



**2017-18**  
**Student Handbook**



# *Welcome*

*to the Frankfort Elementary School*

**Ele.frankfort.k12.mi.us**

***The purpose of this handbook is to make both the student and parent aware of the policies and regulations that help to make our school operate efficiently. Read the handbook over with your child and if you have any questions, please call the office.***

## **District Mission**

**Every Student—Every Classroom—Every Day**

## **Building Vision Statement**

The mission of the Frankfort Elementary School is to provide a warm, nurturing environment where students are able to experience a wide variety of learning opportunities, promoting academics, developing a love for learning and reaching their maximum potential as learners.

## **Statement of Beliefs**

1. We believe that everyone can learn.
2. We believe it is our school's responsibility to ensure that students understand and retain basic skills for future learning.
3. We believe in mutual respect by both staff and parents.
4. We believe that education is life long, and that it is the school's and home's responsibility to ensure this belief.
5. We believe all students shall become productive members of society.

## **Panther Pride Pledge:**

Today and every day I will honor my pride and try my best.  
 I will be responsible for my choices.  
 I will be respectful towards all people and property.  
 I will be safe in my actions.  
 I will be the difference.  
 This is my Panther Pride Pledge.

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## 2017-18 School Calendar

School Opens for Students .....	Sept. 5 (Full Day)
Picture Day .....	Sept. 25 ((Retakes Nov. 7)
Homecoming .....	Oct 6 (Parade 2:30 & Game 7:00)
Fall Book Fair .....	Oct. 9-13
Fall Parent/Teacher Conferences .....	Oct. 11 & 12
.....	12:00 p.m. Dismissal on Oct. 12 & 13 —Lunch Served
Student Halloween Parade .....	Oct. 31 (Parade at 2:15 downtown)
6th Grade Camp .....	Oct. 25-27
Staff Development– No School for Students .....	Nov. 6, Feb. 19
Thanksgiving Break .....	Nov. 23 & 24
Holiday Concert (6-12) .....	Dec. 7
Holiday Program .....	Dec. 13 at 1:30 & 7:00
Winter Vacation .....	Dec. 22-Jan. 2
School Resumes .....	Jan. 3
Semester Ends .....	12:00 Dismissal on Jan. 19—Lunch Served
Staff Work Day-School Dismisses at 12:00 .....	Jan. 19
Valentine’s Party 2:15 .....	Feb. 14
Parent/Teacher Conferences .....	TBA
Spring Vacation .....	Mar. 26-Apr. 2
School Resumes .....	Apr. 3
Kindergarten Round-up .....	Apr. 20
Spring Fling .....	Apr. 28
Band Concert (5-12) .....	May 9
Memorial Day—No School .....	May 28
K-3 Sleeping Bear Dunes Field Trip & 4-6 Field Day .....	June 6
Champs Celebration .....	June 7
6th Grade Graduation .....	June 8 at 10:00
Last Day of School .....	June 8 (Dismiss at 12:00)

<p><b><i>Elementary Office Hours 7:45-3:45 p.m.</i></b></p>
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## School Day

7:50 ..... Staff Arrival  
 7:50 ..... First Bus Arrival—Students Allowed in Building  
 8:00 ..... First Warning Bell—Students Should Go To Homerooms  
 8:05 ..... Classes Start

**11:05-11:50 ..... K-3rd Grade Recess & Lunch**  
**11:45-12:25 ..... 4th-6th Grades Recess & Lunch**

2:55-3:00 ..... Announcements & Preparation for Dismissal  
 3:05 ..... Dismissal  
 3:10 ..... Buses Leave Elementary School



## Telephone Directory

**Superintendent’s Office ..... 352-4641**  
 Jeff Tousley ..... Superintendent  
 Barb Ikens ..... Administrative Assistant, ext. 224

**High School Office ..... 352-4781**  
 Matt Stapleton ..... Principal & Athletic Director, ext. 205  
 Cathy Meyer ..... Assistant Principal, ext. 201  
 Dave Jackson ..... Assistant Athletic Director, ext. 229  
 Margaret Evans ..... Administrative Assistant, ext. 201  
 Anne Gwaltney ..... Student Services, ext. 231  
 Kris Hollenbeck ..... Secretary, ext. 204  
 Staci Kidder ..... School Social Worker, High School ext. 226

**Elementary School Office ..... 352-7601**  
 Jeff Tousley ..... Principal, ext. 307  
 Cathy Meyer ..... Assistant Principal, ext. 301  
 Vicki Stuart ..... Administrative Assistant, ext. 301  
 Staci Kidder ..... School Social Worker, Elem. ext. 310

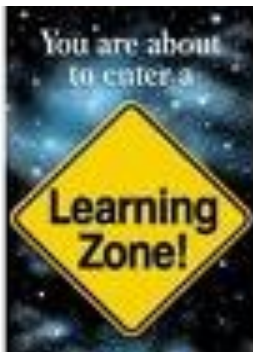


## Frankfort Elementary Staff

Kindergarten .....	Mrs. Holly Juras, ext. 330
Kindergarten .....	Mrs. Amy Oberski, ext. 308
1st Grade.....	Mrs. Lucy Morrow, ext. 331
2nd Grade .....	Ms. Dawn O'Connell, ext. 328
3rd Grade .....	Mr. Derek Jackson, ext. 327
4th Grade .....	Mrs. Amy Robison, ext. 320
4th Grade .....	Ms. Deb Johnson, ext. 318
5th Grade .....	Mrs. LouAnn Willsey, ext. 319
5th Grade .....	Mrs. Natalie Higley, ext. 317
6th Grade .....	Mrs. Sue Hammon, ext. 324
6th Grade .....	Mrs. Amy Somero, ext. 325
Physical Education/Health.....	Mr. Ryan Jarosz & Mr. Tom Thorr, ext. 311
Art.....	Mrs. Kristine Harvey, ext. 334
Band/Music .....	Mrs. Margaret VanHoose, ext. 322
Title I.....	Mrs. Peggy Mick, ext. 326
Special Education .....	Mrs. Shannon Johnson, ext. 323
Special Education .....	Mr. Ryan Jarosz, ext. 323
Computers .....	Mrs. Melissa Kittleson, ext. 306
K-12 Technology.....	Mr. Michael Tiesworth, ext. 313
Media Center Aide .....	Mrs. Carrie Aldrich, ext. 341
Elementary Aide.....	Mrs. Tammie Zimmerman, ext. 326
Elementary Aide.....	Mrs. Lisa Ruff, ext. 326
Elementary Aide.....	Mrs. Becky Miller, ext. 301
Elementary Aide.....	Mrs. Carrie Aldrich, ext. 341
POMH Preschool.....	ext. 333 Headstart & 331 Preschool
Custodian.....	Mr. Mike Harrington
Transportation Supervisor .....	Mr. Frank Ikens, ext. 312
Kitchen .....	Ms. Sharon Ward, ext. 314
Head Cook.....	Mrs. Jenna Noffsinger, ext. 227

