

**AVOCA \* JOHN F. FARRELL-  
EMMETT \* YALE \*  
ELEMENTARY HANDBOOK  
2016-2017  
YALE PUBLIC SCHOOLS**



**WELCOME**

- Welcome to Yale Public Schools. The staffs of our elementary schools are committed to serving all our children and offering the best educational setting possible.
- The Parent-Student Handbook is designed to inform families of the rights and responsibilities of students and the procedures of our elementary buildings. We ask that parents read and discuss the contents of this handbook with their children. We look forward to a successful year.
- We invite you to be an active part of your child's education and welcome your participation. In order to create the best learning environment possible, we need to work together to make our school a safe, pleasant place to learn.

## SCHEDULE

### ARRIVAL & DISMISSAL TIME

|           |  |
|-----------|--|
| 8:00 A.M. | Office opens                                   |
| 8:35 A.M. | School door opens                              |
| 8:40 A.M. | School Begins – Entry doors locked for the day |
| 3:45 P.M. | School dismissed                               |
| 4:00 P.M. | Office closes                                  |

### **WHAT PARENTS CAN DO TO HELP CHILDREN LEARN:**

- Students are not to arrive at school earlier than five (5) minutes before school begins since there is no direct supervision of students.
- Students are to remain on the bus until the bell rings, unless dismissed by the driver for breakfast.
- When school is dismissed, all students must leave the school grounds promptly (unless they are involved in a supervised activity).
- Start the day right; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch.
- Make certain that your child sleeps at least eight hours each night.
- Praise your child each day for something he/she has done.
- Have a special place to put schoolwork or whatever is brought home.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experience.
- Stress attendance, being on time and prepared for school with supplies and homework.
- Keep lines of communication open between yourself and your child's teacher.
- Stress organization of school materials.
- Read with your child every day.
- Work at home with skills taught at school.
- Volunteer or be involved in school activities.

## PARENT(S)/GUARDIAN(S) INVOLVEMENT POLICY

The Yale Public School District Board of Education, in accordance with Senate Bill 307 of 2004, recognized that parent(s)/guardian(s) involvement contributes greatly to helping children and staff achieve success in school. Each child's education is the shared responsibility of the school, the parent(s)/guardian(s), the student and the community. Yale Public Schools encourages participation in making it possible for the District to progress and improve.

### STATE OF MICHIGAN PARENT(S)/GUARDIAN(S) INVOLVEMENT INITIATIVE

The Board strongly encourages and welcomes the involvement of parent(s)/ guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to: The development and review of instructional materials; input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs. Pursuant to state law, the Superintendent shall provide a copy of the District's Parental Involvement plan to all parents/guardians

**DISTRICT PLAN** In accordance with the requirement of the No Child Left Behind Act, the Yale Public Schools Board of Education encourages parent(s)/guardian(s) participation in all school programs. Parent(s)/Guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy. The Board directs that the following actions be implemented by the administration to insure compliance with state and federal law and to invite parents/ guardians to become involved highly in the education of their children: The involvement of parent(s)/guardian(s) in the

- planning, implementation, evaluation, and improvement of District programs/services through participation on building School Improvement Teams
- Invitations to parent(s)/guardian(s) to attend at least one annual meeting , with additional meeting opportunities being available as needed, designed to provide information about programs and services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation;
- Assistance to parent(s)/guardian(s) in understanding Title I and other District programs including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable;
- Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection;
- Information regarding child's achievement and progress;
- A provision for input by staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the staff or parent(s)/guardian(s);
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning;
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies;
- Ongoing communication between school and parent(s)/guardian(s); and
- Other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theatre, etc.)

**WRITTEN PLANS/POLICIES (only applies to buildings with Title I support)**

The Yale Public School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan. Individual buildings may personalize the District plan to meet the particular needs of their school, subject to review by the Superintendent. The Board directs the administration to: Involve parent(s)/guardian(s) in the development of the plan;

- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance;
- Integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start;
- Review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- Assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and
- Distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

**MIGRANT EDUCATION PROGRAM (MEP) PARENT(S)/GUARDIAN(S) INVOLVEMENT** Parent(s)/Guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program. **LIMITED ENGLISH PROFICIENCY (LEP) PARENT(S)/GUARDIAN(S) INVOLVEMENT** In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an

**ATTENDANCE**

explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family. **When a child is absent the parent must notify the school by calling or sending a note to school on the day of the absence. To be assured of your child's safety and if the school has not been notified by 9:00 on the day of the absence we will call you at home or work. If we do not reach you, we will call the numbers listed on your child's emergency card.**

Students are expected to be present and punctual for all classes. However, there are exceptions to the classroom attendance policy.

