

Portland Public Schools

Elementary Student

Handbook



2019-2020

Oakwood Elementary School

500 Oak St.
Portland, MI 48875
Phone: 517-647-2991
Fax: 517-647-4479

Westwood Elementary School

883 Cross St.
Portland, MI 48875
Phone: 517-647-2989
Fax: 517-647-1790

Welcome to Oakwood and Westwood Elementary School!

On behalf of the staff and administration of the Oakwood and Westwood Elementary School, we would like to extend a warm welcome to all our students and their parents for this coming school year. You will no doubt find our schools to be a friendly and caring environment, focused on improving student achievement. It is important that we all work together and communicate frequently to enhance the education of our students.

It is our intent that students will grow intellectually and emotionally during their years at Oakwood and Westwood, and that each student will view Portland as a positive place with which to be associated. Remember that your child's education is very important to us and we would encourage you to become an active participant in helping your child to succeed here at Portland Public Schools.

We make a special effort to create a positive relationship between the school and home. School newsletters will be sent out as a paper copy and/or through School Messenger, parent-teacher conferences are held in the fall and spring, and special events throughout the year give each family many opportunities to interact with our staff. Parents are encouraged to become involved in the educational program here. You are welcome in our classrooms, as a part of our special events, and to become involved in our many extra-curricular activities. Please sign in at the office before reporting to classrooms, and then enjoy the fact that your participation continues to help make our schools a special place to be!

Please take a few minutes to read through this student handbook with your child. It contains valuable information and has been written to help students and their parents/guardians to become aware of, and to understand the guidelines, policies and regulations which are in place at Oakwood and Westwood Elementary School. We wish you all well this school year as we work hand in hand. The commitment to work together is the backbone of education.

Enjoy a wonderful school year!

DISTRICT MISSION STATEMENT:

The mission of Portland Public Schools, in partnership with the community, is to educate citizens who demonstrate the academic, teamwork and personal management skills needed to function effectively in a global society.

BUILDING PRINCIPALS:

Mrs. Elizabeth M. Findlay
Oakwood Elementary School

Mr. Christopher J. Kenroy
Westwood Elementary School

Portland Public Schools

2019-2020 Calendar



August
 19 Oakwood, Westwood, and Middle School Open Houses
 21 **School A.M. Only** - First Day of School
 30 **No School** – Labor Day Break Begins

September
 3 School Resumes
 20 **School A.M. Only** – Early Release

October
 16 District Parent Teacher Conferences – Evening
 17 **No School** – District Parent Teacher Conferences Afternoon and Evening
 18 **No School** – Professional Development Day
 25 **School A.M. Only** – Early Release
 25 *End of 1st Marking Period*

November
 15 **No School** – Professional Development Day
 27 **No School** – Thanksgiving Break Begins

December
 2 School Resumes
 20 **School A.M. Only** - Winter Break Begins

January
 6 School Resumes
 16 **School A.M. Only** – Early Release
 17 **School A.M. Only** – Early Release
 17 *End of 1st Semester*

February
 14 **School A.M. Only** – Early Release
 17 **No School** – Professional Development Day (Inclement Weather Reschedule Day)*

March
 4 District Parent Teacher Conferences Evening
 5 **School A.M. Only** – Early Release
 6 **No School** – Professional Development Day (Inclement Weather Reschedule Day)*
 20 **School A.M. Only** – Early Release
 20 *End of Third Marking Period*

April
 3 **No School** – Spring Break Begins
 13 School Resumes

May
 21 **School A.M. Only** – Early Release
 21 High School Graduation Ceremony 7 P.M.
 22 **No School** – Memorial Day Weekend Begins (Inclement Weather Reschedule Day)*
 25 **No School** – Memorial Day

June
 4 **School A.M. Only**
 5 **Last Day of School** – A.M. Only

<u>School Day Schedule</u>	
Portland High School	7:30 am - 2:20 pm
Portland Middle School	7:35 am - 2:35 pm
Westwood Elementary	8:35 am - 3:45 pm
Oakwood Elementary	8:45 am - 4:00 pm
<u>Half Day Times</u>	
High School	7:30 am - 10:30 am
Middle School	7:35 am - 10:50 am
Westwood	8:35 am - 11:55 am
Oakwood	8:45 am - 12:10 pm

* February 17, March 6, and May 22 are designated as days to add back into the calendar if the district exceeds the allowable days of forgiveness for school cancellations.