### Board of Education

Arah Johnson .....	President
Mike Pasche.....	Vice President
Katie Larsen .....	Secretary
Chris Walrad .....	Treasurer
Wes Blizzard.....	Trustee
Aubrey Parker .....	Trustee
Stephanie Scott .....	Trustee



## The Learning Zone

In an effort to maximize our students' educational time in the classroom, we have introduced "The Learning Zone". The elementary school contains two classroom wings (K-3 and 4-6). It is our goal to keep both of these wings as distraction free as possible. Our school improvement team needs parental support to make this happen.

1. Students are to be in classrooms ready to learn at 8:05 a.m. **It is important that students are here on time and our school halls are quiet.**
2. Parents are always welcome here at school. However, the morning drop-off time is critical to the start of our day. This is **not** a good time for conferencing with your child's teacher. If a conference is needed, please call the office to arrange a time for you and your child's teacher to meet.
3. Dismissal at the end of the day is also important. Our school day ends at 3:05 p.m. Students will not be dismissed prior to that time. **You are encouraged to meet your child in the parking lot, but if you choose to come in the building to meet your child at the end of the day, please remain in the tiled, main hallway area until 3:05 p.m.**
4. The main door near the cafeteria will remain open throughout the school day. All other doors will be locked to ensure your child's safety and a quality learning environment.
5. **All visitors to the school MUST check in at the main office.** *This holds true even if something needs to be given to your child (i.e., forgotten band instrument, gym clothes, cold lunches, boots, snow pants, etc.)* The office staff will make sure items are delivered to classrooms at the appropriate time.

**Please do not take offense if administration or staff give you a friendly reminder of the new Learning Zone guidelines. Thank you for your support with the above information.**





## After School Hours

Unless we have a written note or telephone call from a parent, we expect your child to return home after school. Any other arrangements for them to go to the home of a friend, relative, babysitter, etc., must be made through the principal's office or by sending permission in writing.

## Snow Days and Delays

Emergency closings, due to weather or other reasons, will be announced on local radio and television stations. We encourage you to listen to these stations during severe weather. We continue to use the AlertNow voicemail system for school closings and other important announcements.



## Ski Program

Frankfort Elementary School offers a ski program in January and February to all 4th-6th grade students. This program is an excellent opportunity for the beginners or advanced skiers to ski at a very inexpensive price. In November the school will send notices home explaining the program.

## Volunteers

If you would like to volunteer to chaperone field trips, tutor, help in the media center or kitchen, assist the teacher with class parties, etc. just stop in the office to pick up a volunteer form, so that the district office is able to do a background check done for you ahead of time. We will need to make a copy of your driver's license in order to do so.

## Sixth Grade Camp

The 6th grade classes will attend Camp Hayo-Went-Ha, an outdoor education camp. The date of camp this year is October 25-27, 2017. The cost of the camp is covered by school and parental support. Parents of sixth grade students are asked to make a small financial contribution to help with this educational program.

## Cell Phones (Telephone Dolls, Watches, etc.)

Students are allowed to have cell phones in school for use after 3:05. **However, cell phones (including camera dolls & watches) must be left in the student's locker during school hours.**

## Schools of Choice

Frankfort-Elberta Area Schools participate in a Schools of Choice Agreement with local schools within the intermediate school district, providing that there are openings in a classroom. Parents may apply up to two weeks after the beginning of each semester. After that time, Schools of Choice will be closed for the remainder of that semester.

## Field Trips

During the course of the school year children have the opportunity to experience various field trips. In order to keep all children involved with the experiences, all children are expected to ride school transportation (not in their parent's vehicle) to the activity. Any requests for alternate plans must be approved in writing by the principal. At the conclusion of the activity, children are allowed to ride home with parents once parents notify the *teacher in writing*. Please contact the principal if there are any questions regarding transportation. Prior to each classroom field trip, a permission slip will be sent home requiring parental signature for a child to attend the trip. Parents may not give verbal permission for field trips. ***In following the district's drug-free school policy, there will be no alcohol or tobacco use by parents while chaperoning a school field trip.***

## Lost Items and Clothing

Each year we dispose of large quantities of clothing, shoes, mittens, hats, etc. which belong to the students. The school has a lost and found rack and we encourage you and/or your child to go through this container for items that may have been lost during the school year.

## Physical Activities

Participation in athletics, physical education, and noon hour activities can be dangerous. Students and parents should be aware that serious injuries can occur and that students should follow the rules of the sport and classroom teachers in the activities. Frankfort Elementary and Frankfort-Elberta Youth Sports Boosters work cooperatively to offer various activities for elementary students. Parents are required to sign a release form for their child to participate in gym class. Please call the school office for additional information.

## Procedures for Communicating with Your School

Teachers are available for phone calls during various times of the day. Please feel free to call the school to arrange a time to meet with your child's teacher. Occasionally, a parent or community member may wish to express an interest or register a concern regarding a school matter. The following procedure provides an avenue for two-way communication and to deal with the request as quickly as possible:

- \* Communicate with the staff member involved.
- \* If the issue is not resolved, communicate directly with the immediate supervisor. In most cases this will be the elementary school principal, Jeff Tousley, or Assistant Principal Cathy Meyer. At the junior-senior high school, contact principal, Matt Stapleton or Administrative Assistant Anne Gwaltney.
- \* If satisfaction has still not been met, the issue should be reduced to writing and brought to Jeff Tousley, Superintendent of Schools.
- \* If the situation is not satisfactorily resolved by the Superintendent, the complaint should be reduced to writing and communicated to the Board of Education president Rick Schmitt. It is the goal of Frankfort Elementary School to deal with issues as quickly and consistently as possible. In many instances, open communication will resolve the issue. Being aware of and following the procedure outlined above will help us reach this goal.