- An absence due to a school-sponsored event is not recorded as an official absence.
- An absence documented by a doctor will not be counted toward the truancy policy.
- In extenuating circumstances, the limit can be extended after a conference is held with the student, parent/guardian, teacher and/or principal (extended illness, death in the family, principal's discretion).

**Michigan School Code 15, Section 73 - Compulsory Education:**

"Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such a child to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such a child is enrolled." **Yale Public Schools:** The Yale Board of Education believes that attendance is a cooperative effort between parents, students and school officials. However, State laws also require school boards and administration to be responsible for the whereabouts of students during school hours. All attendance policies will be applied with equity and consistency, keeping in mind that students are individuals, with individual needs. Rules are provided to help our students develop responsible habits and become more responsible citizens and not to unduly punish or ridicule the person. School Board policy requires that notification letters be sent to parents after a student has accumulated 6 and/or 9 days of absence. For the purpose of these truancy reports, any combination of three tardies and/or early sign-outs will count as one day's absence. The following procedure will be used concerning classroom attendance and is based on 12 absences per semester.

1. When reaching 6 days absence, the parent or guardian will be notified by letter.
2. When reaching 9 days absence, the parent or guardian will be notified by letter and a conference may be requested.
3. When reaching 12 days absence, the District Truancy Officer, the Department of Protective Services and/or a St. Clair Probate Court official will be notified. Normally, a hearing is requested between the student, the parent and the truancy officer.

Tardiness is defined as not being in your assigned classroom when the bell rings.

- a. If a student is detained by authorized personnel, s/he will be given a pass and it will not be considered tardiness.
- b. Students leaving school early at the request of parents/guardian will have that missed schooling treated the same as tardiness (see C).
- c. Three (3) tardies equal one (1) absence.

**EARLY STUDENT SIGN OUT**

- Attendance in school is very important. Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, s/he should bring a note to his/her teacher stating time and reason.
- When it is necessary for a child to leave school early, s/he must be signed out in the office by the parent or guardian or as indicated on the registration card. To ensure your child's safety, the adult may be asked to provide proper identification.

**STUDENT PERFORMANCE & EVALUATION**

**HOMEWORK**

**To achieve the maximum benefits of classroom instruction students need to be prepared, participate and complete all class and homework assignments.** STUDENTS ARE EXPECTED TO COMPLETE ALL ASSIGNMENTS AND RETURN THEM ON TIME. The student will receive discipline referral for an after-school detention if missing assignments are not completed within three (3) days.

- ABSENT STUDENTS GENERALLY HAVE ONE DAY TO MAKE UP ASSIGNMENTS FOR EACH DAY THEY ARE ABSENT.
- PARENTS MUST NOTIFY THE TEACHER IF SCHOOLWORK IS NEEDED FOR AN EXTENDED ABSENCE.

Your child may have homework daily. There are several reasons for this homework:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide opportunity for growth in responsibility.

- To provide an opportunity to see what their child is studying and how well s/he is doing.

| <u>PERCENTAGE SCALE</u>  |           |               |           |              |           |              |           |              |           |              |
|--------------------------|-----------|---------------|-----------|--------------|-----------|--------------|-----------|--------------|-----------|--------------|
| <b>Percentage Scale:</b> | <b>A</b>  | <b>100-94</b> | <b>B+</b> | <b>89-87</b> | <b>C+</b> | <b>79-77</b> | <b>D+</b> | <b>69-67</b> | <b>D-</b> | <b>63-60</b> |
|                          | <b>A-</b> | <b>93-90</b>  | <b>B</b>  | <b>86-84</b> | <b>C</b>  | <b>74-76</b> | <b>D</b>  | <b>66-64</b> | <b>E</b>  | <b>59-0</b>  |

**STUDENT REPORT CARDS**

Student Report Cards are sent home three times a year. Each marking period is approximately thirteen (13) weeks long. Report Cards will be sent home on Wednesday at the end of the 1<sup>st</sup> and 2<sup>nd</sup> marking period. The 3<sup>rd</sup> report card will be sent home on the last day of school. Progress reports will be sent home mid marking period, three times a year.

