

# KENNEDY ELEMENTARY STUDENT/PARENT HANDBOOK



## OFFICIAL PARENT/STUDENT HANDBOOK 2020-21

**John F. Kennedy Elementary School**

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[www.ChipsLead.org](http://www.ChipsLead.org)

### **The MAPS Chippewa Leader's Promise**

We provide every student with the knowledge and values necessary to become productive and successful citizens of our world. With innovation, dedication, and integrity, we create a learning environment that inspires every student and educator to reach their highest potential.

## **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 an exceptional learning experience.

T | **TRUSTWORTHY** — Chips are reliable, honest, and dependable

R | **RESPECTFUL** — Chips are considerate of the beliefs and opinions of others

A | **ACCEPTING** — Chips welcome diversity without judgment

C | **COOPERATIVE** — Chips work together towards common goals

K | **KIND** — Chips are thoughtful, helpful, and appreciative

“TRACK” is the Manistee Area Public Schools global, district-wide, leaders platform that all educators, staff and students follow throughout their Chippewa Journey. This initiative is connected to course curriculum, extra curricular programs, disciplinary procedures, and internal culture.

We look forward to another good year at Kennedy Elementary!

Please do not hesitate to contact us with questions or clarifications about any part of this handbook.

### **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.

### **Board Members**

President	<b>Mr. Jim A. Thompson</b>	Trustee	<b>Mr. Paul Wehrmeister</b>
Vice President	<b>Ms. Theresa Anderson</b>	Trustee	<b>Ms. Justine Slawinski</b>
Secretary	<b>Ms. Shelley Johnson</b>	Trustee	<b>Ms. Ashley Sensbaugh</b>
Treasurer	<b>Dr. Paul Antal</b>		

## **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 12, 2020. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2021 the language in the most current policy or administrative guideline prevails.

- Adopted by MAPS Board of Education on August 12, 2020

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## SCHOOL CALENDAR 2020-21

<b>August</b>	25, 26 - PD
<b>September</b>	1 - First day for students 4,7 - No school: Labor Day Weekend
<b>October</b>	2 - PD 16 - ½ day students: PTC 30 First marking period ends
<b>November</b>	2 - Second marking period ends 25 - ½ day students and staff 26, 27 - No school: Thanksgiving break
<b>December</b>	18 - ½ day students and staff 21 - No school: Winter break begins -- First semester ends - 74 student days
<b>January</b>	4 - Students return; second semester begins 18 - No school: PD
<b>February</b>	
<b>March</b>	1 - No school: PD 26 - No school: Spring break
<b>April</b>	5 - Students return; fourth marking period begins
<b>May</b>	31 - No school: Memorial Day
<b>June</b>	4 - ½ day students and staff - last day of school - Second semester ends (102 student days)

### SCHOOL HOURS FOR STUDENTS

The building will close at 3:30 p.m. and no supervision for students will be provided.

Monday - Thursday <i>Breakfast in Classrooms</i>			Half Day Schedule <i>Breakfast in Classrooms</i>		
Supervision	Start Time	End Time	Supervision	Start Time	End Time
7:40-7:50	7:50	2:35	7:40-7:50	7:50	12:05

## **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.

## **IMMUNIZATIONS**

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

## **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.

## **DROP-OFF PROCEDURES**

1. In order to create the safest environment for our students and staff, we have adopted a Locked All-Day Policy. This policy will require exterior building doors to be locked at all times. Only students will be permitted inside and will be escorted inside by Kennedy staff members. Any other person wishing to enter the building will need to make use of our door buzzer system in order to gain access.
2. The morning drop-off procedure is as follows:
  - Bus schedules will be coordinated to ensure that all drop-offs occur at 7:40 (not before) to 7:50 am on an expanded bus lane located on 6th Street. Dial-A-Ride drop-off will occur on 6th street.
  - Parent drop-off will be designated on the west side of Kennedy Elementary. **Parents shall enter off 6th Street and exit to Robinson Street.** In order to avoid any traffic congestion related to bus drop-off, we are asking parents to arrive between 7:40 (not before) and 7:50 am.
  - Parent drop-off will no longer be allowed in the parking lot in order to ensure the safety of our students. The only students that will be permitted for drop-off in the parking lot are those with special physical requirements.

## **DISMISSAL PROCEDURES**

For the safe loading of buses, we have a dismissal procedure including notification of change deadlines and an early pick-up deadline. **Any notification of change of pick-up/drop off must be made by 1:00 PM on regular days, 10:30 AM on half days. Requests after this time will not be accepted.** For early pick up, parents must wait in the designated wait area and sign students out.