## Special Education Referral Process

1. If the parents suspect that their child is having some type of problem at school, they should contact their child's teacher first to discuss the problem.
2. If the teacher and parents still feel that there is a problem, a problem solving form is filled out by the teacher and submitted to the TBA Screening Team.
3. The TBA Screening Team and the teacher discuss the situation. A determination is made regarding the steps to be taken next.
4. If the TBA Team feels further information is needed, the parents are asked to give their permission for TBA to complete a variety of tests on the child.
5. If permission is granted by the parents, a testing schedule is determined. When testing is completed, an IEP (Individualized Education Program) meeting is scheduled with the parents, teacher, and TBA Team members.
6. An IEP meeting is held with the parents. At this meeting the results of the testing are discussed and an educational plan is written for the student.
7. Parents of a child in the program may call an IEP meeting at any time. An IEP meeting will be held at least once a year.

## Special Services

The following is a list of special services offered to children at Frankfort Elementary School:

**Title I:** This is a federally funded program that offers support in all core subjects for students needing additional academic support in kindergarten through sixth grade.

**Special Education:** The Frankfort Elementary School special education teachers, Mrs. Shannon Johnson and Mr. Ryan Jarosz, work cooperatively with the classroom teacher to modify instruction making it more appropriate for the special education students in the classroom.

**Child Study Team:** The purpose of this team is to discuss the learning and behavior, strengths and weaknesses of each student referred to the team. A learning and/or behavior plan is developed to assist the teacher in the student's learning process. The goal of the team is to work cooperatively with the parent(s), teachers and student to see each student reach his/her full potential.

## **The Traverse Bay Area Intermediate School District offers the following services to students:**

- \* **Speech and Language Therapist:** For those students who are experiencing speech and language problems, help is offered once or twice a week.
- \* **Psychologist:** The School Psychologist tests students and reports to the TBA Screening Team. They also help develop individualized education plans for identified students.
- \* **Teacher Consultant:** The Teacher Consultant works with students, their parents and teachers to help those students who do not require extensive assistance but still need special attention.
- \* **Social Worker:** The School Social Worker makes observations and referrals of students who experience social adjustment difficulties in the classroom. The social worker functions with the students, parents and teachers on the child's plan.
- \* **Other Specialists Are Available When the Need Arises:** These specialists include Pre-Primary Programs, Occupational Therapists, Physical Therapists, etc.

## **Assigning Students to Classrooms**

In preparation for the next school year, questions sometimes arise as to how a child is assigned to one classroom over another. Many elements are involved in assigning students to their classrooms. The primary concern is the need of *each* student. To help determine these needs, information is gathered from the previous classroom teacher and any specialized personnel who have worked with the child. Once this information is obtained, the class is developed using the following considerations:

- \* Academic achievement (i.e., test scores, reading group)
- \* Boy/girl ratio
- \* Relationship with other students
- \* Behavior characteristics
- \* Special needs students (i.e., special education and gifted/talented)

These considerations are used to arrive at a heterogeneously balanced class. This practice has been unusually effective and the goal is to maintain this successful process. At times, there are individual student needs leading parents to request special classroom placement. Whenever possible, given the composition of each classroom balance, the school has attempted to honor such requests.

Parents are welcome to make unique student needs known by contacting the principal. The request for a certain teacher is just that—a request. Because of the complex and important considerations listed above, the request should not be misunderstood as a guarantee. Any requests or concerns should be made known to the principal in writing.

## Textbooks

The Frankfort Elementary School provides textbooks, paper and pencils to each student. If you are able to return your textbook in reasonably good condition at the end of the school year there will be no charge made for the use of the textbooks. If, however, there has been some damage done to your books, you will be charged for the damage.



## Homework

**Purpose of Homework:** Frankfort Elementary staff and administration believe that limited amounts of homework on a regular basis will create a number of growth opportunities for our students. Some of the benefits of homework are:

- \* Extend/develop concepts learned in school.
- \* Develop higher order thinking and problem solving processes.
- \* Develop school –related learning practices: responsibility, self-discipline, skill practice, test preparation, information sorting and gathering, organizational skills and study and focusing skills.

**Time Expectations:** Homework time at the elementary level should be age appropriate and should increase gradually as children grow through the elementary years. Individual differences in abilities, study habits and concentration levels will all play a role in the time required to complete an assignment.

Often, homework will consist of work not completed during school that day. These assignments are generally due the next school day. Sometimes, practice work may be assigned, especially in the primary grades: practice with reading, math facts, spelling words or test preparation. Students in the primary grades may have tasks which require a few minutes while those in the later elementary may have from 30-60 minutes of work.

## Concussions

Families new to our district will be asked to read an information sheet regarding concussions. This information will include what a concussion is, signs and symptoms of a concussions, how concussions could occur, danger signs of concussions, what to do if your child has a concussion and why it should be reported. Parents will then be asked to sign the concussion form to show that they have read this information. By signing this form you will in no way release liability.

## Photo/Video Release

This form explains potential uses of student photographs and video images by the Frankfort-Elberta Area Schools and allows you, the legal guardian, to grant or deny permission to the school to release your child's image for display or publication. This form will be given to all parents of students entering the school district.

## Report Cards

We will have four(4) nine-week marking periods during the school year for grades Kindergarten through 6th. Communication is crucial between school and home to monitor a student's progress. Please contact your child's teacher if you have questions or concerns.



## Marking Periods

October 11 & 12, 2017.....	Parent/Teacher Conferences
November 3, 2017.....	End of 1st Quarter
January 19, 2018 .....	End of 1st Semester
TBA.....	Parent/Teacher Conferences
March 23, 2018 .....	End of 3rd Quarter
June 8, 2018 .....	Last Day of School

## Parent-Teacher Conferences



Parent-Teacher Conferences are scheduled on October 11 & 12, 2017. These are opportunities for parents to come in and review your child's progress. Please plan to attend. Bring in questions, comments and concerns. Conferences can be held anytime. Call or write to your child's teacher if you have a concern. Don't let a little problem become a big one! Remember, education takes teamwork. The ultimate goal is a successful experience for your child.

