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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
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.
General Information

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.
## General Information

### Quick Reference District Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>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.
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 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.*
School Use and Policies

**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
Appendix C

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 remedying 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.
Appendix F

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.”
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
Appendix H

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 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
Dear Parents,

Welcome to Riley Elementary, home of the Redwings! Our school colors are red and black and we show P.R.I.D.E. (Practice Responsibility, Respect others, Include Kindness, Dream Big, and Exercise safety) to success every day.

Do you use Facebook? If so, like our page! www.facebook.com/RileyElementarySchool/ In addition to Facebook, 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.

This handbook has been developed so that you will have a better understanding of the policies and procedures that are followed at Riley Elementary School. We ask you to support and join us as we strive to establish the best possible educational program for your child(ren).

You are encouraged to become familiar with the contents of this Handbook and to review the materials with your child so that we have a common understanding of the expectations of students at Riley. Please read with your child and return the sign off page, with parent and student signatures, to your child’s teacher.

If at any time you have questions or wish to visit, please feel free to contact the school. Your concern, support and presence are always welcome.

Sincerely,
Riley Elementary Staff
Appendix J: Riley Elementary School

At Riley, we believe:

All Children:
- deserve an education
- have learning potential and must be an active participant in their own learning
- will meet appropriate and reasonable expectations
- have interests and experiences that influence their motivation to learn
- need to be valued, accepted and respected in an environment where they feel safe and secure.
- need to be taught at an appropriate level and rate using different instructional methods with clear learning targets.

Therefore, teaching requires:
- flexibility and adaptations
- trust and respect to build character in a safe learning environment
- planning and preparation to implement the approved curriculum
- differentiated instruction, to meet varied learning needs
- need for consistency for learners
- uninterrupted time for direct instruction

Vision Statement

The learning environment at Riley Elementary School is welcoming, inclusive, and inviting for all stakeholders (staff, students, parents, and the St. Johns community). There is a fun, safe, and clean environment for learning. Our school embraces individuality and the unique background of each learner by supporting, nurturing, and showing compassion. All staff takes responsibility, providing ample opportunities in a variety of curricular areas, including the arts and technology, and respects the emotional and academic needs of all students.

The curriculum is meaningful and provides ‘real world’ connections for the students. Ample opportunities are given in a variety of curricular areas, including technology and the arts. The goal is to inspire, yet challenge, our students while providing opportunities for exploration and growth. In order to differentiate instruction as needed, staff adapts for all skill levels, those above, on, or below grade level. Curricular goals, materials, and activities are continually evaluated and updated.

Instruction flows seamlessly through a cohesive and communicative unit of staff, students, and parents rooted in best learning practices. Meaningful lessons based on state standards, student interest, and real world situations are engaging and student centered. Enthusiastic students often work in teams to collaborate in relevant projects that use their creativity and incorporate technology and the arts. Parents are afforded opportunities to have information, tools, and support to maximize student learning.
Assessments given at Riley Elementary are ongoing, useful, and purposeful. Teachers provide assessments that are fair and applicable to learning targets. Various forms of assessments are used, both formative and summative. Students reflect, self-assess, and set goals for further learning.

**Mission Statement:**

To be nurturing, inspiring, compassionate and educated.

Riley staff is committed to:

- showing respect for individual differences
- providing students with the tools needed to achieve success academically and behaviorally
- creating a safe learning atmosphere and developing responsible, independent, life-long learners
## Riley Elementary School Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Joseph Corr</td>
<td>227-5101</td>
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<tr>
<td>Secretary</td>
<td>Sheila McCastle</td>
<td>227-5102</td>
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<tr>
<td>PreSchool</td>
<td>Mollie Hallihan</td>
<td>227-5100</td>
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<tr>
<td>Kindergarten, Heidi Martens</td>
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<tr>
<td>Kindergarten, Elizabeth Casalletto</td>
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<tr>
<td>First Grade, Beth Lepper</td>
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<tr>
<td>First Grade, Julie Gill</td>
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<td>Second Grade, Jamie Smith</td>
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<td>Second Grade, Sarah Holder</td>
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<tr>
<td>Third Grade, Jackie Brown</td>
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<td>Third Grade, Rachael Post</td>
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<tr>
<td>Fourth Grade, Kris Ely</td>
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<tr>
<td>Fourth Grade, Dawn Kelly</td>
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<tr>
<td>Fifth Grade, Angela Kirsch</td>
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<td>Fifth Grade, Megan Feldpausch</td>
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<td>Special Education, Stacy Sommerville</td>
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<tr>
<td>Learning Resource, Mary Dieterly</td>
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<tr>
<td>Reading Specialist, Vicki Morgan</td>
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<td>Literacy Coach, Tammy Van Norman</td>
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<td>Counselor, Nicole Toft</td>
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<td>Library/SSP, Dorice Steiner</td>
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<td>Physical Education Teacher, Joe Matulis</td>
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<td>Music Teacher, Drew Jones</td>
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<td>Art Teacher, Kelly Parsons</td>
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<td>Day Custodian, Mandi Moore</td>
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<tr>
<td>Night Custodian, Karen Shuck</td>
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<tr>
<td>Lunch Supervisor, Shannon Wissel</td>
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<tr>
<td>Preschool SSP, Stephanie Lehmann</td>
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<td>Building SSP, Sandy Sperry</td>
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<td>Building SSP, Judy Abendoroth</td>
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<tr>
<td>Behavior SSP, Michelle Mitchitsch</td>
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<tr>
<td>Lunch SSP, Reina Irish</td>
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<tr>
<td>Lunch SSP, Scott Mohre</td>
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</table>
School Hours – 9:10am – 4:05pm

Students may arrive no earlier than 8:55am. There will be no supervision before this time. Students participating in breakfast should go directly to the cafeteria. All others will also go to the cafeteria and sit at assigned table. Drop off will be outside of the cafeteria doors and doors will open at 8:55am. Do not drop off in the front bus lane.

Attendance

Every effort should be made to establish a habit of good and timely attendance. Students need to be in school and on time to gain maximum benefit from instruction. When your child is absent, please call the school at 227-5100 before 9:30 a.m. If we do not hear from you, the office will contact you to ensure your child’s safety. Please leave your name, the student’s name, grade, and reason for absence. If your child will be late for school please notify the office should your child require a hot lunch that day, by 9:30 a.m. Requests for make-up work should be made at this time.
Appendix J: Riley Elementary School

Arrival and Dismissal

Parents should drop off students in the main lot by the cafeteria between 8:55-9:10am. Please pull as far forward as possible (to help eliminate congestion and keep the line moving). If your child needs assistance getting out of his/her safety seat or assistance into the building, please park in the lot and escort him/her to the door. Do not get out of your in the drop off line, this is for Drop Off only. Please keep your vehicle’s tires on the blacktop and off the sidewalk.

Students being picked up by their parents, will be dismissed from the cafeteria doors, on the west side of the build, (the parking lot). **You must wait in the cafeteria for your child and by their class sign out sheet so that the teacher can verify the pickup. DO NOT WAIT IN THE HALLWAY.**

Also if you child does not know you are picking them up, please notify the office and your child will be notified. Parents MUST sign their child out and accompany their child back to their vehicle to ensure the safety of all. Busses use the main/front lot for loading after school. The school will dismiss at 4:07pm.

Students who are to go home other than their usual way must have a note from their parents giving them permission to do so.

School Telephones

School telephones are for school business. They may be used by students only in emergency situations and only with permission from a staff member.

School News

School news is printed in the local news papers. In addition, district, building and classroom newsletters are published on a regular basis, and available on the website at www.sjredwings.org. For information specific to Riley Elementary, click on the ‘Schools’ tab and then onto Riley Elementary. Many teachers also have their classroom websites linked to this site.

Student Dress

Students are expected to dress appropriately for school activities and a learning environment. Girls, tank top shirts should have a wide shoulder, no spaghetti strap shirts. If clothing is distracting or disruptive to the educational process, students may be required to change clothes at the discretion of the building principal. Parents should consider that students sometimes sit on the floors and may fall or slide on grass or blacktop on the playground. **Students should dress appropriately for the weather.** Appropriate footwear must be worn at all times (please avoid flip- flops). **Snow pants and boots in the winter are strongly encouraged for all elementary students.**
Parent-Teacher Organization

The purpose of the Riley 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 Riley parents are considered to be members of the PTO and are encouraged to be a part of this active group.

Volunteering

We encourage parent involvement throughout the school year. Current policy requires you to have an up to date background check on file at school before you can work with the students or attend a field trip.

When visiting or volunteering, please stop at the office and sign in to get a visitor nametag. As you leave, please sign out in the office.

Birthday Celebrations

We know how important birthdays are for our students and how fun celebrating can be. And, in an effort to maximize our learning time, birthday treats will be given out towards the end of the school day. Please provide only enough for your child’s classroom. Each class sets up how birthday treats/celebrations are handled. Please see your child’s teacher for their specific information. In some classes the birthday child may choose, instead of a treat, an additional 15 minutes of free activity time for their class (gym, recess, class game, etc).

