# Table of Contents

General Information
- Welcome Letter 2
- Board of Education 3
- SJPS Vision, Mission Statement of Purpose 3
- School Calendar 4
- Quick Reference District Phone Numbers 5

Attendance/Truancy 6

Health and Safety
- School Immunization Requirements 8
- Health and Medications 8
- Keeping Children Home 9
- Safety Procedures and School Security 9
- Emergency Dismissal 9

School Use and Policies
- Live Animals 10
- Breakfast and Lunch 10
- Student Dress and Temperature Guidelines 11
- Electronic Devices and Personal Property 11
- Bus Pass Policy 11
- Communication and Telephones 12
- Report Cards and Conferences 12
- Chaperones/Volunteers/PTO 12

Appendices
- Appendix A: Search and Seizure 13
- Appendix B: Weapons Policy 15
- Appendix C: Bullying 16
- Appendix D: FERPA and Tobacco-Free Schools 21
- Appendix E: Code of Conduct 23
- Appendix F: Title IX: Non-Discrimination Policy 24
- Appendix G: Title VI: Civil Rights Compliance 25
- Appendix H: Internet and Technology 26
- Appendix I: Elementary Course List 30
- Appendix J: Building-Specific Information 31
Welcome to St. Johns Public Schools! This handbook covers all four of our elementary schools in the district: Eureka, Gateway North, Oakview South, and Riley.

While each of our elementary schools follows district policies set forth by the Board of Education, each building also has its own specific information. Appendix I at the end of this handbook contains building specific information for each of the elementary schools.

We are honored to work with your children and thank you for the opportunity. We look forward to getting to know your families during these important first years of education.

Thank you so much for being a part of SJPS.

Sincerely,

Mark Palmer, Superintendent
Anne-Marie Potter, Eureka Principal
Michael Winkel, Gateway North Principal
James Alspaugh, Oakview South Principal
Joseph Corr, Riley Principal
General Information

2019-2020 Board of Education

Scott Darragh  
Rhonda Dedyne  
Rick Drabek  
Tim Jackson  
Kevin Kirk  
Alan Nelson  
Robert Watson  
Mark Palmer, Superintendent

St. Johns Public Schools Vision Statement

To become schools that embrace change through pursuit, evaluation and celebration of new knowledge and skills. To provide every student with the choice to undertake advanced learning without remediation.

St. Johns Public Schools Mission Statement

St. Johns Public Schools will provide an educational experience that prepares all students to become individuals who think critically, live purposefully, lead responsibly, communicate persuasively, and serve others generously.
2019-2020 School Year Calendar

8/26  First day for students, except for preschool students
8/30  NO SCHOOL
9/2   NO SCHOOL
9/9   First day for preschool students
10/14 Conference week begins (conference times to be scheduled by building).
10/18 NO SCHOOL
11/1  ½ Day Professional Development
11/19 Early Release Day
11/20 Early Release Day
11/28-11/29 Thanksgiving Recess; NO SCHOOL
12/23-1/3 Winter Recess; NO SCHOOL
1/6   Classes resume for all students
1/20  Professional Development; NO SCHOOL
1/27  Conference week begins (conference times to be scheduled by building).
1/31  NO SCHOOL
2/17  Professional Development; NO SCHOOL
3/5   Early Release Day
3/6   Early Release Day
3/30-4/3 Spring Break; NO SCHOOL
4/6   Classes resume for all students
4/10  Good Friday; NO SCHOOL
4/24  ½ Day
5/8   ½ Day Professional Development
5/25  Memorial Day; NO SCHOOL
6/4   Early Release Day
6/5   Early Release Day
6/5   Last Day of School

*All dates are subject to change due to weather and circumstances beyond our control.*
## Quick Reference District Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address/Telephone Number Changes</td>
<td>District Office (227-4000)</td>
</tr>
<tr>
<td>Attendance Line</td>
<td>Per building, see Appendix I</td>
</tr>
<tr>
<td>Bus Garage</td>
<td>227-5332</td>
</tr>
<tr>
<td>Homework</td>
<td>Child's teacher</td>
</tr>
<tr>
<td>Preschool Program</td>
<td>227-4003</td>
</tr>
<tr>
<td>Registration</td>
<td>227-4003</td>
</tr>
<tr>
<td>Schools of Choice</td>
<td>227-4003</td>
</tr>
<tr>
<td>District Office/Enrollment</td>
<td>227-4003</td>
</tr>
</tbody>
</table>
Parents should call the school attendance line if your child is ill, has a doctor’s appointment, or is going on a vacation. **Even if you have already communicated the absence to your child’s teacher**, please let the office know. If we do not receive a call on our attendance line an automated system will make you aware of your student’s unexcused absence. Students who are not called in within 48 hours will have an unexcused absence for that day. Please check Appendix I for the appropriate contact information for your school and school attendance.

