

JEFFERSON ELEMENTARY STUDENT/PARENT HANDBOOK



OFFICIAL PARENT/STUDENT HANDBOOK - 2018-2019
Thomas Jefferson Elementary School

Julia Raddtz, Principal

Kenn Kott, Assistant Principal

Connie Miller, Secretary

515 Bryant Street

Manistee, MI 49660

Main:(231) 723-9285 | Fax:(231) 398-2021

ChipsLead.org

WELCOME TO JEFFERSON ELEMENTARY!

We, the staff at Jefferson Elementary School, are excited to have you and your student as part of the MAPS family! We look forward to working with you to provide your child with the best education possible. This experience is based in best-practice classroom instruction and the latest in instructional technology. Our goal is to have all students prepared and confident for their next steps as life-long learners - we know that together we can achieve!

Mission Statement

“The administration and staff of MAPS will help our students acquire the essential skills and knowledge needed to reach their fullest potential. In our partnership with the students, parents, and the community of Manistee, it is our mission to provide our students with the educational, emotional, physical, and social environment necessary for the development of every individual, while preparing all students to comprehend, contribute, and function within a technologically-based society. We will also assist in the facilitation of each student's transition from childhood to adolescence.”

Jefferson Elementary Believes:

- ***We believe all children have the right to learn, where we respect ourselves, others, and our surroundings. We celebrate diversity and treat everyone equally, and children always come first.***
- ***We believe we should provide a safe, caring, healthy and productive learning environment, where we bridge the transition from childhood to adolescence***
- ***We believe our staff should utilize best practices in the classroom to meet the needs of diverse learners, while implementing the latest technology and programs.***
- ***We believe our curriculum should challenge all students and meet their individual needs.***

Please don't hesitate to call the main office for assistance on any part of this handbook. Our goal is for your child to have a great school year!

Sincerely,

Julia Raddatz, Principal

Kenn Kott, Assistant Principal

Connie Miller, Secretary

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Thomas Jefferson Elementary School Staff

2018 - 2019

Principal: Julia Raddatz
Assistant Principal: Kenn Kott
Secretary: Connie Miller

raddatzj@manistee.org
kkott@manistee.org
camiller@manistee.org

KINDERGARTEN

Elizabeth Adams
Cindy Lundberg
Christine Slawinski
Allison Veine

eadams@manistee.org
clundberg@manistee.org
cslawinski@manistee.org
aveine@manistee.org

FIRST GRADE

Jennifer Abel
Deb Erdman
Debbie Forward
Staci Johnson
Michelle Wilson

jabel@manistee.org
derdman@manistee.org
dforward@manistee.org
sjohnson@manistee.org
mwilson@manistee.org

SECOND GRADE

McCann Bradford
Danny Brown
Andrea Dejong
Bryan Tomaszewski

mbradford@manistee.org
dbrown@manistee.org
adejong@manistee.org
btomaszewski@manistee.org

LITERACY COACH

Ruth Simoneau

rsimoneau@manistee.org

SPECIAL EDUCATION

Linda Coyle

lcoyle@manistee.org

ART

Mary Wahr

mwahr@manistee.org

MUSIC

Amanda Feyen

afeyen@manistee.org

PHYSICAL EDUCATION

Wendy Adamski

wadamski@manistee.org

SAFENET

Tracy Shimel

tshimel@manistee.org

PARAPROFESSIONALS

Mary Chick
Julie Zajac
Sheila Kaminski
Ranee Oleniczak
Connie Rybicki
Laura Savela
Jan Wills
Ann Wojcik
Rachel Lindeman

mchick@manistee.org
jzajac@manistee.org
skaminski@manistee.org
roleniczak@manistee.org
crybicki@manistee.org
lsavela@manistee.org
jwills@manistee.org
rlindeman@manistee.org

TECH COACH

CUSTODIAL

Ken Guenthardt

Tom Madsen

kguenthardt@manistee.org

tmadsen@manistee.org

FOOD SERVICE

Laura Olk

lolk@manistee.org

ENROLLMENT

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

1. a birth certificate
2. court papers allocating parental rights and responsibilities or custody
3. proof of immunizations
4. completed emergency medical authorization form

A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician to the school office.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. A student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission the superintendent shall offer the student opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

IMMUNIZATIONS

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

HEARING AND VISION SCREENING

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

SCHOOL HOURS FOR STUDENTS

The building is open for supervision of students at 7:15 AM. Our regular school day is from 8:05 AM to 3:25 PM; on half days of school we dismiss at 11:25 AM. Prior to 7:45, students are allowed to bring possessions to their locker and then proceed to the gym. At 7:45 students go to the playground until school begins. Students arriving early will be supervised by an aide. The building will closed at 4:00 PM and no supervision for students will be provided.