Students are not released to anyone other than the parent/caregiver without a request by phone or in writing. All regular bus riders must ride the bus. If there are changes in the busing transportation of your child, please send notes to the bus driver and teacher/office by 1:00 pm.

1. Parents picking up children after school should use the parent pick up and drop off line to the west of the

school. **Please do not park in bus loading zones (6th Street).** Students will be escorted out for pick up parents shall remain in vehicles.

- 2. Parents picking up students during the day must report in the designated wait area for the student to arrive.**

## **ATTENDANCE**

**ABSENCES:** When a student is too ill to attend school, phone the office at 723-9285 between 7:30-9:00 AM that day. All calls must be made by a parent/guardian (students are not allowed to excuse themselves). (Jefferson 723-9285 and/or Kennedy 723-3271) **Any student arriving late to school is to report to the office before proceeding to class.**

Absences due to the following reasons are not considered against the yearly total towards truancy.

- Family (F) emergency as identified by the administration
- Church (C) related
- School (A) related
- Three or more days under a doctor's care for the same medical (M) ailment
- Office (O) approved for school business

Each case will be reviewed on an individual basis for accuracy and as part of the Attendance Tiers of Support. (CareConnect, Attendance Compliance Officer, etc.)

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.

**Tardy:** Any student arriving late to school is to report to the office before proceeding to class. A student is considered TARDY between 7:55 to 8:05 AM.

**Leaving School Early:** Students are expected to arrive at school on time and remain in school for the entire day. Appointments should be scheduled outside of the school day whenever possible. If a student must be excused from school early for any reason, the parent/guardian must notify the office in advance and sign the student out from the office. Students who leave early on a regular basis may be referred to the truancy officer.

Students who are absent from school, or have been suspended, shall be given the opportunity to make up work that has been missed. Student's and teachers can work together for the type of work needed, and when it may be due.

## **TRUANCY:**

Student attendance is taken very seriously. A student is considered truant if they miss ten 10 or more days per school year. MAPS staff will work with parents to avoid a truancy situation with the following supports. Student attendance will be screened bi-weekly for the following supports:

If more than 10% Absence: (*ex: missing 3 days of 20 days of school*)

- personal student contact with Attendance Compliance Officer to review attendance policy and develop a tailored action plan
- home communication/possible home visit to review attendance policy
- review supports available, including MAPS Care Connect

If more than 20% Absence: (*ex: missing 21 of 100 days of school*)

- Intensive case management
- referral to MAPS Care Connect
- legal response as needed (referral to MISD for truancy)
- possible home visit, MAPS Care Connect referral

## **EMERGENCY SCHOOL CLOSINGS**

There are times when the weather or unforeseen circumstances prohibit the opening of school at the regular time or require that school be closed early. In the event of a closing or delayed opening, households will be contacted through an automated phone/email system. Please make sure all your contact information is current; if you wish to not be part of this automated system please contact the office. The information will be carried on: **Radio 101.5 FM & 1340 AM and Television channels 7/4 and 9/10.**



## **LUNCH & BREAKFAST PROGRAM**

Breakfast in the Classroom Free to all students at Manistee elementary buildings

Lunch Paid Student Price \$2.40

Lunch Reduced Student Price \$.40

Milk \$.50

Weekly Lunch \$ 12.00 (5 days)

Adult Paid Lunch \$3.50

Applications for free and reduced lunch are available in the school office or online at [www.chipslead.org](http://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 Paid student brings a sack lunch from home, they must pay \$.50 for milk. ALL BREAKFAST AND LUNCHESES MUST BE PAID FOR IN ADVANCE. **Students will not be allowed to accumulate more than 3 charges at any time or the student will be given the Alternate Food Meal - American Cheese Sandwich and White Milk.** 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, 398-3695.

Students are not allowed to consume pop during school hours.

## **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 –

1. Parents should with their physicians counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours
2. The Medicine Dispensing Form must be completed and filed with the principal before a student will be allowed to take medication during school hours.
3. **All medication must be registered with the school office**
4. **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**
5. Unused medication unclaimed by the parent/guardian will be destroyed when a prescription is no longer to be administered or at the end of a school year
6. 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
7. 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 written permission release

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.