**Attendance is mandatory. Parents/guardians have a legal obligation to make sure their children attend school.** Regular and consistent attendance is critical to the continuity of instruction and retention of each child's education.

### Tardies/Leaving Early

Students who arrive after the start of school will be considered tardy (unless due to a late bus). Students arriving 30 minutes or more late will be considered absent for the morning. Likewise, if your child leaves prior to regular dismissal, she/he will be marked as leaving early. If she/he leaves 30 minutes or more before the end of the school day, it will be considered an afternoon absence. When late for school, please have your child report directly to the office so that we can correct our attendance records. Parents who wish to pick up a student prior to dismissal, must report to the school office to sign him/her out on the Student Sign-Out Sheet.

### Truancy Guidelines for Clinton County Public Schools

Regular attendance at school is very important in assisting children in mastering basic skills and facilitating academic progress. When students are absent from school, they miss essential classroom instruction. Although students can make up work they missed when absent, they are not able to replace the interaction that occurs between the teacher and student. The truancy guidelines for the school districts within Clinton County are:

1. **After 10 absences**, a letter will be sent to the parents encouraging regular attendance.
2. **After 15 absences**, a letter will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Attendance Officer and the Attendance Officer will make contact with the parents of the truant student.
3. **After 20 absences**, a letter will be sent to the parents. A copy of the letter will be sent to the Attendance Officer, plus he/she will be notified by phone. The attendance officer will notify the Clinton County Prosecuting Attorney, and the Attendance Officer will make a second contact with the parents.
4. **After 25 absences**, the County Prosecuting Attorney will be requested by the Attendance Officer to issue a warrant.
   a. Each case will be evaluated individually. Consideration will be given to unusual circumstances including: extended illness, death in the family, prearranged family vacations, and other unusual circumstances.
   b. Absences will be accumulated from one school year to the next for the purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period.
c. For purposes of these guidelines, absences will be counted from previous school districts for students new to our district.

5. A Meeting with the school officials, parents and Attendance Officer can be arranged at any point during this protocol.
Health and Safety

School Immunization Requirements

Immunization documentation is required for all students who are enrolled in St Johns Public Schools. Talk to your child’s health care provider to make sure your child is up to date on their immunizations. For additional information on recommended and required immunizations go to: www.michigan.gov/immunize

If you choose to waive childhood vaccinations for your child, new Michigan law requires a parent to get the waiver from their local health department. To reach the Mid-Michigan District Health Department call 989-224-8704. The waiver must be presented to the child’s school before the child can begin school.

If a child is not current with his/her immunizations and if no waiver has been given to the school, the child will not be allowed in school until these documents are received from the family. If you have questions visit http://www.sjredwings.org/healthservices/immunization/ for additional information.

Health and Medications

We appreciate the importance of administering medication to your child. In order to protect the safety of both the student receiving the medication and other students in the building, district guidelines have been established. These guidelines are consistent with state law and are specifically designed to prevent any mishaps. We want all of our students to be healthy and safe!

Medication is defined as both a prescription or non-prescription medication that is taken by mouth, taken by inhaler, injectable, applied as drops, or to the skin. The following guidelines must be adhered to at all times:

*The student’s parent/guardian and health care provider must provide the school with written permission and request to administer any medication. These forms are available in the school office and online, and are valid for the current school year only.

*The medication must be delivered and picked up by an adult in its original container. Students and school personnel may not transport medication.

*All medications must be in the original container and must be accompanied by directions from a doctor. This policy applies to all medications, including over the counter items such as ibuprofen, aspirin and cough drops. The directions must include the student’s name, name of the medication, dosage, time to administer, how to administer, the duration of the medication, the reason for it, and any side effects. Doctors may fax them to the school, but we cannot take them over the phone.

*We cannot make any changes in the administration of medication such as time of day or dosage without the specific written order of the child’s physician.

*Prescription and medication supply renewal is the responsibility of the parent/guardian. We will let the parent/guardian know when the medication supply is running low or the expiration date is near.

*We are unable to cut or divide pills. Oral medication must be supplied in the exact dosage.
Health and Safety

Keeping Children Home

We realize that children are susceptible to many illnesses. It is recommended to use the following guidelines when deciding whether or not to keep your child out of school:

1. Child has a contagious disease or health condition
2. Doctor suggests/requires the child stay home*
3. Vomiting
4. A fever
5. Temperature should be normal for 24 hours before returning to school

*For extended illnesses the school requests documentation from a doctor.

For other health-related concerns, please visit the Health Services page on our website at: www.sjredwings.org/healthservices

Safety Procedures

1. Fire, tornado, and lock-down drills will be held at regular intervals according to state law and are an important safety precaution.
2. In the event of a tornado watch during the school day, a regular schedule will be maintained, and students will be dismissed at the end of the school day.
3. In the event of a tornado warning, all students will take cover. Students will not be dismissed until the warning has lifted.
4. All building doors will be locked during the school day. There is a doorbell at the main entrance to gain access to the schools.

