

Kenwood Elementary School



PARENT/STUDENT HANDBOOK

Kenwood Elementary

Oakland County
Clawson, Michigan 48017

Accredited by the North Central Association of Colleges and Schools

Dear Kenwood Families,

Welcome to Kenwood Elementary School...where every student shines! The goal of elementary school education is to instill in children a love of learning and a thirst for knowledge that will continue throughout their lives. We strive to create a learning environment in which students feel safe, supported, and challenged to excel. We believe that, in addition to a strong academic program, children need strong social skills development to become successful adults. We have adopted three behavioral expectations that we use as a foundation for all classroom and school rules.

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

This Elementary Parent/Student Handbook contains basic information relating to Kenwood Elementary School. Please take time to review this information and discuss relevant sections with your child.

It is truly a pleasure to serve the families of Clawson. We are certain that you will be very happy being a part of our “Kenwood family” and we look forward to working with you to help your child achieve success in school. If you have questions or concerns throughout the year, please feel free to call us.

Sincerely,

**Mrs. Sines
Principal**



Board of Education – 626 Phillips, Clawson, MI 48017 (248) 655-4411

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Attendance



ARRIVAL PROCEDURES

Students coming to Childcare in the morning must enter by the lunchroom door facing Redruth. A parent must enter the building with the student to sign them in.

Breakfast is available for students at prices shown on the menu. Any student coming for breakfast must enter the school at the Nahma Street entrance between 7:55 and 8:00 AM.

Students arriving at school before the entry bell are expected to report to their entry door where they should line up to enter the building. No one is to enter before the first bell unless they are purchasing breakfast. Children who are transported to school other than by bus must not arrive prior to 8:00 AM. The first bell to signal entry into the building will ring at 8:10 AM. Class begins at 8:15 AM. Playgrounds are not supervised by school personnel either before or after school hours.

DK, kindergarten and first grade students may be dropped off at their classroom door by parents the first day of school. Beginning the second day of school, DK, kindergarten and first grade students will line up at their designated doors and be met outside. Then they will be brought into the building by their teacher or a Safety Patrol student. Also, beginning on the second day of school, second through fifth graders will enter the building independently when the entry bell rings and go directly to their classroom.

Students need to dress for the weather as they will line up outside an entrance door before the entry bell, exit out their assigned door, and play outdoors at lunch recess. Should weather conditions be extreme, students will be allowed to line up in the hall by their entry door starting at 8:00 AM.

DOOR ASSIGNMENTS

- Kindergarten students will line up at the kindergarten playground doors outside their classrooms.
- DK classes will line up by class at the Samoset entry door.
- First, second and third grade classes will line up by class and enter at the Nahma Street (office) door.
- Fourth and fifth grade classes will line up and enter at the Redruth Street door.

ATTENDANCE GUIDELINES

It is the policy of Clawson Public Schools that all students are in continuous and consecutive attendance all day and shall report to class on time. If your child arrives at school after 8:15 AM, he or she must report to the office to obtain a Late Pass, and must be signed in by an adult. Being present and on time for the whole day is important for many reasons. Parents of regularly attending students demonstrate and model the importance of education by bringing their children to school consistently and on time.

Being late and leaving early interrupts instruction, distracting teachers and students, and students miss valuable instruction. We believe in teaching good habits. Children that learn to be on time will have work ethics in place that will help them be more successful in the future.

Lunches purchased through the lunch program must be ordered prior to 9:00 AM. Students arriving after this time will not be assured of getting a choice of the menu items available for the day. Be sure to call the office if your child will be late, and advise us of their lunch choice if they are buying. If you do not call the office by 9:00 AM, you will receive a Robo-Call from SchoolMessenger.

Frequent or repeated absences and/or tardiness are considered truancy according to Michigan law and will be treated as such.



EXCUSED ABSENCES

All parents are required to notify the school Office whenever a child is not in attendance.

When students will not be attending school, it is asked that

you call the Office at (248) 655-3838 by 9:00 AM. If the reason for exclusion on any day is due to a fever, rash, influenza or other contagious illness, please include that information.

The following conditions may excuse a student from school attendance:

- o Personal illness or injury (A doctor's certificate may be required by the school principal)
- o Family illness
- o An emergency situation requiring the student to be absent from school
- o Death of a relative (limited to three (3) days unless reasonable cause can be shown for a longer absence)
- o Observance of a religious holiday consistent with a student's established creed or belief

In cases where parents know of a student's absence beforehand, a note of explanation must be sent to the office staff. It is expected that this will be done prior to the planned absence.

Should a teacher attendance report show an absence not reported by the parent, a Robo-Call will be made to inform the student's contacts. For safety reasons we need to know that you are aware of your child's absence. For this reason it is important to keep contact information current so you are able to be reached. Student emergency information must be received by the school before the child is considered enrolled.

NON-MEDICAL ABSENCES



Occasionally, parents remove children from school for reasons other than illness. When this is the case we require a note or a phone call in advance so that the school may be informed. If it is during the school day, you must come to the main office and sign the child out.

Vacations:

It is a parental decision whether or not a child should miss school to go on a family vacation, however, we encourage you to keep your child in school on all regular school days. We wish to emphasize, however, that a child cannot, in fact, “make up” work that is missed. Generally, the nature of classroom instruction is such that assignments are either preparation for, or reinforcement of, learning experiences that take place in the classroom. Doing the assignments, therefore, does not replace the experiences that are missed.

It is generally impossible for a teacher to provide assignments other than a generic indication of the topics and perhaps page numbers that will be covered. Preparation of instructional materials such as worksheets, visual aids, etc. are based on each day's progress and direct instruction. Therefore, the teachers may not be able to share work ahead of time. Please keep in mind,

- ★ There may be no specific assignments made up – only the general area to be covered may be offered. Teachers are not available to reteach the content that was missed.
- ★ Tests that are missed will be subject to makeup at the teacher's discretion, within a reasonable period of time. Make-up test results will be included in the student's evaluation.

EARLY DEPARTURE

Children will only be released during the school day to an adult who is listed as an emergency contact. Parents are required to come into the office to sign out the child. Parents are reminded to make dental and medical appointments for students after school hours.

The school office is to receive a written notice from the parent regarding pre-arranged absences. Whenever possible, advise the office of these absences 24 hours or more prior to the absence. The school office, the teacher and the student should also be notified by the parent whenever a student will be leaving school early. Please include the time the student will leave and who will pick the student up.

Emergency dismissal of a student due to illness or injury will require school personnel to contact a parent or person listed on the emergency card in the school office. Please be sure to keep emergency contact information current so you can be reached. If you change jobs, get a new telephone number, etc., please let both the office staff and the classroom teacher know immediately. If we cannot reach you or others on your contact list during the school day, the police may be notified.