## **GRADING**

### **Elementary Educational Programming**

Core Subjects: Reading, Writing, Math, Science, Social Studies

Specials: Library (Literacy Enrichment), Music, Physical Education, Art

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 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.

#### **GRADING PERIODS**

Students will receive a progress report three times a year for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parent/guardian so actions can be taken to improve poor grades.

#### **PARENT TEACHER CONFERENCES**

Conferences are scheduled one to two times during the school year. A progress report may be sent home prior to this if a child is not doing satisfactory work. If you desire a conference other than the scheduled times, please call the school at 723-9285.

#### **PROMOTION, PLACEMENT & RETENTION**

Promotion to the next grade is based on the following criteria:

- review of students academic, social, and behavioral records
- retention candidacy is evaluated by a score from a retention inventory
- the building administrator has the final responsibility for determining the promotion, placement, or retention of each student

#### **HOMEWORK ASSIGNMENTS**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework will not generally be used for disciplinary reasons but only to enhance student learning.

#### **DISCIPLINE AND UNSAFE BEHAVIORS**

Kennedy Elementary uses a student-centered discipline model and restorative practices designed to encourage long-term positive behaviors. If a student needs some guidance toward healthy behaviors, s/he may choose to go to SRC (Student Recovery Center) to calm, focus, and plan to get on TRACK. Should a student's behaviors impact others, a behavior report will be communicated home. Some unsafe behaviors may result in removal from class, recess, or suspension from school.

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

#### **RECESS**

**All students go outdoors for recess.** Parents should plan for outdoor recess everyday school is in session. If the weather is too cold or raining, students stay inside instead of going out for recess. Students should wear appropriate clothing to school with this in mind. If a child is too ill to go outdoors, he/she is likely to be too ill to be in school. If a medical condition exists which prevents your child from participating in outdoor recess, a doctor's slip will be requested. The school has the authority to develop rules appropriate to differing play situations. We encourage all students to enjoy themselves, participate in appropriate play activities, and engage in healthy outdoor recreation.

## **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:

- Bus stops are established in consideration of school law, and 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.

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

Students who violate bus regulations will have transportation privileges suspended temporarily or permanently depending on the severity of the offense.

*\*\*The Principal reserves the right to suspend for longer or shorter times depending on the severity of the offense.*

## **HARASSMENT**

It is a violation of law and of school rules for any student to harass or intimidate another student, or staff member. If a student is the victim of any unwanted sexual actions, or comments or derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the principal. All reports shall be kept confidential and shall be investigated.

## **BULLYING & HARASSMENT POLICY**

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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 "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.

### **Notification**

- Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements.
- To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of

names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## Procedure

- Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.
- Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.
- The Principal shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.
- If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. Individuals may also be referred to law enforcement or other appropriate officials.
- Manistee Area Public School follows a progressive discipline policy. Consequences for bullying behavior may involve verbal warning, conference with Principal, detention, suspension, and the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation should be reported in the same manner as bullying/aggressive behavior.
- Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

- **"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- **"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.
- **"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
  - A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
  - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
  - D. causing substantial disruption in, or substantial interference with, the orderly operation as the circumstances permit.

## **ANTI-HARASSMENT COMPLIANCE OFFICERS**

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

Kevin Schmutzler, Administrator, MMHS  
525 12th St  
(231) 723-5471

Julia Raddatz, Principal - Jefferson Elementary  
515 Bryant Ave.  
(231) 723-9285

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.

### **HARMFUL & 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.

Items which could be potentially harmful to students: knives, guns, lighters, and anything else that can be used to cause bodily harm such as vapes, cigarettes, or controlled substance should NOT be brought to school. State law may mandate a suspension if such an item be brought to school by a student.

### **SEARCH & SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided desks and cubbies in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the district are the district's property and are to be used by students appropriately and solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases used within the district's network. Students should have no expectation that any information contained on the system is confidential or private.

### **SCHOOL DRESS & GROOMING**

The style and manner in which a student dresses while attending school shall be the primary responsibility of the parents. Dress should be safe, practical, non-offensive, and not greatly distract the learning of others. Students should be clean and neat. No shirts with inappropriate pictures or words printed on them. Inappropriate dress and grooming will be dealt with on an individual basis and may include removal from school. Additional guidelines and regulations may become part of the dress code as determined by the principal.