School Security

All outside doors are kept locked throughout the school day. When entering the building during the school day please use the doorbell that is located on the main entrance doors. Our students and staff have been instructed not to open the doors for people. Please do not put our students in an awkward situation by asking them to open doors for you.

Emergency Dismissal

Please listen to local radio and TV stations in case of severe weather. DO NOT CALL THE SCHOOL.

During a tornado watch or warning, students will remain in school. If early dismissal becomes necessary, the school will send communication about dismissal time through e-mail, text messages, phone calls, and local media. Students will be sent home how they normally are on that day.
School Use and Policies

Live Animals

For our students’ safety and because of increasing allergies and medical sensitivities, **NO LIVE ANIMALS** should be brought to school unless it is curriculum related and approved by the building principal in advance.

Breakfast and Lunch

We have adopted the following food service guidelines:

*When depositing money into your child's account, we encourage you to use online deposits through PaySchools so funds are available immediately. You may also send cash or check to school with a completed deposit slip. You can access information about electronic deposits and get deposit slips from the district Food Service Website. You will be notified when the account is low.

*Credit privileges will not be extended to students beyond two meals.

*Students who exceed the credit privileges coming through the breakfast or lunch line will receive an alternate meal.

*Any check made payable to St. Johns Public Schools presented for payment or prepayment of breakfast or lunch meals must be deposited in full.

*Account balances at the end of the school year will be carried over to the following school year.

*Should you have any questions, please contact the Food Service Director, at 227-4135.

*Breakfast is served every morning before school. The cost of the meal is $1.50 and it does not need to be ordered in advance. Please see Appendix I for building specific breakfast information.

*Breakfast is not served when we have two-hour delays.

*Hot lunches may be purchased by the day, the week, or the month. The $2.35 price per day includes a container of milk. Milk may also be purchased separately for $0.50.

*Free or reduced-price lunch is available to those who qualify. Forms will be mailed prior to the beginning of the school year or may be obtained at any time from the school office or online. We encourage parents to contact us for a form if one was not received.
Student Dress

Students are expected to dress neatly and tastefully in clothing suitable for school activities and a learning environment. **Students should dress appropriately for the weather.** Footwear must be worn at all times. **Snow pants and boots in the winter are strongly encouraged for all elementary students.**

Students should not wear clothing that advertises tobacco, alcohol or narcotics. Clothing with inappropriate content/language should not be worn to school.

If clothing is distracting or disruptive to the educational process, students may be required to change clothes at the discretion of the building principal.

Temperature Guidelines

When the temperature and/or wind chill is zero or below, students will stay indoors for recess. When the temperature is above 50 degrees, students may remove coats. The building principal may call for inside recess if he/she deems it necessary for student safety.

Electronic Devices

We follow the Board adopted policy on BYOD (Bring Your Own Devices) for educational purposes. However, anytime a child brings a cell phone, tablet, laptop, or other electronic device to school, there is a risk of breakage, damage or theft. Please understand that you accept those risks if your student brings these items to school. The items are not the responsibility of school staff. On that same note, staff can and will ask students to turn devices over to them (staff) if the devices are not being used in accordance with classroom and school expectations. Students may get them back at the end of the day, or if deemed necessary, parents may come in to get the device(s).

Personal Property

The best advice here is if you don’t want to lose it, or have someone take it, keep it at home. It is a risk to bring favorite or expensive toys and such to school and it is not advised unless prior agreements/approval have been given by school staff.

Bus Pass Policy

- Parents must notify the school office in writing with parent signature, if their student is to ride a bus not assigned to them.
- If another student is having a student ride their bus, written parent notice is also required
- Bus passes will be issued **by the end of the day** with parent permission.
- Students will not be able to make calls home during the school day for permission to ride the bus home to their friend’s home.
Communication and Telephones

Telephones are for school business. They may be used by students only in emergency situations and only with permission of someone in the office. Our communication about your child is very important to us. However, we need to protect your student’s learning time in the classroom during the day and phone calls to the classrooms cause a disruption to the teaching and learning taking place. Therefore, we will only be able to put you through to the teacher’s voicemail while our students are in school. The teacher will respond to your voicemail either at the end of the day or the following day depending on their schedule. If it is something that requires their immediate attention, please leave a message in the office and we will be sure they get it. Because teachers are spending their time providing instruction to your students throughout the day, they also do not check their emails unless they have a break. Please do not expect them to respond to your emails before the end of the day. Your child’s achievement is our primary concern.

Report Cards and Conferences

In order to keep parents/guardians informed of their student’s progress in school we send home report cards and hold conferences several times throughout each school year. Report cards will be sent home three times per year at the end of each trimester. Parent-teacher conferences are held halfway through the trimester, three times per year. Each family will be invited to attend conferences at least two times each year. Parents are always welcome to meet with teachers, administrators, and counselors anytime during the school year. You are encouraged to keep in close contact with the school.