Table of Contents

District Information	4
Statement of Assurance	5
Notification of Rights	5
Acceptable Use Policy/Technology	6
Accidents/Injuries/Illness	7
Agenda/Planners	8
Annual Asbestos Notification	8
Attendance Policy	8
Bathroom Use	9
Bicycles	9
Breakfast and Lunch Information	9
Bullying	10
Bus Passes	10
Bus Safety	11
Classroom Visitations	12
Child Abuse Reporting	12
Communicable Diseases	12
Communication	12
Curriculum	13
Daily Schedule	13
Discipline	13
Dismissal/Pick Up Procedure	14
Distributing Information	14
Dress Code	15
Due Process	15
Emergency Procedures	15
Field Trips	16
Lost and Found	16
Media Release	16
Medications/Health Restrictions	16
Non-Custodial Parent Rights	16
Parent-Teacher Organization	16
Parent Involvement	17
Pesticides Application Notification	18
Pets	18
Recess	19
Report Cards	20
Retention	20
School Closings/Delayed Openings/Early Dismissals	20
School Improvement	21
Sexual Harassment, Indecency, and/or Assault Policy	21
Snack Breaks	21
Special Education: Notification of Parent/Student Rights	21
Suspension/Expulsion	22
Teacher Qualifications	22
Telephone Use	23
Textbooks and Equipment (Lost or Damaged)	23
Toys	23
Visitors and Parents	23
Volunteers	23

District Information

Important Numbers

Central Office/Superintendent's Office	517-647-4161
PHS Fax	517-647-1791
Food Service	517-647-2984
Bus Garage	517-647-2993
Oakwood Elementary	517-647-2991
Westwood Elementary	517-647-2989
Portland Middle School	517-647-2985
PACE-Alternative, Adult, and Virtual Education	517-647-2987
Ionia County ISD	616-527-4900

Portland Public Schools Board of Education

Patrick Duff
Kathy Foote
Beth Goodman
Linda Hoxie-Green
Doug Logel
Brian Pohl
Jamie Schneider

Portland Public Schools Central Office Administration

William Heath	Superintendent
Gary Bond	Director of Operations
Natalie Fuller	Director of Special Education
Derrick Stairs	Director of Finance
Simone Margraf	Director of Curriculum and Federal Programs

Statement of Assurance

Portland Public Schools Board of Education

Statement of Assurance of Compliance With Federal Law

The Portland Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals with Disabilities Act (IDEA) of 2004, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Portland Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. The Portland Public School District is an Equal Opportunity Employer.

Notification of Rights

The Federal Education Rights and Privacy Act

In compliance with Federal regulations, Portland Public Schools has established the following guidelines concerning student records:

- A. Mr. William Heath is the Records Control Officer for the District, and is responsible for the processing and maintenance of all student records. His office is located at 1100 Ionia Road, Portland, MI, and he can be reached by calling 517 647-4161.
- B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation, including those with an educational interest who need to review the records to fulfill his/her professional responsibilities. Student records, including discipline records will be requested for enrollment purposes or transferred to another school that a child seeks to enroll.
- C. A parent, guardian or adult student has the right to request a change or addition to the student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Department of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Family Educational Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building administrator in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all such information: student's name, picture, date of birth, date of graduation, major field of study, weight and height as needed for participation in activities, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, honor roll/principal's list, scholarships, a listed or published telephone number, school photographs/videos, and the most recent educational agency or school attended by the student.
- E. Pictures of the student may be used solely for District purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.
- F. School officials of a public high school are required to provide access to "directory information" (pupil's name, address, and, if a listed or published telephone number, the pupil's telephone number) to official recruiting representatives of the armed forces of the United States and the service academies of the armed forces of the United States. School

officials will not allow access to the pupil's directory information if the adult pupil or parent or legal guardian of the pupil submits a signed, written request to school officials indicating that the directory information for that pupil be withheld.

G. A copy of the Board of Education's policy (Portland Public Schools Board of Education Policy #8330) is available in the Superintendent's Office.

Acceptable Use Policy / Technology

Acceptable Use Policies are in place for all users of the Portland Public Schools' network. Policies are designed with the premise of protecting personal security and safety, system and data integrity and safeguarding all hardware and software that is used at Portland Schools. In addition, Acceptable Use Policies are developed in compliance with The Child Internet Protection Act (CIPA) and MSBO. Acceptable use policies in conjunction with server software and hardware reinforce Internet safety for our staff, students and community members by restricting the use of outside email, chat rooms and inappropriate material. A firewall client runs on the server protecting the district from outside attacks on our network. Internet filtering software (DansGuardian and SquidGuard) is installed on the Internet server to filter websites by content, and subject matter. DansGuardian and SquidGuard also allow system administrators to block sites by specific URLs. The District also uses a Spam filter (Spam Assassin) to block inappropriate and malicious email. All formal policies relating to technology use in the district are formally approved by the Portland Board of Education. *The complete Acceptable Use Policy can be obtained from either elementary school office should you desire a copy.*

A Technology Code of Ethics

1. I shall never copy and use software, videos, music, or anyone else's work, which is normally sold for money unless it has justly been paid for. I shall never copy or use anyone else's work (including software, videos, etc.) without his or her permission.
2. I shall never use technology to distort the truth, to lie, or to misrepresent someone else.
3. I shall never use technology intentionally to harm or harass anyone.
4. All of my email, my electronic drawings, photographs, videos and music, and everything I publish on the web will be things to which I am proud to sign my name and show to my parent(s)/ guardian(s) and teachers.
5. I shall never use my skills for unjust personal gain, to access the private files of others, or to illegally access or damage any computer system.
6. I shall abide by the rules of those whose systems and equipment I use.
7. When I discover an error, a bug, or a weakness in any system, I will report it to my teacher so that it may be corrected.
8. I shall be patient and helpful toward those who do not understand a technology as well as I do, and I shall never take advantage of their lack of understanding.
9. I shall work diligently to guard the rights and freedoms of all technology users, and shall report and attempt to stop anyone who would use technology unjustly.
10. I shall be mindful of the needs of other users, and refrain from monopolizing equipment, bandwidth, storage space, or any other shared resource.
11. I will not use the system for political lobbying. I may use the system to communicate with my elected representatives.