**HONOR ROLL**

Third, Fourth and Fifth grade students are eligible for the Honor Roll if they have a 3.0 grade average (B). A "D" or "E" makes the student ineligible. Students must also have "1" (Proficient) or "2" (Satisfactory) in special classes such as physical education, music, technology and art.

**PARENT - TEACHER CONFERENCES**

Parent - Teacher conferences are held in the fall and spring of each year. They are an excellent opportunity to meet your child's teacher and discuss their progress in school. Before the conference, it is helpful to decide what you'd like to discuss:

- Ask how you can help your child to be his or her best in school. If the teacher suggests a plan, try to follow through with it.
- One of the most important parts of the conference begins when you leave the school. Discuss with your child what happened at the conference by first pointing out his strengths and then the areas that need improvement. Make certain your child understands that you and the teacher are working together in his/her best interest.
- Parents are welcomed and encouraged to come to school to talk with the teachers. Appointments must be made to coincide with the teacher's schedule.

**COMMUNICATION TO DIVORCED PARENTS**

In the case of children of divorced parents, divorce laws stipulate that the custodial parent alone has the responsibility for the custody, care, control, and education of said children. Under the Family Educational Rights and Privacy Act (FERPA), parents shall have access to their child's educational records. FERPA regulations presume equal access for BOTH parents, unless there is a court order or legal document to the contrary.

**PROMOTION/RETENTION POLICY STATEMENT**

Promotion and retention shall be made in the best interest of the individual student. Students will normally progress annually from grade to grade. However, exceptions may be made when, in the judgment of the professional staff, with parental consideration, such exceptions are in the best interest of the student. Fourth and fifth grade students must pass three of the five core subjects (ELA, math, science, social studies) and meet district literacy requirements to be promoted to the next grade level. Students in kindergarten through fifth grade must meet the school district's literacy plan requirements to be promoted to the next grade level.

**MERIT ACTIVITIES**

Each student is responsible for his/her behavior and the consequences of that behavior. Students who follow school guidelines and are responsible for their academic work will be eligible to participate in merit activities if scheduled. Eligibility requirements are as follows:

- No bus suspensions.
- No behavior disciplinary action from the principal such as detentions and suspensions.
- No more than two discipline calls home by the teacher.
- Students having incomplete/missing assignments will be ineligible for the merit activity.

Academic detentions do not make a student ineligible for merit activities as long as the incomplete/missing assignment(s) have been completed by the merit day. After each activity students begin with a clean slate and will be eligible for the next activity as long as good behavior and responsibility continue.

**PLANNERS**

Students in grades 3-5 are expected to use the planners provided by the district. Parents are to view them regularly and sign them.

**LOCKERS/LOCKS**

Students are assigned a locker. Locks may not be used.

**DAMAGE TO SCHOOL PROPERTY**

Students will be responsible for full payment of labor and replacement cost of school property that needs to be replaced due to their intentional or unintentional actions. Appropriate school action including detention, suspension, and police action will be taken according to the offense.

**TEXTBOOKS & LIBRARY MATERIALS**

Textbooks and media center/library materials are loaned to students for their use during the school year. All materials are to be kept clean and handled carefully. Students will be responsible for payment for misuse or lost books. Appropriate school action including detention, suspension, and police action will be taken according to the offense.

**YALE PUBLIC SCHOOL ELEMENTARY DISCIPLINE POLICY**

**STUDENTS' RIGHTS:** Students have rights that should be recognized and respected under the federal and state constitutions. Students have a right to know the standards of behavior expected of them and the consequences of misbehavior. Students have the right to due process of law with respect to suspension, expulsion, and decisions affecting the student's rights. The School Board has the legal authority to make rules, and delegate authority to its staff to make rules, regarding the orderly operation of its schools and to interpret them in given situations. Students must obey such interpretations subject to appeal.