Chaperones and Volunteers

We welcome chaperones and volunteers in our schools, but each situation is unique, so please understand that at times, there may be limited spots available. Classroom volunteers and chaperones will need to complete a confidentiality form. If you are directly supervising students in the absence of a school staff member, you will also be required to fill out a background check form and provide a copy of your driver’s license. The background check form will need to be completed EACH TIME you supervise students in the absence of a school staff member.

As chaperones and volunteers, your role is one that requires you to supervise under the direction of the school staff. We ask that you refrain from speaking about other students, from gossip, and to keep conversations school appropriate. These roles also include that you keep information confidential about students including during conversations and through social media. All district policies apply to volunteering and chaperoning both on and off campus.

The paperwork that you will complete for these options will have more information. Please let us know if you have any further questions on this by contacting your school office.

Parent-Teacher Organization

The purpose of the P.T.O. is to bring together parents and teachers to work for the development of our students and school. P.T.O. meetings are held monthly. Parents will be reminded of upcoming meetings through the school newsletter. Parents and teachers elect the following officers at a general meeting each spring: President, Vice-president, Secretary, and Treasurer. All school parents are considered to be members of the PTO and are encouraged to be a part of this active group.
Appendix A

**Search and Seizure – Board Policy 5771**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

**School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

**Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated. The Superintendent shall be notified immediately.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search
without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student’s person or intimate personal belongings shall be conducted by a person of the student’s gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L.A. 380.1306
U.S. Constitution, 4th Amendment

Revised 2/13/12
Appendix B

Weapons Policy – Board Policy 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. weapons under the control of law enforcement personnel;

B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)

C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L.A. 380.1311, 380.1312(1), 380.1313
20 U.S.C. 7151

Revised 2/24/03
Revised 12/14/15
Bullying and Other Aggressive Behavior Toward Students – Board Policy 5517.01

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, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, 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.

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

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, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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.
Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

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 or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person’s office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remediying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under
certain circumstances, the identity of the reporting student may become obvious even without
disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be
taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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 after a report or
complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in
prompt and appropriate remedial action. This may include up to expulsion for students, up to
discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal
from any official position and/or a request to resign for Board members. Individuals may also be
referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or
bullying/cyberbullying, the Principal or appropriate administrator believes that the reported
misconduct may have created a hostile learning environment and may have constituted unlawful
discriminatory harassment based on a Protected Class, the Principal will report the act of bullying
and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be
investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents
and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any
remedial action taken, including disciplinary actions and referrals, to the Superintendent. The
Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a
complaint, participates in an investigation or inquiry concerning allegations of bullying or
aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive
behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be
considered a serious violation of Board policy, independent of whether a complaint of bullying is
substantiated. Suspected 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 written, verbal, or physical acts, including cyber bullying (i.e. any
electronic communication, including, but not limited to electronically transmitted acts, such as
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 of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of
bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or
damaging personal belongings or extorting money, blocking or
impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making
threats.

C. Psychological – spreading rumors, manipulating social relationships,
coercion, or engaging in social exclusion/shunning, extortion, or
intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;
Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt’s Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Adopted 12/13/04
Revised 5/21/07
Revised 3/26/12
Revised 11/25/13
Revised 7/6/15
FERPA Annual Notice

In accordance with federal regulations and for the benefit of parents and students in the school district, this notice serves to notify parents of students currently in attendance and students of legal age of their rights regarding educational records and confidentiality.

You have the right to the following:

1. Inspect and review your child's educational record.
2. If you feel the educational record is misleading or inaccurate, you can request an amendment to the part of record that is inaccurate.
3. Give written consent before any personally identifiable information is released about your child.
4. File a complaint with the Department of Education in Washington, D.C., which enforces regulations pertaining to educational records if alleged violations are being made by the school district and you have been unable to resolve those differences at the school district level.

Use of Tobacco on School Premises – Board Policy 7434

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy,

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
2. the inhaling or chewing of a tobacco product
3. the placing of a tobacco product within a person's mouth
4. and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.
Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.

Tobacco companies/products may not sponsor any school activity or project.

The Superintendent shall designate the individuals and the methods to monitor compliance with this policy.

M.C.L.A. 333.12601 et seq.
M.C.L.A. 380.1170
M.C.L.A. 750.473
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
MDE Board Policy on 24/7 Tobacco-Free Schools

Revised 5/22/06
Revised 5/23/11
Revised 2/13/12
Appendix E

Code of Conduct for Elementary Students

Please listen to and show respect to all who work, attend and visit our school. “Thank you,” “Excuse me,” and “Please” are always appropriate.