DROP-OFF PROCEDURES

For the safe arrival of students, the following drop-off areas are to be utilized as follows:

1. **School Bus Drop-Off/Loading zone (along Elm Street) - For school buses ONLY; no parent parking/use.**
2. **Student Drop-Off (along Bryant Avenue) - For drop-off of students only; no parking.**
3. **Jefferson Parking Lot - For parking and escorting students into building only; no drop-off.**

DISMISSAL PROCEDURES

For the safe loading of buses, we have a dismissal procedure including notification of change deadlines and an early pick-up deadline. Any notification of change of pick-up/drop off must be made by 1:00 PM on regular days, 10:30 AM on half days. Requests after this time will not be accepted. Early pick-up must be done by 3:00 PM on regular days, by 11:00 AM on half days; students must wait in the office and sign students out. This means that you may pick up your child before 3:00 PM and after 3:25 PM on regular days, and before 11:00 AM and after 11:25 on half days. Parents arriving after the early pick-up deadlines will wait in the gym until signaled by the power-point screen to proceed to classrooms.

1. Students are not released to anyone other than the parent/caregiver without a request by phone or in writing. All regular bus riders must ride the bus. If there are changes in the busing transportation of your child, please send notes to the bus driver and teacher/office by 1:00 pm.
2. Parents picking up children after school should park on the Bryant Avenue entrance to school. **Please do not park in bus loading zones (Elm Street) or in the school parking lot.**
3. **Parents picking up students during the day must report and wait in the office for the student to arrive.**

ATTENDANCE

When a student is too ill to attend school, phone the office at 723-9285 between 7:30-8:30 AM that day. All calls must be made by a parent/guardian (students are not allowed to excuse themselves). Any student arriving late to school is to report to the office before proceeding to class. Students are granted an excused absence for illness. A student is considered TARDY between 8:05 to 8:40 AM. After 8:40 AM a student is considered absent for the morning. If the office has not received a call by 9:30 AM we will attempt to contact the child's parent to verify the absence or tardy, otherwise that absence will be considered unexcused. After two or more consecutive days of absence, please call the office to arrange school work for your student to do at home. Parents of students who will be absent for an extended period of time (i.e. family trip) will be required to notify the school at least one week in advance to request the school work which will be missed during that time.

TRUANCY

A student is considered truant if they miss **ten (10)** or more days per semester. **Two tardies** will equal one (1) absence. Jefferson Elementary will work with parents to avoid a truancy situation by following these warning steps:

6 absences - warning letter

8 absences - request parent conference

At 10 absences the Wexford-Manistee ISD will be notified for truancy. WMISD will be also be notified at an additional 3 and 2 absences respectively. The ISD will pursue truancy issues at each step according to their policies.

EMERGENCY SCHOOL CLOSINGS

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

LUNCH & BREAKFAST PROGRAM

Current Prices:

Weekly Lunch - \$11.75

Daily Lunch - \$2.35

Reduced - \$.40

Milk - \$.50

Applications for free and reduced lunch are available in the school office or online at www.honoredstudents.org. Please note that if your student qualifies for free or reduced lunch they also qualify for free or reduced breakfast. If a Free, Reduced or Full Paid student brings a sack lunch from home, they must pay \$.50 for milk. **ALL BREAKFAST AND LUNCHESES MUST BE PAID FOR IN ADVANCE. Student will not be allowed to accumulate more than 3 charges at any time or the student will be given the Alternate Food Meal - American Cheese Sandwich and White Milk.** Non-sufficient fund checks will be subject to a \$20.00 NSF Fee to cover bank charges and administrative costs. Any questions regarding this policy or student balances should be directed to Kathy Gutowski, 398-3695. Students are not allowed to consume pop during school hours.