**SCHOOL RULES:**

- Be responsible
- Act safely
- Respect others
- Keep it up

**STUDENT BEHAVIOR/CONDUCT**

It is understood that all elementary students are attending Yale Public Schools to further themselves by obtaining the best education possible. By virtue of being a student of Yale Public Schools, each student agrees to abide by the rules of the school. All students shall comply with the requests of administration, teachers and other staff members who have been employed by the Board of Education. Any member of the staff, whether or not s/he is in direct control of the

group, may make a request of any student. When a student does not comply with the law and/or school rules, the privilege of attending school and any school-related activities may be revoked. It is further understood that students who persist in interfering with the rights of others, or continue to be uncooperative after a warning, will simply eliminate themselves from school. The school is concerned with the learning atmosphere as well as the individual rights and desires of students. The disciplinary policy pertains to students on all Yale Public School property and at any school related activity. If you wish further information concerning misconduct, suspension or expulsion please refer to the Board of Education Policy Book.

### **CLASSROOM MANAGEMENT PROCEDURE**

All teachers will use prevention strategies in their classroom in an attempt to create a proactive environment where any disciplinary problems are discouraged. In the event discipline problems still occur, the following procedure will be followed on a daily basis:

- 1<sup>st</sup> offense - The student will be given a warning.
- 2<sup>nd</sup> offense - Will result in the student losing a privilege at the teacher's discretion.
- 3<sup>rd</sup> offense - Student and classroom teacher will contact student's parents.
- 4<sup>th</sup> offense - The student will be referred to the Principal's office for further disciplinary action.

### **Special Classes Disciplinary Procedure**

- 1<sup>st</sup> offense – The student is given a warning.
- 2<sup>nd</sup> offense - Teacher will send home a disciplinary report for parent signature.

If two disciplinary reports are made in one marking period the student is referred to the principal for a detention.

**Please be aware that certain offenses will be subject to an immediate detention or suspension.**

### **DETENTION PROCEDURE**

Offenses that need discipline, but not suspension, could result in a student serving a detention. Kindergarten through 2<sup>nd</sup> grade will serve a recess detention. 3<sup>rd</sup> through 5<sup>th</sup> grade students will serve an afterschool detention for failure to follow school rules. The principal assigning the detention will give the student a form that must be completed and signed by the student and a parent. The signed form must be returned to the principal the next class day. Disruptive behavior in the detention room or failure to serve detention will result in an additional detention and/or suspension from school. Reasons for detentions may be issued, but are not limited to: 1) Profanity/inappropriate language, 2) Throwing objects, 3) Vandalism, 4) Cheating, 5) Forgery, 6) Kicking and/or throwing snow, 7) Skipping school, 8) Unauthorized sales, 9) Racial, gender, or ethnic slurs, 10) Harassment, 11) Bullying, 12) Unnecessary roughness, 13) Stealing, 14) Leaving the classroom without permission, 15) Incomplete assignments over 3 days late, 16) Persistent misbehavior, 17) Disrespect, 18) Damage or loss to school property. **Students will be suspended from school if the following number of behavioral detention violations occur during the semester:**

- 1. On the 6<sup>th</sup> detention in one semester, that student will be suspended in school for one day.
- 2. 7<sup>th</sup> detention in one semester = 1 day out of school suspension.
- 3. 8<sup>th</sup> detention in one semester = 3 days out of school suspension.
- 4. 9<sup>th</sup> detention in one semester = 5 days out of school suspension.
- 5. 10<sup>th</sup> detention in one semester = 10 days out of school suspension.
- 6. 11<sup>th</sup> detention in one semester = a recommendation for expulsion will be made to the Board of Education on the grounds of incorrigibility.