1. Obey the instructions of all school staff at all times.
2. Refrain from fighting, bullying, participating in friendly scuffles, using profane language, being verbally abusive, or acting in a vulgar manner.
3. Stay on school property unless given permission to leave.
4. Items such as weapons, knives, matches, toy guns, water pistols, and slingshots are not permitted at school.
5. Walk quietly in the building and to and from buses.
6. Refrain from throwing objects that may be harmful to other people and/or property, such as snowballs, ice, sticks, sand, or stones.
7. Take pride in your school by helping to keep it clean and attractive.

Definition of Consequences

If a student commits a violation, discipline will be enforced based on the following guidelines and is at the discretion of the principal within the parameters of district policy. Alternative consequences may be decided by the principal and parents.

Behavior Plan – A plan developed specifically for the student detailing strategies for improving his/her behavior and consequences if the negative behavior continues.

Community service - As defined by parents and principal.

Detention (or lunch detention) – In a quiet area the student may write and reflect on his/her behaviors. This period of time may be during lunch or after school hours.

In-School suspension – Student is removed from the daily routine of school, but remains in the building. Students are expected to be engaged in school work.

Loss of recess – Student will miss recess.

Out of school suspension – Student’s rights and privileges of attending school are suspended up to 10 days.

Parent conference – A meeting scheduled with principal, parent, and/or staff members.

Restitution – Replace or repair damage.

Student conference – A meeting between the student and appropriate staff. Parents may be invited to attend.

Time out – Student will be removed from the activity.
Title IX: Non-Discrimination Policy

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.

Following is the St. Johns Board of Education policy as it relates to educational programs to eliminate discrimination and denial of services of any protected class. Anyone who wishes to file a complaint as it relates to this policy may obtain a copy of the procedures to file such a grievance from the Board of Education offices, or see the procedure as provided later in the document.

**Any questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, should be directed to:**

Mark Palmer, Superintendent  
District Administration Office  
St. Johns Public Schools  
501 W. Sickels  
St. Johns, MI 48879  
989-227-4050

Wendy Andrzejewski, Technology Director  
St. Johns Middle School  
St. Johns Public Schools  
900 W. Townsend Rd.  
St. Johns, MI 48879  
989-227-4086

**Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:**

Regarding facilities:  
Director of Operations, Rob Gleason  
St. Johns Public Schools  
501 W. Sickels  
St. Johns, MI 48879  
989-227-4000

Regarding Education Services:  
Special Education Director, Dr. Kimberly Ross  
Section 504 Coordinator  
St. Johns Public Schools  
501 W. Sickels  
St. Johns, MI 48879  
989-227-4000

“**It is the policy of the St. Johns School District that no person shall, on the basis of race, color, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.”**
Appendix G

Title VI: Civil Rights Compliance

“The St. Johns Public Schools, located at 501 West Sickels Street, St. Johns, MI 48879, will receive and use Federal funds and United States Department of Agriculture donated foods. No protected class shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination to our United States Department of Agriculture donated foods and child nutrition programs, or be discriminated against in any of the above ways, in a program that receives Federal financial assistance.”

**Any person who believes he/she has been discriminated against should write immediately to:**

Mark Palmer  
Superintendent  
District Administration Office  
St. Johns Public Schools  
501 W. Sickels  
St. Johns, MI 48879  
989-227-4000
Student Education Technology Acceptable Use And Safety – Board Policy 7540.03

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students’ use of the their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District’s network, the District’s Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, to services through its Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.
Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Network Supervisor may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.
Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board’s Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Network Supervisor as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District’s Education Technology and the Internet for instructional purposes.

P.L. 106-554, Children’s Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
47 C.F.R. 54.500 – 54.523

Revised 2/25/02
Revised 1/25/10
Revised 2/13/12
Revised 10/22/12
Revised 1/26/15
Appendix I

St. Johns Public Schools Elementary Course List

Core

English Language Arts

- Reading
- Writing
- Word Study

Math

Science

Social Studies

Michigan Model Health

Non-Core

Art

Music

Physical Education
Appendix J: Oakview South Elementary

Dear Parents/Guardians,

Welcome to Oakview South Elementary School! Oakview is a 3-5 and PK building, with approximately 375 students, in the St. Johns Public School system. We have one self-contained special education classroom, making our population unique in the district with special needs students. We are located on the south side of town, at the corner of South Clinton Street and Townsend Road. Our campus is beautiful, with an expansive lawn beyond our well-designed playground and with a quiet-area garden for reading just outside of our doors, in memory of principal Ricki Dean.

Oakview South also boasts an experienced staff and takes pride in the community and support surrounding our school. It is a good place to be and a great place to learn. We have a parent-library within our school library with resources for parents.

Do you use Facebook? If so, like our page! We keep our FB page very current and up to date, or rather, up to the minute. It is a major communication piece for our parents and is used immeasurably to keep parents informed of what is happening at school. We also have our school website, teacher pages, email and of course, phones, as methods of communication.