### Helpful Hints for Parent-Teacher Conferences

Parent-Teacher conference time is approaching. Teachers are preparing to meet with parents regarding student progress. Parents may also prepare for conferences. The most important step in preparing for a conference is to make a list of what to ask. Consider the following:

1. Does my child get along with other children?
2. Does (s)he participate in class discussion?
3. Is my child working at grade level?
4. Does (s)he seem happy at school?
5. Does (s)he usually get work done on time?
6. What are my child's strengths and weaknesses?
7. Are there any particular behavior concerns?
8. What can I do to become more involved in my child's education?

Once an appointment has been established, please arrive in time for your scheduled appointment. Be prepared to give appropriate information regarding your child. The teacher may have questions concerning homework and study skills. This is also the time to discuss special concerns and problems, and to plan with the teacher how you can help improve your child's progress.



## Student Records

Many student records are kept by the teachers, counselors and administrative staff. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parent/guardian. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into the confidential information category and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the principal's office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present in order to answer any questions.

## Student Directory Information

The Board designates as student "directory information" a student's name, address, telephone number, date and place of birth, photograph, video and/or electronic images, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, and scholarships. If you have any objections regarding the release of this information about your child, please notify the school your child will be attending in writing.





## Attendance Policy

The faculty of Frankfort Elementary School believes that maximum educational achievement occurs for students through regular attendance in class. Responsibility for good attendance rests with the student and his/her parents. Excessive absences may result in a lower student achievement and can become very detrimental to the child's education.

- A. Students are expected to attend school every day unless excused by their parents and approved by school authorities for the following reasons:
  - 1. Personal illness or hospitalization
  - 2. Family emergency
  - 3. Medical or dental appointments (bring doctor excuse to office)
  - 4. Participation in a legal proceeding
  - 5. Death in the family
  - 6. Family trips
- B. Unexcused absence: is defined as school missed without verification by parent (note or telephone call). Excessive student absences will be reviewed on an individual basis.
- C. Students reaching ten(10) absences are required by Michigan state law to be reported.

All teachers in the system have been instructed not to excuse any child early unless a written request asking for such dismissal is received from the parents and approved by the office. ***No child is permitted to leave the school premises under any circumstances with an unidentified person.***

## Truancy

One indicator for a child's school success is being in school on a regular basis. During the 2015-16 school year a committee worked to create the Benzie County School and Court Truancy Program. The committee was comprised of educators, law enforcement agencies, Department of Human Services and representatives from Grand Traverse Band. The program has been developed to help students, parent/guardians, local agencies and school personnel to work together in a collaborative approach to help address truancy in Benzie County.

Children are expected to attend school each day. Parents will be notified if this becomes a problem; and if necessary, will be held accountable by participating in the Benzie County Truancy Program. Students may also be asked to make up missed time either before or after school hours. We do realize some extended family vacations during the school year do take place. However, keep your child's education in mind when planning trips.



## Illness Policy

If your child is going to be gone from school, because of illness, we ask that you keep in touch with your child's teacher about missing classroom assignments. A child who has been ill must have a note from his/her parents requesting that (s)he may stay inside during recess. ***A child who has been ill may stay inside for two days following an illness, as long as (s)he has a note signed by parent(s).***

## Medications

Students who need to take medication during the school day must:

1. Have parent or guardian give prior **written** approval for the administration of medicine by non-medical personnel, if necessary.
2. The above permission is accompanied by written instruction from the attending physician which may include the prescription label.
3. The medication will be in current medication bottle.
4. The medication, necessary equipment, and supplies are delivered to the school by parent, guardian, adult or individual approved by the receiving office.
5. No student is allowed to possess or give medication to another student.
6. The school ***will not give aspirin*** to students for headaches, toothaches, etc.
7. All medications will be kept in the office. Medication of any kind is to be brought to school by the parent or guardian. A child must not carry medicine of any kind on the bus.

## Head Lice Procedures

The head lice issue causes great stress for parents, students and staff. Please check your child's hair often. Further information on treatment is available at the school office.

1. Students will be checked for lice in the office or in the classroom.
2. If lice is detected, a telephone call will be made confidentially to parent or guardian. A student found to have lice must be picked up from school as soon as possible.
3. Classmates and siblings of student with lice will also be checked. If lice is detected, the procedures stated in number two(2) will be followed.
4. A student with lice will need to be treated by parent or guardian to remove all lice ***and nits***.
5. Student may then return to school only if accompanied by parent or guardian. Qualified staff will check student before student can return to class.
6. Nit removal is not needed when treating with spinosad topical suspension.

**A child may return to school only if hair is free of live lice.**



## Pink Eye

Pink eye is very contagious. Pink eye continues to be a problem for students and staff. If it is determined a child has pink eye, that child will be allowed to return to school only with written permission from a doctor.

## Immunizations

Vaccination requirements for school entry are implemented to maintain high vaccination coverage and protect school children from vaccine-preventable diseases. Before a child can attend kindergarten, seventh grade, childcare or enroll in a new school district in Michigan, parents or guardians are required to produce documentation that confirms their child has either received the school-required immunizations or has received at least one dose of each of the required immunizations and is awaiting receipt of subsequent doses to be administered at appropriate intervals. Parents can also provide documentation that an immunization requirement has been waived for religious, medical, or other (sometimes referred to as philosophical) reasons. High waiver rates and low vaccination coverage leave children vulnerable to vaccine-preventable diseases.



Mrs. Vicki Stuart, in the school office, will help you to keep up to date. Please do not ignore this matter. The law states, "Failure to get your child properly immunized will force us to suspend your child from school." The local health departments offer inexpensive immunization services each month. We can help you set up an appointment, if necessary.

***If you choose to sign an immunization waiver, you must do so at the local health department.***



## Kindergarten Notice of Enrollment

According to Michigan law (State of Michigan Act No. 198, effective 6/26/12), if a child residing in a district is not five years of age on or before September 1, 2017, but will turn five years of age not later than December 1, 2017, the parent or legal guardian may choose to enroll the child in kindergarten for the 2017-18 school year with a written waiver.