MEDICATION

MAPS has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by parent/guardian in order to participate in any activity off school grounds. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

In those circumstances where a student must take prescribed medication during the school day the following guidelines are to be observed -

1. Parents should with their physicians counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours
2. The Medicine Dispensing Form must be completed and filed with the principal before a student will be allowed to take medication during school hours.
3. All medication must be registered with the school office
4. All medication must be delivered by the parent/guardian to the school office with the bottle from the

pharmacy which describes the dosage. Medication **MAY NOT** be sent to school in a student's lunch box, pocket or envelope

5. Unused medication unclaimed by the parent/guardian will be destroyed when a prescription is no longer to be administered or at the end of a school year
6. Parents have sole responsibility to instruct their child to take the medication at the scheduled time, the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication
7. A log for each prescribed medication will be maintained which will note the personnel giving the medication, the date and time. This log will be maintained with the physicians written instructions and the parent's written permission release

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

GRADING

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

Grades K-2 Standards Based Report Cards

Key to Reading the Report Card:

- 4 - Mastery of Content Expectation
- 3 - Progressing Towards Mastery (On Target)
- 2 - Developing Skills - Needs Additional Support (Approaching)
- 1 - Beginning Skill Level - Needs Substantial Support (Area of Concern)
- N/A or Blank - Not assessed at this time

GRADING PERIODS

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

PARENT TEACHER CONFERENCES

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

PROMOTION, PLACEMENT & RETENTION

Promotion to the next grade is based on the following criteria

- a. current level of achievement
- b. potential for success at the next grade level
- c. emotional, physical and/or social maturity

HOMEWORK ASSIGNMENTS

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MEAP test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance student learning.

DISCIPLINE POLICY

Jefferson Elementary uses the team approach to discipline, with parents and staff working together to foster the success of every child. This year we are continuing our Positive Behavior Support System. This program involves modeling expected behaviors, an incentive system, and clear consequences for not following the rules. During the first few weeks of school, the staff will teach all students the expected behaviors. These expectations will be reviewed on a regular basis. After the training period, we will expect students to be Trustworthy, Respectful, Accepting, Cooperative, and kind.. If a child has inappropriate behavior, a behavior report will be completed and sent home. Parents should sign and return this form. The following school wide rules are our plan to maintain a safe and orderly environment.

RECESS

All students go outdoors for recess. They should wear appropriate clothing to school with this in mind. If a child is too ill to go outdoors, he/she may be too ill to be in school. If a medical condition exists which prevents your child from participating in outdoor recess a doctor's slip may be requested. We encourage all students to enjoy themselves, participate in appropriate play activities, and not cause others harm or discomfort.

WORK WITH SUSPENSION

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

TRANSPORTATION

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

- Generally, Kennedy and MMHS students who live within 1 ½ miles of their school are not transported; this is consistent with State of Michigan guidelines. For the Manistee Area this means West of US-31 to Cherry Road and South from River Street to 12th Street. Exceptions are made for elementary students where safety factors are an issue.
- Door-to-door service is provided for Kindergarten students after school only. Bus stops are established in consideration of the location of students, traffic safety, and time efficiency.
- It is recommended that students arrive at their designated bus stop 5 minutes before the scheduled pick-up time. In order for students to arrive at school on time buses cannot wait. The school cannot be responsible for providing supervision at bus stops; students creating problems at bus stops may be denied riding privileges. MAPS follows progressive discipline policies for student misbehavior up to and including suspension from the bus.
- The school will be responsible for transporting students to **two** locations. Transportation to other locations is the responsibility of the parent.

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

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

Bus Discipline Referral Form

- First Offense – Warning
- Second Offense – Loss of privileges
- Third Offense – 2 days suspended from bus
- Fourth Offense (or more) – 5 days suspended from bus
- All other reports: Double the amount of days previously suspended.

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

HARASSMENT

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

BULLYING & HARASSMENT POLICY

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school- sponsored, school-approved or school-related activity or function. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

At the beginning of the school year, all teachers utilize the "Bully Prevention in Positive Behavior Support" by Scott Ross, Rob Horner, & Bruce Stiller. All students are taught a three step response to problem behavior, including "Stop, Walk, and Talk." In addition, students are taught bully prevention actions through the Michigan Model Program throughout the school year.

Notification

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

Procedure

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

Definitions

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

- **"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- **"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school

related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

- **"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - D. causing substantial disruption in, or substantial interference with, the orderly operation as the circumstances permit.