TRUANCY

Students shall abide by the attendance laws of the State of Michigan, unless excused by the building principal. The Compulsory Education Law requires that "every parent, guardian, or other person in this state having control and charge of a child...to the child's eighteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive..." Violation of this law is a misdemeanor punishable by up to 90-days in jail, a fine of up to \$100.00, probation for up to 2 years, or some combination of jail, fine and/or probation. These cases are handled in District Court.

A violation of this law occurs "if a child is repeatedly absent from school without valid excuse." This can include a pattern of tardiness or a pattern of absences (e.g., every Monday, or 1 day per week). Students who have an excessive number of absences and/or excessive tardiness will be reported to the Oakland County Truant Officer.



SCHOOL DISMISSAL

Regular Dismissal– Classroom teachers will dismiss students out their assigned door at 3:06 PM on full days and 11:25 AM on half days. All students, unless they have prior written permission, are expected to leave the building promptly and go directly to their home or other predetermined destination. Young bus students and students who attend the district Child Care program will be escorted to their proper destinations. If an older child is to pick up a younger child, please send a note to your child's teacher.

Please make arrangements concerning after-school pickup or child care before your child comes to school in the morning. This will limit the number of interruptions to classroom instruction during the school day.

Students who are not picked up on time will be sent to the office. If an emergency situation arises and you know you will not be on time to pick up your child, please contact the office as soon as possible. Students who are not picked up by 3:20 will be taken to Child Care and you will be responsible for all costs incurred. Please use the lunchroom doors on Redruth to pick your child up from Child Care.

Parents are to wait outside the building's exit doors to pick up students after the dismissal bell. Parents wishing to speak with teachers need to make an appointment with the teacher. Teachers are responsible for students until every student exits.

Early Dismissal – Normally the school district will not send children home after school has started for the day. On rare occasions, however, due to inclement weather, mechanical failures or other emergencies, it may be necessary to dismiss school early. The Clawson Police Department and local TV stations will be notified when these instances occur. It is important that each student know where to go in the event of an early dismissal. Parents should discuss these plans with their child(ren). Please see the Safety section for more details.

The SchoolMessenger (Robo-Call) automated notification system is used to notify parents of school closures. Parents should understand that this system relies on current, accurate information as provided by parents. Please keep your phone and email information up to date with us as it changes. Even then, contacts on the list may not be at home, power outages may make a number nonfunctional, or you may have us blocked from sending you information. Therefore, although an attempt is made, it is impossible for school authorities to assure all parents will receive our notification of an early dismissal. If we cannot reach you or others on your contact list during the school day, the police may be notified.

BEFORE AND AFTER SCHOOL CHILD CARE PROGRAMS

Clawson Public Schools provides licensed before and after school programs at Kenwood Elementary school from 6:30 AM to 6:00 PM Monday-Friday. Programs are also available during school breaks at Kenwood for Kenwood students. Additionally, childcare is available for children who are Infants through 5 years of age during the school day at the Baker Building. Programs operate concurrently with the school calendar and are supervised by qualified staff. For information on registration, cost, and space availability, call (248) 655-4421 or visit the Clawson Child Care page on the district website.

Breakfast/Lunch



BREAKFAST

Students may participate in our breakfast program any school day. Prior sign-up is not necessary. Breakfast is served from 7:55-8:10 AM in our lunchroom. No breakfast is served after 8:10 AM. Prices are published on the menu. Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. Students are dismissed to line up at their entry door at 8:10 AM (or as soon as they finish eating if it is after 8:10 AM). The first bell rings at 8:10 AM and all students must be finished eating by that time so they can exit the lunchroom and get to class on time. The monthly food service menu lists the foods available for breakfast.

LUNCH OPTIONS

1. Lunches (in compliance with Federal Government Nutritional Standards) are available to all Clawson elementary students. Menus are sent home with students each month, with prices as shown.
2. Students may choose to bring their lunch from home. Milk or juice is available for purchase.
3. Free or reduced lunches are available for those who qualify. A Free and Reduced Lunch Application is given to each student at the beginning of the school year to fill out and return to the school office, or mail to Jill LaPine, 626 Phillips, Clawson, MI 48017. This form can be submitted at any time during the school year. If you would like further information, please contact the school office or Mrs. LaPine at 248-655-4417. This application can also be found online at <http://www.clawsonschools.org/departments/food-service/>
4. Please make sure allergy paperwork is on file with the office if your child has any dietary restrictions .
5. We request that parents NOT bring fast food to school for lunch. Either send a pre-packed lunch with your child or have them order school lunch. If you must bring lunch for your child, please be on time and bring food ONLY (no pop) for your child. Students get very upset when their lunch is late. You may bring the lunch to the office and it will be delivered to your child's class by the office staff.

STUDENT MEAL ACCOUNTS (MEAL PREPAYMENT SYSTEM) Student meal accounts provide a convenient way for students to purchase breakfast and/or lunch. Parents may deposit funds into their child's meal account by sending money or a check (payable to Clawson Schools Food Service) to school. Students turn in their money or check to their teacher in a sealed envelope with the child's full name, teacher's name, and the amount of money written on it. It then comes to the office and the building food service worker deposits it into the student's account. Each breakfast/lunch purchase is then deducted from their account. You will be notified if your child has a low balance. If your balance is not sufficient, your child will be provided with a sandwich lunch. Parents also have the ability to deposit money directly into their child's lunch account through Parent Connection on MiStar. This requires a username and password, available by calling Mrs. Jill LaPine at 248-655-4417.



BREAKFAST/LUNCH RULES

Kenwood Elementary students will:

Be Respectful and Be Kind

- Let anyone sit by you – no saving seats
- Touch only your own food
- Touch only one milk carton – decide what kind of milk you want first
- Stand in line quietly and wait patiently
- Do not throw or toss anything around the table or on the floor

Be Safe

- Walk in the lunchroom
- Choose a seat and stay there
- Eat only your own food – no sharing or trading
- Use a quiet voice
- Sit with your feet on the floor, bottom on the bench, facing the table

Be Responsible

- Clean up your area, including the floor, when finished
- Place (not throw) lunchboxes in proper basket when finished
- Stay seated until you are told to line up
- Walk to the line and wait without pushing or crowding
- Finish food BEFORE you leave the cafeteria

BREAKFAST/LUNCH SUPERVISION

At breakfast, students are supervised by food service personnel. Lunch Monitors supervise students at lunch.



RECESS

Weather permitting, children will play outdoors during a lunch recess. All classes will also have at least 30 minutes of outdoor recess scheduled during the school day (weather permitting). The guideline for inclement weather is a temperature of "10" degrees F or below and/or a wind-chill temperature of "10" or below. Your child is expected to come to school ready to be outside

for at least ten minutes at a time, or longer, every day. Please label all outerwear (coats, boots, gloves, and hats) with your child's name. During inclement weather, indoor activities are provided.

PARENT REQUESTS FOR EXCLUSION FROM ACTIVITIES

All students will go outside. A doctor's note is needed if a child is not to go outside or to gym.

PLAYGROUND RULES

Common sense and safety are the general rules regarding student behavior on the playground.

- Be respectful
- Be responsible
- Be safe
- Be kind

1. Students are to show respect to the adult on duty at all times.
2. Students will only use kind, appropriate language.
3. Students will use walking feet when entering or leaving the building or when lining up.
4. Playground equipment and games are provided for your child. Please leave personal toys at home.
5. The throwing of stones, wood chips, snowballs, sticks, dirt, etc. is never permitted.
6. Students are to play "hands-off", no contact games.
7. Fighting is not allowed.
8. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted. Students are not to climb up the slides.
9. Students are not to leave the playground. Students must ask the adult on duty to go to the bathroom.
10. Students are asked to take turns, share equipment, and include everyone. Students are not to disrupt someone else's game.
11. Jumping from the playground equipment is never permitted.
12. Students are not to play in water and/or mud puddles or on ice. Students will not be allowed to call home when they are wet from the playground.
13. Students will line up when the signal is given.
14. Students must clean up and gather their belongings before leaving the playground.

Parent Rights/Policies

DIRECTORY INFORMATION-This comes directly from school board policy. In compliance with the Family Educational Rights and Privacy Act, Clawson Public Schools have adopted a policy relating to the release of directory information. Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": A. a student's name

B. date and place of birth

C. major field of study

D. participation in officially recognized activities and sports; height and weight, if a member of an athletic team

E. dates of attendance

F. date of graduation

G. awards received

H. honor rolls

I. scholarships

J. telephone numbers only for inclusion in school or PTO directories K. other information which is generally found in directories, yearbooks, and athletic programs

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

CUMULATIVE RECORDS

Parents have direct access to their child's cumulative records. An appointment may be made by telephoning the principal to schedule a date and time for a record review.

Only those persons who have legal and direct educational responsibility for a student have the right to review or copy any cumulative or recorded data pertaining to a minor child.

Official records will only be released in the event a child moves to another school. A request will be made by that school and records will only be mailed directly to the new school.

CLASSROOM PLACEMENT

The assignment of students to classrooms is a task requiring much careful planning by the school staff. The procedure used to develop elementary school class lists takes into consideration both parental input and professional judgment, with the final decision for classroom placement resting with the school.

Using a team approach, the principal and grade level teachers address the following criteria when placing students in instructional groups:

- A mixture of academic abilities and needs, talents, personalities, and gender ▪ Students with Special Needs will be placed appropriately.
- Parent Input: Parents or guardians will receive a Parent Input Form each spring to provide information to the principal for the following school year placement. If the parent/guardian feels that there is special information that would be helpful in placing their child, they will complete the form and return it to the school. Please make sure that this is turned in BY THE POSTED DATE.



PARENT TEACHER COMMUNICATION

It is important for you and your child's teacher to work together with the common goal of fostering your child's education and development. It is also important for you to designate in the enrollment paperwork and on the emergency card who the legal guardians are. We are only able to communicate about your child with persons who have legal guardianship.

Open communication between parents and teachers is critical to your child's successful school year. Teachers

typically communicate in the following ways:

- ★ Classroom Newsletters
- ★ E-Mail: All addresses are the teacher's first name.last name followed by @clawsonschools.org. (Example: bianca.sines@clawsonschools.org) ★
- Telephone
- ★ Class Website
- ★ Conference
- ★ Progress Reports and Report Cards

Check with your child's teacher as to the best way to communicate.

SCHOOL VISITATIONS

We welcome parents to visit in the classrooms of their children. However, visitations should be planned and scheduled in advance so that the normal functioning of classroom instruction is not disrupted. Please remember that anyone who plans on volunteering or attending an activity in the school MUST have a volunteer form on file, a new form must be completed each school year. Please allow two (2) weeks for process the form.

ACADEMIC PROGRESS

Students at each grade DK-5 receive a report card at the end of each of the three marking periods, with additional progress reports sent home at the middle of each marking period.

The grading scale will be as follows:

Academics

- 4 - Expert: above expectations
- 3 - Proficient: meets expectations
- 2 - Basic: approaching expectations
- 1 - Limited: below expectations



Learning Skills

- 4 - Consistently
- 3 - Usually/Often
- 2 - Sometimes
- 1 - Area of Concern

ACADEMIC TESTING

The Clawson School District routinely administers standardized assessments throughout the year. These assessments help teachers make instructional decisions and guides flexible grouping of students that targets their needs. Assessment data is shared with parents in writing or at conferences.

- ★iReady (DK-5)-Reading and Math
- ★DIBELS (DK, K)-Early Literacy
- ★MSTEP (3-5)-ELA, Math, Science (4th grade),
Social Studies (5th grade)
- ★WIDA (DK-5)-English Language Learners
- ★DRA or F&P Oral Reading Assessment (DK-5)

PROMOTION/RETENTION

Students in Developmental Kindergarten-Grade 5 are evaluated closely the entire year and their progress is reported regularly to the parent. If grade level progress is not made by the student, the teacher, parent, and the principal will confer and reach consensus on proper placement of the child. Placement decisions will be based on what will best support increased achievement for an individual student.

Promotion indicates that a student has made adequate or better academic and social achievement growth. Retention indicates that a student has not made adequate growth and is not prepared to address the academic requirements of the next grade. Transferring a student to the next grade indicates that a student has not made the required academic and social achievement growth of the present grade but it was determined that retention would not be in the student's best interest at this time.

SPECIAL SERVICES

Clawson Public Schools offer specialized programs for students. The programs are described below:

Intervention is provided for students who qualify. Students receive individual or small group instruction in addition to the regular classroom instruction based on assessments and teacher input.

Speech/Language screening for possible speech and language difficulties is conducted by the speech therapist when appropriate.

Special Education services are provided for all students that qualify for special assistance.

PARENT INVOLVEMENT

Volunteers play an important role at Kenwood. Parent volunteers help with curriculum enrichment programs, offer classroom assistance, and organize fundraising activities and other school programs. The Parent/Teacher Organization (HUG/PTO) and room parents coordinate many volunteer opportunities, while school staff request help with other events. Parents are encouraged to attend PTO meetings, which are held the first Tuesday of every month at 6:30 pm in the Media Center.

Classroom Opportunities

In the classroom, volunteers are needed to help on an occasional basis with class parties, field trips, or class projects. You may want to participate on a regular basis, such as a weekly commitment to help with math, science, reading or computers, or to assist the teacher with clerical work (preparing projects, working on bulletin boards, etc.). You can often tailor your volunteering to fit your time and interests. Teachers vary in the amount of parental assistance they desire. To find out more about opportunities within the classroom, talk with the teacher or a room parent.

School-Wide Opportunities

Volunteers are needed for school-wide programs as well as in the classroom. Announcements in the weekly Kenwood newsletter will alert you to these opportunities. Additionally, the PTO recruits volunteers to work on the many activities and programs it runs throughout the year. For more information on PTO volunteer opportunities, contact a PTO officer, or volunteer to help via the PTO volunteer form sent home in the first day folder.

Parent Volunteer Responsibilities

As we work toward a safe and respectful learning environment, volunteers are required to:

- Obtain a Level I or Level II Volunteer clearance
- Sign in and out at the front office
- Wear a volunteer badge when working in the school or on the playground
- Honor the privacy of students

If you are unable to be here at the arranged date and time, please notify the

teacher. Applying to be a Volunteer

The Clawson School Board has adopted a policy regarding Criminal History and Background Checks of school volunteers as one step toward protecting all our students. There are two classifications of volunteers. Class I Volunteers (requires fingerprinting for a fee) may coach students. Class II Volunteers (requires a simple, free background check) are adults who wish to help during classroom parties and PTO-sponsored events, volunteer on an occasional basis in the school under staff supervision, and chaperone field trips.

Anyone who wishes to volunteer must complete a volunteer application each school year. Please allow two (2) weeks for the process to be completed. The application is available in the office and online.

Health

GENERAL HEALTH AND EMERGENCY INFORMATION

At the beginning of each school year, health and emergency forms should be completed during the Annual Online Registration. This is your opportunity to update us on any significant changes in your child's health, to alert us to any potential health problems with your child, and to provide information that could be critical in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your child. Please keep the Office updated on changes during the school year.

If you tell us your child has asthma requiring medications at school, allergies other than seasonal allergies, or any serious medical condition, we will ask you to provide a physician's medical plan for your student. This plan tells the school personnel what to do should your child need care at school.

If your child is injured or has any other condition which prevents them from participating in gym class or recess, you must provide the office with a note from your physician explaining the type and duration of the restrictions.

FIRST AID AND ILLNESS

- If a student requires more than basic first aid, 911 will be called.
- If your child is absent due to illness, please call the office at (248) 655-3838 by 9:00 AM.
- If your child has had a fever of 100° or more, the child should stay at home for 24 hours after the temperature returns to normal without fever reducing medication.
- If your child has vomited or had diarrhea, the child should also stay home until 24 hours after the last episode, and be able to eat normally.
- If your child has any rash, check with your family physician before sending the child to school. The Oakland County Health Department requires us to exclude any child with a rash that has not been diagnosed by a doctor; a note from the physician stating the child is not communicable is required for the child to return to school.
- All communicable conditions (e.g. chicken pox, strep throat, head lice, "pinkeye") should be reported to the school.
- If your child is ill at school, the school staff will attempt to call the parent first and then the other names on the Emergency Card. A student will not be sent home without consulting an adult.

ACCIDENTS OR ILLNESS AT SCHOOL

School personnel can render only minimal first aid. We are not able to check your child's temperature at school. When a child appears to be sick or complains of illness we attempt to contact a parent by phone. Sick or injured children are held in the office until a parent or guardian can arrange for pickup; for your child's comfort and the safety of the staff and other students at school, we expect sick children to be picked up as soon as possible. We have no available facilities and/or medical staff for long term holding of sick and/or injured children. When a serious and/or emergency situation requiring immediate medical attention occurs and a parent cannot be reached 911 will be called.

Any parent who objects to medical aid on religious grounds should make this known to the school office in written form. It is also important that any health problem a child has should be made known to the teacher and the office.

TOILETING

Students are expected to independently care for their own toileting needs while at school. Although we are well aware that accidents may occur, continuing toileting issues present hygiene concerns for the student and their classmates. A parent will be called to clean the student and help them into clean clothing before the student may return to class; the parent is requested to bring supplies for cleaning, or may choose to take the student home to better clean them.

Please review bathroom procedures with your child. Boys may need to be taught how to use a public urinal. We expect both boys and girls to efficiently and privately use the bathroom fixtures appropriately, flush them when finished, then wash their hands with soap and water and dispose of their paper towels in the wastebasket.

COMMUNICABLE DISEASE

All cases of communicable disease must be reported to the school office. This information is relayed to the Oakland County Health Department to keep them abreast of development within the school district and county. New influenza reporting guidelines require us to report all cases of fever, influenza and flu-like illnesses. Please leave this information, if present, in the phone message you leave the office when you report your child ill.

Parents are asked to assist the school in reinforcing healthy hygiene techniques with each student. We educate all students in simple handwashing with soap and water, and provide access to sinks, hand soap and paper towels in all student areas. We also encourage students to "Cover your cough" with a tissue, and dispose of it appropriately, and to sneeze into their elbow if a tissue is not available. These measures are both part of the Oakland County Health Department's recommendations for schools during cold and flu season.

IMMUNIZATIONS

All newly enrolled students upon enrollment must provide dates of immunizations required by Michigan law. In order to start school, confirmation of the following is required for DK and kindergarten students:

- Two doses of MMR (Measles, Mumps and Rubella; the minimum accepted age for measles immunization is twelve months)
- Five doses of DTP (Diphtheria, Tetanus and Pertussis)
- Four doses of Polio vaccine
- Three doses of Hepatitis B
- Two doses Varicella (Chicken Pox)

The fifth dose of DTP or fourth dose of Polio vaccine is not required if the previous dose was administered after the fourth birthday. For more information, please check with your physician.

MEDICATION AT SCHOOL

Some children must take medication at school.

Per board policy, "medication" includes all medicines, including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies including but not limited to any items that are medicated (cough drops, chapstick, etc.). School personnel are permitted to administer medication, but only in strict accordance to a doctor's order and Michigan Law.

Medication to be administered at school is to be kept in the Office and must be delivered by an adult. For safety, DO NOT send any prescription or non-prescription medication to school with your child in their backpack, pocket, or lunchbox.

Before any prescribed medication may be administered the physician and parent must complete an Authorization Form for Prescribed Medications. Both must also authorize any self-medication by the student for inhalers or Epipens, if applicable. Prescription medication must be left in the Office in the pharmacy container that it came in, with a current date and dosage and the student's name. School staff will not divide pills; please ask your pharmacist to do this if necessary.

Before any non-prescribed medication may be administered, the parent must complete a Request for Administration of Non-Prescription Medication to Student form. As stated in board policy, staff is not responsible for the diagnosis and treatment of student illness. Non-prescription medications will only be given under the particular direction of the parent. Non-prescription medications are kept in the office, and must be in the original container.

SCREENING

Hearing testing is done annually in grades DK, K, 2 and 4. Hearing testing is carried out by a trained technician through Oakland County Health Department. Parents are contacted only in those cases where professional attention is required.