### **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. **Please communicate with your child's teacher 2 days BEFORE arranging classroom treats; there are students with severe food allergies and/or dietary restrictions that limit outside foods. Also, refrain from sending flowers or balloons to school as these items often get damaged when being handled in common school settings (bus line, lockers, etc.)**

### **FIELD TRIPS**

All students must have parental permission to go on a field trip. Forms will be provided by the school and must be returned when due in order for the student to go on the trip. Chaperones are permitted on field trips, but must be pre-approved to accompany the students and school personnel. Chaperones are not permitted to take siblings along on field trips. All students must ride the bus to and from the field trip. It is a privilege and not a right for students to go on a field trip. The school has the right to deny any student the opportunity to go on a trip due to any or all of the following reasons:

1. Risk of being unsafe to self or others
2. Lack of permission from one or more persons with custodial rights



## **FUNDRAISING NEW**

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff and members of the community in accordance with the following guidelines.

1. students may not participate in fundraising activities off school property without proper supervision by approved staff, family or other adults
2. students may not engage in house to house canvassing for any fund raising activity
3. students may not participate in a fund raising activity conducted by a parent group, booster club or community organization on school property without the approval of the principal

## **VISITORS**

Parents, visitors, and volunteers are always welcome at Jefferson Elementary School. Visitors must enter through the main doors of the school, as all other doors are locked for student safety. Please remember to check in at the office.. Visitor badges are available in the office.

**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 or enter the building during locked-door hours.

ALL VISITORS MUST REGISTER AT THE SCHOOL OFFICE WITH APPROVAL OF PRINCIPAL. For safety purposes, visitors will be asked to wear a visitor I.D. All visitor entries must be approved by the Principal or his/her designee.

**School-age visitors:** Students may not bring school-aged visitors on campus without a conference with the Principal at least 24 hours in advance.

**Classroom Visitation:** Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period or before/after school 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) class period in secondary grades or 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, examination 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

## **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. If you have any questions about this, please contact the school office. Thank you for your cooperation. Please complete the section below and return it to your building administrator.

## **STUDENTS LEAVING BUILDING DURING SCHOOL HOURS**

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

## **LOST & FOUND**

All personal belongings should be marked with the student's first and last names. Items that are found without a name are placed in the "Lost and Found" near the office.

## **REVIEW OF INSTRUCTION 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.

## **ASSESSMENT INFORMATION:**

Diagnostic and summative assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

## **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 a "**Student Internet Access Agreement**" form, 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.

## **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. 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.

## **SAFETY - FIRE & TORNADO DRILLS**

As required by law, we conduct the mandated number of emergency drills each school year to teach students what

to do in the event of a real disaster.

### **HEAD LICE**

The School follows the recommendations of the District #10 Health Department. Lice checks will begin at the first sign of potential issues or reported potential contact with lice/nits. If a child is found to have head lice and/or nits, parents will be notified immediately, and may need to go home to start lice/nit removal. Students need to be brought back to school with a parent for re-examination.

### **DRUG FREE SCHOOLS**

In accordance with federal law, the board of education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, cigarettes or tobacco substances, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, and school policy up to and including expulsion from school. The district will also notify law enforcement officials.

### **SMOKE AND VAPE FREE SCHOOLS**

Staff and students have the right to work in or to attend school in an environment free of second hand smoke/smoke products. The district has the responsibility to enforce compliance with the law by prohibiting the use of any tobacco product on school property. The Manistee Area Public School District will be in compliance with the legal requirements and acknowledge their health responsibility to provide a healthier environment in which students can learn and staff can work and also limit the possibility of students seeing adult role models smoke.

### **BLOOD BORNE PATHOGENS**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency 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.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. For more information contact either:

Kevin Schmutzler, Administrator, MMHS  
525 12th St  
(231) 723-5471

Julia Raddatz, Principal - Jefferson Elementary  
515 Bryant Ave.  
(231) 723-9285

### **NOTICE OF NON-DISCRIMINATION POLICY**

It is the policy of Manistee Area Public Schools that no person shall, on the basis of religion, race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complaints which relate to these federal laws are to be directed to either:

Kevin Schmutzler, Administrator, MMHS  
525 12th St  
(231) 723-5471

Julia Raddatz, Principal - Jefferson Elementary  
515 Bryant Ave.  
(231) 723-9285

### **PESTICIDE APPLICATIONS**

Please be advised that the Manistee Area Public Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management



system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, Jefferson Elementary will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to their school or daycare buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school or daycare will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance of the school. Please see below for posting locations. The second method will be by posting information on the district website (<https://chipslead.org>) under "District Announcements".