### **MAJOR DISCIPLINARY ACTION**

Disciplinary action up to and including expulsion and police involvement will be taken for major offenses. **Major offenses** include, but are not limited to:

- 1. Alcohol, tobacco, prescription medication, non-prescription medication, drugs, drug paraphernalia (this includes look-alike drugs and alcohol products).
- 2. Explosives, bomb threats, fireworks, weapons of any type and size including look-alike weapons and ammunition.
- 3. Assault, fighting, insubordination, extortion, leaving school or school grounds, without permission.
- 4. Burglary, larceny, robbery, vandalism, false alarm, gambling.
- 5. All gang-related activities.
- 6. Threats and bullying. (See Harassment and Bullying Sections)

The preceding offenses shall be grounds for suspension and/or expulsion from school. The normal sequence will be a 5-step progressive discipline plan:

- 1. 1-Day Suspension.
- 2. 3-Day Suspension.
- 3. 5-Day Suspension.
- 4. 10-Day Suspension.
- 5. Recommend Expulsion.

**Please be aware that certain offenses will be subject to immediate 10-Day suspension and/or recommended expulsion (drugs, weapons, etc.).**

### **STUDENT HARASSMENT**

Students have the right to be in school without being annoyed or picked on for any reason that interferes with learning or is degrading to the person. A specific form of annoyance called "Harassment" is improper and unlawful for any one of several reasons. Students who bother, annoy, or harass another student because of race, color, national origin, religion, sex, handicap, weight, or age are in violation of School Policy and will be subject to disciplinary action. Behaviors that are considered harassment include improper comments, improper touching or contact with a person, unwelcome advances, threat, and any other behavior that is unwanted by another person. Each student is required to treat all others with dignity and respect (see Yale School Board Policy GAAD).

### **BULLYING (Bullying Policy Written for Parents and Students)**

Bullying is any behavior that is deliberately intended to hurt, threaten or frighten another person or group of people. It may include, online attacks, physical attacks, swearing and insulting comments or deliberately leaving someone out of things. Some bullying is targeted at people because of their differences. This includes a person's family background, religion, race, or sexuality, as well as any disability they may have, their style of clothes, their size, hair, eyes, their taste in music or sport. However trivial the topic the bully is picking on may seem:

- All bullying is serious for the person to whom it is happening, and
- Whatever form it takes, bullying should always be taken seriously and responded to quickly.

### **If your child is bullied, what are the signs to look for:**

- You will know if your child is not happy at school, but may not know why. Bullying can be difficult to spot, because it is not often seen by adults, and people who are being bullied do not like to talk about it. A child may feel that it is somehow their fault that the bullying is happening to them. He or she may also feel worried, in case telling an adult makes it worse.

- There are many possible warning signs of bullying. It is easy to miss them. Look for clues. Your child may be upset or quiet, angry or tearful. He or she may appear reluctant to join the rest of the family, to go to school or travel alone. There may be unexplained grazes or bruising, broken or missing belongings.
- If you feel uneasy about any changes or symptoms in your child, you will want to give him or her the time to talk to you quietly about it, and to be reassured that things can be sorted out.
- Knowing what action to take can help you to support your child more confidently, and to deal with your own strong feelings of distress and anger.

**How to deal with bullying:** Teachers and adults must always respond to the distress of a victim, regardless of their own views about how the pain was caused and whether it was justified. (Robinson & Maines 1997)

- Start by listening carefully to your child's account of things.
- Encourage him or her to talk about their feelings. (Try not to turn it into an interrogation.)
- Do not ask why they did or didn't do things. If they could have done things differently, they would have done so. They handle it as best they could at the time. Do not make them feel worse than they already do, by making them feel they are in some way to blame.
- Ask them if they want help at the moment in handling things and what would be most helpful.
- Explain that the school needs to know, so that something can be done.

**What action will the school take and who is responsible for stopping the bullying?**

- It is part of the administration's job to make sure that their school provides a safe place in which children can learn. They are responsible for preventing all forms of bullying amongst pupils.
- The principal is responsible for making sure that there are policies to promote good behavior and discipline, and that they are working properly.
- The Student Code of Conduct will include details of the way in which bullying behavior will be dealt with.

**Who to approach and what to ask for:**

- Start by making an appointment to speak to your child's counselor or classroom teacher. Tell them what has been happening and ask how this will be dealt with. Agree on a time for them to report back to you on progress (within a day or two).
- If things are not quickly or easily resolved, you can make arrangements to speak to the principal. Agree with them in detail what action is to be taken and when. Record this together. Make another date to share progress. If this further action has not stopped the bullying, the principal will want to know, so that they can investigate and intervene.