Vision screening is done annually in grades DK, 1, 3, and 5. A trained technician through Oakland County Health Department carries out vision screening. Parents are contacted only in those cases where professional attention is required.

SCHOOL NURSE

Kenwood Elementary does not have a school nurse.

CONCUSSION TRAINING

To provide for the safety of all students, Clawson Public Schools complies with state laws and Department of Community Health guidelines regarding concussion awareness. All staff members have received concussion awareness training which is reviewed every school year.

EPINEPHRINE AUTO- INJECTORS

Students prescribed epinephrine to treat anaphylaxis must provide an Authorization for Medication form and comply with the policies stated in the "Medication at School" section of the handbook. In addition, Kenwood will have two epinephrine auto-injectors (Epi-Pens) available at the school at all times. Designated staff members have been trained in the use of the Epi-Pens. Any time an EpiPen is required, 911 will also be contacted.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

In case of medical emergencies, Kenwood Elementary School has an AED machine. It is housed outside the office doors. Designated staff members have been trained in the use of the AED machine. Any time the AED machine is required, 911 will also be contacted.

FOOD AT SCHOOL

You've all read the headlines and seen the news stories: health issues including childhood obesity, diabetes, and food allergies are a growing concern in schools across America. Many children who are perfectly healthy must watch every bite they eat, or risk suffering a severe or even fatal reaction. Other children are seriously overweight because of poor eating habits or an inactive lifestyle. The Student Wellness Policy, adopted unanimously, by the Michigan State Board of Education states,

...poor food choices and inadequate physical activity contribute to overweight and obesity. Currently, obesity among children is at epidemic levels.

Major health issues such as these need to be taken very seriously, and it has always been the policy of this school to make the safety and well-being of our students our top priority. Please read the food guidelines for lunch, birthday celebrations and school parties carefully.

This is a learning process for all of us, but we trust that you understand how important it is to respect and adhere to these guidelines. If you have any questions or concerns about food allergies or the student wellness policy, please contact Mrs. Sines.

Safety

PROTOCOLS

All exit doors at Kenwood Elementary School remain locked at all times. (All classroom and entry doors allow exit when locked.) It is mandatory that everyone entering the building during school hours must ring the bell at the main entrance, be buzzed in, sign in at the office, wear a visitor's pass/badge while in the building and then sign out when leaving. All staff and students have been instructed not to open building doors for anyone to enter.

Kenwood Safety Patrol students are instructed to open all entrance doors from the inside for students to enter when the entry bell rings each morning. Any adults wishing to enter the building at any time must only enter at the main entrance on Nahma Street. At the end of the day, teachers will walk their students to the exits to dismiss them. You may wait outside your child's exit door until the bell rings or wait at your car if you wish until the dismissal bell rings. Students must cross streets at designated crosswalks. Please be mindful of "No Parking Zones", including the bus lane on Nahma.

EMERGENCY PROCEDURES

If an emergency situation arises that requires everyone to pick up their children, we will use our SchoolMessenger system along with staff members to notify parents. Students will then be released from the main entrance only to parents or adults listed on a student's emergency form who present identification. If an emergency requires us to evacuate the building, you will be contacted from our relocation site to pick up your child there.

School personnel will remain with students until a designated adult has picked them all up. Be sure to discuss this with the adults you list on your emergency card as well as with your children.

FIRE, STORM AND SAFETY DRILLS

Required fire, storm and safety drills will occur throughout the school year in accordance with state and local laws to assure the safety of everyone in the event that a real emergency occurs. Teachers will explain drill procedures to students and directions are posted in each classroom.

WEATHER RELATED SCHOOL CLOSINGS

The Superintendent of Schools or his/her designee, shall determine if conditions are too dangerous for students and staff to attend school. If so, school will be closed for the day. During severe weather, parents will be notified by School Messenger. Radio, TV stations or our district website (<http://www.clawsonschools.org/>) are also resources for this. Please do not call local school officials so that phone lines will be available for outgoing calls.

Student Life

Student Dress Guidelines

Kenwood Elementary School is committed to providing a safe, friendly learning environment for its students. Therefore, students have the responsibility to wear clothing that represents a positive attitude of respect for self, school, and the community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts from the educational process. Kenwood Elementary School views the Student Dress Guidelines as a serious issue and expects parents to promote their observance. The building administrator has the final decision as to the appropriateness of all clothing and attire. Following are guidelines for the students:

1. Writing or symbols on clothing that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, substance abuse, or an unhealthy attitude or disrespect of people or school are not productive for a positive school environment and also are not permitted.
2. Hats (or other head coverings) and sunglasses are not permitted to be worn inside the school building unless approved by a principal or physician.
3. Low cut tops, tank tops, spaghetti straps, and shorts or skirts shorter than the end of your fingertips when arms are at your side are examples of styles that are considered unacceptable for students. Shirts and tops must be long enough to be tucked in.
4. See-through clothing is not permitted. Clothing that has excessive rips, tears, or holes is not permitted. All undergarments are to be covered.
5. Clothing that compromises the safety of the students is not permitted; an example is extremely oversized clothing. Clothing which touches the floor is not permitted.
6. Appropriate footwear will be worn at all times. Shoes should be both comfortable and safe. Platforms, high heels, roller skate shoes, etc. are dangerous indoors and out. Flip flops/beach shoes are not appropriate for school. All shoes must have a back.
7. Jewelry and hair accessories are a personal choice but should not be distracting or dangerous to oneself or others. Hair should be a natural color.

School Dress Guidelines – Procedures for Violations:

Building administrators have the final decision as to the appropriateness of all clothing. Students who dress inappropriately will be sent to the office and asked to change or be provided with appropriate clothing, if possible. Parents will be contacted if they need to bring clothes to the student.

Parents are an important part of the Elementary Dress Guidelines and will be informed if the student is repeatedly in violation of the same. The building administrator will work with students and parents to enforce our Elementary School Dress Guidelines.

HOMEWORK

We believe homework should be used to:

- Improve academic performance
- Encourage parental involvement in their child's education
- Provide practice for newly acquired skills

In addition to daily reading, Kenwood students are expected to complete approximately ten minutes of homework per day for each grade they have completed. A third grader, for example, should spend approximately 30 minutes each day completing homework.

If no homework is assigned, the following activities are suggested:

- Study spelling
- Practice math facts
- Play strategy games
- Write letters or notebook entries
- Review daily work with parents
- Read

Homework Hints

The following homework guidelines can be helpful for parents:

- Set aside a quiet study area with adequate work space.
- Have appropriate materials available, which may include crayons, markers, scissors, glue, ruler, paper, pens, pencils, and calculator.
- Create weekly homework schedules around family activities.
- Offer lots of encouragement.
- Foster independence by helping, not doing the work for them.
- Limit television/video game time.