A school district receiving this written notification may make a recommendation to the parent or legal guardian as to whether the child is not ready to enroll in kindergarten due to other factors. Regardless of the district recommendation, the parent or legal guardian retains the sole discretion to determine whether or not to enroll the child if the student is five years of age not later than December 1, 2017.



## Personal Dress Code

The primary responsibility of personal appearance and grooming shall remain the responsibility of the student and the parents or guardian. Exceptions to this shall be that the school will regulate student appearance under the following conditions:

1. When dress or grooming disrupts the educational function of the classroom or school (i.e., not to be worn include bare midriffs; controversial slogans, pins or patches on clothing; t-shirts with double-meaning phrases or slogans; tank tops; muscle shirts; and see-through shirts or blouses; also, no bare feet).
2. When dress or grooming advertises any product or service not permitted to minors by law, or includes obscenity, violence or distraction to others.
3. When dress or grooming presents a health hazard to the student or others.
4. When dress or grooming presents a safety hazard (i.e., wallet chains) to the student or others. Gym classes, athletic teams or other classes may apply additional restrictions based on safety regulations. Shorts may be worn in approved gym class activities.
5. Hats, jackets and coats classified as outdoor clothing will be left in the student's locker.
6. Shorts and skirts may be worn to school during the regular school day. Both shorts and skirts worn to school must be of mid-thigh length.
7. Special promotions or incidents may have the above waived with prior permission of the administration.
8. Pajama bottoms are not appropriate for school.
9. Boxer shorts and sports bras are to be worn under clothing and should not be worn as outerwear.
10. A student is expected to wear baggy pants at his/her waistline.

## Articles Brought to School

Students are to bring only those items to school which are necessary for the completion of class assignments. Examples of items which are **NOT ALLOWED AT SCHOOL** include: knives, lighters, matches, toy guns including squirt guns and squirt bottles, caps, fireworks, bullets, toys, trading cards, gum, tobacco or tobacco look-alike products, alcohol and illegal drug products, and electronic products (including but not limited to games, iPads, watches & dolls with games & phones, etc.) during the school day.

Scooters, skateboards, roller skates and blades, used for transportation must be checked in at the office. Students are not to use "healie shoes" at school. Bicycles must be stored in bike racks. Any unsafe riding will result in losing privilege of riding bicycle to school.

**GUM:** Gum chewing is NOT allowed on the school premises.

**Selling Merchandise at School:** Selling of merchandise or distribution of literature by students is not allowed unless given permission in advance by the principal.

## Code of Conduct

The school instructional program is taken very seriously at Frankfort Elementary School. In order to provide the proper learning environment, the entire school staff encourages the students' development of self-control and self-discipline. We expect students to learn to make decisions to make choices, to assume responsibility for their learning and be accountable for their actions.

## Panther Pride Pledge:

Today and every day I will honor my pride and try my best.  
 I will be responsible for my choices.  
 I will be respectful towards all people and property.  
 I will be safe in my actions.  
 I will be the difference.  
 This is my Panther Pride Pledge.

It is crucial to any school environment that communication takes place between school and home. The classroom teacher will provide you and your child with their classroom management program. Please feel free to contact your child's teacher if you have concerns. Remember, communication is a two-way process. Our goal is that everyone in our school will feel capable, connected to learning and able to contribute in a positive manner.



## Rules and Regulations

The following rules and regulations are intended as guidelines, not as policy. *The principal may choose to deviate from the discipline procedures depending upon the situation and age of the student.*

## Rules

To avoid any confusion or misunderstanding, the Board of Education makes it clear that in addition to being in effect during school hours and/or on school property, all school rules and regulations regarding student conduct also apply and are in effect during all school-sponsored activities, regardless of location, including athletic events, whether at home or away, as well as during school bus transportation. *Students may also be subject to discipline for offenses committed at other times and places if they are school related.*

*Any misconduct in violation of school rules which occur at school or during any school-related event may result in disciplinary action* which may include suspension from school as well as exclusion from attendance at school-sponsored activities including, but not limited to, home and away athletic events.

## Discipline Procedures (Consequences)

An effective school-wide discipline plan is necessary to assure a safe, orderly environment for learning. The key to this plan is communication between the principal, student, school staff and a student's home. Parents will need to pick the child up at 4:00 p.m. if student earns an after school detention. In or out of school suspension requires school work to be completed in a timely manner as set by the principal and/or the teacher. Discipline referrals are recorded in the school office.

### 1. **Disruption of the Educational Process**

(i.e., talking out of turn, walking around the room at inappropriate times, refusal to cooperate, and other disruptive behaviors that interrupt the learning atmosphere)

**First Offense:** The student will be given a warning by school staff stating the specific behavior that needs to change.

**Second Offense:** Immediate removal from classroom to the office for a 15 minute time out. Student will return to class with written behavior plan developed between student and principal. One lunch detention will be assigned to the student.

**Third Offense:** Immediate removal from classroom to office. Parent will be notified by student under the guidance of the principal. Student will be assigned after-school detention for one hour.

**Fourth or Repeated Offenses:** Student will be removed from classroom to office. Parent will be contacted to set up a conference to meet with principal and/or disciplinary action team if needed. Depending on severity of incident, parent may need to come to school and pick up child for remainder of the school day.

### 2. **Insubordination to School Personnel**

(i.e., refusal to do simple requests such as completing work, following directions, responding rudely to staff member, principal or adult helpers)

**First Offense:** The student will be given warning by school staff stating the specific behavior that needs to change.

**Second Offense:** Immediate removal from classroom to office. During time in office, student and principal will develop a written plan to improve student's behavior. Parent will be notified by student under the guidance of the principal. After school detention assigned for one hour.

**Third Offense:** Immediate removal from class and sent to office. Parent will be notified by student under the guidance of the principal. In or out of school suspension take place for 1-3 days.

**Fourth or Repeated Offenses:** Student removed from classroom to office. Parent will be contacted to set up a conference to meet with principal and disciplinary team. Parent directed to come to school and pick up child. Student may return to school once meeting with principal and/or disciplinary team has taken place.