There are occasions, particularly when serious physical assault, extortion, blackmail or theft are involved when the police will be informed and legal advice sought. Taking swift action at the earliest signs of bullying can prevent things from growing out of hand.

The majority of cases of bullying can be sorted out most effectively, using group support for your child, and involving other young people in developing strategies to stop bullying from occurring. You will want to feel that firm action is taken to ensure the safety and well being of your child. Short term measures to stop the bullying behavior will be important. Lasting changes will need time for staff, parents, and young people to work together to develop a solution that ensures it doesn't happen again.

#### LUNCHROOM RULES

We are proud of our students while they are in the lunchroom, because they:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. Respect and listen to the aides. | 4. Remain seated until dismissed. |
| 2. Use appropriate table manners.   | 5. Dismiss in an orderly fashion. |
| 3. Speak quietly and courteously.   |                                   |

**Please be aware that certain offenses will be subject to an immediate detention or suspension.**

#### PLAYGROUND RULES

We are proud of our students while they are on the playground, because they:

- |  |  |
|--|--|
| 1. Respect and listen to the aides.                              | 4. Stop what they are doing and line up quickly and quietly when the bell rings.               |
| 2. Use the playground equipment safely and appropriately.        | 5. Stay away from ditches, puddles and mud.  |
| 3. Respect each other and use appropriate language at all times. | 6. Show pride in their school by keeping the building and grounds free of litter and graffiti. |
|  | 7. They stay on the playground unless permission is given by the aide.                         |

If playground or lunchroom discipline problems should occur, the following procedure will be followed on a daily basis:

1. The student will be given a warning.
2. The student will lose a privilege at the lunchroom aide's discretion.
3. The student will be referred to the Principal's office for further disciplinary action.

#### DRESS CODE

We recognize that individual expression through dress and grooming is important to students. Your child's clothing should not distract from the educational setting. The following simple guidelines have been established to provide for maximum flexibility:

1. The personal appearance of students is expected to be neat, clean, and consistent with community standards.
2. Shoes are to be worn. Students are encouraged to have appropriate shoes to be worn for physical education classes, for outside recess and in the classroom.
3. No Heelys allowed.
4. Hats, sunglasses, midriff shirts, halter tops, vests without shirts, mini-skirts and over-sized clothing may not be worn. \*Hats and sunglasses can only be worn outside. Tank tops may be worn but must be three (3) finger width.
5. Shorts or culottes may be worn which are fingertip in length.
6. Patches, shirt designs, or clothing accessories that depict, suggest or portray obscene, lewd, pornographic or inappropriate representations are not allowed.
7. Any clothing that depicts alcohol or drugs shall not be worn. This includes any advertisement for tobacco, alcohol or beer/near beer, drugs or drug paraphernalia.
8. Specific rules of student appearance may be established for participation in extra-curricular activities.

#### PERSONAL PROPERTY

Students are encouraged to leave valuable items (i.e. jewelry, watches, MP3 players, electronic games, cell phones, etc.) at home. The school is not responsible for lost, damaged, or stolen items. For safety purposes---no wheeled backpacks or "Heelys".

#### **HEALTH & SAFETY ISSUES**

## REGISTRATION CARDS AND EMERGENCY DISMISSAL FORMS

Parents must fill out an emergency card and emergency dismissal form for each child attending school. This is one of our most important forms. In case of an emergency or injury we MUST be able to contact the parent or someone close to school. Designate a neighbor or relative who will be home when you are gone. If both parents are working, be sure both work numbers are listed. Incomplete, inaccurate or out-of-date emergency card information interferes with our providing for the health and safety of your child. If you or your neighbor could not be reached, the signed card may be used to admit a child to the hospital. Emergency cards will be sent home with the pupils on the opening day of school. **Please fill out the card completely. Carefully instruct your child as to the procedure to follow if school is closed early.** It is important to keep our phone lines free at this time so calls must be limited.

### SNOWBALLS

Throwing of snowballs at school or on the way to or from school is not permitted. State Statute, MSA 28.626, states that any person who throws any stone or other missile (snowball) at an automobile, train, etc., shall be guilty of a misdemeanor. This policy is for the protection and safety of all students.