Personal Electronic Devices

No personal electronic devices shall be permitted during school hours. The school has a 1-to-1 electronic device ability and therefore, personal devices are not permitted. All personal devices shall be turned off and placed in backpacks during the school day. Any device that can receive or transmit data, receive messages, or send them must be turned completely off (e.g. cell phones, smart devices like watches, tablets, etc.). If a child must be reached during the school day, a phone call to the office must be made. Electronic devices at school must be used for educational purposes only.
Riley Elementary P.R.I.D.E.

P.R.I.D.E. stands for:

- Practice Responsibility
- Respect Other
- Include Kindness
- Demonstrate Grit
- Exercise Safety

Riley Elementary P.R.I.D.E. Cards

P.R.I.D.E. cards may be given by any staff member to any student displaying specific, notable examples of PRIDE behavior. (NOTE: PRIDE cards are to be used to recognize specific behavior demonstrated at a particular point in time, not general or long-term behavior. For example, it is very appropriate to award a PRIDE card to a student who had previously been having a difficult day, but who is now showing notable PRIDE behavior.)

1. When giving a PRIDE card, staff members will explain exactly what behavior was observed that led to the PRIDE card.
2. Once earned, a card may not be taken away from the student.
3. PRIDE cards will be recognized and entered into the office and for a chance to be displayed on our front ‘PRIDE’ recognition bulletin board.

In addition, students following the rules and P.R.I.D.E. behaviors consistently will be provided with a P.R.I.D.E. party several times during the year. These parties involve unique activities for students to participate.

Riley Referral Forms

1. Any staff member that observes a student not following expectations will address the student to problem-solve the situation.
2. Staff and student determine if the action is a minor or major behavior infraction.
3. Staff records the behavior using an office referral form and a classroom behavior book. Copies of the referral form will be given to the student’s classroom teacher, parents and office.
5. Parents sign and return student’s copy of the form to the office the following day.
## Riley Elementary Behavior Expectation Matrix

### P.R.I.D.E.
Practice Responsibility, Respect Others, Include Kindness, Demonstrate Grit, Exercise Safety

<table>
<thead>
<tr>
<th></th>
<th>Bathrooms</th>
<th>Bus/Lines</th>
<th>Cafeteria</th>
<th>Classroom</th>
<th>Library</th>
<th>Hallways</th>
<th>Playground</th>
<th>Technology</th>
<th>Special Events /Assemblies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibility</strong></td>
<td>- Keep bathroom clean</td>
<td>- Have belongings ready</td>
<td>- Clean up space</td>
<td>- Complete assignments</td>
<td>- Take care of books /materials</td>
<td>- Go directly to your location</td>
<td>- Return equipment</td>
<td>- Enter/exit quietly</td>
<td>- Be a good listener</td>
</tr>
<tr>
<td></td>
<td>- Flush toilet</td>
<td>- Throw trash away from table and floor</td>
<td>- Clean up after yourself</td>
<td>- Keep materials organized</td>
<td>- Turn books in on time</td>
<td>- Keep halls clean</td>
<td>- Line up when whistle blows</td>
<td>- No food/drink</td>
<td>- Listen/follow directions</td>
</tr>
<tr>
<td></td>
<td>- Pick up toilet paper</td>
<td>- Wipe off seat</td>
<td>- Use time wisely</td>
<td>- return things on time</td>
<td>- Use quiet voice</td>
<td>- Walk silently</td>
<td>- Be a good listener</td>
<td>- Carry equipment carefully</td>
<td>- Be an active listener</td>
</tr>
<tr>
<td></td>
<td>- Replace toilet paper</td>
<td>- Pick up paper towel pieces on floor</td>
<td>- move into the classroom and get started swiftly</td>
<td>- Use quiet voice</td>
<td>- Make sure everyone is included and wanted</td>
<td>- Stay in your personal space</td>
<td>- Take turns</td>
<td>- Keep computer settings the same</td>
<td>- Sit flat and still</td>
</tr>
<tr>
<td></td>
<td>- Wipe sink area</td>
<td></td>
<td></td>
<td>- Use quiet voice</td>
<td>- Be polite</td>
<td>- Be courteous</td>
<td>- Include everyone</td>
<td>- Use kind words</td>
<td>- - Be helpful</td>
</tr>
</tbody>
</table>