3. **Behavior on School Grounds**  
 (i.e., unnecessary roughness, throwing food, throwing snowballs, hallway behavior, etc.)  
**First Offense:** The student will be given a warning by school staff stating the specific behavior that needs to be changed.  
**Second Offense:** Lunch detention and notification of classroom teacher.  
**Third Offense:** Notification of teacher and parents by the principal. One after school detention assigned.  
**Fourth or Repeated Offenses:** Student removed from setting and sent to office. Parent will be contacted to set up a meeting with either the principal and/or school disciplinary team. Depending on severity of offense, parent could be directed to pick up child from school.
4. **Obscenities/Profanity**  
**First Offense:** Teacher and principal notified with one lunch detention assigned.  
**Second Offense:** Student makes telephone call to parent informing he/she of language used at school. Two lunch detentions assigned.  
**Third or Repeated Offenses:** Parent notified by principal to determine plan of action.
5. **Fighting on School Grounds or Verbal Threats**  
**First Offense:** Immediate removal of student to office. Parents of all parties involved notified by principal. Immediate suspension of *1-3 days could occur* depending on severity of offense. *Possible* notification of authorities.  
**Second Offense:** Immediate removal to office. Parents of all parties involved notified. Immediate out of school suspension for 1-3 days depending on severity of the offense. Possible referral to authorities. Required meeting with parent, principal and student before student is able to return to school.  
**Third and Repeated Offenses:** Immediate removal to office with parents of all parties notified by principal. Immediate out of school suspension 3-5 days. Possible referral to authorities. Required meeting with parent, student, principal and disciplinary team before student is reinstated. This meeting will involve development of behavior plan.
6. **Harassment** (i.e., bullying, sexual and racial comments, *continued teasing*, etc.)  
**First Offense:** Notify parents of all involved parties by principal. Conference with student(s) and principal to develop an action plan to stop negative behaviors. Immediate suspension of 1-3 days could occur depending on severity of offense.  
**Second Offense:** Notify parents of involved parties by the principal. Immediate out of school suspension for 1-3 days. Required meeting with parents, student and principal will take place before child may return to school.  
**Third and Repeated Offenses:** Immediate removal to office with parents of all parties notified by principal. Immediate out of school suspension 3-5 days. Possible referral to authorities. Required meeting with parent, student, principal and disciplinary team before student is reinstated. This meeting will involve development of behavior plan.

7. **Stealing/Destruction/Possession of Another's Personal Property**  
**All Offenses:** Notification of teacher and parent by principal. Restitution, if necessary, and possible notification of authorities. Possible 1-3 day suspension depending on severity of offense.
8. **Smoking/Possession of Alcohol/Tobacco/Use of Inhalants/Chemicals**  
**All Offenses:** Notification of teacher and parent. Immediate out of school suspension and notification of authorities.
9. **Physical Attacks/Severe Violence Endangering Another's Welfare/Assault**  
**All Offenses:** Notify teacher and all parties involved (aggressor and victim). Three days out of school suspension with notification of authorities. Student may return to school upon completion of conference with parent, principal, disciplinary team and student to develop a plan of action.
10. **Verbal/Physical Assault or Threatening School Staff**  
**Any Offense:** Immediate suspension of 1-5 days depending on severity of offense. Recommendation for expulsion could take place after consulting with the superintendent of schools. Plan of action determined by superintendent, principal and discipline team.
11. **Threats of Bombs or Weapons**  
**Any Offense:** Notification of parent and immediate out of school suspension for student. Notification of authorities with further action determined by superintendent, principal and discipline team.
12. **Arson (Malicious or Fraudulent Burning of Property)**  
**Any Offense:** Notification of parent and immediate out of school suspension for student. Notification of authorities with further action determined by superintendent, principal and discipline team.
13. **Cheating**  
**First Offense:** Telephone call home with one lunch detention. No credit for assignment or test.  
**Second Offense:** Telephone call home with one after school detention. No credit on assignment or test.  
**Third Offense:** Telephone call home to set up parent meeting to include teacher, parent and student.

## **Discipline and School Board Ban on Corporal Punishment**

Achievement is closely related to discipline. Basic to good classroom control, acceptable student conduct, and student achievement are: firmness, friendliness, and fairness. Add to these, consistency and preparedness, and you have the ingredients for successful teaching.

It is a general policy to expect that teachers, volunteers and all other school employees will maintain discipline by means other than the use of corporal punishment. Corporal punishment is defined as deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offense.

Any resolution, rule, policy, or other authority permitting corporal punishment is void as of the date of this revised school board policy. This school board policy states that any school



1. Protect himself/herself, the pupil, or others from immediate physical injury.
2. Obtain possession of a weapon or other dangerous object upon or within the control of the pupil; and/or
3. Protect property from physical damage, within the scope of his or her responsibilities.

This policy provides for governmental immunity from negligence in a civil action for damages provided the person has experienced necessary reasonable physical force in accordance with this policy and Michigan statute. A person or persons who violate this policy on corporal punishment “may be appropriately disciplined by the Frankfort-Elberta Area Schools Board of Education.”

This policy on the ban of corporal punishment is in compliance with the provisions of SB212 (POLLACK). SB212 is a bill banning corporal punishment in Michigan Public Schools and was signed into law by Governor James Blanchard. The law took effect in Michigan on March 31, 1989. Policy revised and board adopted on February 13, 1989.

## **Federal Compliance Assurances**

In accordance with federal regulations contained in Title VI, Title IX and in Section 504, the Frankfort-Elberta Area Schools will not discriminate against any person on the basis of race, sex, age, marital status, or handicap in any program for which it is responsible. The Superintendent of Schools has been appointed by the Frankfort-Elberta Area Schools Board of Education to assure compliance with the policy. The Title IX, VI and Section 504 Coordinator for Frankfort-Elberta Area Schools is Jeff Tousley, Superintendent of Schools, 534 Eleventh Street, Frankfort, MI 49635, (231) 352-4641.

The grievance procedures for Title VI, Title IX and Section 504 are detailed and available in the superintendent’s office, the elementary principal’s office, the elementary library, the high school principal’s office, and the high school library.

The Frankfort-Elberta Area Schools assures all students, parents, employees, and the general public that all vocational opportunities are offered without regard to race, color, national origin, marital status, sex, or handicap. There is a variety of courses offered in the vocational area of study. A complete list of the courses available to the students is available in the counselor’s office at the high school. The lack of English skills will be no barrier to persons seeking admission to the vocational programs.