### MEDICATIONS

The following regulations guide the medication of students at school. They are intended to protect the school and students while assuring medication for students to function effectively in school.

1. Medication shall only be administered to students during school hours by the principal or such other person as is authorized or directed by the school principal to administer such medication. Medication shall only be administered when it is necessary to do so during school hours.
2. Medication shall be administered to students during school hours only upon delivery of the completed permission form to the school principal by the parent/legal guardian. The medication shall be delivered in the original container to the school principal by the parent or legal guardian. The permission form shall be signed by the parent/legal guardian, and physician, shall be dated, and shall contain all of the information required by the form. The form shall be kept on file in the principal's office and must be renewed at the commencement of each school year or with additional medication or change of medicine.
3. All medication shall be stored by the principal and shall be kept in a locked file drawer, desk drawer or other locked container. All prescription medication shall be retained in the original sealed container with the student's name, the physician's name, current date, name of medication, dosage/strength of medication and expiration date. Non-prescription medication must also be in its original container (including cough drops/syrup).
4. A record shall be kept of the administering of any medication. If medication is dispersed, the principal or his designee shall record the date and time the medication was administered, the kind and quantity of the medication which was administered, and the name of the person administering the medication.
5. Medication shall be delivered to the school by the parent/legal guardian. Students are not allowed to bring medication or have it on their person at any time.

### ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, s/he is to report to his/her teacher and ask for permission to come to the elementary office. Students involved in minor accidents (small cut, scratches) will be cared for by school personnel. When necessary, we will contact the parents to inform them about their child's injury or illness. If the parents cannot be reached, the person designated on the child's emergency card will be notified.

### IMMUNIZATIONS

**Yale Public Schools Immunization Policy:** To maintain the present standard of health care, the Yale Board of Education has adopted the following policies that meet the requirements of the St. Clair County Health Department. These are exclusion of children who are not completely immunized for diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, and rubella. Requirement for rubella will be waived for teenage girls if they cannot obtain it from their family physician. The only other exemption is a signed waiver slip by parents who object to immunization for religious, health, or other reasons. These waivers may be obtained from school. Children who are exempt by waiver must be excluded from school during a serious outbreak of disease until the outbreak is under control.

### RECESS

Each student has scheduled recesses during the day. It is very important that children are dressed for the weather. Students who are in school will be expected to go outside with the other students. Anytime that it is raining or the temperature drops to 10 degrees or below, we will have inside recess. If you feel that your child needs to stay indoors after recovering from illness, please send a request to your child's teacher. A doctor's note will be required if the child must stay inside for more than two days. Inside recess is used only during inclement weather.

### FIRE AND TORNADO DRILLS

Students are to follow the instructions of their teachers and/or P.A. system during fire and tornado drills. Exit instructions for fire and tornado drills are located in each room.

## TRANSPORTATION

**Please update the emergency dismissal form with dismissal form with current information in case school should be dismissed early. Be sure your child knows the emergency plan.**

Bus transportation is provided to students living outside reasonable walking distance. Students are expected to follow bus rules and regulations. If students disregard these rules, they will lose their privilege to ride. All bus discipline is handled by the transportation supervisor (387-3231, ext. 6271, or 387-3010). Board policy concerning bus transportation allows one address for pickup and, **if necessary**, another address for take home. The same address (es) must be identified for the entire week - no day-to-day changes. **Bus passes will not be issued except for school business or for emergencies.** If you have a question about this, or any bus procedure, please contact Transportation at 387-3231, ext. 271. Do not call the school or send notes for the school to make arrangements for bus passes.

### SCHOOL BUS CONDUCT

- Students are expected to follow rules and procedures established by Yale Public School transportation department.
- The privilege of riding a school bus will be revoked for misconduct or refusal to comply with established rules and regulations.
- Students riding buses to school-sponsored activities must return by the same bus unless the parent notifies the teacher or principal.
- All students are expected to return home in their established manner. If any change is made, the school office must be notified by the parent or the students will follow the established routine.

### **BICYCLES/ WALKERS**

Students who ride their bikes to school are to leave them in the bike racks provided. Students are to ride their bikes in a safe and courteous manner. Students who misuse their bikes will not be permitted to bring bikes onto school grounds.