Anti-Harassment Compliance Officers

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

Jason Travis, Principal - Manistee Middle School
525 12th St
(231) 723-2547

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

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

HARMFUL ITEMS

Items which could be potentially harmful to students: knives, guns, lighters, and anything else that can be used to cause bodily harm should NOT be brought to school. State law mandates a suspension will be incurred if such an item be brought to school by a student.

SEARCH & SEIZURE

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

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

DRESS & GROOMING

The style and manner in which a student dresses while attending school shall be the primary responsibility of the parents. Dress should be safe, practical, non-offensive, and not distract the learning of others. Students should be clean and neat. Students are not permitted to wear half shirts, tank tops, halter tops/dresses and T-shirts with inappropriate pictures or words printed on them. Inappropriate dress and grooming will be dealt with on an individual basis and may include removal from school.

BIRTHDAYS

Birthdays are special days for children. Parents are invited to have lunch with their child on his/her birthday. If your child has a summer or weekend birthday, choose any day as birthday lunch day. Just call the school between 8:00 and 8:30 a.m. on the day you are coming so we can order your hot lunch, which will cost you \$3.25. Flowers or balloons sent to a child in school are given to the birthday boy/girl just before dismissal time.

FIELD TRIPS

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

1. Risk of being unsafe to self or others
2. Incomplete school work

FUNDRAISING

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

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

VISITORS

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

General visitors: For the protection of students, school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

ALL VISITORS MUST REGISTER AT THE SCHOOL OFFICE. For safety purposes, visitors will be asked to wear a visitor I.D.

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

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

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

To help ensure a continuous school day for all students:

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

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

VOLUNTEERS

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

STUDENTS LEAVING BUILDING DURING SCHOOL HOURS

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

LOST & FOUND

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

INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

INTERNET

All Manistee Schools have internet access. In order for your child to use the Internet, you must sign and return the "**Student Internet and Network Access Agreement**" form. By signing, you are in agreement to abide by all regulations of system usage.

SAFETY - FIRE & TORNADO DRILLS

As required by law, we conduct the mandated number of emergency drills each school year to teach students what to do in the event of a real disaster.

PROHIBITED ITEMS

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

HEAD LICE

The School follows a no-nit standard, as recommended by the District #10 Health Department. School wide checks will begin at the start of school and continue as needed. If your child is found to have head lice and/or nits, he/she will be sent home from school. Your child may return to school when he or she is nit-free. Students need to be brought back to school with a parent for re-examination.

DRUG FREE SCHOOLS

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

SMOKE FREE SCHOOLS

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

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people it is necessary to take specific measures when the health of safety of the group is at risk. The school staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps measles, rubella and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period.

The school follows a no-nit standard for head lice as recommended by the District Health Department. School wide checks will begin at the start of school and continue as need demands. If your child is found to have head lice nits, he/she will be sent home from school. Your child may return to school when they are nit-free. Children need to be brought back to school with a parent for re-examination.

CONTROL OF NONCASUAL CONTACT COMMUNICABLE DISEASES

In the case of non casual contact, communicable diseases, the school still has the obligation to protect the safety of staff and students. In these cases the person in question will have his/her status reviewed by resource people including the Manistee Health Department to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

BLOOD BORNE PATHOGENS

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

INDIVIDUALS WITH DISABILITIES

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

NOTICE OF NON-DISCRIMINATION POLICY

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

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

Questions, concerns, requests, or complaints which relate to these federal laws are to be directed to the superintendent of Manistee Area Public Schools, 550 Maple Street, Manistee, MI 49660. Phone number (616) 723-3521.

PESTICIDE APPLICATIONS

Parents and guardians of children attending Jefferson Elementary School will be notified prior to the application of a pesticide, other than a bait or gel formulation, for any pesticide application that occurs at the school. You will be notified as to the person applying the pesticides, the location and date of application. A pesticide is defined as a: "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant".

NOTIFICATION OF PARENT/STUDENT RIGHTS

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

550 Maple Street
Manistee, MI 49660
231-723-3521

DUE PROCESS

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

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

APPEAL PROCEDURE

Students and parents have the right to appeal teacher and administrative decisions which they have reason to believe are unjust and not in the best interest of public education. The proper sequence of authorities to be followed in appealing a decision within the Manistee School system is: Teacher 1st, Principal 2nd and Superintendent 3rd with the Board of Education having the final appeal. Every effort will be made to insure that students and parents are guaranteed the right of due process.