## **Search and Seizure and Police in School**

The school respects the right of the student’s personal belongings, whether they be on the person or in their locker. However, the school has a responsibility for the safety and welfare of the entire student body. Should reason be established from a reliable source that potentially dangerous materials may be present, the school reserves the right to search the person and/or his/her locker, since the locker remains the property of the school. If illegal drugs are suspected, search dogs may be used. Students will be prosecuted.

## **Sexual Harassment Policy**

Sexual harassment of students, employees or applicants for employment by other students, employees, board members, volunteers, or independent contractors of the school district is unlawful under both Michigan and federal law and is contrary to the commitment of this school district to provide an effective learning environment. The school district will not tolerate sexually harassing behavior as defined by law and/or by district policy, false reports or sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.

All supervisors are responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be, aware. The school district does not discriminate on the basis of sex in the educational programs or activities which it operates and is required by Title IX of the Education Amendments of 1972 and implementing regulations (as well as other applicable statutes) not to discriminate in such a manner. Further definition and explanation of this policy is available in the superintendent's office.

## **Homeless Students**

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Superintendent, Jeff Tousley is the Liaison for Homeless Children. The Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

## **Weapon-Free School Zone Policy**

The Frankfort-Elberta Area Schools Board of Education shall expel a pupil from attending school in the school district, if the pupil possesses a weapon in a Weapon-Free School Zone. Such expulsion is mandatory unless the pupil establishes in a clear and convincing manner that he or she met considerations established in the board of education policy.

Expulsions mandated under the policy shall be imposed in accordance with procedures for student discipline as established by the school district in board policy and as set forth in the student handbook or other appropriate documents.

## Policy on Drug-Free Schools —

### Administrative Guidelines for Students, Parents, Community and Law Enforcement Agencies

In accordance with federal law, the board of education prohibits the unlawful use, possession, concealment, or distribution of illicit drugs, all forms of tobacco to include smoking tobacco and chewing tobacco, and alcohol by students on school grounds, in school or school-approved vehicles, or at any school-related event.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a “look-alike” 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 as specified in the school district’s administrative guidelines. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Information is available to students about any drug and alcohol counseling, rehabilitation and re-entry programs. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## Bullying

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. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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. 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 (or other administrator as designated) 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 and should be completed within five(5) school days after a report or complaint is made.

## CHAMPS Program

The CHAMPS program is a positive behavior support program that looks at using positive behaviors to motivate students. We, of course, hold students accountable for negative behaviors as well. However, there is a “punishment trap” which can sometimes stop behavior at that moment, but will not necessarily change the behavior.

The main purpose of the program is a guide to the decisions teachers can make to build and implement a proactive and positive approach to classroom management. The goal of classroom management is to have students who are respectful, responsible, motivated learners and highly engaged in meaningful tasks. The overall goal of the program is to increase instructional time in the classroom.

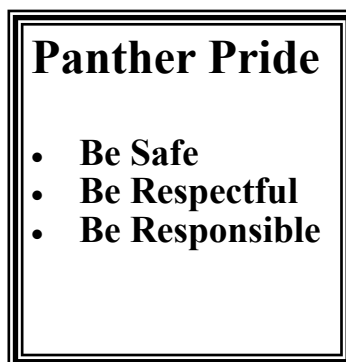
CHAMPS is...

- A comprehensive school wide approach.
- An effective classroom management system.
- Behavior supports for individual students.

The **CHAMPS** acronym stands for:

- **C**onversation...Talk? Volume?
- **H**elp...How do you get help, if needed?
- **A**ctivity...What is the activity or transition, and objective?
- **M**ovement...Can students move during the activity? When? Where? How?
- **P**articipation...What does it look like and sound like?
- **S**uccess...When above expectations are met. Procedures? Reinforcement?

Each area such as classrooms, hallways, gym, cafeteria, art, library, computer lab, etc. will have specific procedures to keep students Safe, Respectful and Responsible. The key to the program is creating a common language of expectations for staff and students.



## Acceptable Use Policy for Technology

The Frankfort-Elberta Area School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. The Internet is a part of this information “superhighway”. We believe this computer technology will help propel our school into the Information Age by allowing students and staff to access and use information sources from district computers. This will help with communications and the sharing of information with individuals or groups of other students and staff. The Internet is a tool for lifelong learning.

### Acceptable Use:

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of the account must be in support of and consistent with the educational objectives of the District. Any violation of the Acceptable Use Policy will be brought to parents’ attention with loss of technology privileges.

### Filtering:

In conjunction with the Children’s Protection Act, Frankfort-Elberta Area Schools has implemented filter software that is run at the TBAISD level to prevent viewing of inappropriate sites that may impact students in a negative way. (Lightspeed) Any sites that the district deems as distracting to the learning process (games) may also be filtered. All sites that allow downloading will be filtered on an “as needed basis” to prevent slowdown of network traffic.

### Privilege:

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of this.

A responsible user of the Internet may keep an account as long as the user is a student in the Frankfort-Elberta Area School District.

### A RESPONSIBLE USER:

- \* May use the Internet to research assigned classroom projects.
- \* May use the Internet to send electronic mail (email) to other users only when corresponding on school projects.
- \* May use the Internet to interact with other educational identities.

### A RESPONSIBLE USER:

- \* May NOT USE THE Internet for any illegal purpose.
- \* May NOT use impolite or abusive language.
- \* May NOT violate the rules of common sense of etiquette.
- \* May NOT change computer files that do not belong to the user.
- \* May NOT receive copyrighted material without permission

**Note:** All Frankfort Elementary School system operators will have access to all user accounts, including email.



By signing an agreement you acknowledge that you:

- \* Understand the rules and regulations of the Frankfort Elementary School “Acceptable

## Bus Safety and Rules

Getting children to school and home safely is the number one concern of the bus driver. In order to accomplish this:

1. A camera has been placed on each bus.
2. Students will treat the driver with respect at all times.
2. Students will place all refuse in the container supplied on the bus.
3. Having food or drink on the bus is not allowed.
4. Students will remain in their seats until the bus has completely stopped and the door has been opened.
5. Students will not put their hands or heads out of the windows or throw anything out of the windows.
6. Students will not use profanity or improper language at any time.
7. Students will not smoke or light matches on the bus.
8. Students will not bother, fight with, harass, spit on or throw anything at or take property from another student.
9. Students will not create any unsafe conditions and will help the driver in making each trip a safe one.
10. Students may have assigned seats on regular home routes and on shuttle runs.
11. Students will be responsible for the seat and area they are assigned to, and any damage to this area.
12. Students will keep all conversations at a normal tone.
13. Students will only be allowed to ride on the bus they are assigned; however, with **written parental permission**, a student may get off or on at another scheduled stop along their regular route. In other cases, a call to school, or a note from home in advance, if possible, may enable a student to ride a different bus. Permission must be granted from the building principal or school secretary.