Thank you for being a part of our school community. Please read the following information on Oakview South for more details of how we operate and our expectations.

Thank you for the honor and privilege of working with your children.

Sincerely,

Jim Alspaugh, Oakview South Principal
**Oakview Vision, Mission and Beliefs**

**Vision:**
- All Oakview students will have the core skills necessary to work toward their chosen college or career path and be productive members of society that think critically to solve problems and pursue lifelong learning.

**Mission:**
- Oakview Elementary staff commits to meeting the academic and social needs of all students by creating an environment that is safe for students and promotes high-quality learning experiences.

**Belief Statements:**
- **All Children:**
  - Have the capacity to grow and to learn when given tools and opportunities.
  - Deserve a safe and respectful learning environment.
  - Should have the opportunity to be recognized for their accomplishments.
  - Deserve access to a rigorous, well-designed curriculum.
  - Should have access to the supports and accommodations needed to achieve personal growth and academic success.
- **All Staff will:**
  - Promote risk-taking to try and learn new things among staff and students.
  - Be compassionate, patient and flexible within our school community.
  - Collaborate to prepare, plan and problem-solve.
  - Engage in ongoing learning to improve content knowledge and educational best practices.

**Oakview Staff**

Principal, Jim Alspaugh 227-4501  
Secretary, Bernadette Richardson 227-4502  
Preschool, Riley Schoendorf 227-4599  
Preschool, Monica Leikert 227-4564  
Preschool, Shawn Gilbert 227-4565  
3rd Grade, Kelly Dean 227-4569  
3rd Grade, Shannon Kiel 227-4570  
3rd Grade, Krista Lehner 227-4578  
3rd Grade, Michelle Smiley 227-4577  
4th Grade, Natalie Berkhousen 227-4576  
4th Grade, Jen Parker 227-4575  
4th Grade, Beth Hurren 227-4572  
4th Grade, Colton Hengesbach 227-4571  
5th Grade, John Ferden 227-4561  
5th Grade, Kari Harrant 227-4560  
5th Grade, Lindsay Jury 227-4563  
5th Grade, Bill Platt 227-4562

**Oakview Staff Continued…**
Learning Resource, Aimee Payment 227-4579
3-5 CI Classroom, Angela Helms 227-4573
Art Teacher, Josh Gove 227-4568
Music Teacher, Shirley Ries 227-4574
Physical Education Teacher, Kari Simon 227-4581
Counselor, Nicole Toft 227-4633
Literacy Coach, Ellen Marr 227-4566
Math Coach, Jen Newman 227-4567
Behavior SSP, Sheri Menard 227-4532
Library SSP, Becky Swender 227-4530
PK SSP, Marianne Schloegl 227-4500
PK SSP, Nicole Gregory 227-4500
PK SSP, Sara Sillman 227-4500
SSP, Christine Ashley 227-4500
SSP, Christine Bishop 227-4500
SSP, Lisa Mancuso 227-4500
SSP, Loretta Conklin 227-4500
SSP, Jamie Ettinger 227-4500
SSP, Mary Ellen Darnell 227-4500
SSP, Monica Koch 227-4500
SSP, Angie Howard 227-4500
Day Custodian, Judy Larson 227-4500
Night Custodian, Dixa Rositas 227-4500

End of day changes

The school office receives a very large number of phone calls towards the end of the day. It is very helpful if a situation can be taken care of by sending a note or using voice mail. On days you plan to pick up your child please send a note to inform the school (both the classroom teacher and the office) to avoid any confusion. Otherwise, students will be placed on their assigned bus.

Attendance

You are expected to call the school attendance line if your child is ill, has a doctor appointment, or is going on a vacation. Even if you have already communicated the absence to your child’s teacher, please let the office know. If we do not receive a call on our attendance line staff will contact you to determine the reason for your child’s absence. Students who are not called in will have an unexcused absence for that day. Oakview's school attendance line is 227-4544.

Attendance is mandatory. Per the Clinton County Truancy Guidelines listed in the general section of the handbook, parents/guardians have a legal obligation to make sure their children attend school. Regular and consistent attendance is critical to the continuity of instruction and retention of each child’s education.
**Birthday celebrations**

We know how important birthdays are for our students and how fun celebrating can be. In an effort to maximize our learning time, protect students with food allergies, and promote healthy choices, we will not celebrate with birthday treats at school. When it is time to celebrate a birthday, the birthday child may choose an additional 15 minutes of free activity time for their class (gym, recess, class game, etc.).

**Recess**

If your child is well enough to come to school, it is generally assumed that the child is well enough to go outside for recess. Students staying inside for health reasons must have a note from a doctor.