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

- A. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- B. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
- C. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- D. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- E. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy [5611](#)) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

STUDENT RECORDS

Ms. Julia Raddatz, Principal at Kennedy Elementary, is the Custodian of Records and is responsible for the supervision of student records at the school. Each student's records will be kept in a confidential file located at the school office. The information in a student's record will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

PARENT INVOLVEMENT POLICY

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

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

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

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

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

Recognizing that parents are the first teachers, we believe that parent involvement in our school is not limited to, but includes:

- a. Instilling an appreciation for the value of a sound education and a sense of individual responsibility for learning and achievement (Ex: Positive Behavior Supports, Classroom Constitutions, Standard based report cards, etc.)
- b. Emphasizing the importance of daily attendance, attention in class, completion of all assignments and compliance with rules of conduct (Ex: Attendance awards, Weekly celebrations, Class of the Week, etc.)
- c. Preparing the child for school by building positive home conditions that support learning and appropriate behaviors (Back to School Open House, Parent Night, Parent-Teacher Conferences, Handbook, Assemblies, etc.)
- d. Volunteering for and attending school-related activities, functions and events, including parent/teacher conferences, etc. (Ex: Action Team for Partnerships (ATP), Family Reading Night, Father/Daughter Dances, Fall Carnival, etc.)
- e. Serving on school-based committees and assisting in decision-making roles (Ex: Action Team for Partnerships, School Improvement Team, etc.)

In order to facilitate a collaborative partnership, the school's staff and administration are committed to:

- a. Involving parents, students, and community members in advisory groups and committees at the school level (Ex: Action Team for Partnership, School Improvement Team, etc.)
- b. Maintaining an on-going effort to provide parents, students, and the community with information about our school (Ex: School website, local newspaper, weekly school newsletters, radio, etc.)
- c. Establishing effective two-way communication with all families, respecting their diversity and various needs (Safenet with Community Mental Health, LRBOI, etc.)
- d. Providing multiple ways in which parents, students, and community volunteers can support our schools and contribute to our students' education and well being (Ex: Volunteering, Fundraising, Mentoring, Kids Hope, etc.)
- e. Developing strategies and learning experiences to enable parents to participate actively in their children's education (Action Team for Partnerships, Parent Teacher Conferences, Open House, Jefferson staff booklet with e-mail contact information, etc.)
- f. Providing support and coordination to implement and sustain appropriate parent involvement through their child's attendance in our school and participation in our programs (Ex: Daily secretary phone calls home, phone calls between teacher and parents, SeeSaw App, e-mails between teacher and parents, missed work is sent home. Accountability is given for attendance through letters home and visits from the school liaison officer.)
- g. Utilizing the school to connect students and families with community resources that provide educational enrichment and support (Ex: Safenet, Community Mental Health, ISD, etc.)

- h. Coordinating services and resources from other programs to maximize support to the parents and students (Ex: Title 1)
- i. Annually evaluating the effectiveness of parent involvement strategies to identify and address barriers to participation and use the results to redesign the strategies for maximum participation (Ex: Action Team for Partnerships, School Improvement Team, etc.)

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

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

Jefferson staff will provide various and multiple parent involvement activities this school year. Parent involvement strategies have been guided by the research on Parent Involvement by Joyce Epstein (6 Types of Parental Involvement: Parenting, Communicating, Volunteering, Learning at Home, Decision Making, & Communicating with Community). A parent involvement policy and student/parent/school compact are used by Jefferson Elementary's Title 1 program. Below is a calendar of parent involvement activities planned for the current school year; additional events may be added during the year. Parent and student surveys will be distributed and evaluated by staff.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District non-compliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guidelines on student records (8330).

The district has established the following information about each student as "directory information": Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; major field of study; participation in

officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; awards received; honor rolls; and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within twenty (20) days from the date of this notification that s/he will not permit distribution of any or all such information.

PROBLEM PROCEDURE

If your child is experiencing a problem in school, parents should first contact the child's teacher by note or phone. In the event that the problem is not resolved to your satisfaction, then contact principal, Ms. Julia Raddatz at 723-9285.