| **Respect**          | - Use quiet voice | - Observe personal space | - Wait your turn | - Raise your hand | - Listen/follow directions | - Use quiet voice | - Use quiet voice and feet | - Take turns | - Keep computer settings the same |
|                      | - Respect others' privacy | - Keep bus clean | - Quiet voice | - Listen to others (no interrupting) | - Enter quietly | - Use quiet voice | - Hold door open for others | - Follow directions /requests | - Carry equipment carefully |
|                      |                   |                     | - Say please, thank you, excuse me (manners) | - Use quiet voice | - Use quiet voice | - Stay in your personal space | - - Be helpful |
|                      |                   |                     | - Help others | - Use bathroom/sharpen pencils at an appropriate time | - Use quiet voice | - Be courteous | - Use manners | - - Be helpful |
|                      |                   |                     | - Say thank you to staff as they help you | - - allow others an environment to learn | - - - Be polite | - - Make sure everyone is included and wanted | - - Be courteous | - - Clap politely |

<p>| <strong>Kindness</strong>         | - Wait your turn | - Be friendly | - Use kind words | - Be a friend to all | - Be polite | - - Be helpful | - - Be courteous | - Include everyone |
|                      | - Knock if door is closed | - Use kind words | - Help others | - Help those who need a hand | - - - Be polite | - - Make sure everyone is included and wanted | - - - Use manners | - - Smiley |
|                      |                   |                   | - Say thank you to staff as they help you | - - - - Be a friend to all | - - - Be polite | - - - Help those who need a hand | - - - Make sure everyone is included and wanted | - - - - Observe personal space |
|                      |                   |                   |                   | - - - Help those who need a hand | - - - Be polite | - - - Make sure everyone is included and wanted | - - - - Clap politely | - - - - - Clap politely |</p>
<table>
<thead>
<tr>
<th>Demonstrator Grit</th>
<th>Bathrooms</th>
<th>Bus/Lines</th>
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<tbody>
<tr>
<td>Demonstrate Grit</td>
<td>- Try your best to use the restroom at appropriate times</td>
<td>- Do what’s right, even when hard</td>
<td>- Use time wisely</td>
<td>- Do your personal best</td>
<td>- Read a variety of genres/stick with it/improve</td>
<td>- Do what’s right, even when hard</td>
<td>- Work to improve skills</td>
<td>- Do your personal best</td>
<td>- Participate when asked</td>
</tr>
<tr>
<td>- Use time wisely</td>
<td>- Attempt to open your own supplies</td>
<td>- Do your personal best</td>
<td>- Work to improve</td>
<td>- Complete homework on time</td>
<td>- accept challenges (don’t give up)</td>
<td>- Do your personal best</td>
<td>- Work to improve skills</td>
<td>- Do your personal best</td>
<td>- Participate when asked</td>
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<td>- Do what’s right, even when hard</td>
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<table>
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<tr>
<th>Safety</th>
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<tbody>
<tr>
<td>Safety</td>
<td>- Wash hands with soap</td>
<td>- Walk to/from bus</td>
<td>- Keep water in sink</td>
<td>- Keep all items in the windows</td>
<td>- Keep hands &amp; feet to yourself</td>
<td>- Push in your chair</td>
<td>- Walk</td>
<td>- Keep chairs pushed in</td>
<td>- Walk</td>
</tr>
<tr>
<td>- Keep hands to yourself</td>
<td>- Walk</td>
<td>- Keep water in sink</td>
<td>- Keep all items in the windows</td>
<td>- Push in your chair</td>
<td>- Walk</td>
<td>- Keep water in sink</td>
<td>- Keep all items in the windows</td>
<td>- Push in your chair</td>
<td>- Walk</td>
</tr>
<tr>
<td>- Never Share food</td>
<td>- Push in your chair</td>
<td>- Keep water in sink</td>
<td>- Keep all items in the windows</td>
<td>- Push in your chair</td>
<td>- Walk</td>
<td>- Keep water in sink</td>
<td>- Keep all items in the windows</td>
<td>- Push in your chair</td>
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</tr>
<tr>
<td>- Keep hands to yourself/your own belongings</td>
<td>- Push in your chair</td>
<td>- Keep water in sink</td>
<td>- Keep all items in the windows</td>
<td>- Push in your chair</td>
<td>- Walk</td>
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<td>- Try your best to use the restroom at appropriate times</td>
<td>- Push in your chair</td>
<td>- Keep water in sink</td>
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<td>- Push in your chair</td>
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<td>- Work to improve</td>
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<td>- Complete homework on time</td>
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<td>- accept challenges (don’t give up)</td>
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<td>- Participate when asked</td>
<td>- Push in your chair</td>
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