

Forest Area Community Schools

Elementary Handbook



Parent & Student Handbook

2026 - 2027

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Dear Parents,

Welcome to Forest Area Community Schools! This document organizes the policies and procedures that we follow at Fife Lake Elementary School. Please take a few moments to review this handbook with your student. If you have questions, please feel free to call the elementary office. Our staff is **very** excited to work with your students this year.

Kirsten Wooer
Principal, Fife Lake Elementary
Forest Area Community Schools

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DISCLAIMER NOTICE

Forest Area Community Schools' administration annually reviews this elementary parent and student handbook. Items, rules, information and expectations not listed in this handbook may be governed by school board policy and/or administrative guidelines, which are approved by the board of education. Information in this handbook is consistent with school board policies and administrative guidelines. School board policy holds authority over this handbook in the unlikely event of any conflicts presented in this handbook.

DISTRICT PHONE DIRECTORY

All phone calls will go directly to building offices. Messages may be left for students and school personnel.

School	Secretary	Phone Number
<u>Fife Lake Elementary</u>		(231) 879-3362
<u>Middle/High School</u>	Mrs. Lindsey Erickson	(231) 369-2884
<u>Central Office/4th and 5th Grade</u>	Mrs. Susan Ingersoll	(231) 369-4191

***NOTICE:**

In order to reduce classroom disruptions, phone contacts for classroom teachers are not listed and are not provided. Building secretaries will forward your call to teacher voicemails and you will be contacted during non instructional time.

FOR ALL STUDENTS...

DISTRICT BELIEF STATEMENT

We BELIEVE a graduate of **Forest Area Community Schools** will be-

- ☐ A person capable of learning over a lifetime.
- ☐ A person capable of applying knowledge in diverse situations.
- ☐ A person who makes decisions, solves problems, sets realistic goals, and resolves conflicts for personal success.
- ☐ A tolerant person aware of self, with concern for others.
- ☐ A creative and innovative visionary person.
- ☐ A person able to communicate effectively in written, visual, and spoken language.
- ☐ A self-confident, competent, and productive person in society.

ELEMENTARY VISION STATEMENT

We believe that Fife Lake Elementary should reflect a caring community and a safe and positive learning environment. Staff, with the support of parents, will guide students toward respecting others, as well as achieving academic and behavioral excellence.

ELEMENTARY SCHOOL MISSION STATEMENT

The staff of Fife Lake Elementary accepts the responsibility to provide a nurturing educational environment, which will help our students form positive attitudes toward learning, and help build effective life skills.

Fife Lake Elementary students have...

Caring
Learning
And
Sustaining
Safe

PROHIBITION OF DISCRIMINATORY PRACTICES

The Board of Education is committed to a policy of nondiscrimination in the Forest Area Community School district. Such policy is consistent with state and federal statutes that apply to schools. THE SCHOOL DISTRICT HEREBY NOTIFIES ALL CITIZENS AND STUDENTS THAT IT DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, HEIGHT, and WEIGHT, OR ANY HANDICAPPING DISABILITY.

FEDERAL REGULATION

No qualified handicapped person shall, on the basis of a handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

WELCOME...

BOARD OF EDUCATION

The Forest Area Board of Education meets the second Monday of each month. Meetings begin at 6:30 p.m. and are open to the public. Notice of all board meetings and special board meetings are posted at the central office and on our district website.

Your board of education has a great responsibility in overseeing the operation of this district, including: building programs, curriculum, policy, finance and budgeting, personnel, contracts, athletics, philosophy, maintenance, and many additional areas. Parents are encouraged to become familiar with current members of the board of education and share their concerns and praises with them.

PARENT TEACHER ORGANIZATION

Forest Area Community Schools support parent/teacher organizations whose objectives are to promote and support educational experiences and programming of district students. The PTO operates in a manner consistent with public expectations for the schools.

Forest Area Community Schools has a PTO, with which YOU can be involved. Activities include sponsoring family activities, student functions, and fundraising events. PTO meetings are scheduled for the first Tuesday of each month. Times and location will be determined at the beginning of each school year. Call the elementary office for more details. Please support your PTO!

FACILITY USE

It is the intent of the board and the administration to make the elementary building available for activities after normal school hours. The gymnasium and cafeteria may be available for community events, non-profit organizations, and profit functions. Groups and/or individuals wishing to use space in the building should contact the elementary office. Applicants must complete "a building use form". The building principal has final approval for all building usage. Please contact central office for this form.

OPEN HOUSE

An open house is scheduled each fall for the community and family members who wish to visit their neighborhood schools. Open houses are not good opportunities to discuss individual student progress. If you have questions early in the year, contact your child's teacher and arrange a format and/or time to discuss them.

WAKE UP CALL...

ATTENDANCE

Regular attendance at school is imperative to your child's success in school. Chronic absenteeism creates a hardship for your child and is regarded as a serious problem. Parents are encouraged to promote and support good attendance for their child. It is recognized that occasional illness, family illness, death in the family, and religious holidays may be legitimate reasons for absence from school.

If your child is unable to attend school, parents are required to call the elementary school office. Please provide your child's name, his/her teacher, and the reason for the absence. If your child has a contagious illness (lice, chicken pox, impetigo, pinworm, scarlet fever, infections, or etc.) we need to be aware of this information as soon as possible.

Forest Area Community Schools follow a board adopted attendance policy. For the complete policy, please visit <https://go.boarddocs.com/mi/forest/Board.nsf/Public> and type "attendance" in the search box. Or, please call the elementary office for more details.

Parents are requested to provide a written notice upon their child's return to school of when and why their child was absent. While family illness and other reasons require students to occasionally miss school, the following procedure is in effect to encourage prompt, regular attendance:

1. **WARNING:** A letter will be sent to the parent/guardian after ten days of absences. This is a warning notice that your child has accumulated 10 absences. Please take this letter seriously.
2. **TRUANCY REFERRAL:** A letter will be sent to the parents(s) and the Grand Traverse/Kalkaska County truancy attendance officer after **twenty days of absence**. A series of parent/guardian actions will be required from the truancy intervention officer. Truancy is initiated at the discretion of the principal based on the nature of the absences.

If you have questions about your child's attendance, please contact the principal before it becomes a problem.

GRAND TRAVERSE TRUANCY CENTER/KALKASKA COUNTY COURT FAMILY DIVISION

The Grand Traverse County Truancy Intervention Center or the Kalkaska County Court's Family Division may choose to act upon all referrals made to them for students who are truant from school as outlined above (attendance).

The purpose of the Truancy Intervention program is to decrease the number of school absences within Grand Traverse and Kalkaska County. The program is also designed to assist families in resolving reasons for truancy and at the same time hold parents accountable for their children's attendance at school. This program accomplishes both goals including establishing a collaborative community effort to deal with chronic truants.

For students that were processed through the Truancy Center the previous school year, attendance can accumulate by school and calendar year. The Truancy Center can continue with the truancy process started during the previous school year with the principal's consent.

The truancy intervention program is a collaborative effort, within the community, that strives to ensure an education for every child, improve attendance, reduce juvenile crime and increase parent involvement and accountability.

Truancy is not viewed as just a school problem any more. Many students with attendance concerns come from at-risk families. When students enroll in school they bring all of their problems with them. The truancy coordinator works with school staff, students, parents, law enforcement, prosecutor's office, family court and district court, and prevention service agencies to insure that long-term solutions are in place to assist students and families. Because of truancy intervention, school attendance is up, daytime crime is down, court referrals have decreased and students and parents are held accountable for their actions.

Services include:

- Enforcement of mandatory attendance laws by holding parents accountable
- Youth and family referral to community resources/prevention service agencies
- Problem solving for long term solutions
- Sanctions for parents and youth for continued truancy or failure to complete the diversion program successfully
- Student progress follow-up
- Reward program for students with improved attendance

ARRIVAL & DISMISSAL

Students may enter Fife Lake Elementary at 7:45 a.m. At this time, adult supervision is provided. **The buildings may NOT be open prior to these times.** School begins at 8:00 a.m. each day.

Students are dismissed at 3:00 p.m at Fife Lake. On scheduled half days, students are dismissed from Fife Lake at 11:45 a.m. Students waiting for pick up will be sent to the cafeteria to wait for their ride.

Students will be picked up at the main doors at the north side of the building. School staff will monitor the hallway and entrances to ensure the safety of all students not riding the bus.

TARDIES/LEAVING EARLY

Students who arrive late for school must begin their day by checking-in at the elementary office with a parent/guardian. Students who arrive after 8:00 and before 8:30 will be marked Tardy. Any tardy student arriving after 8:30 will be marked absent for a half day. Parents whose children are chronically tardy will be notified and a meeting with the principal will be scheduled.

Parents must refrain from picking up children prior to 3:00 p.m. each day. A parent, guardian, or properly designated person who is picking up a child prior to 3:00 p.m. must check out the student in the elementary office. Students must be signed out before departing. Any student who is picked up before 2:30 pm will be marked absent for a half day. Situations where students are checked out early on a routine basis will not be permitted.

NOTICE: Students will not be released from their classroom(s) until the parent or designated person arrives at the school and signs the student out in the elementary office.

WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL

Whenever a child complains of not feeling well on a school day, parents are faced with the decision of whether or not to send their child to school. How do you make the right choice? How does a parent avoid excess absenteeism? Parents should observe these guidelines:

- If your child has a fever, he/she should stay home.
- If your child has a contagious illness, he/she should stay home.
- If your child has head lice or nits, he/she **MUST** stay home until nit free.
- If your child is vomiting, has diarrhea, or is severely injured, he/she should stay home.
- If your child is under quarantine due to COVID-19 exposure or illness, your child should stay home.

Parents are required to contact the elementary office anytime a child will miss school due to illness or other reasons. If your youngster is just a little sick and does not have a fever, but you feel he/she can come to school, please be aware of the following:

- Students well enough to come to school will be considered well enough to go outside for recess and participate in all school activities.
- Students may stay inside for up to three days following illness or during slight illness.
- Parents must provide a notice in writing when requesting a child miss recess due to an illness.
- Students needing to miss recess after three days will need a written notice from his/her doctor.