Acceptable Use of Computer Network Resources

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or

proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information, which is interesting and helpful to other users.
- Always use the network as a resource to further their education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

Users may not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material that may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk or chain messages which degrade system performance.
- Use of electronic mail to send harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send email/message “flames” or other attacks.
- Attempt to access material or sites, which are blocked by the District, or attempt to use the network while access privileges are suspended.

Terms and Conditions of Use of Computer Network for Students

The District provides access to our computer network to students to promote and enhance the learning of our students through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the District may restrict, suspend, or terminate any student user’s account with or without cause at any time. In requesting an account for access to the network, the user agrees to the following terms and conditions. Failure to abide by these terms and conditions, or any of the District's rules and regulations for computer network use, may result in the loss of privileges, disciplinary action, and/or legal action.

Use of the network must be for the purpose of education and research consistent with the goals of the District.

All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.

Accidents / Injuries / Illness

If your child has an accident, is injured, or becomes ill, every effort will be made to contact you or a person listed on your child's Emergency Card. It is important that the information on the Emergency Card is up-to-date and accurate. Please make sure that you inform the office of information changes as they occur.

Usually, the decision about what to do will be yours. If it is obvious to school personnel that your child needs medical

attention, you will be informed. If we make a mistake in our "diagnosis," it will be on the side of being cautious. Whenever possible, the school nurse will make decisions related to health issues.

It is important in these emergency situations that your child's enrollment card includes your current phone numbers and the names and phone numbers of two people who you trust with your child's welfare.

Please note on the enrollment card any allergies or other medical conditions that are important for school personnel to be aware of in an emergency.

Agenda/Planner

At Westwood, each student will receive one planner for the school year at no cost. The teaching staff will actively instruct, practice and supervise its use during the first two weeks of school. The agenda/planner is viewed as a tool for student and family use. The agenda/planner is the student's responsibility and will not be completed by staff members (exceptions will be made if a specific disability requires adult assistance). It is our desire that students learn, with our initial guidance, to use the agenda/planner as a tool to assist them with their assignments and organization. Lost agendas/planners may be replaced for a cost of \$5.00 while supplies last.

Annual Asbestos Notification

During the spring of 1988 Portland Public Schools, in accordance with Federal and State mandates, conducted an Asbestos Survey of all facilities. This survey was done professionally by Trust Thermal Systems. All asbestos containing building materials were identified and a management plan was filed with the Michigan Department of Health. In accordance with current AHERA guidelines all buildings are inspected every three years. EPA guidelines require that each school district give annual notification that we are in compliance of all AHERA guidelines and that a management plan is on file at each building office and available upon request. Most of the asbestos has been removed from our buildings. The most recent inspection by Trust Thermal Systems indicates that no friable asbestos containing materials were found in our buildings. (See Attachment A)

Attendance Policy

Regular attendance at school is a positive factor in a student's school success. We strongly urge you to make regular attendance at school an important part of your family routine. If it is necessary for a student to miss school, parents must call the office by 9:45 a.m. or use the 24-hour attendance line by calling 517-647-2991 (Oakwood) or 517-647-2989 (Westwood) and leaving a message with student's name and reason for absence. If the office does not receive a phone call by 9:45 a.m., the office staff will call the phone numbers you have listed on the emergency card. For parents without phones, it will be necessary for the students to present a note to their teacher when they return to school stating the reason for their absence.

In carrying out the shared responsibilities of maintaining students' attendance:

1. Parents/guardians have a responsibility and obligation to require their child to attend school on a regular and consistent basis.
2. Parents/students have the responsibility and obligation to explain all absences to a school official within twenty-four (24) hours. Failure to comply may result in an unexcused absence.
3. Teachers and administrators have the responsibility and obligation to make established efforts on a regular basis to inform parents/guardians of student absences and assure fair application of rules and policies for all students.
4. All teachers shall supply make-up work assignments when requested by the student's parent/guardian.

Absent / Tardy:

An absence is defined as reporting to class after 10:15 a.m. for the morning session or 2:00 p.m. for the afternoon session or not reporting to class at all.

We do encourage parents/guardians to arrange their vacations so they do not interfere with the regular school calendar. It is in the best interest of the student that attendance excellence is promoted.

Any students who leave early for any reason are required to be signed out in the office by a parent, guardian, or emergency contact before leaving.

Excused Absences:

Parents/guardians are required to notify the school of absences.

Unexcused Absences:

Students absent without proper notification will be issued an unexcused absence.

Tardy Policy:

Tardy Definition: A tardy is defined as not being in the classroom at the designated time (after 10:15 a.m.)

Excused Tardy: If students are tardy to school, they should be escorted into the office by a parent/guardian and signed in.

Truancy:

Michigan Compulsory Attendance Law states the following:

“...every parent, guardian or other person in this state having control and charge of a child from the age of six to the child’s 16th birthday, will send that child to the public schools during the entire school year. The child’s attendance will be continuous and consecutive for the school year fixed by the district in which the child is enrolled.”

When a student 6 years old or older has 10 absences, a letter will be sent home. If the student’s attendance does not improve and 15 absences accrue, another letter will be sent home requesting a meeting with the parent(s)/guardian(s), and an administrator. If attendance still does not improve and 20 absences accumulate, the student and parent/guardian will be turned over to the truancy law officer of the county. For the purpose of absences counting towards truancy we will look at both excused and unexcused absences.

Bathroom Use

If you wish to use the bathroom during recess or lunch time, you must receive permission from the playground aide who is on duty.

Bicycles

Students must be in third grade or above to ride a bike to school, therefore Oakwood students are not to ride bikes to school.

Breakfast and Lunch Information

Portland Public Schools makes available to all its students a hot lunch program which provides daily choices of nutritious, well-balanced meals.

- When eating in the lunchroom, students are expected to use good table manners. All papers are to be thrown in the barrels before leaving the lunchroom!
- All food is to be eaten in the lunchroom. Students are not to take any food on the playground or in the library. Children will have as much time as they need to complete their lunch.

- Please send the money for your child's lunch account in a sealed envelope with your child's name, the classroom teacher's name, and the amount of money in the envelope. Parents can also add money to their child's lunch account at www.sendmoneytoschool.com. Please make any checks out to Portland Public Schools. No refunds for lunch or milk will be made at the end of the year. Please only purchase the number your child can use.
- Menus are sent home monthly. Please check the menus so that you may properly plan which lunches to buy.
- Children bringing their own lunches should avoid the use of glass containers. The use of a thermos for milk, soup, etc. is permissible, but children should be advised to take caution as it is breakable. Spoons and napkins (when needed) are to be provided by parents.
- Family applications for the Free and Reduced Lunch and Breakfast Program are available in the school offices and are sent home with all students at the beginning of the year. All information is kept confidential.
- Parents are always welcome to visit the lunchroom and eat with their child. An adult may purchase a school lunch for the day. Please notify the office ahead of time; lunch orders are called in at 9:10 a.m.
- For safety reasons the cafeteria is not equipped with a microwave to warm lunches brought from home.

Breakfast

Portland Public Schools will be offering breakfast to students beginning the first day of school at Oakwood and Westwood Elementary schools. Students eligible to receive free lunch are also eligible to receive free breakfast.

Breakfast consists of four components; milk, bread, protein and fruit or vegetable. Students will be asked to choose at least three components. Students wishing to participate in the school breakfast program should report to the lunchroom beginning at 8:20a.m. at Westwood Elementary and 8:35 a.m. at Oakwood Elementary. Any questions or concerns regarding school lunch/breakfast should be directed to the Food Service Director at 647-2984.

Bullying

No student shall bully, harass or intimidate another student. "Bullying, harassment, or intimidation" means any gesture or written, verbal, physical act or electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by substantially interfering with educational opportunities, benefits, or programs, adversely affecting a student's ability to participate in or benefit from the District's education programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress, having an actual or substantial detrimental effect on a student's physical or mental health, or causing substantial disruption in, or substantial interference with, the orderly operation of school. This also includes damaging the student's property or behavior that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student. Bullying, harassment, or intimidation includes, but is not limited to, any gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. Bullying also includes cyberbullying, which is defined as any communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Cyberbullying also includes posting a message or statement in a public media forum about any other person if both of the following apply: (a) the message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person; and (b) the message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat. PPS also prohibits retaliation of any person who reports a complaint or participates in the investigation. Students who make false allegations about bullying will be subject to discipline as well. Investigation of bullying will be conducted according to Board Policy 5517.01 and safeguards will be made to treat reports of bullying, just as other reports of behaviors confidential.

Bus Passes

If you intend for your child to ride a different bus than usual, or ride a bus when he/she usually doesn't, you must contact

the Transportation Department. Some buses are completely full with regular riders. State safety regulations prohibit allowing more students to ride the bus than it is licensed to hold. Therefore, there will be times when a request for a bus pass will be denied. Call the Transportation Department at 517-647-2993 to find out which buses don't have room for extra riders before you count on it.

Bus Safety

The Transportation Department has established guidelines for behavior on the buses with safe transportation of students and consideration of the rights of all people in mind. All staff support the efforts of the bus personnel to provide safe, peaceful transportation for all of our students.

Portland Public Schools School Bus Discipline Policy

Typical Examples (Not Conclusive)

- a. Very noisy behavior
- b. Disrespectful language
- c. Bothers or provokes other students
- d. Refusal to give name or show I.D. upon request
- e. Will not follow directions
- f. Window misuse
- g. Gum chewing, spitting, eating or drinking on the bus
- h. Unsafe conduct at bus stop or railroad crossing
- i. Forgery of bus passes, parent notes or other documents
- j. Throwing objects on, from, or at the bus
- k. Pushing, crowding, or standing
- l. Use of water guns, water balloons, etc.
- m. Fighting or wrestling
- n. Vandalism or theft
- o. Lighting matches or lighters
- p. Smoking or chewing tobacco
- q. Tampering with emergency equipment
- r. Profanity or obscene gestures
- s. Flagrant intimidation or defiance of school authority
- t. Possession or use of alcoholic beverages or illegal substances.

Bus drivers will maintain control of students on the bus through the use of progressive discipline. Progressive discipline will start with the driver talking to the student that has caused a problem on the bus and giving a verbal warning. If this alone does not work, then the driver shall contact the parent or guardian. We realize it is not always possible to talk with parents because of busy schedules. If the parent could not be reached by phone, then a message will be left if you have an answering machine. (In the case of a serious conduct violation it may be appropriate to go directly to a written Conduct) Our new School Bus Conduct Report will use progressive discipline throughout the year. Any points that a student receives will be added from one conduct report to the next one. So if a student has accumulated 3 to 5 points even though they were each one point conducts, that will be a one-day suspension. All consequences will be based on the accumulated points per student. The bus driver shall make an attempt to talk with the parent for each conduct report written. The consequences for conduct points are listed toward the bottom of the conduct slip. Any student issued a conduct may **NOT** ride **ANY** bus until the conduct slip is signed by a parent or guardian and returned to the driver.

Classroom Visitations

Parents are welcome to be an active participant in their child's education. Parents are encouraged to make arrangements with the classroom teacher to volunteer. Please sign in at the office before proceeding to the classroom for your scheduled visit.

Child Abuse Reporting

Suspected child abuse or neglect will be reported to County Protective Services or a local law enforcement agency as required by Michigan law.

Communicable Diseases

Health regulations require parents of children, who are showing symptoms of having communicable diseases, to keep them at home until all signs of contagion are gone. If a child appears at school with obvious signs of having a communicable condition, the office will contact you to take your child home. Please do not send your child back to school until all signs of contagion are gone.

The following is a practical guide that will help you decide whether you should send your child back to school:

1. **Chicken Pox** - When the skin is clear of active lesions, but not less than 7 days nor more than 10 days from the appearance of the first crop of pox.
2. **Red Measles** - Upon recovery, but not less than 7 days.
3. **German Measles** - Upon recovery, but not less than 4 days.
4. **Whooping Cough** - Upon recovery, but not less than 7 days.
5. **Mumps** - When swelling is gone, but not less than 7 days.
6. **Scarlet Fever** - When authorized by doctor.
7. **Scarlatina** - When authorized by a doctor.
8. **Strep Throat** - When authorized by a doctor.
9. **Common Cold** - Many contagious diseases begin with cold symptoms. This is the most contagious stage of any illness.
10. **Head Lice** - After recommended treatment and procedures have been completed. Student's hair must be free of any sign of lice.
11. **Pink Eye** - When authorized by a doctor.

Please contact the school office if your child exhibits symptoms of any of the above conditions.

Information about communicable diseases listed above may be obtained from the local Health Department.

Any student with a temperature of 100° or higher, or discharge from the nose and/or eyes, persistent cough, sore throat, earache, headache, skin eruptions or rashes, should be at home. Please expect the school to contact you in such cases. We encourage regular attendance at school, but sick children are better off at home, not at school.

Communication

The staff of Oakwood and Westwood Elementary believes in open communication between school and home. We encourage you to first contact your child's teacher any time you have a question, suggestion, or concern. The school newsletter and classroom newsletters are published and sent home frequently. Classrooms and offices are equipped with

phones and voicemail, and each teacher has email access as well. The best time to reach teachers is before and after school.

Parent / Teacher Conferences

Every fall and spring parent teacher conferences are scheduled to discuss each child's progress and to plan for the rest of the school year.

Any time you feel the need to talk with your child's teacher about his/her education please don't hesitate to call to set up a meeting. One of the most important factors in a child's progress in school is the active involvement of parents.

Curriculum

Portland Public Schools is continually working to upgrade its curriculum. All teachers play an active part in this process. Teachers are responsible for ensuring that each student is provided with the benefits of the district approved curriculum. They are always willing to discuss the curriculum with interested parents.

Daily Schedule

Westwood classes are to begin at 8:35 a.m. and end at 3:45 p.m. Oakwood classes are to begin at 8:45 a.m. and end at 4:00 p.m. Students are expected to be in their assigned classroom at these given times.

Before School:

Westwood – Students are not to be dropped off before 8:20 a.m. unless they are enrolled in Latchkey as staff is not on duty to provide supervision until this time. At 8:20 a.m. they are to report to the playground. If they wish to eat breakfast they are allowed to go into the cafeteria at this time as well. The school day starts at 8:39 a.m. Any student not in the classroom prior to this time is considered tardy.

Oakwood – Students are not to be dropped off before 8:35 a.m. unless they are enrolled in Latchkey as staff is not on duty to provide supervision until this time. At 8:35 a.m. they are to report to their designated playground. If they wish to eat breakfast they are allowed to go into the cafeteria at this time as well. Students who are eating breakfast are to enter the building at the side door near the cafeteria. The school day starts at 8:49 a.m. Any student not in the classroom prior to this time is considered tardy.