- Students who walk/bike should walk/bike directly to and from school.
- Students should arrive no earlier than 5 minutes before school begins.
- Students attending Yale Elementary School are not to use the trails by the oxbow ponds.
- Students walking/biking from Avoca and John F. Farrell-Emmett Elementary are to leave the grounds after the buses are gone.

### **FOOD SERVICES**

Each Yale Public School has a complete hot lunch program that is in line with state and federal guidelines. Please refer to your August parent newsletter or menus for current prices. Students will not be permitted to charge lunches. If a student forgets his/her lunch money, the parent will be contacted.

#### **FREE AND REDUCED PROGRAM**

There is government financial support available based on family income. If you would like to apply for free or reduced lunch, please contact the Director of Food Services at 387-3231 - ext. 255 for information. Applications are strictly confidential.

#### **OUTSIDE AGENCIES**

It is the policy of Yale Public Schools to cooperate with the following outside agencies: Law Enforcement, Protective Services, and St. Clair County Health Department.

#### **STUDENT RECORDS RIGHT TO ACCESS AND PRIVACY OF RECORDS**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request. No records, files, or data directly relating to an individual student shall be made directly available to anyone without the consent and notification of the student or of the parents or guardian of a student under 18, except 1) the teachers and officials of this school district who have a legitimate educational interest in such information; or unless 2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parents will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

#### **TELEPHONE**

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. These matters should be taken care of at home. **A note from the student's teacher is required before the telephone may be used.**

#### **COMMUNITY USE OF BUILDING FACILITIES**

Our multi-purpose rooms are available for community use. Check with the school for dates and times. A building use form must be completed and approved by the building principal. There is no cost for building use unless additional custodial time is required.

#### **DIRECTORY INFORMATION**

In accordance with the Family Rights and Privacy Act of 1974, Yale Public Schools will determine annually what will constitute "student directory information." Such information will be released to any organized group directly connected with Yale Public Schools or to any person or agency entitled to it under Freedom of Information legislation. Information designated "student directory information" will consist of and be limited to:

- student's name
- student's address
- student's telephone number
- parent/guardian's name
- student's date and place of birth
- participation in, and eligibility for, officially recognized activities and sports
- grade placement or dates of attendance
- honors and awards received
- most recent school or educational agency attended
- building yearbook

Any parent of a Yale Public School student, or any emancipated student, or any student eighteen years of age or older, may file a written objection with the Superintendent, 198 School Drive, if s/he wishes student directory information to be withheld.

#### **VISITORS/VOLUNTEERS**

All visitors to the Avoca, Farrell-Emmett, or Yale Elementary Schools must check in at the school office and obtain a visitor's pass. Students may not have student visitors in school during class time. All volunteers (chaperones) will need to provide a valid Michigan Drivers License, a completed Michigan State Criminal Record Search form, and YPS Volunteers Wanted form in order to have a background check done through the Michigan State Police. There will not be any cost to the volunteer for this background check. Completing this process at the beginning of the school year will allow our staff enough time to complete the necessary paperwork and eliminate last minute problems prior to events.

#### **CLASSROOM ASSIGNMENTS**

It is our goal to make each classroom as heterogeneously grouped as possible. Students are placed in classrooms with these considerations in mind:

1. Teacher recommendation.
2. Even balance of boys/girls.
3. Consideration of students' special needs.
4. Student achievement level (high, average, and low).
5. Students who have had a teacher previously.

If parents wish to provide additional information that will be helpful for room assignment, please contact the principal before the middle of May. Changes in class lists, once they have been posted, are very difficult to make and will be made only if they do not impact another student or the classroom as a whole. Class lists will be posted approximately one week prior to the first day of school.

#### **NON-DISCRIMINATION POLICY**

It shall be the policy of the Yale Public Schools to fully comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Yale Public Schools' Board of Education that no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. Yale Public Schools will continue to take whatever remedial action is necessary to eliminate any existing discrimination based on race, color, religion, national origin or ancestry, age, sex, marital status, or handicap. Any questions or concerns regarding the grievance procedure or non-discrimination policy should be directed to the Superintendent of Yale Public Schools.