- Jefferson Elementary School 515 Bryant Ave. (Main entrance off the parking lot, South-East corner of the building)
- Kennedy Elementary School 550 Maple St. (Main entrance off Sixth St., next to the flagpole)

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first-class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first-class mail, please contact Nancy Day at the Central Office by calling 231-398-3722 or email [nday@manistee.org](mailto:nday@manistee.org).

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Jeff Bowerman at 231-655-3037 or by email at [jbowerman@manistee.org](mailto:jbowerman@manistee.org)

### **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 forward a complaint, which shall be referred to a grievance, to the local Civil Rights Coordinator at the following address:

Mr. Ron Stoneman, Superintendent  
550 Maple Street  
Manistee, MI 49660  
231-723-3521

### **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 appropriate student behavior. Students may expect that "Due Process" will be followed by administering disciplinary action. Essential parts of "Due Process" include the following conditions:

- A. Prior notification and explanation of rules and regulations.
- B. Fair treatment of persons under the rules and regulations.
- C. The rights of the person affected to be heard.
- D. The rights of a person accused if he/she chooses, to be accompanied or represented in an appeal process by a parent /guardian.
- E. 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.

## **APPEAL PROCEDURE**

Students and parents have the right to appeal teacher and administrative decisions which they have reason to 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 Manistee School system is: Teacher 1st, Principal 2nd and Superintendent 3rd with the Board of Education having the final appeal.** Every effort will be made to insure that students and parents are guaranteed the right of due process.

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.

- A. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- B. 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.
- C. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- D. 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.
- E. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy [5611](#)) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

## **STUDENT RECORDS**

Ms. Joanie Wiersma, Principal at Kennedy Elementary School, is the custodian of records and is 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.

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 as student "directory information": a student's name; address; telephone number; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; 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 s/he will not permit distribution of any or all such information.

### **A parent or adult student has the right to:**

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the 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.
- B. Request amendments if the parent 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 the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of 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.
- D. Challenge District non-compliance 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.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guidelines on student records (8330).

## **PARENT INVOLVEMENT POLICY**

Kennedy Elementary recognizes the extensive educational research that supports parent involvement in students' learning. We consider parents/guardians as necessary partners in the development of each child. We celebrate the following student benefits of such involvement:

- better attendance
- less disciplinary actions
- more positive attitudes towards school
- improved grades and test scores
- higher rates of homework completion
- higher graduation rates and increased post-secondary enrollment.

In addition, there are many benefits to a school culture where parent involvement is present. These include:

- positive changes in student achievement
- improve all staff morale (principal, teacher, and para-professionals)
- better ratings of teachers by parents
- improved community perceptions

With this in mind, Jefferson Elementary School implements the parent involvement activities outlined in Manistee Area Public School Board Policy #2261.01, #2261.02, and #2112 as the main focus of our school's policy. School leadership and parent committee groups will develop and implement a parent involvement plan, which may include both school and home activities.

### **To provide parents with opportunities for participation in our Title I program and services, the school and administration will:**

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program (Ex: Annual Title 1 Parent Meeting)
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate (Ex: surveys) Provide information about the Title I program and describe curricula, student assessments, and proficiency levels in a language that parents can understand (Ex: Annual Title 1 Parent Meeting)
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices (Ex: Annual Title 1 Parent Meeting)
- Offer a flexible schedule of meetings (Ex: Action Team for Partnerships, School Improvement Team, etc.)
- Provide support or training to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home (Ex: weekly newsletters, Action Team for Partnerships ATP), etc.)
- Provide support or training to build the staff's capacity to effectively involve parents.
- Create collaborative school-parent-student agreements (compacts) which outline the responsibilities of the school, the parent and the student for a true partnership for improved student academic achievement (Ex: School-Parent-Student Compact)
- When necessary, accommodate parents with disabilities, parents who are limited English proficient and parents of migratory children so that they can become more involved.

### **PARENTS' RIGHT TO KNOW**

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
- B. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
- C. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- D. the qualifications of any paraprofessionals providing services to their child(ren)

In addition, the parents **shall** be provided:

- E. information on the level of achievement of their child(ren) on the required State academic assessments;
- F. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

### **PROBLEM PROCEDURE**

If your child is experiencing a problem in school, parents should first contact the child's teacher by note or phone. In the event that the problem is not resolved to your satisfaction, then contact principal, Ms. Joanie Wiersma at 723-3271.

### **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.

### **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

### **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