SCHOOL SUPPLIES

Students may bring their own supplies as listed on the classroom supply lists. Some supplies may be collected to share among all students. The list of school supplies is sent home over the summer or in the first few days of school. Students are responsible for the care and safekeeping of all books and materials issued to them. Any book or material that is lost or damaged beyond normal use will be the responsibility of the parent. Parents will be charged the replacement cost if new materials have to be issued. Materials may include textbooks, reading books, math materials, ball chairs, library books and musical instruments.

EXPENSES

Extra costs do occur throughout the year, including: lunch accounts, field trips, HUG/PTO membership, room party dues, school pictures and a yearbook. There are also instances when students are asked to pay for lost or damaged books and equipment. These assessments are made by the teacher, media specialist or principal as circumstances dictate. Any family needing financial assistance (scholarships) for their child's school expenses are asked to contact the principal at (248) 655-3838. All requests are confidential.

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Clawson Public Schools reserves the right to prohibit students from attending field trips because of disruptive behavior in the classroom. Parent permission slips will be signed in advance. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.

BUS BEHAVIOR

Traveling on a Clawson Public Schools bus is a privilege for students. Students are expected to show respectful and safe behavior and follow all school rules while on the bus as directed by the bus driver or other adult in charge.

LOST AND FOUND

The Lost and Found is located in the office hallway. Please check this area for your child's missing items. As items accumulate, unclaimed and unlabeled items are donated to charity. Parents are requested to put their child's name on all personal belongings. If something is left on the bus, please check with the Transportation Office.

PARTY INVITATIONS / BIRTHDAYS

Due to increasing food allergies, only non-food treats may be sent for students celebrating a birthday. We ask that these small treats be the same for each student. Check with your teacher to see how many students are in the classroom. For parties held outside of school, if your child is not including the entire class, please do not distribute invitations in school. If all classmates are being invited you may send in cards that have no names on the envelopes, being sure there is the correct number for the class.

SCHOOL PARTIES

Each grade level has class parties during the year. These parties are facilitated by the room parents in cooperation with the classroom teacher. The PTO collects a nominal fee at the beginning of the school year to help cover costs. We ask that all food items donated for classroom parties be commercially prepared and labeled. Contact the room parents if you would like to help with any of the class celebrations.

CLASSROOM GIFTS AND DONATIONS

Although appreciated, teacher gifts are not encouraged or necessary. However, if you wish to show your appreciation, a heartfelt note or a donation to the classroom such as books, supplies, etc., is preferred.

TELEPHONE USE

Students may make telephone calls during the day in emergency situations with permission from a staff member. Arrangements for transportation, going home with another student, playdates, etc., should be made before leaving home. It is not considered an emergency if a student forgets to bring their homework, instruments, gym shoes, etc., so we will not be calling home in these situations. To minimize classroom interruptions, please make arrangements for your child's after-school transportation before they come to school.

CELL PHONES

Students may not have their cell phone out of their backpack during school hours, and it must be turned off while in the building. If a cell phone is seen or heard, that phone will be held by the principal until the parent comes to claim it. We do not assume any responsibility for their loss or damage.

Cell phone warning: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

VALUABLE PROPERTY

The school will NOT accept responsibility for the loss of personal property. Therefore, students should not bring valuable property such as cell phones, tablets, computers, expensive jewelry, electronic games, etc. to school. Students are not to bring toys, playthings or other personal treasures to school. These items distract students from focusing on their learning. Appropriate playthings are available at school for both outdoor and indoor recess. If students bring electronics to use at Aftercare, they must be turned off and left in their backpack, and we do not assume any responsibility for their loss or damage.

RIDING BIKES TO SCHOOL

Students may ride their bikes to school following all city regulations and rules for doing so. We recommend that students who ride bicycles to school lock them to prevent theft. Bike racks are provided at the Main Entrance parking lot area, and at the Redruth door area for student use.. Bikes must be walked while on school grounds.

SNACKS

Some classrooms allow students to bring a healthy snack to eat outside of the scheduled lunch time. Examples of healthy snacks include fruit, crackers, yogurt, etc. Check with your child's teacher for more information. Due to an increase in student food allergies, students are not allowed to share daily snacks with others. Students will not be permitted to chew gum at any time.

COMPUTER LAB/INTERNET

In addition to our computer lab, Kenwood students may also have access to the internet, iPads, Chromebooks, Kindles, and other electronic devices provided by Clawson Public Schools. Classes use the computer lab weekly for educational purposes. Keyboarding and word processing skills are taught as well as additional educational software programs.

Students will be instructed on the following:

- Proper use of the internet and technological devices, equipment, and hardware for educational purposes
- Appropriate internet behavior
- Directions to appropriate internet resource materials
- Policies and procedures for student access to the internet and use of devices including e-mail

Parents and students will sign agreements confirming that students will respect the privilege of being a responsible Internet user. Any device or technological equipment that is lost or damaged beyond normal use will be the responsibility of the parent. Parents will be charged the replacement cost if new materials have to be issued.

Discipline

Student Code of Conduct Policy

Philosophy- The primary goal of the Kenwood Elementary School is to create a safe, positive learning environment in which all students are provided an opportunity to grow academically and socially. In order to attain this goal there must be a shared commitment among parents, staff, and students.

We hope to accomplish this by fostering respect for self and others and by promoting positive social behavior among our students. Ongoing, open communication between the home and school and working cooperatively will help us achieve our goal. Together we will encourage the growth and development of each child to reach their fullest potential.

When thinking of discipline, punishment often comes to mind. Discipline is more than just punishment or reacting to a problem. Discipline is instruction; a learning process rather than simply a demonstration of power. It is therefore imperative that parents and school staff work together to support each other.

Kenwood Elementary School is committed to learning by following a code of behavior which is based on these values and beliefs:

- Respect for all people, property, and the environment
- Personal responsibility
- Cooperation with others
- Caring, empathy, and kindness for each other
- Fairness
- Trustworthiness and truthfulness
- Best personal efforts
- Active listening and positive communication

Principles of Effective Discipline

Our school discipline policy is based on the following principles:

- Learning starts at home, continues at school, and requires a cooperative relationship among the school community
- Seek long-term behavior changes rather than short-term fixes
- Teach responsibility for behaviors
- Be fair, taking into consideration the unique circumstances of each situation. Fair isn't always equal.
- Model the behavior we expect
- Treat students, staff, volunteers, and visitors with respect and dignity
- Every child has the right to feel safe in school
- Violence is to be avoided as a choice in conflict or as a response when angry
- Emotions can be understood
- Learning takes place in different ways and we respect and respond to these differences.
- Learning is a life-long process that occurs best with active involvement, safe risk taking, social interaction, and cooperation

Responsibilities of the School Community

Discipline within the school is a cooperative effort that involves the students, parents, and school staff. An environment, which is safe, orderly, and conducive to learning, cannot be maintained unless everyone cooperates. Therefore, it is necessary that the total school community of students, parents, and staff understand its responsibilities.