**Security**

All outside doors are kept locked throughout the school day. When entering the building please use the doorbell that is located to the left of the main entrance doors. Our students and staff have been instructed not to open the doors for people. Please do not put our students in an awkward situation by asking them to open doors for you.

**Building Climate/Behavior Expectations**

Our counselor and staff teach the techniques below for dealing positively with one another.

**Peace Making Process**

When you_______

I feel_______

I want_______

**DEBUG**

Ignore
Move away
Talk friendly
Talk firmly
Get adult help
## Oakview South Behavior Expectations

<table>
<thead>
<tr>
<th>Area</th>
<th>Stay Safe</th>
<th>Offer Help</th>
<th>Act Responsibly</th>
<th>Respect Everyone</th>
</tr>
</thead>
</table>
| **Playground** | Stay on the playground  
Play and use equipment safely  
Report any safety concerns to adult  
Wear weather appropriate clothing | Get an adult if necessary  
Use the Peacemaking or Debug Process  
Invite others to play | Put equipment away when the whistle blows  
Line up promptly when the whistle blows  
Stay in assigned line  
Voice Level--0, 1, 2, 3, 4 during playtime | Keep hands, feet, and objects to self  
Play fair and share  
Problem solve with calm words  
Listen and follow directions the first time they are given  
Follow game rules |
| **Hallway** | Walk in a line on one side of the hall and stay in your space in line  
Keep the pace; stay with your class  
Face forward when walking  
Be alert | Greet others silently  
Encourage others to follow directions  
Be mindful of others learning environment | Wait for passing classes  
Keep hallways clean  
Voice Level--0 or 1  
Walk with a purpose to your destination | Keep hands, feet, and objects to self  
Listen and follow adult directions  
Stay in your personal space  
Close lockers quietly |
| **Cafeteria** | Walk to enter and exit  
Wait for your turn in line  
Stay seated until dismissed by adult  
Use hand sanitizer and/or wash hands | Have positive conversations  
Help others clean up  
Make room for others  
Use Debug and Peacemaking Process | Go directly to where you need to be  
Get everything you need before sitting down  
Clean up your eating area  
Voice Level--0, 1, or 2  
Raise your hand for permission to leave your seat or use the restroom | Keep hands, feet, and objects to self  
Listen and follow adult directions  
Eat only your own food  
Use manners: Say please, thank you, or excuse me. |
<table>
<thead>
<tr>
<th><strong>Arrival/Departure</strong></th>
<th>Walk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use the sidewalks</td>
</tr>
<tr>
<td></td>
<td>Be alert to environment</td>
</tr>
<tr>
<td></td>
<td>Stay in designated areas</td>
</tr>
<tr>
<td>Help others if needed</td>
<td>Be on time</td>
</tr>
<tr>
<td></td>
<td>Gather and take care of belongings quickly</td>
</tr>
<tr>
<td></td>
<td>Voice Level -- 0, 1, or 2</td>
</tr>
<tr>
<td></td>
<td>Walk with purpose to your destination</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet, and objects to self</td>
</tr>
<tr>
<td></td>
<td>Listen and follow directions from safety patrols and adults</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Assembly</strong></th>
<th>Enter and exit in an orderly manner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keep hands, feet and objects to self at all times</td>
</tr>
<tr>
<td></td>
<td>Use appropriate aisle</td>
</tr>
<tr>
<td></td>
<td>Stay seated on your bottom</td>
</tr>
<tr>
<td>Help others if needed</td>
<td>Enter quietly and observe the quiet signal</td>
</tr>
<tr>
<td>Give only positive responses</td>
<td>Remain seated in assigned classroom area</td>
</tr>
<tr>
<td>Model appropriate behavior for others</td>
<td>Voice Level -- 0 or 1</td>
</tr>
<tr>
<td></td>
<td>Keep feet quiet and on the floor at all times</td>
</tr>
<tr>
<td></td>
<td>Be a good listener; Quiet feet</td>
</tr>
<tr>
<td></td>
<td>Show appreciation; Clap at appropriate times</td>
</tr>
<tr>
<td></td>
<td>Listen and follow directions the first time given</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bathroom</strong></th>
<th>Walk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use equipment appropriately</td>
</tr>
<tr>
<td>Help others if needed</td>
<td>Wash hands with soap and water</td>
</tr>
<tr>
<td>Notify an adult of any bathroom needs</td>
<td>Clean up after yourself</td>
</tr>
<tr>
<td>Voice Level -- 0 or 1</td>
<td>Voice Level -- 0 or 1</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet, and objects to self</td>
</tr>
<tr>
<td></td>
<td>Be private and give others privacy</td>
</tr>
<tr>
<td></td>
<td>Wait your turn</td>
</tr>
<tr>
<td>Inside Recess (Starting Point -- Develop Plan by Classroom, Post Inside the Room)</td>
<td>Use items appropriately</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Walk inside school building</td>
<td>Get an adult if necessary</td>
</tr>
<tr>
<td>Stay in designated areas</td>
<td>Report any safety concerns to adult</td>
</tr>
<tr>
<td>Keep hands and feet to self</td>
<td>Voice Level -- 0, 1, or 2</td>
</tr>
<tr>
<td>Help others if needed</td>
<td>Keep hands and feet to self</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before School</th>
<th>Exit the vehicle safely</th>
<th>Be prepared to have a good day</th>
<th>Enter the building at the designated time</th>
<th>Keep hands and feet to self</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay on the sidewalk</td>
<td>Arrive ready to learn</td>
<td>Go directly to your grade level’s designated area in the gym</td>
<td>Voice Level -- 0, 1, or 2</td>
<td></td>
</tr>
<tr>
<td>Keep close to the building</td>
<td>If you get breakfast, go directly to the cafeteria first and then go to your before school line up spot</td>
<td>Follow directions of adults and safety patrol on duty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Going to the Office</th>
<th>Enter and exit in an orderly manner; always walk</th>
<th>Help others if needed</th>
<th>Wait calmly until given directions, unless it is an emergency</th>
<th>Keep hands, feet and objects to self</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go directly to your destination</td>
<td>If someone is on the phone or talking to another person, wait to speak</td>
<td>Voice Level -- 0, 1, or 2</td>
<td>Use manners</td>
<td></td>
</tr>
<tr>
<td>Sit properly on chairs</td>
<td>Listen and follow directions from adults</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stay until dismissed by an adult</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Walk and move safely</th>
<th>Share materials</th>
<th>Be ready to learn and work with peers</th>
<th>Keep hands, feet and objects to self</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay in designated areas</td>
<td>Get an adult if necessary</td>
<td>Complete work on time</td>
<td>Take care of materials</td>
<td></td>
</tr>
<tr>
<td>Use materials appropriately</td>
<td>Voice Level -- 0, 1, or 2</td>
<td>Problem solve with calm voice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bicycle Safety