## Consequences for Bus Misconduct

1. The student will be asked to call parents upon receipt of a bus misconduct referral, and (s)he will meet with principal. The bus misconduct slip will be sent to parents.
2. If student receives a second bus misconduct referral, the principal will call parents to inform them that the student has been suspended from riding the bus for the next school day and the bus misconduct slip will be sent to the parents.
3. If student receives a third bus misconduct referral, a meeting between parents, principal, bus driver and student to discuss a plan of action to resolve the student's misconduct.

## Playground Rules

Boys and girls who have good sportsmanship show it in the way they act on the playground.



Following are rules for good behavior on the playground:

1. Use the playground in a safe manner for the following reasons:
  - A) To protect themselves from injury.
  - B) To protect others from injury and unpleasant playing conditions.
2. Share equipment with others and take their turns in a fair way.
3. Play in the proper area for the activity being played.
4. Walk around groups at play rather than across the area of play when such walking can interfere with the activity taking place.
5. Allow others to join in the game being played.
6. Learn the rules of the game then play and follow them fairly.
7. Settle misunderstandings and arguments in a peaceful way, seeking help if needed.
8. Listen carefully to those in charge of the playground and follow their directions.
9. Ask questions in a polite manner when you don't understand something.
10. Understand that the playground rules are set up so that all may get the most benefit from the playground in the safest ways possible.
11. Respect others by speaking nicely to them.
12. For safety reasons, there will be no tackling or wrestling.
13. Seek help from the playground supervisors in time of trouble.
14. In case of a playground accident, keep out of the way, unless help is needed.
15. Stop play and enter the building appropriately when asked.
16. Understand that recess and noon hour play are a privilege, not a right, and those who misbehave may lose the privilege of play.

These requirements are for the safety and happiness of all students. Please accept these responsibilities in order that these privileges may be kept.

## Indoor Recess

At times students will have indoor recess due to inclement weather.

Students are expected to use their inside voices and abide by school and playground rules (i.e., no running, no throwing things, etc.)

## Shoes and Boots

When playgrounds are extremely wet, muddy, or snowy, children should wear boots. In addition, tennis type shoes are required for gym class.

## Breakfast Program

Frankfort Elementary School offers a breakfast program to our students. The cost for the meal is \$1.55. Those students who qualify for free lunch will also qualify for free breakfast. Those students who qualify for reduced lunch will be able to purchase the breakfast for \$.30. Milk may be purchased for \$.50.



## Hot Lunch Program

Frankfort Elementary School offers students a good, wholesome & nutritious breakfast and hot lunch. The cost for lunch per day is \$2.55. Those students who qualify for reduced lunch will be able to purchase their lunch for \$.40. Milk alone may be purchased for \$.50. **If a child qualifies for free/reduced lunch and the child wants only a milk to go with a lunch from home, they will be charged \$.50.** We encourage you to participate in this program. Every effort is made to make lunch attractive and tasty.

Families who qualify for the free or reduced hot lunch program *must make application* as soon as school opens in the fall or whenever their financial circumstances make them eligible. Federal guidelines require us to audit applications; therefore, some families may need to *prove* that they are eligible for this assistance.



Our lunch program uses an automated system for recording lunch purchases. Students pay for their lunches in their classrooms. Each child has an envelope assigned to him/her in which (s)he places his/her money. The money is collected and recorded in each child's account. Each time the child eats hot lunch, money is deducted from his/her personal account. Parents may pay by the day, week or month. Student account sheets are sent home periodically with balances indicating if money is owed. The idea of charging lunch (students having a lunch debt) is currently being reviewed. Mrs. Jenna Noffsinger is in charge of this program and any questions may be directed to his attention by calling the junior-senior high school at 352-4781, ext. 227.

## Lunch Time

Usually students need at least 15-20 minutes to eat their lunches, and the balance of lunch time is spent outside on the playground. We expect *all students* to go outside, except those specifically exempted by a written note from parents or a physician. On days that the weather does not permit outside activities, students spend their time in the gym or classrooms. Students will not be allowed to stay inside for more than *two days* unless stated by parent note with a specific necessary reason.



Parents wishing to visit with their child at lunch time must check in at the office and wear a visitor badge. Parents wishing to eat with their child should call the office in the morning to order a lunch.



## Lunch Room Behavior

When in the lunchroom, students are expected to behave in a polite manner at all times.

Students should:

- \* Wait quietly in line without pushing or shoving.
- \* Talk only in conversational tones.
- \* After receiving your lunch, sit at tables as assigned and remain seated until dismissed.
- \* Eat politely, using good manners.
- \* Clean up your eating area before leaving. This includes removing all paper products, food wrappers, food scraps and spills from the table and floor. All trash should be placed in appropriate receptacles and tray stacked. Lunchroom staff will be available to assist students with materials to clean up spills.

## Crossing Guard

Michigan statute 257.613d Failure to stop for school crossing guard holding stop sign in upright position; misdemeanor; presumption.



Sec. 613d. (1) A driver of a motor vehicle who fails to stop when a school crossing guard is in a school crossing and is holding a stop sign in an upright position visible to approaching vehicular traffic is guilty of a misdemeanor. (2) In a proceeding for a violation of this section, proof that the particular vehicle described in the citation, complaint, or warrant was used in the violation, together with proof that the defendant named in the citation complaint or warrant was the registered owner of the vehicle at the time of the violation, constitutes in evidence a presumption that the registered owner of the vehicle was the driver of the vehicle at the time of the violation.

## After School Program

Paul Oliver Memorial Hospital is in charge of our after school program. The program is open Monday through Friday. For more information, contact Becca Tanner by calling her office at 231-352-2395 or by emailing her at [rtanner2@mhc.net](mailto:rtanner2@mhc.net).

