. If any students invite friends over for after-hours play, those students are also required to provide parent permission 24 hours in advance. ALL students must first report to the office at the end of the school day. Staff will assist students through the parking lot, if necessary. However, parents are responsible for overseeing the students when they walk to and from school.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents.