

KENNEDY ELEMENTARY STUDENT/PARENT HANDBOOK



OFFICIAL PARENT/STUDENT HANDBOOK - 2019-20

John F. Kennedy Elementary School

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www.ChipsLead.org

Welcome to Kennedy Elementary School!

We, the staff at Kennedy Elementary School, warmly welcome you to our school. We look forward to working with you to provide your child with the best education possible. This handbook has been prepared to give you needed information about your school. We are always looking for other information that you feel is important to add to this handbook. Your opinion is always welcome and appreciated.

- Adopted by MAPS Board of Education on August 28, 2019
- Discipline Code adopted by MAPS Board of Education on August 28, 2019

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 28, 2019. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2020 the language in the most current policy or administrative guideline prevails.

MISSION: *CHIPS LEAD BY PROVIDING AN INCLUSIVE, HIGH-QUALITY, DIVERSE EDUCATIONAL ENVIRONMENT THAT INSPIRES AND FULFILLS THE GOALS OF ALL LEARNERS AT EVERY STAGE OF THEIR JOURNEY.*

VISION: *LEADING A CONNECTED MANISTEE LEARNING COMMUNITY, WHICH SUPPORTS THE EDUCATIONAL JOURNEY OF EACH INDIVIDUAL STUDENT, DELIVERING THE CHIPPEWA EDGE.*

GUIDING PRINCIPLES:

- #1 We believe all students can learn.
- #2 Working together enables us to attain our desired outcomes.
- #3 We are committed to an atmosphere of mutual respect and trust.
- #4 We focus on goals that drive achievement.
- #5 All decisions we make are based upon impact to effect learning.
- #6 We believe that all students belong to all of us.

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ACADEMIC

Equal Education Opportunity It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Julia Raddatz
Jefferson Elementary Principal
231-723-9285

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Parent Involvement Plan Current

School Calendar 2019-20

August	27, 28 - PD (Aug 27 Back to School Night)
September	3 - First day for students
October	8 - ½ day students: PTC
November	1 - First marking period ends 4 - Second marking period begins 27 - ½ day students and staff 28, 29 - No school: Thanksgiving break
December	20 - ½ day students and staff 23 - No school: Winter break begins -- First semester ends - 77 days
January	6 - Students return; second semester begins 24 - No school: PD
February	
March	27 - ½ day students and staff 30 - No school: Spring break
April	6 - Students return; fourth marking period begins 10 - ½ day students and staff: Good Friday
May	25 - No school: Memorial Day
June	5 - ½ day students and staff -- Last day of school

Limited English Proficiency Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Board Office at 231-723-3521 to inquire about evaluation procedures and programs offered by the District.

Enrollment

New students under the age of eighteen (18) must be enrolled by their parent/guardian. When enrolling parent/guardian must provide the school office copies of:

- ▶ a birth certificate
- ▶ court papers allocating parental rights and responsibilities or custody (if applicable)
- ▶ proof of immunizations
- ▶ completed emergency medical authorization form

A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs in writing, and with proper documentation by a physician, to the school office. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. A student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, the Superintendent shall offer the student opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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.

Transfer out of the District Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Kennedy Elementary, the parent must notify the principal. 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 records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

*School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Change of Address

Please contact the office if you have a change of address and/or phone number.

Hearing and Vision Screening

The local health department is required by law to provide hearing and vision screening to pre-school and school-age children. Technicians are in the schools providing this service at certain grade levels throughout your child's school experience. If you do not wish to have your children screened for vision and hearing, please notify the school.

Immunizations

State law requires that all students have immunization records and an emergency medical card completed and filed in the school office. Students may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office.

Blood Borne Pathogens

The District is subject to Federal and State regulations to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking necessary precautions to protect both students and staff from its spread in the school environment.

Pesticide Applications

Parents will be notified prior to any application of a pesticide as to the date, location, and person applying the pesticide. A pesticide is defined as a "substance or mixture of substances intended to prevent, destroy, repel, or mitigate pests, or intended for use as a plant regulator, defoliant, or desiccant." Click [here](#) for the form to request information.

Medications

MAPS has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by parent/guardian in order to participate in any activity off school grounds. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year. In those circumstances where a student must take prescribed medication during the school day the following guidelines are to be observed :

- ▶ Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- ▶ The "Medication Dispensing Form" must be completed and filed with the Principal before a student will be allowed to take medication during school hours.
- ▶ All medication must be registered with the school office.
- ▶ All medication must be delivered by the parent/guardian to the school office with the bottle from the pharmacy which describes the dosage. Medication **MAY NOT** be sent to school in a student's lunch box, pocket or envelope.
- ▶ Unused medication unclaimed by the parent/guardian will be destroyed when a prescription is no longer to be administered or at the end of the school year.
- ▶ Parents have sole responsibility to instruct their child to take the medication at the scheduled time. The child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- ▶ A log for each prescribed medication will be maintained which will note the personnel giving the medication, the date and time. This log will be maintained with the physician's written instructions and the parent's signed permission form.

Parents may authorize the school to administer a non-prescribed medication by signing the Medicine Dispensing Form at the office. A physician does not have to authorize such medication, but all conditions described under prescribed medications will apply to non-prescribed medications.

Asthma Inhalers and Epi-pens Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance

with a written medication administration plan developed by the school principal and updated annually.

School Hours for Students

Our school day this year will begin at 7:55 a.m. for all students, and we dismiss at 3:10 p.m. The building is open for supervision of students at 7:40 a.m. Our regular school day is from 7:55 a.m. to 3:10 p.m.; on half days of school we dismiss at 11:20 a.m. Prior to 7:50, students are allowed to bring possessions to their locker. The building will close at 3:30 p.m. and no supervision for students will be provided.

We will also have Late Start Mondays, where school will start at 8:25 am.

Monday Breakfast in Cafeteria			Tuesday - Friday Breakfast in Classrooms		
Supervision	Start Time	End Time	Supervision	Start Time	End Time
8:05-8:25	8:25	3:10	7:40-7:55	7:55	3:10

Emergency School Closings

Our BrightArrow automatic calling system, in addition to local radio and TV stations, will announce closing of school as early as 6:00 a.m. Please take advantage of these announcements.

Assessment information:

- **NWEA Reading & Language use** (Benchmark assessment given to all students in fall, winter, and spring) creates a personalized assessment experience by adapting to each student’s learning level—precisely measuring student progress and growth for each individual.
- **DRA+2 -Developmental Reading Assessment** (Reading diagnostic assessment given to students who were identified with a reading deficiency on NWEA) is designed to help teachers systematically observe, record, and evaluate changes in student reading performance. It features tools to assess reading engagement, fluency, and comprehension, allowing you to identify reading strengths and weaknesses and target instruction to meet individual needs.
- **QRI -Qualitative Reading Inventory** (Reading comprehension assessment given to students who are struggling with comprehending information/non-fiction text in 3rd-5th grades) is used to provide appropriate information in three areas: 1. To identify a student’s instructional level 2. To determine areas of reading in which the student is having difficulty 3. To document growth based on a type of instructional program or intervention.

Targeted Instruction information

“3 Dimensional Levels of Instruction Based on Data-Driven Decisions” (3-D Time) 3-D time is how we support our at-risk and special education students, while challenging all others through enrichment opportunities. We utilize research-based, best practice interventions (descriptions below.) **All** students, Kindergarten-6th grade, receive 90 minutes a day of English Language Arts instruction. An **additional** 30 minutes a day (3-D time) is scheduled for student support or enrichment. These supports are individually prescribed based on student test scores (NWEA, DRA, QRI, etc.). The goal of 3-D time is to move students toward (and beyond) proficiency by minimizing classroom interruptions and maximizing student learning opportunities.

* **SIPPS - Systematic Instruction in Phonological Awareness, Phonics, and Sight Words**

(K-5th grades): is Small group instruction focused on phonemic awareness, phonics, & sight words. (Tier 2 Title 1 intervention service)

***Leveled Literacy Intervention** (K-5th grades): is small groups to practice phonics, writing, and reading. Through systematically designed lessons and original, engaging leveled books, LLI supports learning in both reading and writing, helps students expand their knowledge of language and words and how they work. (Tier 2 Title 1 intervention service)

***Adolescent Critical Reading Initiative (ACRI)** (Grades 3rd-5th): is small group instruction that focuses on critical thinking with informational/nonfiction text. (Tier 2 Title 1 intervention service)

Grading

The school has a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the class work. If a student is not sure how his/her grade will be determined he/she should ask their teacher.

Grades 3-5 have Standards Based report cards.

KEY TO READING THE REPORT CARD

4=Mastery of Content Expectation

3=Progressing Towards Mastery

2=Developing Skills at a Slower than Expected Rate (Approaching)

1=Beginning Skill level (Area of Concern)

NA=Not Assessed at this time.

Homework Policy

As teachers and parents, one of our duties is to install a sense of responsibility in our children. One of the students' responsibilities is to complete homework assignments on time and in full. Teachers will inform students of the homework policy for their class. Homework is also part of the student's preparation for the State mandated test and promotion. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Parent-Teacher Conferences

Conferences are scheduled twice during the school year. Report cards will be sent home two times per year, aligned with our NWEA testing periods. If you would like a conference with your student's teacher, please call the school at 723-3271 to schedule one.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. A parent or adult student has the right to:

► Inspect and review the student's education records within forty-five (45) days after receipt of request. The school has a form which can be used to submit a request. The custodian of records will notify the parent or adult student of the time and place where the records can be inspected.

► Request amendments if the parents or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record they believe is inaccurate or misleading and to specify why it is inaccurate or misleading.

- ▶ Consent of disclosures, or personally identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's Administrative Guideline 8330 describes those exceptions and is available upon request.
- ▶ Challenge District noncompliance with a parent's request to amend the records through a hearing. If the custodian of records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- ▶ File a complaint with the U.S. Department of Education, 600 Independence Ave, Washington, D.C. 20202.
- ▶ Obtain a copy of the District's policy and administrative guidelines on student records.

The District has established the following information about each student as "directory information". Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates student "directory information" as a student's name, address, telephone number, photograph, major field of study, participation in officially recognized activities and sports, height and weight, date of graduation, awards received, honor rolls, and scholarships. The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within twenty (20) days from the date of this notification that he/she will not permit distribution of any or all such information.

Highly Qualified Staff - Parents Right to Know

Both of our elementary schools, Jefferson and Kennedy Elementary are a Schoolwide school under the Title I, Part A program. Title I, Part A is federal supplemental program designed to help children reach high academic standards. This program delivers extra help to students to help them succeed in Reading, Math, Science and Social Studies through a Multi-Tiered System of Supports, we call "3-D" time.

In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s) and paraprofessionals working with your child. Information will be provided to you upon request and in a timely manner of the following:

- Your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Your child is provided services by para-professional and, if so, their qualifications.
- You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the M-STEP to determine levels of achievement.
- You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

Promotion, Placement & Retention

Promotion to the next grade is based on the following criteria, using the [Light Retention Scale](#):

- ▶ Current level of achievement
- ▶ Potential for success at the next grade level
- ▶ Emotional, physical and/or social maturity

Student Records

Mr. Kevin Schmutzler, Principal, and Mr. Kenn Kott, Assistant Principal, at Kennedy Elementary School, are the custodian of records and are responsible for the supervision of student records. All student records will be kept in a confidential file located in the school office. The information in a student's file will be available for review only by the parents/legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal Law and District Regulations.

STUDENT CONDUCT & EXPECTATIONS

Student Behavior

The primary responsibility of the school is to provide all students an opportunity to acquire knowledge and skills. In order to do this, it is necessary to observe certain standards of conduct. It is also recognized that certain social skills must be taught to provide the student with acceptable behavior in order to get along in the world. By virtue of being a student at Kennedy Elementary School, each student agrees to abide by the rules of the school. All students shall comply with the requests of the administration, teachers, and staff whether or not he/she is in direct control of a group of students or one student. If behavior is not appropriate and a student continually does not comply with the rules, regulations, and requests made, the privilege of attending school may be revoked.

The goal of Kennedy students will to always be "**On TRACK - Trustworthy, Respectful, Accepting, Cooperative, & Kind**".

- ▶ Physical violence is not tolerated.
- ▶ Bullying behavior is not tolerated.
- ▶ "Keep you to you"
- ▶ Follow playground, building, & recess expectations

Consequences for not complying with rules will be handled promptly by staff, using our defined tiered discipline process, including Restorative Justice practices. This may include a discipline referral, warning, loss of recess/lunch detention, Student Recovery Room visit, in-school suspension, or out-of-school suspension, etc.

Work With Suspension

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them into the teacher upon his/her return to school. Assignments may be obtained from the classroom teacher. Missed tests may be scheduled for make-up upon the student's return to school. The student will be given credit for properly completed assignments and a grade on any made up tests.

Bullying & Harassment Policy

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable

fear for personal safety or personal degradation. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school- sponsored, school-approved or school-related activity or function. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. At the beginning of the school year, all teachers utilize the "ecs Bully Prevention in Positive Behavior Support" by Scott Ross, Rob Horner, & Bruce Stiller. All students are taught a three step response to problem behavior, including "Stop, Walk, and Talk". In addition, students are taught bully prevention actions through the Michigan Model program throughout the school year and an annual CyberSafety & OK2Say presentation by the Michigan State Police/Attorney Generals Office.

School Dress

We believe that student dress is a factor in the establishment of a positive educational atmosphere. Therefore, standards of student dress as determined by the staff will be upheld. Forms of attire will be acceptable as long as they are neat, clean, in good repair and not considered a distraction from the educational process. Examples of standards follow:

▶Clothing that is inappropriately revealing should not be worn at school. This includes tank tops, spaghetti strap tops, halter and tube tops, open or bare backs, bare shoulders or midriffs (stomach area), or thin or sheer garments. All clothing should be appropriate in size/fit.

▶Pants, shorts, and skirts should be worn at the natural waistline. Pants or leggings worn in a manner that exposes underwear may not be worn at school. Skirts, shorts and dresses cannot be shorter than 3 inches above the knee.

▶Clothing that is ripped, torn or frayed is not acceptable. Adding ripped, torn, or frayed clothes over other clothing is not permitted.

▶Clothing or accessories which are unsafe, dangerous, or a health hazard like chains (including those attached to belts, wallets or necklaces), items with pointed studs, or anything that might be construed as or used as a weapon are not to be worn or carried at school. Clothing with inappropriate, offensive, writing, or obscene signs/symbols or wording which advertises alcohol, tobacco, or illegal substances/activities may not be worn at school.

▶Shoes appropriate to the activity are to be worn at all times. (No open toed shoes)

▶Jackets and hats are not to be worn in the building. They should be stored in the student's locker. Hoods on sweatshirts are considered hats and are not to be worn up in the school building.

Additional guidelines and regulations may become part of the dress code as determined by the principal. Any student in violation of these guidelines will not be permitted to attend class until the dress violation has been corrected.

Recess

Students go outdoors for recess daily. If the weather is too cold (10° or below) or rain, students stay inside instead of going out for recess. Students should wear appropriate clothing to school with this in mind. The school has the authority to develop rules appropriate to differing play situations.

If your child is too ill to go outdoors, he/she may be too ill to be in school. A doctor's note may be required for a student to stay indoors during recess times.

Prohibited Items

The following items are not allowed in academic areas: Personal Electronic Devices: cell phones, electronic game devices, iPods, Personal Electronic game devices, Heely Shoes, toys, radios or materials that may cause a classroom or playground disturbance. If these items are at school, they may be removed from the student's possession and returned to parents. The school will not be responsible should these items become lost, broken, or stolen.

Electronic Equipment

Cell phones are permitted for after school use only. Cell phones should be turned off and kept in the student's locker during school hours. MP3's, iPods, electronic games, smart watches, and other electronic equipment are not permitted during school hours. The school will not be responsible should these items be broken, lost, or stolen.

Corporal Punishment

Corporal punishment, the striking of a student for punishment, is not deemed appropriate for an educational setting. It has proved to be unsuccessful as a corrective measure and often creates more problems or increases the one to be corrected. For those reasons, it is not a part of Kennedy Elementary School's educational philosophy. Parents are encouraged to cooperate with the school staff in discipline problems and accept that temporary school suspensions may be necessary in extreme cases. It is our belief that students should have the opportunity to work on and work out their problems in order to grow -- we are here to help in that learning and growing process.

Appeal Procedure

Both students and parents have the right to appeal teaching and administrative decisions which they believe are unjust and not in the best interest of public education. The proper sequence of authorities to be followed in appealing a decision within the District is:

- ▶ Teacher - First Authority
- ▶ Principal - Second Authority
- ▶ Superintendent - Third Authority
- ▶ Board of Education - Final Appeal

Due Process

The Manistee Board of Education has set standards for students for the best interest of all as well as an appeal process to assure "Due Process". When there are repeated violations of these rules, appropriate action will be taken by teachers and building administrators. The building administrators may find it necessary to use suspension, parent conferences, or other means of assuring that "Due Process" will be followed by administering disciplinary action. Essential parts of "Due Process" include the following conditions:

- ▶ Prior notification and explanation of rules and regulations
- ▶ Fair treatment of persons under the rules and regulations
- ▶ The right of the person affected to be heard
- ▶ The right of a person accused, if he/she chooses, to be accompanied by a parent or guardian
- ▶ In preparation for an appeal process, the decision for which the appeal is being requested should be presented in writing to the next authority in the appeal process.

Anti-Harassment Compliance Officers

The MAPS School Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District.

Kevin Schmutzler

Julia Raddatz

Principal, Kennedy Elementary

Principal, Jefferson Elementary

550 Maple Street

515 Bryant Ave.

Manistee, MI 49660

Manistee, MI 49660

231-723-3271

231-723-9285

kschmutzler@manistee.org

raddatzj@manistee.org

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

CAMPUS LIFE

Hot Lunch Prices

Daily	\$2.40
Reduced	\$0.40
Milk	\$0.50

Breakfast:	free
Reduced Breakfast	free
Adult	\$3.50

Applications for free and reduced lunch are available in the school office or online at www.chipslead.org. Please note that if your student qualifies for free or reduced lunch they also qualify for free or reduced breakfast. If a free, reduced or full pay student brings a sack lunch from home, they must pay \$.50 for milk. ALL LUNCHESES MUST BE PAID FOR IN ADVANCE. **Student will not be allowed to accumulate more than 3 charges at any time or the student will be given the alternate food meal.** Non-sufficient fund checks will be subject to a \$20.00 NSF fee to cover bank charges and administrative costs. Any questions regarding this policy or student balances should be directed to Keri Carlson at 398-3695. Students are not allowed to consume soda pop during school hours.

Birthdays

Birthdays are special days for children. Parents are welcome to have lunch with their child on his/her birthday. If your child has a summer or weekend birthday, you may want to choose any day as a "Birthday Lunch Day." Flowers or balloons sent to a child in school are given to them just before dismissal time.

Fieldtrips

MAPS fieldtrips are educational opportunities to enhance our students curriculum and experiences, and we encourage all students to participate in these opportunities. However, the school administration reserves the right to exclude a student from a fieldtrip based on student handbook violation(s.) No student may participate in any school-sponsored trip without parental consent.

HEALTH & SAFETY

Injury and Illness All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

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

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 superintendent, or designee. 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 this State, 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.

Absences

If a student is too ill to attend school, please phone the office between 7:30 a.m. and 8:30 a.m. on the day of the absence. Students are granted an excused absence for illness, family emergencies, or church related activities. Any student arriving late to school must report to the office before proceeding to class. Any student arriving late to school is to report to the office before proceeding to class. Students are granted an excused absence for illness. A student is considered TARDY between 8:05 to 8:40 a.m. After 8:40 a.m. a student is considered absent for the morning. After two or more consecutive days of absence, please call the office to arrange school work for your student to do at home. Parents of students who will be absent for an extended period of time (i.e. family trip) will be required to notify the school at least one week in advance to request the school work which will be missed during that time.

Truancy

Student attendance is taken very seriously. A student is considered truant if they miss **ten (10)** or more unexcused days per year. Two tardies will equal one (1) absence. If a student accumulates 10 absences a letter will be sent to the parent from the Manistee ISD and a copy to the School Liaison Police Officer. The School Liaison Police Officer will make a visit to the home. If three (3) or more days are accumulated after the initial 10 days, the School Liaison Police Officer may issue an arrest warrant on the parents/guardians for truancy.

Any student arriving late to school is to report to the office before proceeding to class. If students are not in regular attendance, a warning letter will be sent each marking period after the following:

- ▶ 6 absences/tardies - Warning letter
- ▶ 8 absences/tardies - Request parent conference
- ▶ 10 absences/tardies - Registered letter to parent and a copy sent to truancy officer

Leaving School Early

All students who need to be excused from school early for any reason must be signed out at the office by a parent/guardian.

Volunteers

First and foremost, Manistee Area Public Schools appreciates your willingness to serve as a volunteer in our district. Volunteers are a substantial and vital part of our school program. In an effort to maintain a safe school environment, MAPS is now requiring that all school volunteers (mentors, classroom helpers, chaperones, etc.) go through an annual background check. We will be utilizing the state "ICHAT" (Internet Criminal History Access Tool) system. All volunteers will need to submit their **full name and birth date** to the office. There is no greater responsibility the school has than to ensure the safety of the children under our care, and the ICHAT background check will help us to improve safety. All records are kept confidential and will not be received or disseminated to anyone not directly involved in the screening process.

Visitors

General visitors: For the protection of students, school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings. ALL VISITORS MUST REGISTER AT THE SCHOOL OFFICE. For safety purposes, visitors will be asked to wear a visitor I.D.

School-age visitors: Students may only bring guests who are prospective students to school, and with direct permission of the Principal 24 hrs in advance.

Classroom Visitation: Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period can be made by emailing the teacher or calling the school.

If a parent wishes to visit a class in session, approval of the principal and classroom teacher must be obtained prior to visiting in order to limit classroom disruption. Whenever possible, the teacher will be given 24 hours advance notice of such visitation. Scheduled visitors shall be required to sign in with the principal and wear visitor I.D.

To help ensure a continuous school day for all students:

- Visits shall not exceed one (1) clock hour in elementary grades.
- Longer visits may be approved when necessary.
- Visits will be limited to regular class instruction time and not be conducted during tests or evaluations.
- No more than two visitors will be in any given classroom on any given day, except for open houses or regularly scheduled parent conference days.
- Recording of classroom activity (video, audio, photographs) will not be allowed unless approved by the Principal and teacher.
- Exceptions to the above must be approved by the principal and teacher and shall only be approved for good cause.