PARKING & PARENT DROP-OFF/PICK-UP

Our parking lots can be very chaotic places for young children before and after school. In order to ensure your child's safety, parents are requested to observe the following:

- Parents are expected to drop-off and pick-up children by entering the first Pierce Street entrance at Fife Lake Elementary and exiting via the State Street drive. Do **NOT** use the new bus loop entrance off of Pierce Street as this is reserved for busses only. (See available pick-up & drop-off maps in the elementary office.)
- Parents may not park in the drop-off or pick-up zone at any time. Please park in designated parking spaces at all times.

Fife Lake Elementary has a bus safety officer who supervises the school entrance before school. This school employee has the full support from the Forest Area Board of Education in overseeing numerous safety issues each and every morning. This individual will report to the Principal any persons who routinely violate parking, pick-up, drop-off, and/or speed regulations. Verbal assaults or arguments directed at the school safety officer while performing these board of education approved duties will not be tolerated. Furthermore, safety patrol students will assist students when exiting the buildings during pick up times. These students will report any disciplinary or safety issues to the Safety Patrol Coordinator. Habitual offenders will visit the Principal and disciplinary action will be taken.

GETTING STARTED...

ENROLLMENT OF STUDENTS

Forest Area Community Schools are eager to welcome new students. Enrollment information may be obtained by contacting the elementary secretary in the elementary office. The Michigan Department of Education requires the following items prior to attending school:

- Immunization Record – immunizations must be up to date
- Certified birth certification (hospital birth certificate is not acceptable)
- Proof of residence (driver's license, utility bill, etc.)
- Guardianship papers (if applicable)
- Special needs information (Copy of last IEP – Special Education)
- Medication – Notify school of all medications being taken by student. Authorization form must be signed for all medications administered during the school day.
- Release/Open Enrollment – If living outside of district, a release must be signed by residing district.

We will copy these documents for you and return them immediately. Students shall be admitted to school immediately upon completion of the enrollment process and submission of the required information. We cannot enroll students who have insufficient documentation.

CLASSROOM PLACEMENT

Many considerations are required when placing students into classrooms, such as: gender balance, cognitive balance, special education needs, disabilities, parent requests, teacher recommendation, factors for students being retained, and other factors as well. Parents are requested to entrust the system to make the decision based on our observations and your child's best interests.

Parents may request a specific teacher each year. Requests must be submitted to the principal on or before June 1 of each school year. **All requests must be submitted using the "Teacher Request Form"** which can be obtained from the elementary office. Requests received after June 1 will not be considered. We will make all efforts to honor parent requests; however, parents need to know that this may not always be possible.

Teacher requests are limited to students who are enrolled at Fife Lake Elementary School. Students who are new to the school/district will not be eligible to submit teacher requests.

SCHOOL BOARD POLICY PLACES THE FINAL DECISION FOR CLASSROOM PLACEMENT WITH THE BUILDING PRINCIPAL, WHOSE DECISION SHALL BE CONSIDERED AS FINAL.

EMERGENCY PAPERWORK

Emergency paperwork is distributed the first day of school or when you register your new student. Please return them to the office immediately. All students must have emergency paperwork completed and on file.

Parents are requested to make sure that the information is kept current in case there is a need to contact you during the school day. This paperwork also asks parents to identify who may be contacted in the event that parents cannot be contacted. Adults listed are the only people who may sign your child out from school unless you designate the office differently in writing.

CHANGE OF ADDRESS, TELEPHONE NUMBER, & OTHER INFORMATION

Parents are requested to contact the elementary secretary to update school records, emergency card information, and other information as soon as possible. Your child's safety depends on accurate phone numbers and emergency contacts.

TRANSFERRING TO A NEW SCHOOL?

Parents must notify the building principal/secretary about plans to transfer their child to another school. If a student plans to transfer from Fife Lake Elementary School, the parent must notify the principal/secretary. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

In accordance with state law, when transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion action against that student.

The elementary secretary will assist you with the forms you need to complete and provide you with information on any applicable procedures. Your new school will request your child's records upon enrollment and we will process requests when they are received.

OPEN ENROLLMENT

Parents who wish to send their children to a school outside of their resident district are required to complete an open enrollment application and submit it to the school district they wish to attend. Transportation of open enrolled students is the family's responsibility. Transportation may be provided if there is an appropriate route, pick-up/drop-off, and/or space on the bus. Decisions for transporting open enrollment students are made by the Superintendent, whose decision is final.

GETTING TO SCHOOL...

SNOW DAYS AND DELAYS

Cancellation and morning delays take place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board of education and administration are aware of the hardships, which can be caused by abrupt cancellation, therefore, school will be canceled or delayed only when a significant safety risk has been identified.

Every practical means will be utilized in notifying parents of school cancellation or morning delays. This includes: automated phone calls (School Messenger) and television stations. Parents are discouraged from contacting the school questioning school cancellation or delays, however, some staff may be in the buildings regardless and calls will be answered and information provided.

EARLY DISMISSAL DUE TO CANCELLATION

The superintendent of schools will cancel school during the school day only in the most extreme circumstances, where student safety may be in jeopardy. It is very important that you and your child have a plan, in advance, of what to do if school is canceled during the school day. In order to assist in this unlikely event, the following procedures are in place:

- Parents are requested to complete an "emergency dismissal" form and return it to the office at the beginning of the school year. Parents should update this information too.
- Parents should review a plan of action with their child on what to do if school is dismissed early (where to go, who to call, ride the bus, etc.)
- Students with no emergency information will ride the bus or go home as would have been planned for a normal dismissal

BUS TRANSPORTATION – Bus Behavior Expectations

1. OBEY THE BUS DRIVER AT ALL TIMES. The driver has complete charge of the bus and those who ride the bus
2. MASKS ARE REQUIRED ON ALL DISTRICT BUSES.
3. Remain in assigned seat at all times when bus is in motion. When seated, keep feet out of aisles.

4. Observe classroom conduct (except for ordinary conversation) while getting on and off and while riding the bus.
5. Warn the bus driver of approaching danger if there is reason to believe the driver is not aware of the danger.
6. Be in the designated place both morning and evening ready to board the bus at the scheduled time. (The driver is responsible for the maintenance of the schedule and CANNOT wait for repeatedly tardy pupils.-Be at the stop at least 5 minutes prior to scheduled pick up time.
7. Do not bring pets, live animal specimens, large boxes, glass or glass containers or flammable items on the buses.
8. Students will get on and off the bus only at their designated stop and on the consent of the driver.
9. Skateboards are only allowed on the bus with administrative permission. Students must have prior permission to transport skateboards on the bus.
10. The bus driver has the authority to suspend a student's bus privileges for up to 2 days. Further days of suspension will be authorized by the building principal or superintendent.

PERSONAL BUS SAFETY

1. Stay off the traveled roadway at all times while waiting for the bus.
2. Wait until the bus comes to a complete stop before attempting to get on or off the bus.
3. Enter or leave the bus at the front door after the bus has come to a complete stop, except in cases of emergencies or an emergency drill.
4. Cross the traveled roadway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is not moving
 - b. On getting off the bus, go to the front of the bus within sight of the driver and wait for the proper signal for crossing
 - c. Upon signal from the driver or from a personal escort, look both ways-to the left and the right-and proceed across the roadway in front of the bus-walk (do not run) when crossing the roadway.
5. Keep your hands, head and other parts of the body inside of the bus at all times.
6. No drinking or eating on the bus without permission of administration.
7. Report any damages to the bus driver that you might see.
8. Help keep the bus clean, sanitary and orderly.
9. The bus is not a playground-no wrestling or horseplay.
10. Students will not open or close windows or doors without permission of the driver.
11. Students may not bring squirt guns/water guns on the bus.
12. Students will not use tobacco, alcohol, drugs, lighters or matches on the bus.
13. Students under the influence of alcohol, drugs or narcotics will not be allowed on the bus.
14. Students violating any of the above rules may be denied transportation.

BUS NOTES

All students assigned to a bus are expected to board that bus before and after school at the assigned bus stop. Changes in the procedure are reserved for emergencies and other infrequent necessities. Parents may submit bus notes when a change in transportation is necessary. The following guidelines are in place to ensure the safety and consistent transportation of all children:

- Children will ride their assigned bus home unless a change has been provided in writing.
- Parents must provide a written note each day that a child is to ride a different bus. If a child does not have a note, he/she will be required to ride his/her normal bus.
- All bus notes must be signed and verified in the elementary office.
- Directions given to a child verbally, without a written note, **WILL NOT BE HONORED.**
- Bus changes made via a phone call to the school will be honored on an emergency basis only.
- The principal has the discretion to refuse to honor bus changes made over phone (chronic abuse).
- Parents requesting changes in transportation due to parties or other events are requested to have their child ride home and be transported by the family.

TRANSPORTATION DEPARTMENT

Parents with questions about transportation, routes, discipline, or who have concerns or questions about bus transportation are requested to contact the superintendent. Concerns, which are shared with the building secretary or principal, will be forwarded to the superintendent.

BIKE RIDERS AND WALKERS

All students walking or riding bikes to school are not to arrive before 8:00 am.

The school assumes no responsibility for bicycles; however provisions are in place to safeguard bikes at Fife Lake Elementary by requiring they be parked in the bike rack. Bicycles are never to be ridden on the playground during school hours. We request that all children riding bikes to school wear an approved bicycle helmet.

K-3 students who are scheduled to ride a bus must ride the bus home unless parents have provided permission to walk home in advance and in writing. It is recommended that parents refrain from requesting that their K-3 child be permitted to walk home rather than ride the bus.

CHOICES...

CAFETERIA RULES

1. Use quiet voices – Do not be disruptive.
2. Eat politely – Keep hands, feet, and objects to yourself.
3. Clean up your eating area when finished.
4. Wait patiently until instructed to go outside.
5. Walk to the playground.
6. No food may be taken out of the cafeteria.

PLAYGROUND RULES

1. Use kind words and actions.
2. Follow directions.
3. Keep hands and feet to yourself.
4. Line up quickly when the whistle blows.

HALLWAY RULES

1. Walk in a single file line.
2. No talking.
3. Be respectful – Keep hands and feet to yourself.

REWARDS AND CONSEQUENCES

1. No major or minor write ups = Fun Fridays!
2. All work completed = Fun Fridays!
3. Minor write up = Conference with teacher
4. 3 minor write ups or 1 major write up = Call home and time in office
5. 2 major write ups = Call home and 1 hour after school detention with Principal

CLASSROOM RULES & GUIDELINES

All classroom teachers have clear classroom rules established for their students. Classroom rules are posted in each classroom and reviewed with the students several times each year. Classroom rules are designed to be clear and to the point. Rules are regarded as essential and will be enforced at all times. Copies of each classroom teacher's rules are located in the principal's office.

All classroom teachers have established a discipline plan that will be used in monitoring, recording, and enforcing classroom rules. Discipline plans typically identify consequences that will be implemented for classroom problems, student issues, and rules violations.

COMPUTER ETHICS

Classrooms, the library, and computer labs utilize Internet connected computers. All students receive instruction on using computers and are allocated with time to use computers for various learning experiences. Parents are requested to talk with their child about appropriate topics and how to recognize a site that is “bad” or inappropriate. To ensure appropriate use of computers and the Internet the board of education has adopted the following policy:

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 Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

For more information please visit <https://go.boarddocs.com/mi/forest/Board.nsf/Public> and type “internet” in the search box.

In order to provide a safe Internet environment experience for all children, all district Internet connections are served by a ‘proxy’. This system monitors Internet activity and sites that are connected at all times. In other words, a ‘fire wall’ or ‘filter’ is in place, which protects all users.

VIOLENCE IN SCHOOL

Every school community member has a right to be in a school environment that is safe, conducive to learning, and in which he/she feels respected and protected. Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person. Injury is based on how it is received, regardless of the intent.

No one is entitled to be violent in any form. NO form of violence will be tolerated in school, at school activities, or by anyone at this school. Join us in establishing a climate where violence is NOT OK, and it will not be tolerated.

REPORTING SCHOOL VIOLENCE

Any risk of immediate harm to any child, adult, or person should be reported to 911 immediately. All reports of violence should also be reported to the elementary principal at once if an immediate risk is not a factor.

OK2SAY. Stop the Silence. Stop the Violence is available state-wide for public and private schools in Michigan; anybody can submit a tip. Specially trained technicians receive the tips and filter the information to the appropriate agency to provide a timely and effective response. Anonymous reports can be made using the OK2SAY app, texting 652729 (OK2SAY), or calling (855) 565-2729.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of our school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights of freedom of expression and association and fair treatment as long as they respect those rights of their fellow students and staff. Students will be expected to follow teacher directives and obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school. Information will be provided with additional contacts as needed or if conditions arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used for contacts. Parents are

encouraged to help build a link with teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program. If for some reason this is not possible, the student or parents should seek assistance from any of the available school resources or staff.

WEAPONS IN SCHOOL

"Weapons" are defined as any device that is designed to inflict bodily harm. The Gun Free Schools Act of 1994 empowers schools to expel any student who brings a weapon to school. Parents are strongly encouraged to review weapons concerns with their children and are ultimately responsible for any weapons brought to school or threatened to be brought to school. Any student who brings a weapon to school shall be subject to board of education policy and state of Michigan laws, which allows districts to suspend and/or submit such students for expulsion.

It is extremely rare for an elementary aged child to bring a weapon to school. **However, such incidents shall be treated as very serious.** While each incident will be reviewed on an individual basis, parents are forewarned that the consequences of bringing a weapon to school may be harsh.

Good people react in the interest of all people. If any parent, student or staff member is aware, becomes aware, or discovers that a student (or person) is bringing or has brought a weapon to school, it is his/her **CIVIC DUTY** to report this to the building principal, superintendent, or local law enforcement authorities immediately.

NON- DANGEROUS WEAPON GUIDELINES

Fife Lake Elementary will use the following guidelines when disciplining a student who brings **non-dangerous weapons** to school. A non-dangerous weapon is, and not limited to, a knife with a blade less than three inches, look alike firearms.

1st Offense

- Students who bring a non-dangerous weapon to school and **self-reports** to the principal, teachers or school staff may receive a minimum 2-day suspension at the discretion of the principal.
- Students who bring a non-dangerous weapon to school and it is reported by another student to the principal, teachers or school staff may receive a minimum 5-day suspension.

Principals will have the discretion to take into consideration the following points and extend the minimum days of suspension and possibly add other consequences.

- Previous referrals for aggressive or violent behaviors.
- Documented verbal threats made to students or staff
- Student's intent for bringing the non-dangerous weapon to school

2nd Offense

- All students who bring a non-dangerous weapon to school a second time will receive a 10-day suspension and go before the School Board to determine if other consequences and penalties should be considered which may include counseling, therapy, community service, additional suspension, and/or expulsion from school.

LOOK ALIKE & TOY WEAPONS

Students are expressly forbidden from bringing to school any item, toy, or other similar "look alike" items such as, but not limited to items resembling: knives, guns, spears, cannons, or other weapons. School staff will hold such items until a parent can come to school for a conference with the principal and other school staff. **There will be no exceptions** and the principal's determination in interpreting the potential threat of such items shall be final.

DRESS GUIDELINES

Student dress communicates a great deal about the attitude the student has about the learning environment. At times, clothing can distract the individual as well as peers. We offer the following guidelines as suggestions to promote a constructive climate for learning:

- Shirts should cover the stomach, have no mesh or see-through material, and have a sleeve that covers the shoulder.
- Clothing should not advertise tobacco or alcohol or promote drug use.
- Clothing that includes vulgar or 'suggestive' sayings are prohibited.
- Hats are not to be worn in the school building unless they are part of a special school day or activity.
- For safety, children must wear or bring shoes to participate in physical education. Flip flops, boots, etc. may cause accidental injury so gym shoes are required.

All children are expected to come to school dressed appropriately for the current weather conditions. Children should dress in a manner in which they will be prepared to participate in outside recess. Children who are not suitably dressed for outside recess will be provided with appropriate clothing if available. Children will be sent home in the clothing they were sent to school in, such as boots and snowsuit, or a jacket and hat, and etc. Children are expected to wear boots in winter weather.

Families that are finding it a financial challenge to provide appropriate clothing for their child should contact the school principal who will attempt to secure resources for this necessity in a confidential manner.

DISCIPLINE PROCEDURE

All classroom teachers have established classroom rules and a clear discipline procedure. Occasionally, students are referred to the principal's office for classroom problems, rules violations, or for other behavioral reasons. School staff may also refer students to the principal's office during recess or before or after school as well.

It is the intent of the principal to discipline your child in a manner which provides due process to your child and which keeps your child's integrity intact. At no time will your child be subject to physical punishments. The following guidelines outline how referrals may be handled if your child is sent to the office:

1. An office discipline referral, including the student's name, infractions, results, and contacts may be recorded in a discipline log that is maintained in the principal's office.
2. All children are afforded one trip to the principal's office without punishment (depending on the severity of the problem) or a call home. The principal believes this lets children know they can fix their problems here at school.
3. The principal will review the problem with students and develop a plan to fix the problem. This plan will be shared with school staff if applicable.
4. Students who are referred to the office a second time will be subject to any of the following, not listed in order of importance:
 - Phone call home, by the student or the principal
 - A warning
 - Time out or payback time spent in the office, hall, or library
 - A problem solving conference with the student
 - Missed recess, class activity, or class event
 - Punishment by sitting by a wall or in a time out chair
 - After school detention
 - In-school suspension
 - Out-of-school suspension
 - In school punishments such as washing walls, picking up trash, or sweeping
 - An act of restitution or payback of items
 - An expulsion (violence, weapons violations, assault)
 - Written assignments such as an apology or explanation

Students with repeated behavior concerns may benefit from a behavior plan that identifies one or two goals, which includes timely monitoring, rewards for successes, and possible consequences for negative behaviors. Individual circumstances will be considered with each infraction or problem situation. Disciplinary consequences are left to the discretion of the administrator.

Some offenses must be reported to the civil authorities as violations of civil law. These may be but are not limited to acts of violence, theft, vandalism, possession of drugs, weapons, assaults, or sexual harassment.

STUDENT DUE PROCESS: BOARD POLICY

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A: Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B: Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board (Superintendent) must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy **5610** and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

HARASSMENT (school board policies 3362 and 5517)

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

BULLYING AND AGGRESSIVE BEHAVIOR TOWARDS STUDENTS (school board policy 5517.01)

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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 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 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.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one or more students.
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects 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 emotional distress; and,

- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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 building 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.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

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 officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about 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.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be permitted. If cheating is discovered, the classroom teacher will subject the student to the classroom rules and discipline plan. If students struggle with chronic cheating, his/her parents will be informed and a behavior plan will be developed.

SOLICITING AND FUNDRAISING

Students may not engage in school related and/or non-school related solicitation at school during instructional hours between 8:00 a.m. and 3:05 p.m. unless prior arrangements have been made with the Principal.

ALL IN A SCHOOL DAY...

CORE CURRICULUM

The Forest Area School district provides students with a comprehensive core curriculum rich in experiences designed to give students a good foundation in reading, writing, math, science, health, and

social studies. The district is aligned with the Michigan Department of Education Curriculum Frameworks and continues the alignment process to the Common Core State Standards.

TEXTBOOKS

Forest Area Community Schools strive to provide the very best in instructional materials. Student textbooks are one part of the materials needed for an effective educational program. Students will be provided textbooks when needed for their use in class and for homework tasks. Texts assigned to the student are expensive and remain the student's responsibility to maintain and return them after use. The cost for lost or damaged texts (beyond normal use) will be charged to the student so that replacements can be secured for another student's use.

SUPPLIES

The school district supplies materials that students need to accomplish assignments. Occasionally, a student may be asked to locate some supplies to support a classroom project. In addition, classroom teachers may request parents to send in staple supplies, such as: tissue, soap, pencil box, etc. No student will be discriminated against if they are unable to secure these materials and the school will seek other resources to benefit the student. If you are unable to locate any requested donations of materials, send a note to your child's teacher and they will address this need in a confidential manner.

TELEPHONE USE BY STUDENTS

Students will not be allowed to use a school or classroom telephone unless it is determined appropriate by school staff. It is your child's responsibility to bring all of the necessary items for the school day (homework, clothing, backpack, etc.). Help us make our students more responsible.

SUBSTITUTE TEACHERS

Circumstances occur that necessitates having a substitute teacher in your child's classroom. When teachers become ill or must be away from the classroom, someone needs to pick up where the teacher's left off. Teachers are learners too and attend in-services and workshops – but the class must go on! Our substitute teachers are provided with detailed plans to facilitate consistency in the classroom. Students are expected to follow classroom rules and treat substitute teachers with respect.

Students who are unable to display and/or correct inappropriate classroom behavior while a substitute teacher is in the classroom may be removed from the classroom for part or all of the school day. The principal, at his discretion, may contact a disruptive child's parent(s) and require them to remove their child from school for the remainder of the school day.

Inappropriate and/or disruptive behavior while a substitute teacher is present **WILL NOT BE TOLERATED** at Forest Area Community Schools.

PARTIES

It is the belief of the elementary staff that students need a rigorous and well-planned education. Classroom parties can be a fun learning experience and an opportunity to celebrate the culmination of a unit of a secular holiday. Parties are a 'treat' and should not interfere with the instructional climate or program of the school. School staff members take their role in teaching students very seriously, and therefore minimize the number of school parties that take place each year.

PETS VISITING SCHOOL

Pets are not allowed at Forest Area Community Schools unless approved by administration.

EMERGENCY DRILLS AND PROCEDURES

Every public school building is required to host a minimum of five fire drills each year. At least two tornado drills must be completed prior to April 1. The Federal Department of Homeland Security also requires three "lock down" or "shelter in place" drills each year as well. Students are instructed by staff regarding how to proceed when a drill or alarm is sounded.

RECESS PARTICIPATION

Recess is an important part of the elementary student's day. All students are expected to take advantage of the fresh air and movement opportunities during outdoor play and to be dressed appropriately for current weather. Students who are sick may stay inside for up to three days without a note from a doctor, otherwise all students will participate in outside recess.

Outdoor recess is canceled if weather conditions exist which would put your child at harm. Children should plan to be outside in cold weather, moist weather, fog, hot weather, and windy weather. Recess will be canceled if light to heavy rain is observed at the time recess is to be held. Students will receive inside free time when outside recess is canceled.

WINDCHILL & RECESS

All students should always plan to participate in outside recess, except as previously identified. In the event that the wind chill index, as identified by wind speed and actual temperature, is 0° F or colder, recess will be canceled. The building principal, lead teacher, or secretary makes this decision prior to recess. Students may receive inside free time when outside recess is canceled.

RECESS CLOTHING

Classroom teachers will execute good judgment and common sense in requiring student attire during outside recess. In general, parents can expect that teachers will require students to wear all winter attire during the cold season, such as snow pants, boots, hats, etc. Please refrain from wearing flip flops on the playground. Classroom teachers will execute leniency when the weather is warmer and less clothing is needed.

FIELD TRIPS

Field trips are an enriching experience for our students. Permission slips communicate the destination, duration, and mode of transportation and specific needs for the excursion. Parents are requested to return field trip permission slips as soon as possible. Occasionally, teachers may request funds for bus costs or trip costs as well. No student will be denied access to a field trip if they are unable to provide the requested fee. Parents who find it difficult to provide requested field trip funds should contact the classroom teacher or principal.

Parental Consent Forms must be returned to the administration before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. If the student might not be under director supervision during certain portions of the trip, [Form 2340 F2a](#) must be signed and returned prior to the trip. **No student will be allowed to participate if the parental consent form is not received prior to the trip.**

Depending on the local health data and current district COVID-19 Response Protocol, parents will occasionally be given the opportunity to volunteer or chaperone field trips. Parents attending a field trip as a volunteer, visitor, or chaperone may not use tobacco of any form at any time during the field trip and must adhere to Drug Free Schools Policy. **SMOKING ON SCHOOL FIELD TRIPS IS STRICTLY FORBIDDEN AT ANY TIME OR AT ANY LOCATION.**

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception (Board Policy 8640).

ART

Students receive art instruction via their general classroom studies. The emphasis of the general art program is to develop each student's capacity to develop and understand art in various capacities such as art history and expression. The elementary art program is aligned with the Michigan Department of Education Curriculum Frameworks.

PHYSICAL EDUCATION

Physical education in the elementary building is a sequential program that allows students to become physically fit, mentally alert, emotionally secure, and socially aware, preparing them to lead a healthy lifestyle. The physical education program at the elementary level includes a variety of activities that meet the above concept. Students participate in the following areas:

- Movement education
- Perceptual Motor Skills
- Fundamental Motor Skills
- Rhythms (Dance and Jump Roping)
- Fitness education and skills
- Sports and gaming skills
- Cooperative Skills

All grades K – 3 participate in physical education each week. Children should have proper athletic shoes during physical education and may have a separate pair of such shoes left at school. If your child is unable to participate in physical education, parents must provide a note explaining the circumstances and the length of inactivity.

MUSIC

All grades K – 5 participate in music each week. The K-5 music curriculum is designed to provide joyful experiences for the children, while helping them to develop skills and intellectual processes that will not only provide for success in the music classroom, but will also carry over into other academic and nonacademic areas. The K-5 music curriculum provides for creativity and spontaneity as well as structure. The study of the elements of elementary general music - rhythm, melody/pitch, expression, timbre - and the process of learning music skills allow for creative expression in a wide variety of styles. The elementary music program is aligned with the Michigan Department of Education Curriculum Frameworks.

ASSEMBLIES

Assemblies are planned periodically as special events. Most assemblies are held in the elementary gymnasiums. Some typical assemblies include: magic shows, Drug Free Schools speakers, music groups, band presentations and motivational events. There is often a significant investment of time and money in preparation for an assembly. Student attendance is a requirement, not an option. Students are expected to display good citizenship and appropriate behavior at all assemblies.

ASSESSMENTS...

CONFERENCES – PARENT & TEACHER

Parents will be contacted by the school for parent teacher conferences. Conferences are then held twice per year. Parents will receive information on the dates and times for conferences in advance to the scheduling process. All parents will be scheduled for a conference time.

ALL PARENTS ARE REQUESTED TO ATTEND BOTH PARENT TEACHER CONFERENCES.

Prior to the conference:

- Make a list of things you want to share with the teacher about your child so the teacher can understand your child better.
- Decide what you need to ask the teacher. Discuss the upcoming conference with your child to see if there is anything he/she would like you to talk about.
- Plan to meet with your child's teacher in the absence of your child. This is an important time that is reserved for you and your child's teacher.

During the conference:

- Know that you are welcome!

- Listen to your child's teacher. Expect praise and comments on the good things about your child. Expect to hear concerns about your child as well and areas that need to grow.
- Ask questions.
- Please respect the time frame scheduled for your parent/teacher conference. The classroom teacher has a large number of conferences scheduled. If you need more time to discuss student progress, please make another appointment to continue your conference at a later time.

After the conference:

- Discuss the conference with your child. Celebrate his/her strengths and talk about the areas that need improvement. Make a plan for working on his/her weaknesses.
- Start immediately on any action that you agreed to take.
- Feel free to contact your child's teacher for additional conferences or information.
- Make certain that your child understands that school and family are working together for his/her benefit.

CONFIDENTIAL 'CA-60' STUDENT FILES

Student files are maintained and secured in the schools. The files organize student records and are handled with great sensitivity. Report cards, test results, health information, registration and enrollment information, attendance, copies of official correspondences, and other information are located in these files. Files are accessible for parental review after providing the school with at least 24 hours notice.

STUDENT RECORDS (school board policy # 8330)

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- Observations and ratings of individual students by professional staff
- Samples of student work
- Information obtained for professionally acceptable standard assessments
- Authenticated information provided by a parent
- Verified reports of serious or recurrent behavior
- Rank in class and academic honors
- Psychological tests
- Attendance records
- Health records
- Custodial arrangements

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if member of an athletic team; height if member of an athletic team; weight, if member of an athletic team which requires disclosure to participate; dates of attendance; date of graduation; awards received; honor rolls; scholarships; or school photographs or videos of students participating in school activities, events or programs.

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.

REPORT CARDS – Kindergarten through 5th grade

Report cards are issued four times each school year. Duration of each quarterly period varies based on the school calendar. Please review your child's progress report or report card very carefully, make your expectations reasonable and well known to your child. If you have any questions you should contact your teacher for more information.

Other report cards may be completed for students enrolled in special programs such as: Physical Education, Music, Art, and Special Education.

Classroom teachers take their role of informing parents of student progress very seriously. Therefore, parents should be aware that classroom teachers will be direct and to the point in reporting student progress. Such progress is not always appealing to all parents and may be disappointing or hard to accept. Please be assured that your child's teacher is required to clearly inform you. While all teachers are encouraged to provide positive feedback and praise to parents, those areas, which are of concern, will be identified and reported accordingly.

In general, report cards are for parent use. Parents are discouraged from counting up good and bad marks and rewarding them with money or other incentives. Instead, parents are encouraged to share the positives with their children and celebrate them while leaving room to talk about those areas that need growth. A copy of your child's report card is filed in each year in his/her CA 60 file.

NWEA ASSESSMENT PROGRAM

All students in grades K – 5 participate in the Northwest Educational Assessment Program twice each year (Fall and Spring). The NWEA assessment is completed by students using an on-line testing format in reading, mathematics, and language usage. The NWEA assessment is a Norm-referenced test that compares individual students to other students at the same age and/or grade level. The NWEA pool gathers data from over 2.5 millions students in developing norm levels for each assessment area.

Parents will be provided with a comprehensive report on their child's performance in this assessment at the end of each school year. Parents may also view their child's scores at any time by contacting the elementary principal.

SCHOOL TESTING

All classroom teachers, special education teachers, Music, Art, and PE teachers depend on continuous assessments, or testing, to identify how students are doing toward accomplishing the goals of each program. Parents can expect routine tests such as: math, phonics, language arts, spelling, math facts, science, social studies, reading, etc.

DIAGNOSTIC TESTING

IQ tests are not permitted without parent permission. IQ tests are generated and administered only by qualified TBAISD special education team staff. It is rare for students to require this form of testing for special education purposes.

Other testing may be administered as a routine component of a child's education, intervention plan, or to gather data on areas where a child needs assistance. While parent permission is not required, parents may review the results of such ability testing with 24 hours notice to the Title I coordinator.

GRADE LEVEL RETENTION

Students are promoted or placed into advanced grades based on academic, physical, and emotional growth. Occasionally a classroom teacher will determine that a child will benefit from repeating a grade. Retaining students into their current grade level is a very important decision for parents, children and the school staff. The classroom teacher will notify parents by the end of the second marking period of each year if retention needs to be discussed as an option.

Since this is a paramount decision, many factors will be included in deciding if a child will be retained, such as: school testing, report card, teacher observation, principal recommendation, and parent reactions. Parents whose children are held-back will have the choice of what teacher the child will have. While it is not generally recommended that a child have the same teacher for two consecutive years, this is an option that can be discussed. Parent input and collaboration is essential in retention decisions.

Parents need to know that their child has not failed if the teacher recommends retention. The child is simply not ready for the academic, social, physical, and emotional challenges of entering the next grade level. The child needs time to grow and learn and prepare for the challenges that will come in the future. Students who repeat a grade may work with the principal at times if needed.

THE FINAL DECISION REGARDING ALL GRADE LEVEL PLACEMENTS AND GRADE LEVEL RETENTIONS REST WITH THE ELEMENTARY PRINCIPAL, WHOSE DECISION SHALL BE FINAL.

CRISIS INTERVENTION/PHYSICAL MANAGEMENT

In cases where a student poses a threat to himself/herself or others, non-violent physical management/crisis intervention is implemented by trained and certified staff personnel in order to maintain the safety and security of every student and staff member. Non-violent physical management is used only as a last resort when attempts to de-escalate the student have proven unsuccessful and the student is jeopardizing his/her own safety and/or that of others.

STUDENT RESOURCES...

FAMILY ISSUES

Many factors influence a child's ability to concentrate and learn. We want to be sensitive to each student's needs. If your child is experiencing a situation that may impact his/her learning, please let the classroom teacher or school principal know as soon as possible. Working together, we can provide the support your child may need. Examples of factors: loss of a loved one or pet, new resident in the home, upcoming move, change in family structure or incarceration of a family member.

Your classroom teacher or principal can help you if you provide us with an opportunity to do so.

HEARING AND VISION SCREENING

Hearing screening is provided annually to all kindergarten, second and fourth grade students. Vision screening is provided to all first and third grade students. This service is required and provided annually by the Grand Traverse or Kalkaska County Health Department. If your child demonstrates a weakness or deficit in vision or hearing, you will be notified and provided with information on how to proceed. If you feel your child has a deficit and is not planned for a screening, let your child's teacher or school secretary know so that a special screening can be planned.

HOMEBOUND/HOSPITALIZED STUDENTS

Homebound and hospitalized services are provided to students unable to attend because of medical conditions. Students who have a physician's certification that states they are unable to attend are eligible for homebound instruction provided the pupil is physically capable of participating in instruction. The homebound teacher will bring the curriculum from the classroom teacher to the pupils in their home or hospital to help students keep up with their studies. The parent or guardian must contact the school to initiate homebound/hospitalized services. For more information, contact your principal.

PROTECTIVE SERVICES

State law mandates that any employee immediately report concerns of child neglect or abuse to the proper authorities. A caseworker, in most cases will contact the involved parties and make recommendations. The identity of the person making the initial referral is kept strictly confidential. All Forest Area employees will respond to this mandate for any suspected child neglect or abuse. Parents may report child abuse by calling the Family Independence Agency or by calling 911.

Parents are hereby notified that school staff may not interfere in any manner in an investigation being performed by the Family Independence Agency. This includes, but is not limited to, the following:

- School officials will not interfere with a FIA investigation
- School officials will not contact parent(s) when a FIA investigation is in process
- School officials will not provide feedback on the content or legitimacy of investigations
- School officials will not attempt to stop, delay, or circumvent a FIA investigation

The Michigan Child Welfare Law requires that “schools and other institutions must cooperate in child protection investigations, including allowing access to a child to be interviewed without the parent’s consent.”

Furthermore, this law also states that “a department of social services investigator is entitled to interview a child in school, without school personnel being physically present for the interview, if in the judgment of the investigator, a private interview is in the child’s best interest.” 67-70.MCL722.628

SPECIAL EDUCATION SERVICES

Special education services are provided in the least restrictive environment for each handicapped or disabled student according to the students Individualized Education Plan (IEP) and the law. Special education is not a service and it is not a place. Special education support services follow a continuum starting for all students with access to general curriculum.

Eligibility for special education services is determined by the IEP team under one or more of the disabling conditions recognized by state and federal mandates. These include: MOCI – moderate cognitive impaired, MICI – mild cognitive impaired, SCI – severe cognitive impaired, ECP – early childhood program (developmental and speech delays), PI – physically impaired, OHI – other health impaired, TBI – traumatic brain injury, EI – emotionally impaired, HI – hearing impaired, VI – visually impaired, SLI – speech and language impaired, LD – learning disabled, and AI – autistic impaired.

Not all of the services listed above are services in the elementary building. The TBAISD provides services to many of the students qualifying for services listed above.

Special education referrals will be treated as the final, last resort effort to intervene with a child’s scholastic deficiencies.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and state law. Contact the building principal to inquire about evaluation procedures and programs.

TBAISD DIAGNOSTIC TEAM

Forest Area Community Schools contract annually with TBAISD to provide a team that will provide assistance in the identification of handicapped individuals who qualify for special education services identified in a student’s IEP. Team members include: school psychologist, teacher consultant, social worker, occupational therapist, physical therapist, speech and language pathologist, and other specialized members as needed (AI, VI, HI).

SECTION 504

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals who have handicaps that substantially limit learning. Forest Area Community Schools will make reasonable accommodations to allow students an opportunity to successfully participate in school and school related activities. It is not

the intent of Section 504 to provide programs(s) that are fundamentally different from existing opportunities in general education. Section 504 is not an aspect of special education either. Under section 504 the parent or guardian must be provided with notice of actions affecting the identification, evaluation, and/or placement of the student.

The elementary principal, and special education teachers oversee section 504 plans and activities in the building.

LIBRARY

All students visit the library. The purpose of the library is to inspire a love of literacy within our young students. Forest Area Community Schools has partnered with our local Fife Lake Library to allow our students to request books from the local and surrounding libraries, as well as experience read alouds from a local librarian once each week. The library supports many special reading and promotional activities.

LIBRARY BOOKS

All students are provided with a session in the library each week. During this time students can utilize the resources in the library and check out up to two books each week. Students must return previously checked out library books before being allowed to check out additional books. Parents are requested to help their child return borrowed library books on or before their scheduled library day. Students will be held financially accountable for damaged or lost library books.

LOST & FOUND

All clothing found on school grounds is placed in the lost and found chest located in each elementary building. Money, jewelry, glasses, or other valuable lost items are housed in the elementary offices. Please ask your children to check the lost and found frequently. Classroom teachers will escort students to the "lost and found" if they have lost clothing. Clothing not claimed at Christmas and in the summer will be donated to a worthy cause. Some unclaimed clothing may be washed and kept in the elementary office for future student needs.

HOMELESS STUDENTS

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. Homeless students will be provided services comparable to other students in the district including:

- A Transportation services;
.
- B Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
.
- C Programs in vocational and technical education;
.
- D Programs for gifted and talented students; and
.
- E School nutrition programs.
.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

HEALTHY LEARNERS...

MICHIGAN IMMUNIZATION REQUIREMENTS

The following immunization requirements affect all new kindergarten and other school children of any age moving into our school district. Compliance with the following must be reported annually to the Grand Traverse and Kalkaska County Health Department, who monitors district compliance with immunization requirements. While we want all kids to come to our school, students may not enroll or attend our school without the required immunizations or initiation of an immunization program. Following are the current requirements:

- DPT - Five doses unless the fourth dose is received after the 4th birthday.
- POLIO - Four doses unless the third dose is received after the 4th birthday
- MMR - 1st dose after 12 months and 2nd dose at least one month later
- HEP B - 3 doses over a 1 year period; 1st dose required before school entry
- Varicella Chicken Pox - 1st dose prior to school entry unless child has had the disease

If your child needs any of these immunizations, you may take him/her with his/her immunization records to either: Your Doctor, Munson Medical Center @ 935-5000, the Grand Traverse Health Department @ 922-4831, Kalkaska Memorial Hospital @ 258-9142, or the Kalkaska County Health Department @ 258-8669.

As of January 1, 2015 new students into the school district, kindergarteners, and 7th graders whose parent chooses to waive out of recommended vaccines, cannot start school until they have had an immunization waiver session at the local Health Department. Any religious, philosophical or other reason needs to be completed at the Health Dept. The school does not have any waiver copies to give to parents. Please call to schedule an appointment with your local health department to remedy this situation.

Please direct any questions regarding required immunizations to the school secretary. Fife Lake Elementary School is required to file school immunization compliance reports with the health department.

MEDICATION

Any student requiring prescription medication to be dispensed at school must have the Fife Lake Elementary School Permission to Administer Medication form filled out and signed by the attending physician. Forms from other schools will not be honored. Forms are available in the office. The form is valid for one year only and only for the stated medication and dose. Due to the sensitive nature of dispensing medication, the following guidelines will be strictly enforced:

- The Elementary Permission Forms must be used – no substitutions.
- All medications must be delivered and retrieved by the parent or designated adult.
- All medications must be in the original bottle.
- A student may not transport medication at any time.
- Refill of the prescription shall be the responsibility of the parent or guardian.

In order to provide the safest distribution of medication, the following practices have been established:

- Only designated office staff shall distribute medication.
- All prescription medications are locked during non-use hours.
- Office staff will record and document administration of all medications.
- A minimum of one office staff and an observer will be present during administration.
- A secretary will attempt to contact parents when medication supplies are low. However, ultimately it is the responsibility of the parent to maintain an appropriate medical supply at school.

Over the counter medications, such as aspirin, decongestants, cough syrup, and topicals are also applicable to these guidelines, with exception to the "Permission Form". Parents wishing for their child to receive over the counter medications at school shall abide by all of the previously listed guidelines (excepting the permission form) and the same administration practices shall be adhered to.

Parents shall provide over the counter remedy in the original container with a written note explaining the dose(s) and time(s) for distribution of over the counter medications. (Use from 5330 F1b). For epi pens and inhalers, parents must fill out form 5330flc.

DRUG FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on the school grounds, in school approved vehicles, or at any school related event. Drugs include any tobacco product, alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, chemicals which release toxic vapors, or substance that could be considered a 'look alike' controlled substance. **Compliance with this policy is mandatory for all students.**

Any student who violates the policy will be subject to disciplinary action, in accordance with due process. When required by state law, the district will also notify law enforcement officials via the school liaison officer. The use of illicit drugs and the unlawful possession of alcohol is illegal and harmful.

MEDICAL TREATMENTS

Emergency care (minor): The school will give immediate attention for reported cuts, scratches, abrasions, etc. With more serious injuries, the staff will give immediate attention and parents will be contacted.

Emergency treatment: Serious injuries include symptoms of shock, excessive bleeding, head or back injury with loss of consciousness or inability to move limbs. An ambulance will be called and parents will be contacted immediately if possible.

Our goal is to keep your child at school, as long as his/her safety or health is not at risk. Often students complain of minor headaches, stomach aches, and other minor discomforts...it is common practice for office staff to assure that the child is 'ok' and will 'survive' and offer them a drink, a cough drop, or other 'caring' remedies.

SCHOOL NURSE

Fife Lake Elementary School does not have a school nurse. Many staff members have been trained and certified in Red Cross Standard First Aid and Adult/Child CPR. In addition, employees are offered an annual opportunity to recertify in basic and emergency first aid and CPR.

HEAD LICE

Head lice is a common infestation that finds its way into our school frequently each year. Any person/student can be a host for head lice regardless of living conditions, apparent cleanliness, or good/poor hygiene. Head lice has the ability to spread somewhat easily from one child to another and there is no guaranteed procedure to determine where a child may have come into contact with head lice.

Head lice has the potential to cause anxiety and anger among parents. We are deeply sympathetic with the feelings and perceptions that parents of children with head lice may be feeling. We have many resources available in our school and community to assist families in eradicating head lice infestations. Parents need to know that most children come into contact with head lice at one time or more during his/her school-aged years. Parents should not be embarrassed or feel singled out, but rather comfortable knowing that it can be common and the treatments are highly effective.

It is our responsibility to protect all our children from possible infestations of head lice. Therefore the following guidelines have been adopted by the board of education and will be STRICTLY ENFORCED:

For the protection of all students:

- All children at Fife Lake Elementary are subject to routine “healthy head” inspections.
- This procedure is done as quickly as possible. Students found to have head lice are treated with kindness and granted as much confidentiality as possible.
- Children who have head lice must be sent home.
- Children who are sent home with head lice WILL BE EXCLUDED UNTIL THEY ARE FREE OF HEAD LICE.
- Children who have nits will be excluded until treated. Once treated, students will be allowed to return.
- The office staff will determine if a child is lice free and this decision will be final. A note from a doctor will not guarantee readmittance to school.
- Children/families with chronic head lice infestations will be referred to outside sources.
- Children returning to school must check-in at the office to verify they are lice free.

To assist families with treating head lice:

- We will provide referrals to other sources of help upon parent request.
- We do not maintain records of students who have had head lice and strive to protect the feelings of students with head lice by maintaining confidentiality.
- A wide assortment of literature on head lice and treatments is available in the office.

What parents can do at home to protect all children:

- Check your child frequently for signs of itching and for live lice and/or nits.
- Consult your school office staff with any questions regarding head lice.
- Inform the office if your child has head lice.

OTHER COMMON DISEASES REQUIRING PARENT ACTION*

<u>DISEASES & INCUBATION</u>	<u>SPREAD</u>	<u>SYMPTOMS</u>	<u>ACTION REQUIRED</u>
Chicken Pox 2 – 3 weeks	Secretions of nose and throat, discharges	Mild fever at time of eruption which looks like water blisters	Exclude from school until all lesions are dry and crusted
Common Cold	Direct contact, secretions of nose and throat	Runny nose, eyes, water, slight fever, feels “bad”	Exclude if fever is present or if secretions are moderate to severe; excessive coughing
Fifth Disease 4 – 15 days	Personal contact with droplet	Usually an initial rash slapped cheek appearance, may spread to trunk	Parents check with doctor, no exclusion with approval from doctor
Impetigo	Discharge from lesions	Blister like sores	Exclude until 24 hours after prescribed treatment
Influenza	Discharge from nose & throat	Fever, distress, aches, aching back, limbs	Exclude until fever is gone

Head Lice	Infected persons & clothing, combs, etc.	Lice, nits on hair itching, scratching	Exclude, may return when lice free – NO EXCEPTIONS!
Mononucleosis 30 – 50 days	Saliva passed by hands, kissing, etc.	Sever sore throat & enlarged glands	Written approval from doctor is required
Pink Eye	Discharge from eyes and nose	Red eyes and lids, crusty around eye	Excluded until 24 hours after prescribed treatment
Scabies	Close contact with Source	Extreme itching of skin	Excluded until treated and written note from doctor
Scarlet Fever 2 – 5 days	Discharge from upper respiratory tract	Sudden onset usually with fever, sore throat vomiting, headaches, strawberry tongue	Exclude until strep treatment for 24 hours
Strep Throat	Discharge from upper respiratory tract	Rapid onset of fever, sore throat, tonsillitis, or pharyngitis	Exclude if fever is present, may return 24 hours after treatment
Whooping Cough	Discharge from nose And throat	Ordinary cough becoming persistent, worse at night	Exclude, may return as determined by local health department
Other diseases or Common ailments	Will be handled on an individual basis in consultation with a physician, or the Grand Traverse or Kalkaska County Health Department Nurse		

PLEASE VISIT OUR DISTRICT WEBSITE FOR MORE INFORMATION ABOUT COVID – 19 SYMPTOMS AND PROTOCOLS.

OPENING DOORS...

CLASSROOM NEWSLETTERS

Many classroom teachers publish and send home newsletters from the classroom. Most newsletters contain important information on exactly what your child is working on and what he/she is learning each week. They also contain schedule information and requests for items that a student may need for a lesson or project. Parents will find newsletters from teachers to be very important and very informative. Please let your child's teacher know if you are not receiving any classroom newsletters.

ELEMENTARY NEWSLETTER

An elementary newsletter is published each semester and sent home with your child. The elementary newsletter will cover a variety of topics, including: current illnesses, parent information, scheduling information, review of policies or guidelines, PTO information, general announcements, and other pertinent articles.

DISTRICT NEWSLETTER

The Forest Area Community School District Newsletter is published by the superintendent's office quarterly and is mailed to all residents four times throughout each school year. The remaining newsletters are available on the Forest Area Community Schools website. This newsletter focuses on the greater activities and needs of the district and contains articles and reports on the great things that take place in our district. Please contact the superintendent's secretary if you have questions about the district newsletter.

INSTANT ALERT

School Messenger is a fully automated phone and e-mail contact system which is used by Forest Area Community Schools. Common phone messages from the school using School Messenger include snow day cancellations, announcements of public meetings, crisis announcements, and other school activities. School Messenger will use student contact information such as the primary phone contact and parent e-mail addresses. If you would like your personal contact information removed from School Messenger please contact the elementary secretary.

PUBLIC ACT 25/ANNUAL REPORTS

State law requires schools to have a school improvement plan complete with goals. Contact the principal if you are interested in learning more and to learn how you can help. Each school is also required to publish an annual report. To review the elementary annual report(s) please visit the principal's office or visit http://www.forestarea.org/annual_reports.

SCHOOL IMPROVEMENT

School improvement can be addressed in a strategic context. As part of your school's school improvement plan, beliefs of the community are identified, the building's mission statement is updated, and objectives and activities are created to assist in the realization of the school's mission. The district also has a plan that supports all school improvement activities in the district. Parents can view school improvement plans in the elementary office.

VISITORS

Visitors are always welcome in our school. To ensure the safety and effective building operation, the following guidelines must be followed:

- ALL visitors must report to the elementary office upon arrival and must check in. All visitors will receive a visitor's pass and must provide a signature in a visitor's log. School staff has the right to request identification such as a driver's license and a visitor's refusal to provide identification will be reported to law enforcement.
- If you wish to meet with a staff member or observe a classroom "in action", you are required to schedule an appointment in advance to avoid disrupting instruction and learning.
- If you are picking up your child early or bringing him/her to school late, you are required to sign in/out your child.

COMMUNICATING CONCERNS

Occasionally a parent or community member may wish to express interest or register a concern regarding a school matter. It is recommended that concerned persons share their concerns with the person associated with the concern (classroom teacher, aide, secretary, principal). Parents who find that communicating directly with a specific source of concern should schedule a time to meet with the principal to discuss what can be done.

VOLUNTEERS

Volunteers are a crucial part of assisting teachers and students in the learning process. Volunteers are best suited for working directly with students, however volunteers are also appreciated in the library and elementary office. Volunteers must have a background check completed prior to beginning their duties. Volunteers must sign-in at the elementary office before beginning any assistance and all volunteers will be issued a volunteer or visitor's pass.

We are always looking for responsible and caring adults to become "youth friends"...please consider if this is right for you or anyone you know and contact the resource center or the elementary office for details.

PARENTAL INVOLVEMENT

Fife Lake Elementary School maintains a parental involvement plan and a parental involvement committee. The committee meets a minimum of two times every school year. The Parent Involvement Committee meeting date(s) and time(s) will be organized by the elementary school improvement coordinator. Parents who would like to visit or volunteer in the school or in a classroom should review the guidelines listed above for "visitors" and "volunteers". Parents interested in working in their child's classroom should begin by contacting their child's classroom teacher.

STATUS OF HIGHLY QUALIFIED TEACHERS AND STAFF

Title I Teachers: Forest Area Community Schools uses Federal Title I funds to employ teachers, paraprofessionals, and a Title I coordinator.

Title I Paraprofessionals: All paraprofessionals are highly qualified according to the criteria required by "No Child Left Behind." Copies of the assessment and verifications can be viewed at central office.

Classroom Teachers: 100% of teachers employed by Forest Area Community Schools hold a Michigan Provisional teaching certificate, provisional renewal, or a professional teaching certificate. Therefore, 100% of the teachers at Fife Lake Elementary School meets "highly qualified" criteria required by "No Child Left Behind."

RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Because your child attends a school that receives federal funds from the Title I program, you may request the following information about the professional qualifications of your child's classroom teacher(s):

- Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
- Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;
- The teacher's college degree(s), major(s), and field(s) of study, as well as any graduate degree or certification.

You may also request this information about any paraprofessional who provides Title I service to your child. If you would like to receive this information, please contact the principal. Your request will be processed in a timely manner.

RESOLVING PROBLEMS: A Parents Guide for Solving Problems at School

Unfairness, misunderstanding, hurt feelings, and conflicts are experiences common to us all. When children experience these problems at school it causes difficulty not only for the children, but for parents, and school staff. How to successfully solve problems at school is what this section is all about.

1: Take your concern to the person closest to the problem.

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and aides are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, why not call once to state the problem, and during that conversation, offer to call back at a time when you can both discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first.

2: Present your concern to the next level.

The principal is responsible for supervision of staff within buildings. The superintendent supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

Their ability to help will be improved if you share the steps you're already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

3: Talk with the superintendent of schools.

Sometimes all the best intentions can't solve a problem. When you believe you're worked hard with those closest to the problem, and you're taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go.

Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job required attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning.

4: Communicate with the board of education.

The board declares and, thereby, reaffirms its intent to maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.

Should a matter remain unresolved, or if it is one beyond the Superintendent's authority and requires a Board decision or actions, the complainant shall request, in writing, a hearing by the board.

The Board, after conducting the hearing and reviewing all material relating to the case, may provide the complainant with its written decision, and/or grant a hearing before the Board and/or before a committee of the Board.

The complainant shall be advised of the Boards' decision. The Board's decision will be final on the matter, and it will not provide a meeting to other complaints on the same issue.

If the complainant contacts and individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

AFTER SCHOOL...

DEPARTURE FROM SCHOOL

The end of the school day is a busy time for elementary school children. In order to provide for a safe departure from school, the following guidelines are strictly enforced:

- **Bus transportation:** Students must ride their designated bus at all times. All bus changes must be provided in writing. The elementary office and the building principal reserve the right to deny bus change requests made over the phone after 2:00 p.m. each day. Leaving a message on the school voice mail will not guarantee that your request will be honored!
- **Students who walk:** Students who walk home shall remain under the supervision of school staff in the cafeteria. Students may be dismissed to the care of an adult or a student who is in fourth grade or above.
- **Students being picked up:** We have changed our parent pickup procedure. Students will be picked up at the front entrance. Parents are asked to pull into the driveway on Pierce Street before looping around the back corner of the parking lot, and driving to the front drive of the building facing State Street. Parents will need to have a sign displayed in their front window showing their students' name(s). As parents pull up to the sidewalk, their student(s) will exit the main doors and enter the vehicle under the supervision of school staff. Parents will then exit onto State Street.
- **Dismissal time:** Students are released at 3:00 p.m. Parents must refrain from picking up their children prior to 3:00 p.m.

HOMEWORK

The Board of Education realizes that homework is an essential part of the learning process. The assignment of homework to students by teachers is expected where it is likely to promote the achievement of instructional objectives. It is recognized that the quantity and frequency of homework assignments will vary from grade to grade. If your student is regularly spending more than an hour nightly on homework tasks you may wish to consider contacting your child's teacher to discover if time is being used wisely in school.

It is the student's responsibility to budget time for completion of homework assignments. Teachers will share their individual expectations with parents at the beginning of the school year.

LATE OR MISSING HOMEWORK

Homework is assigned in order to maximize the learning achievement of all students. Therefore all students will be expected to complete homework assignments. Teachers reserve the right to grade students based on homework completion and quality and may enter this information onto a child's report card. In addition, students who fail to turn in required assignments may have the assignment reassigned, may be required to complete the assignment at school, and may be penalized for failure to complete assignments. Generally classroom teachers will develop an intervention plan for students who chronically fail to complete and turn in homework assignments.

STAYING AFTER SCHOOL

Many programs, activities, and classes operate in the elementary building after school hours. Students will be required to have previously signed permission slips or written parental permission in order to stay after school for various events and activities.

IF A STUDENT DOES NOT HAVE APPROPRIATE PERMISSION IN ADVANCE, HE/SHE WILL BE EXPECTED TO BOARD THE BUS OR PROCEED HOME AS PLANNED. Students may not use the phone to attempt to obtain verbal permission for after school activities.

SIGNING STUDENTS OUT FROM SCHOOL EARLY

FOR THE SAFETY OF ALL STUDENTS all visitors must report to the elementary office. All students deserve the opportunity to learn in an educational environment where there are as few interruptions as possible. The staff recognizes that there are a few situations that may arise in a family's life that require students to be picked up early. Requests to have students dismissed early will be honored, however, students whose parents habitually pick them up early will be required to meet with the principal to discuss a plan to terminate this action. Parents are discouraged from removing children from school early, if at all possible.

FUNDRAISING

Classrooms, our school, and our PTO find it necessary to engage in fundraising initiatives to provide enriching experiences for students. Field trips, technology tools and other equipment are examples of things and experiences funded through these efforts that our schools could not otherwise afford.

Participation in any grade level fundraising program is strictly voluntary. While student participation is appreciated and the outcomes typically benefit all students, we understand if you opt not to join in. Parents who chose not to participate in grade level fundraising may be requested to provide a payment for student involvement in the planned activities which are funded by the fund raising activities.

VACATION HOMEWORK

Parents are requested to plan all family vacations during the scheduled school breaks on the district calendar. Parents need to know that absences due to a family vacation are recorded and will accumulate in coordination with absenteeism and truancy guidelines. The time that students are out of school for vacations should be minimized.

If families cannot arrange for family vacations during scheduled breaks, students will be responsible for assignments and homework missed during their absence. Parents are requested to meet with their child's teacher to determine what assignments should be completed during the vacation and what other content studies should take place during the absence. Parents should contact the classroom teacher at least two days in advance of a family vacation so that the teacher can assemble adequate assignments and other expectations.

Parents are required to provide a written note stating the reason and dates that a child will be absent from school and the expected date that the child will return to school.

FOOD FOR THOUGHT...

FOOD SERVICE DEPARTMENT

The elementary building offers FREE breakfast and hot lunch daily. The kitchen staff works very hard to ensure quality meal preparation and a comfortable cafeteria experience. Parents should contact the elementary office with any questions regarding breakfast or lunch.

LUNCH VISITORS

Parents and other appropriate visitors are welcome to enjoy lunch with their child. The individuals must contact the elementary office prior to enjoying lunch with his/her student. Parents choosing to enjoy lunch

at the elementary building may do so by checking-in at the elementary office and proceeding to the lunchroom.

BREAKFAST PROGRAM

FREE breakfast is available for all students every morning. Students who are chronic 'slow eaters' will be encouraged to hurry up so they do not interrupt the educational process.

BREAKFAST & LUNCH PAYMENT GUIDELINES (if needed)

All meals must be paid for on the day of service or in advance. Parents are strongly encouraged to pay for meals in advance on a weekly or monthly basis. Students will not be permitted to charge breakfast or lunch.

The food service department informs parents of funds that are due and will send notices home. In addition, the food service director may inform students during the school day if they are behind in payments. This is not intended to embarrass children, but rather to have children help their parents remember to provide adequate payments.

BRINGING MONEY TO SCHOOL

Students rarely need money in school. Parents should send money to school in sealed envelopes with your child's full name, teacher, and what the payment is for written on the envelope.

Students do occasionally bring money to school for book fairs and fundraising. Parents are requested to seal funds in a labeled envelope and to discuss the importance of being responsible for the envelope with their child.

MILK

Students who choose to bring a packed lunch to school may purchase milk. Students must pay in advance for milk.

LUNCH SUPERVISION

Lunch will be served in the cafeteria. To improve safety, only two grade levels will be eating in the cafeteria at one time and each class will remain at their assigned table after retrieving their meal. Students will choose their lunch choice upon arriving at school each morning. Kitchen staff will prepare lunches and distribute for consumption each day. Support staff will be present in the cafeteria to supervise students. Students will be required to eat for 20 minutes.

In addition, the principal will be present at times to supervise students during lunch and recess time. Students with chronic behavior problems will be removed from the cafeteria setting and eat in the principal's office.

LUNCH RECESS

All students will be expected to go outside for recess for 20 minutes during their lunch period (see recess section). Students will be allowed to remain in the cafeteria to eat lunch – regardless of the length of time it takes to finish. Cafeteria staff will encourage students to go quickly, but students are informed that they have as much time as needed to enjoy lunch.

SNACK TIME AT SCHOOL

Look for additional or more specific expectations in your child's classroom newsletter. If your child has a scheduled snack time, please send nutritious foods. If you are unable to provide a snack as planned, please let your child's teacher know. Each classroom teacher in our building handles snacks differently, however, teachers always appreciate parents who send in snacks for the class.

MENUS

A monthly menu is available at the beginning of the month. Students will be able to choose from three food choices during the lunch period. Monthly menus are available in the elementary office.

STUDENT TECHNOLOGY AND DEVICE AGREEMENT

Students at Forest Area Community Schools need a personal learning device intended for use as a positive learning tool in coordination with the District's curriculum. The school district will provide this device. Students have the option of using a suitable device of their own instead of a district-owned device. To receive a district-issued device, the student and his or her parent/guardian must read and submit to this Student Technology and Device Agreement. Students using a personally-owned device are still subject to the District Technology and Acceptable Use Authorization Form.

Applicable Policies: In using the device, students must adhere to all District policies, accompanying procedures, and guidelines in order to maintain access to this resource. The student is subject to and must comply with the District's Board of Education Policies, District Technology and Acceptable Use Authorization and Student Handbook Policies addressing student discipline, harassment/bullying, their associated administrative procedures and regulations. A violation of any of these policies or agreements could result in loss of network/technology privileges, loss of right to use a device, or appropriate discipline.

EXPECTATIONS

Students May Not:

- A. Disrupt the educational process of the school district through non-educational use of the device.
- B. Endanger the health or safety of themselves or anyone else through the use of the device.
- C. Invade the rights and privacy of others at school through the use of the device.
- D. Access other user accounts or files without authorization.
- E. Communicate inappropriately with other students.
- F. Engage in illegal or prohibited conduct of any kind through the use of the device.
- G. Access pornography.
- H. Access or downloading unauthorized software or programs
- I. Violate the conditions and rules of acceptable use of electronic network/technology.
- J. Remove protective case from devices that travel with the student.
- K. Purposefully mark the device or stick anything to the device.
- L. Use protective case to carry anything other than the device itself.

Maintenance of Device. Students using a district-owned device are expected to keep the device in good and working condition. In addition to following the District and manufacturer's maintenance requirements, students should:

- A. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used and minimal pressure should be applied to the screen to avoid cracking.
- B. Insert and remove cords and cables carefully to prevent damage to connectors.
- C. Not write or draw on the device or apply any stickers or labels that are not property of the District.
- D. Handle the device carefully and ensure others do the same.
- E. Not leave the device in places of extreme temperature, humidity, or limited ventilation. (e.g., in a car) for an extended period of time.
- F. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, on a desk, or other location where someone else might take it.
- G. Use a protective carrying case with the device if one is provided by the district.

Daily Use of Device. The device may be used in class any given day. If students are permitted and chooses to use the device at home, they are responsible for bringing it to school every day, fully charged.

No Unauthorized Software or Data. Only legally licensed software, apps, media, or other data is permitted on the device. Students shall not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), remove or modify the District-installed device configuration.

No Right to Privacy. District-issued devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

ADDITIONAL TERMS:

Damage to or Loss of Device. Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.

- A. **Damage:** Damage to devices will be billed at a predetermined rate, not to exceed the cost of the entire device. Forest Area Community Schools will fund 25% of the repair cost and the student and/or parent(s)/guardian(s) will fund the remaining 75% of the repair cost. If multiple incidents of accidental damage occur, Forest Area Community Schools will determine an appropriate replacement cost(s) for the student and/or parent(s)/guardian(s). We understand accidents happen and these will be evaluated on a case-by-case basis. Damage incurred when an issued case was not used will be billed.
- B. **Theft:** In the event of theft, upon presentation of a filed police report, the parent(s)/guardian(s) may be responsible for the first \$50 of the replacement cost. Forest Area Community Schools will fund the remainder of the replacement cost, for a single occurrence.
- C. **Loss:** In the event that the device, case, or charger is lost, the student and/or parent(s)/guardian(s) are responsible to cover the entire replacement cost.
- D. **Headphone Ports:** Headphone ports are usually soldered to the computer motherboard. When this port is damaged, the repair may require replacing the entire board. This repair may be equivalent in price to replacing the entire unit.
- E. **Charges:** The following are examples of charges that may be incurred and are adjusted annually. Note that broken headphone jacks may require replacing the entire device.
 - a. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.

Part	Total Part Cost	75% of Cost Covered by Student	25% Cost Covered by School
Display Panel	\$68.00	\$51.00	\$17.00
Keyboard	\$50.00	\$37.50	\$12.50
Touchpad	\$10.00	\$7.50	\$2.50
Top Cover	\$26.00	\$19.50	\$6.50
Bottom Case	\$29.00	\$21.75	\$7.25
Hinge Bezel	\$10.00	\$7.50	\$2.50
Display Bezel	\$10.00	\$7.50	\$2.50
AC Adapter	\$25.00	\$18.75	\$6.25
Battery	\$25.00	\$18.75	\$6.25
USB Board	\$10.00	\$7.50	\$2.50
Camera	\$15.00	\$11.25	\$3.75
Display Hinge	\$13.00	\$9.75	\$3.25
Mother Board = Full Replacement			

11" Full Replacement	\$300.00	\$225.00	\$75.00
14" Full Replacement	\$320.00	\$240.00	\$80.00
Carry Case	\$25.00	\$18.75	\$6.25

Hardware or Functionality Problems. If a problem arises with the functionality of a student's district-issued device, the student must notify the appropriately designated school staff (District Technology Department staff) within 24 hours or on the next school day. Under no circumstances should the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop. Replacement parts and chargers must be provided by the district to ensure compatibility and consistency among all devices.

Failure to Return the Device. If a student fails to return the district-issued device and any assigned accessories as directed, the District may, in addition to placing the expenses onto the student account and seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.

Internet Filter Outside of School. Although the District employs Internet filters and monitors students' Internet activity at school, filtering cannot catch everything. By submitting to this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child's use of the Internet on the device at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.

Data as Records. Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

Waiver of Device-Related Claims. By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against Forest Area Community Schools, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action and the like relating to, connected with, or arising from the use of the device or from this Agreement.

Indemnification for Device-Related Claims. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Forest Area Community Schools, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

PARENT AND GUARDIAN RIGHTS

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail files. In the event that a parent/guardian has a serious concern regarding their child's safety and wishes to review their child's electronic files, they must submit their request in writing to the school principal. The request must include the student's name, and a list of files or accounts. The building principal will work with the Technology administration to provide the files.

Parents/guardians also have the right to request termination of their child's technology and account access. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child's ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in an increasingly digital world.

OPT-OUT

Parents/guardians have the option to not use a district-provided device. It is expected that each student will have a suitable device to use instead. Phones and similarly sized devices are not suitable devices. When choosing to use a personal device instead of the district device, please be aware of the following:

- Most district-licensed software cannot be installed on a personal device.
- The district cannot provide any repair or troubleshooting services.
- The district is not responsible for the device should it be lost or damaged.
- Most personal devices can be configured to print to district printers, but software must be installed on the device to support this.
- Personally-owned devices are not filtered by the district when not on campus.
- The Technology and Acceptable Use Authorization and other provisions of this document still apply to the student's technology use regardless of which device is used. You may request a district-owned device at a later date if the personal device is unavailable, subject to device availability.
- Secure testing may require a student who normally uses a personal device to temporarily use a district provided device. This will be supervised by district staff and the district owned device will be returned at test completion.

OTHER INFORMATION...

HANDHELD ELECTRONIC GAMES, CD PLAYERS, TRADING CARDS, AND COLLECTIBLES

Students are discouraged from bringing items of value or items that may interfere with the learning environment to school. Parents who permit their child to bring hand-held games, CD players, and other items of value do so at their own risk. Items brought to school that disrupt the learning process may be confiscated at the discretion of school staff and returned to the child's parent. **Trading cards are NOT permitted on school grounds.** Trading cards will be confiscated and stored in the principal's office until a parent is available for pick up.

SCHOOL PICTURES

School pictures will be taken in the fall of each year. Retakes will be scheduled following fall picture dates. Parents will be informed many times prior to picture dates. **YOU ARE NOT OBLIGATED TO PURCHASE PICTURE PACKETS.** School pictures are high quality and provided in quantities and many parents value this opportunity to purchase them.

STUDENT RECOGNITION

There are countless ways in which classroom teachers, school staff, and office staff reward students and recognize their achievements and progress at Fife Lake Elementary School. Each classroom teacher has developed various ways of making students feel loved and important, including: certificates, reward programs, pencils, free time, trips to see the principal, incentives, class rewards, and so on. We feel that each child is special and we strive to bring out the best in ALL STUDENTS.

SELF ESTEEM

Research supports that a student with a positive level of self-esteem increases the learning opportunities and potential for them. The focus of every staff member is to convey to our children that we love them and we care for them. We want children to feel good about who they are and the good things that they are capable of. When children are nurtured in a warm, caring environment it maximizes their learning capabilities.

We also believe that students attain positive self-esteem in a structured environment with high academic and behavioral expectations. Students who are successful in the global learning process develop positive self-esteem as a result of their hard work and commitment to learning.

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