Riding bicycles to school is a privilege reserved for fourth and fifth grades who have written permission from their parents. Extreme caution should be exercised when riding on heavily traveled roads. Bicycles may not be used during the school day and should be parked upon arrival at school. All bicycles must be kept in the bike rack. Students riding bicycles will not leave the designated bike area until after the buses have left the parking lot.

Student Drop-Off/Pick-Up

The school day begins at 8:10 A.M. and ends at 3:05 P.M. Students may be dropped off no earlier than 15 minutes prior to the start of the day. Students should enter the building quietly and proceed to the gymnasium. Breakfast will begin at 7:55 A.M.

If you are picking up your child at the end of our normal day, please do so in the back of the building. If you are picking your child up from school early, you must come in and sign him/her out at the office. We kindly ask that you try your very best to schedule appointments outside of school hours so your child’s learning isn’t disrupted.

Student Transportation

All students and parents should pay attention to the crossing guards and safety patrol students who are guiding students and maintaining safe walkways for students.

Parents who drop off and/or pick up their children are encouraged to do so along the driveway located in the back of our building at the back lobby doors.

We ask that parents who park their cars in the parking lot come to the sidewalk to meet their child if the student must cross the parking lot to get to the car. We also ask that you DO NOT walk in-between the cars that are parked along the curb, instead please walk around to the front of the first car and/or white line.

If the parent wishes to drive up and meet the child, they must stay in line with the other cars. We will load the four cars at the front of the line first. When they are gone, we load the next four cars and so on. We have found this to be the most efficient method for moving traffic along.

Parents who come into the building to pick up their children at the end of the day are asked to please wait in the lobby for their child. This allows students to focus on important information that teachers often give at the end of the school day. It also helps to eliminate congestion and confusion.

<table>
<thead>
<tr>
<th>Follow classroom procedures</th>
<th>and respectful words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice level -- 0, 1, or 2</td>
<td>Follow adult directions first time given</td>
</tr>
</tbody>
</table>
Student Transportation cont...

in the hallway as classes are dismissed to board the buses. We thank you in advance for understanding, as we are still in session when many parents arrive.

Busses drop-off and pick-up students in front of the building. These students are expected to stay on the sidewalk when walking to their assigned bus. Students who walk and bike to and from school should also stay on the sidewalks when entering and/or leaving the school grounds.

Fourth and fifth graders, with parent permission, may ride bikes to school. A bike rack is provided adjacent to the east entry—For safety reasons, rollerblades, heelies, skateboards, and scooters are not to be ridden to school.

Students who are to go home other than their usual way must have a note from their parents giving them permission to do so. Children wanting to ride a different bus home with a friend must take their permission note down to our school secretary upon arrival in the morning so the proper paperwork (i.e. buss pass) can be processed in a timely fashion. Please review the district’s bus guidelines. If your child will not be riding the bus, please send a note informing us of the new means of transportation for that day.