- A. The **STUDENTS** have the responsibility to:
 1. Accept that learning is their responsibility and that it is a life-long process.
 2. Attend school regularly, arrive on time, and be prepared to learn.
 3. Conduct themselves properly in class, on school grounds, on buses, or at any school-related activity.
 4. Respect the rights and feelings of fellow students, parents, teachers, other school visitors, and guests.
 5. Know and comply with school district rules and policies.

- B. The **PARENTS** have the responsibility to:
 1. Support the school's efforts to provide a safe and orderly learning environment.
 2. See that the student attends school regularly and on time.
 3. Provide for the general health and welfare of the student.
 4. Provide a home atmosphere and a study area suited for learning and the development of good study habits.
 5. Cooperate with school personnel and community agencies in solving their student's school problems.
 6. Know and support school and district rules and policies.

- C. The **SCHOOL DISTRICT'S** staff members have the responsibility to:
 1. Provide a good atmosphere for learning and teaching.
 2. Accept students as important and worthwhile individuals.
 3. Help students to act in responsible ways.
 4. Schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems before they become serious matters.
 5. Enforce the rules and policies of the school.
 6. Encourage students to participate in classroom, extracurricular, and other school-related activities.
 7. Participate in formulating rules and procedures in the school.
 8. Keep parents informed of a child's progress and problems.

Definition of Discipline/Conduct Terms

The severity and frequency of the misbehavior is considered in defining appropriate disciplinary action.

EXPULSION - is the total and permanent exclusion of a student from the Clawson Public Schools and is subject to the provisions of the Federal/State laws.

SUSPENSION- is the denial of a student's right to attend school, attend or participate in a selected activity or class, be present on school grounds, or attend any or a selected school function.

1. Long-term suspension is a suspension exceeding 10 days.
1. Short-term suspension is a suspension not exceeding 10 days.

HARASSMENT - means sexual harassment and/or ethnic, religious, and general harassment/intimidation as defined below:

1. Sexual harassment - consists of unwelcome sexual advances, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational or social environment on school property.
2. Ethnic, religious, and general harassment/intimidation means: slurs, verbal references, gestures or other behavior which tends to humiliate or threaten others on the basis of race, creed, religion, ethnic background, nationality or personal characteristics.

BULLYING – is when a stronger, more powerful person hurts or frightens a smaller or weaker person deliberately (on purpose) and repeatedly.

INSUBORDINATION – Repeatedly failing to comply with the directions of teachers, student teachers, secretaries, substitute teachers, teacher's aids, bus drivers, the principal, or other school personnel.

MISCONDUCT - is a violation of one or more provisions of the code of student conduct as defined in this policy.

ATTENDANCE - Daily attendance in all classes is necessary for school success. It is the policy of the Clawson Schools that all students shall be in regular and continuous attendance all day and shall report on time. Since repeated absence from school interferes with both the student's progress and the teacher's ability to conduct the instructional program effectively for all other students in the class. Excessive truancy may result in referral to the Juvenile Division of the Oakland County Probate Court.

WEAPON – shall include a dangerous weapon as a term that is defined in Section 1313 of the School Code of 1976, as amended (MCL380.1313; MSA 15.41313), a pellet gun, air pistol, starter pistol (whether operable or whether loaded or unloaded), a reasonable facsimile of a firearm, a bomb, Molotov cocktail, slingshot, billy club, bludgeon, blackjack, sand club, metallic knuckles, gas-ejecting container or device which will either temporarily or permanently incapacitate, knife (other than a regulation scout knife in student's possession in conjunction with a scout activity), karate sticks, stars, numb-chucks or similar martial arts weapons or other objects or instruments a principle use of which is to inflict injury or physical harm upon the person of another. A weapon shall also include an object or instrument which is not in and of itself a weapon as defined, but where the possession or use of same is coupled with intent by the student to inflict injury or physical harm upon the person of another.

POSSESSION OR USE OF WEAPONS - Students are strictly prohibited from possessing or using any weapons, as have been defined.

OFF-CAMPUS CONDUCT - students in attendance at school-sponsored, off campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of the Clawson Public Schools.

FIGHTING/PHYSICAL VIOLENCE - A student shall not engage in fighting or other physical violent behavior with any other student, staff member, or school visitor.

DISRUPTIVE CONDUCT - A student shall not engage in any type of conduct that causes, or has the potential for causing, disruption or obstruction of any function, process, or activity of the school district.

CHEATING OR PLAGIARISM – Students should not give or receive information regarding individual graded activities. Students should not turn in work completed by anyone but themselves.

FALSE FIRE ALARM - A student shall not cause a false fire alarm within any school building or vehicle. A student engaging in such conduct may be reported to the police department in addition to being subject to disciplinary action.

USE OF TOBACCO - Students shall not possess or use smoking or smokeless tobacco.

THEFT - Students shall not, without permission, take the property or belongings of other persons and shall not maintain in their possession objects that have been either stolen or taken from other persons without their consent.

THREATENING BEHAVIOR- Students shall not make any gestures, comments, threats (verbal or written), or actions to a student, staff member, or volunteer, which cause, or threaten to cause, bodily harm, reasonable fear for personal safety, or personal degradation.

Verbal assault is communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal threats or assault may result in suspension and expulsion.

Making bomb threats or similar threats directed at a school building, property, or a school-related activity may be cause for suspension or expulsion.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is engaged in school business.

CLAWSON PUBLIC SCHOOLS DISCIPLINARY OPTIONS

Kenwood Elementary

- OPTION 1:** Warnings
The infraction will result in warnings, redirection, and/or appropriate consequences by the adult in charge.
- OPTION 2:** Parents notified
A conference with the student that will include reviewing the disciplinary policy and procedure and a phone call to notify parents. Appropriate consequences may follow.
- OPTION 3:** Conference with principal
An administrative conference with the student, parents, and teacher in person.
- OPTION 4:** In-School Detention
Removal from classroom. Parents will be notified.
- OPTION 5:** In-School Suspension (1-3 days)
Students will be isolated from the rest of the student body and expected to complete required assignments.
- OPTION 6:** 1-2 Day Out-Of-School Suspension (Short-Term)
Students will not be allowed in school. Students are expected to make up any assignments they missed throughout their suspension.
- OPTION 7:** 3-Day Out-Of-School Suspension (Short-Term)
Students will not be allowed in school. Students are expected to make up any assignments they missed throughout their suspension.
- OPTION 8:** 5-Day Out-Of-School Suspension (Short-Term)
Students will not be allowed in school. Students are expected to make up any assignments they missed throughout their suspension.
- OPTION 9:** 10-Day Out-Of-School Suspension (Short-Term)
Students will not be allowed in school. Students are expected to make up any assignments they missed throughout their suspension.
- OPTION 10:** Long-Term Out-Of-School Suspension (Up to 30 days)
Superintendent's Action Required
- OPTION 11:** Expulsion from School
Board of Education Action Required

Placement and movement on the disciplinary system will be proportionate to the severity and frequency of the misconduct. The administration reserves the right to deal with each offense on an individual review basis which may result in disciplinary action being more or less severe than outlined.

Where a range of disciplinary steps is established for an infraction, the factors that lead to more severe penalties include:

- The actual harm or injury caused
- The risk of harm to the student and/or others
- The intent of the student
- The number and seriousness of prior infractions committed by the student
- The seriousness of the penalty required in the circumstances to discourage future violations by the student or others.

Appropriate Consequences:

When a student's behaviors cannot be redirected to keep themselves and others safe, teachers, supervisors, or administrators will apply one or more of the following consequences as deemed appropriate by the circumstances.

- Reminder of the school expectations, first warning, discussion of redirections, solutions, and reprimand.
- Cleaning, picking up, repairing, apologizing, or making restitution to undo the damage caused by the misbehavior. Some type of restorative practice.
- Developing, writing, signing, and carrying out a plan for improved behavior. I.E. formal or informal behavior plan with the teacher.
- Communication to parent(s), who may be asked to attend a conference about the situation.
- Time-outs" in an appropriate location on the playground, in the classroom, or in the school to take a break and reflect on unacceptable behavior.

<u>INFRACTION</u>	<u>DISCIPLINARY OPTIONS</u>
1. Swearing, foul language, rude, inconsiderate or disrespectful behavior. Swearing, rude, inconsiderate and/or disrespectful behavior directed toward a staff member.	1-5 3-6
2. Violation of specific classroom regulation which are consistent with Board of Education policies and administrative procedures.	1-2
3. Leaving class without permission. Leaving school without permission. A student will not leave the school building, classroom, cafeteria, or assigned area without permission from authorized personnel.	1-4 3-6
4. Physical assault of another student, staff member, visitor, or volunteer.	2-11
5. Insubordination/Unruly conduct: A student will not willfully ignore or refuse to comply with directions	1-3

<p>or instructions given by school personnel.</p> <p>Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or do any other class or school-related activity not listed herein, refusing to leave a hallway, or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.</p>	
<p>6. Disorderly Conduct: A student will not knowingly misbehave in a manner that causes disruption to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.</p>	4-8
<p>7. Rough play which may include pushing, shoving, and or wrestling.</p> <p>Fighting on school premises or at any school sponsored activity.</p> <p>Inciting a fight and/or encouraging others to participate in fight.</p> <p>Planning, pre-arranging a fight.</p>	<p>1-4</p> <p>2-7</p> <p>2-7</p> <p>2-7</p>
<p>8. Written or verbal slurs which intend to humiliate another's personal characteristics.</p>	1-6
<p>9. Littering in the building and/or on school grounds.</p>	1-2
<p>10. Defacement of School Property or property of another individual. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, tables, and spray-painting surfaces are acts of defacement.</p> <p>Destruction of Property -Restitution may be required. A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is</p>	<p>1-3</p> <p>3-11</p> <p>8-11</p> <p>3-6</p>

necessary are acts of property destruction.	
<p>11. Breaking/entering school, theft, defacement, or destruction of school property. Penalty may include restitution. Police involvement may occur.</p> <p>Unauthorized possession of school property or property of another individual, theft and/or robbery. (Penalty may include restitution)</p>	
12. Gambling: A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	1-4
13. Appropriate dress and grooming: A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others.	1-3
<p>14. Possession of inappropriate personal property: A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to, obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reason, if approved by administration.</p> <p>Students must surrender items when requested by school personnel.</p>	1-6
<p>15. Harassment/Intimidation: A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation.</p> <p>“Harassment or intimidation” means any gesture or written, verbal or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, to that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.</p>	2-6
16. Profanity and/or Obscenity towards students: A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other	2-6

student.	
17. Profanity and/or obscenity toward staff: A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting obscene gestures toward any school district staff members or adult volunteers.	2-10
18. Falsifying or changing any note, pass, school communication, or document. Falsifying, theft, damage, or defacement of school records including teacher's grade books or discipline records. Theft or unauthorized possession and/or distribution of tests and/or exams.	2-5 3-7 3-7
19. Use or possession of any fireworks, smoke or stink bombs, or any related material on school property or at any school sponsored activity.	3-7
20. Use of any illegal or unauthorized medicine, inhalants, drugs or narcotics. Police involvement will occur.	3-7
21. Sale of any alcohol, illegal or unauthorized medicines, drugs or narcotics. Police involvement will occur.	7-10
22. Possession or use of dangerous or deadly weapon on school property, in any school owned vehicle, or at any school sponsored activity. A weapon shall include firearm(s), a pellet gun, air pistol, starter pistol (whether operable or inoperable or whether loaded or unloaded) a reasonable facsimile of a firearm, a bomb, Molotov cocktail, sling shot, billy club, bludgeon, blackjack, sand club, metallic knuckles, gas ejecting container or device with will either temporarily or permanently incapacitate, knife, karate sticks, stars, numb chucks, or similar martial arts weapons or other objects or instruments a principle use of which is to inflict injury or physical harm upon the person of another. Any electronic device that inflicts or causes pain or suffering is likewise to be considered a weapon. Use or possession of items that are facsimiles of weapons. Use of an object or an instrument which is not in and of itself a weapon but where the possession or use of the same is coupled with intent by the student to inflict injury or physical harm upon the person of another. Police involvement will occur.	3-11 3-11 6-11

23. Refusal to leave the building during an emergency drill	4-7
24. Tampering with a fire alarm box or system or firefighting equipment. Setting off a false fire alarm. Police involvement will occur. Initiating or being a party to a bomb threat.	3-11 3-11 3-11
25. Arson. Police involvement will occur.	3-11
26. Use and/or possession of tobacco products or smoking any paraphernalia on school property or at any school activity. Police involvement will occur.	3-9

TIPS FOR A SUCCESSFUL SCHOOL YEAR

- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- See that your child arrives at school on time and attends regularly.
- Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- See that your child can take care of his basic needs, going to the bathroom, washing hands, blowing his/her nose, putting on a coat, etc.
- Guide and monitor your child's television viewing.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not demand more than your child is capable of doing.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep and a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent.
- Dress your child according to the weather; outside activities will take place when the weather permits. A note from your doctor will be required if your child should remain inside because of a physical condition.
- Provide the teacher and office with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.

- Provide an opportunity for your child to talk to you about their emotional well-being. Listen and validate their feelings.
- Refrain from listening to and repeating neighborhood gossip. **If you have a question or concern always contact your child's teacher first.**