Discipline – Both schools implement a school-wide PBIS (Positive Behavior Interventions & Supports) approach to teaching and monitoring student behavior.

School wide rules are:

1. Prepared
2. Respectful
3. In Control
4. Determined
5. Engaged

All Board Policies are in effect. These rules include:

1. Dress and grooming practices that interfere with the educational program are not allowed.
2. The use and/or possession of tobacco products is not allowed in school buildings, on school grounds, on school

- vehicles, and at school-related events.
3. Students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law.
 4. The Board prohibits the use, possession, concealment, or distribution of any drug at any time on District property or at any District event.
 5. The Board will not tolerate the possession of weapons by anyone while on school property or at a District-related event.

Consequences for actions that violate the rules *may include, but are not limited to* one or more of the following:

- | | |
|---|--|
| •Verbal correction | •Written Reflection |
| •Parent contacted by phone | •Student assigned silent sustained lunch |
| •Student assigned silent sustained recess | •Suspension (in-school, at home, reverse suspension) |
| •Student excluded from privileges | •Expulsion |

Dismissal / Pick Up Procedures

Early Dismissal:

If you desire to have your child released from school before the dismissal bell, you must report to the office to sign out your child. Please call the school ahead or send a note so your child can be prepared for your arrival. Please do not pick your child up directly from the classroom. This precaution is for the safety of the student. Students may leave school only with a parent, guardian, or emergency contact. We will ask for identification or phone for parent/guardian consent if we do not recognize an adult asking for the release of a child. If the office has not been notified and the person is not on the emergency card, the child will not be released until clearance is made with the parent/guardian.

Parent Pickup at Dismissal Time:

If entering the building, parents are asked to wait in the designated area until the dismissal bell has rung. End of the day organization and instructions are important, and students are easily distracted.

1. **Pick Up:** Students being picked up by parents will be released from their classroom at the dismissal bell and escorted to the designated area by a staff member. Parents pull into the circle drive and pull all the way up to the side walk closest to the cafeteria doors. Please place your identification number(s), if picking up at Oakwood, in the front driver side window. We ask that parents remain in their cars and the students will enter the vehicle from the driver side for the safety of our students and the flow of the process. School staff members will be there to assist.
2. **Walkers:** Students walking home will be released from their classrooms at the dismissal bell and exit through the main doors of the school.
3. **Bus Riders:** Students will be supervised at school after dismissal until they board their buses.
4. **Changes in Transportation Arrangements:** Unless we have received a note or been contacted by a parent/guardian, a child must follow the normally designated transportation arrangements. Signed notes must be sent in the morning to inform teachers of any change in plans for a child's transportation home or to another destination. This is a security issue and should not be left to a telephone call during the last hour of the school day. Emergency changes should be made by calling the school office and speaking directly with the school secretary or principal. Please remember to call the Bus Garage for any changes to bus transportation with your child.

Distributing Information

Despite the frequent unreadable piece of paper floating in the washer, students are our best means of communicating

information to you. It is our belief that the more communication there is between home and school, the better the student's chances of being successful. You will hear from us often. Please be aware that we will not use your children to carry any information that does not relate to their education in some way. Students will not carry information resulting in profit without a bidding process. You can expect information on such for-profit activities as fund raisers and school pictures. All such activities have the approval of the superintendent or his designee.

Dress Code

It is recognized that student attire does assist in establishing and maintaining the educational tone of the building as well as helping students create a positive, upbeat feeling about themselves and others. Students are expected to dress in neat, clean, safe attire.

1. Children will be going outside for recess even in cold weather. Coats, hats, mittens or gloves, and boots should be worn. Snow boots should not be worn throughout the school day. A spare pair of shoes may be left at school if you wish.
2. Shoes are to be worn during school hours in the building. Stocking feet will not be permitted for health and safety reasons. Flip flops and high heels are also discouraged for safety reasons. Shoes with wheels are not allowed in school for safety reasons.
3. Gym shoes are required to participate in gym class; black soled shoes should not be worn in the gym as the shoes leave black marks on the floor.
4. In warmer weather, shorts may be worn; however, spaghetti strap tank tops and short shorts should not be worn. No bare midriff tops are allowed. T-shirts should have appropriate sayings and pictures for the school atmosphere. For example: T-shirts, hats, and other clothing advertising alcohol, drugs, or tobacco products will not be permitted.
5. Hats are not to be worn inside the building by boys or girls, unless a "Hat Day" has been declared as a special school-wide event.

Due Process

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of this exercise of disciplinary authority shall be reasonableness and fairness.
2. Efforts shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent/guardian.
3. A student must be given an opportunity for hearing with the appropriate school administrator if he or his parent/guardian indicated the desire for one. A hearing shall be held to allow the student and his parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his parent/guardian allege prejudice or unfairness.

Emergency Procedure

It is vital to your child's safety to know what to do in case of fire, tornado, or other emergency. For that reason, the school conducts fire drills, tornado drills, and other emergency procedures.

NOTE: In the event of an actual tornado watch or warning, parents wishing to pick up their children please report to the school office so that children may be paged. Do not go to the classroom as children may be in a different take-shelter area.

Please establish a plan to follow at home in case of fire, tornado, or other emergency. When the emergency happens, it is too late to plan your family's reaction.

Field Trip

Field trips are a valuable addition to the curriculum. Teachers plan them in order to provide students with first-hand knowledge related to the material being learned. You will receive information about every field trip your child is expected to go on within an adequate period of time. All volunteers who plan on chaperoning field trips must fill out an I-CHAT form in the office for approval.

Lost and Found

A lost and found area is provided near the office for found clothing, equipment, etc. Lost watches, money, wallets and valuable jewelry are turned in directly to the office secretary. Please mark all clothing and other personal items with your child's name. Items left at the end of each marking period are donated to charities within two weeks.

Media Release

Students are sometimes videotaped or photographed for instructional purposes or for newsletters/webpage. If a parent/guardian does not want their child to be included in any media, they must notify the principal in writing.

Medications/Health Restrictions

If your child has any medications (prescription and non-prescription) which must be administered by school personnel, YOU MUST HAVE A PERMISSION FORM ON FILE FOR PRESCRIBED AND OVER THE COUNTER MEDICATION COMPLETED BY A PHYSICIAN OR AUTHORIZED PRESCRIBER AND SIGNED BY THE PARENT OR GUARDIAN. The law does not allow school personnel to administer any medication without this form on file. Students' medications must be kept in the school clinic. They will be dispensed by designated personnel who will record the action in the daily medication log. The medications must be in a container showing the student's name, the pharmacy prescription number, identification of the medication, and the dosage and time to be administered. Please bring your child's medications to school personally and avoid the obvious safety problems involved with sending medications with children. If your child has any health restrictions other than medication that school personnel should be aware of, please make office personnel aware of them in writing. It is not sufficient for the student to tell the adult. That information is not always the most accurate. Students who have been absent because of an illness, but who have become well enough to attend school, will be allowed to avoid outside recess for one (1) day with a signed note from a parent or guardian. If your child needs more than one day inside, you should keep him or her home.

Non-Custodial Parent Rights

Divorce laws stipulate that the custodial parent alone has the responsibility for custody, care, control, and education of the child(ren). Under the Family Education Rights and Privacy Act (FERPA), non-custodial parents have access to their child(ren)'s educational records. FERPA regulations presume equal rights for BOTH parents, unless there is a court order to the contrary on file in the office.

In the case of a request for a child's records or a parent-teacher conference from a non-custodial parent, it will be the principal's procedure to inform the custodial parent that the school will grant access unless the custodial parent produces a court order within 7 school days of the date of notification.

Parent Teacher Organization

Oakwood Elementary and Westwood Elementary share a very active PTO. Among the many activities that our PTO sponsors are: The Carnival, Open House, and raising funds to support our activities. PTO meetings will be held monthly. The meetings will be held in the library and alternate between the two buildings.

Parent Involvement

Part I. General Expectations

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

1. Play an integral role in assisting their child's learning
2. Are encouraged to be actively involved in their child's education at school
3. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

Oakwood and Westwood Elementary School agrees to implement the following:

1. The building will put into operation programs, activities and procedures for the involvement of parents in our school. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents.
2. The school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
3. The school will involve the parents of the children in decisions about how Title I funds reserved for parental involvement are spent.

Part II. Implementation of Parental Involvement Components

Oakwood Elementary School will involve parents in the development of its school-wide parental involvement policy.

Oakwood and Westwood Elementary School will welcome, encourage, and recruit parents to participate in the process of school review and improvement to improve student academic achievement and performance.

Oakwood and Westwood Elementary School will provide an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school at an annual meeting with the involvement of parents. This evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation/surveys about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, its parental involvement policies and activities.

Oakwood and Westwood Elementary School's parental involvement policy will be presented to parents at an annual parent meeting for review, parental input, and dissemination. The policy will also be available in various formats including a paper document or online at our web site.

Oakwood and Westwood Elementary School will work together with parents to enhance the school community's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve students' academic achievement, through the following activities:

1. Oakwood and Westwood Elementary School will provide assistance to parents of children served by the school district or school in understanding topics such as the following:
 - Michigan's academic content standards
 - Michigan's student academic achievement standards