Visitors shall be instructed that any information gained by their visit regarding the behavior or performance of other students is strictly confidential and not to be discussed outside of the classroom. Any visitor who disrupts or behaves in a manner that could be detrimental to the students or staff will be asked to leave.

TECHNOLOGY

[PowerLearning Handbook](#) [-Scholarship application](#)

*Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Computer Technology and Networks

Before any student may take advantage of Manistee Area Public School's computer network and the internet, he/she and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the "Student Code of Conduct". PowerLearning (one-to-one iPad program) has an additional handbook and guidelines that apply to students within the program.

TRANSPORTATION

Transportation

The goal of the Manistee Area Public Schools transportation department is to provide student transport between home and school in a safe and efficient manner. In keeping with this fundamental purpose we offer the following information for the current school year:

- Generally, Kennedy and MMHS students who live within 1 ½ miles of their school are not transported; this is consistent with State of Michigan guidelines. For the Manistee Area this means West of US-31 to Cherry Road and South from River Street to 12th Street. Exceptions are made for elementary students where safety factors are an issue.
 - Door-to-door service is provided for Kindergarten students after school only. Bus stops are established in consideration of the location of students, traffic safety, and time efficiency.
 - It is recommended that students arrive at their designated bus stop 5 minutes before the scheduled pick-up time. In order for students to arrive at school on time buses cannot wait. The school cannot be responsible for providing supervision at bus stops; students creating problems at bus stops may be denied riding privileges. MAPS follows progressive discipline policies for student misbehavior up to and including suspension from the bus.
 - The school will be responsible for transporting students to **two** locations. Transportation to other locations is the responsibility of the parent.
 - For the safe loading of buses, our elementary buildings have dismissal procedures including notification of change deadlines and an early pick-up deadline.
 - Any notification of change of pick-up/drop off must be made by 2:30 p.m on regular days and by 10:30 a.m. on half days. Late requests will not be accepted.
 - Early pick-up must be done by 3:00 p.m. on regular days and by 11:00 a.m. on half days. This means that you may pick up your child before 3:00 p.m./11:00 a.m. at any of the elementary buildings or after the dismissal times Kennedy: 3:10 p.m. (11:20 a.m Half Day)
- ▶ Parents who drive their student to school should drop them off in the parent pick-up and drop-off line behind the school, entering off Robinson St and exiting on 6th St.

Bus Conduct

Riding a school bus is a privilege, not a right. The bus driver is responsible for student safety and may assign seating or direct students in any reasonable manner to maintain that safety. Students riding to and from school, or on a school sponsored activity, are required to follow these basic safety and consideration rules:

- ▶ Arrive at the designated bus stop five minutes prior to the scheduled time for pick up
- ▶ Let younger children enter the bus first
- ▶ Wait until the bus is completely stopped before moving forward to enter
- ▶ Refrain from crossing a street/highway until the bus driver signals it is safe
- ▶ Go immediately to a seat and be seated
- ▶ Stay seated while the bus is in motion
- ▶ Keep your head, arms, and legs inside the bus at all times
- ▶ Do not leave litter on the bus or throw anything out the bus window
- ▶ Keep books, coats, and all other articles out of the aisle
- ▶ Be courteous to the driver and all other passengers
- ▶ Do not eat or drink on the bus
- ▶ Do not tamper with the bus or any of its equipment

Consequences for not following bus rules are as follows:

- 1st Report - Warning
- 2nd Report - Assigned seat
- 3rd Report - 3 day bus suspension
- 4th Report - 5 day bus suspension

Any additional reports - 10 day bus suspension

The Principal reserves the right to suspend for longer or shorter times, depending on the severity of the offense. Students who violate bus regulations will have transportation privileges suspended temporarily or permanently.

Notification of Parent/Student Rights

If any person believes that the Manistee Area Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forth a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Ron Stoneman, Superintendent
Manistee Area Public Schools
550 Maple Street, Manistee, MI 49660

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