- Michigan and local academic assessments
 - The Title I, Part A requirements
 - How to monitor their child's progress
 - How to work with educators
2. Oakwood and Westwood Elementary School will provide communication, materials and training in a variety of ways including classroom and school-wide newsletters and parent meetings to help parents work with their child(ren) to improve their academic achievement.
 3. Oakwood and Westwood Elementary School will continue to educate its teachers and other staff in parental involvement strategies to include: how to reach out to, communicate with, and work with parents as equal partners; the importance of parental contributions, and how to implement and coordinate parent programs to build ties between our parents and school.
 4. Oakwood and Westwood Elementary School will develop practices that encourage parent involvement: This will consist of such things as:
 - making sure that all activities are offered at times convenient to parents
 - setting high expectations for parent involvement
 - sending frequent communication to parents about units of instruction and required learning
 - helping parents to understand expected performance standards and what they can do to help students achieve those standards
 - recognizing parents who assist, participate, and attend school functions; i.e. PTO meetings, volunteering in the classroom, assisting with field trips, attending parent meetings, etc.
 5. Oakwood and Westwood Elementary School will develop with parents, students, and staff a school-parent-student compact that outlines how parents, the school staff, and students will share the responsibility for improved student achievement. The compact includes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment in order for the children to meet the State's student achievement standards. It also outlines the parent responsibility to support their children's learning in different ways. The students' responsibility to participate fully and take advantage of the learning opportunities provided is also described.
 6. Oakwood and Westwood Elementary School will ensure that the information related to school and parent programs, meetings, and other activities be sent to parents in an understandable and uniform format, including alternative formats upon request, and to the extent practicable in a language the parents can understand.
 7. Oakwood and Westwood Elementary School will integrate and coordinate parental involvement strategies with parental involvement strategies under the following programs: Great Start Readiness Program, Start Smart (ISD), and any other similar programs developed.

Part III. Adoption

Oakwood and Westwood Elementary Parental Involvement Policy has been developed jointly, with, and agreed upon with, parents of students in both buildings, including those involved in Title I, Part A programs. The members of the committee who participated in its development included the building administrator, the school improvement team, and parents.

Pesticide Application Notification

Our school district has trained and licensed persons applying the needed pesticides to our school buildings and grounds. All applications are made in compliance with Michigan Pesticide Control Act. We make every attempt to not apply pesticides during the school week. However, the occasional emergency (ex: bee removal) might require that we use pesticides, if that happens you will be notified in accordance with State and Federal guidelines as needed. (See Attachment B)

Pets

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, (b) students will not be exposed to a dangerous animal or an unhealthy environment, and (c) the animal is brought in for a short visit, then taken home. We do need to remember that there are people who have serious allergic reactions to animals.

Recess

Recess is an important part of our school day. It is a period of change from mental activity to physical activity and provides students with an opportunity to release extra energy. Each recess period is supervised, and students are expected to follow school rules. Students are provided with recess time during the lunch hour and in the morning and/or afternoon. All children are expected to go outside at recess time. Fresh air, exercise, and a change of pace help students return to their classroom refreshed. If your child is well enough to come to school, we assume s/he is well enough to go outside for recess. Students recovering from a serious illness, surgery, or on crutches may stay in with a doctor's note explaining the special circumstances. Students will have inside recess when the wind chill factor is below 5 degrees, when it is raining, or at the discretion of the building principal.

Playground Rules

Playground behavior is expected to be healthy and positive for students both physically and emotionally. Students are encouraged to play organized activities with, or on, equipment that is provided. Respect for others is very important. Playground Aides / Teachers will be responsible for enforcement of rules.

Play fighting is a major cause of playground problems. The playground is an extension of the building/classrooms. Therefore, play fighting and "rough and tumble" play is not acceptable. Inappropriate playground behavior, as any school activity, is covered under the guidelines found in the discipline section of this handbook.

School Rules

- Prepared
- Respectful
- In Control
- Determined
- Engaged

A few specifics you may need to know are:

- Students are to use all playground equipment properly.
- No Tackle Football
- Students are not to climb trees or go off the playground to get balls which are kicked outside the fence or beyond playground boundaries.
- Students are NOT to come inside from the playground without permission from the playground aide.
- Students are not to wrestle or fight with each other; pretend or real.
- Parents requesting permission for children to stay inside due to illness are to write notes to their children's teachers. Permission will only be granted for medical reasons. Prolonged or often repeated requests will require a doctor's statement.
- No Skateboards or rollerblades.
- No gum, food or drinks are allowed on the playground.
- No electronic devices.

- Students are asked to use care and caution on the playground for the safety and protection of self and others.
- The following items are not permitted on the playground: hard bats or baseballs.

Inside Recess

Students shall be kept inside the school building during recess times whenever the outside air temperature is lower than 5 degrees. Air temperature and wind chill factor will be determined locally. The Building Principal is responsible for determining whether or not there will be an inside recess.

- In as much as feasible with the current staff, constructive alternatives to outside recess shall be developed.
- Whenever an extended cold weather period causes four consecutive days of inside recess, students may be allowed to go outside for shortened recess periods or their teacher may take them outside for a brief period of time.

Report Cards

All students will be given periodic written reports or report cards during the school year. They will be sent home four times a year. Specific times will be communicated by the teachers. If you have any concerns, please feel free to contact your child’s teacher.

Retention

The Instructional Consultation process (ICT), Special Education services, and Title I support are used as early intervention for students have difficulty performing academically at the appropriate grade level. If extenuating circumstances are such that the intervention strategies above fail to bring the student’s achievement to an acceptable level, a committee composed of at least the student’s parents or guardian, the current classroom teacher and the building principal shall convene to explore the appropriate alternatives for the student. If any party involved in this process disagrees with the decision of the committee, the party has the right to appeal the decision to the superintendent. Such appeal shall be made within one month of the committee decision. The superintendent’s decision is final.

School Closings/Delayed Openings/Early Dismissals

Sometimes events happen which cause a planned day of school to be canceled or begin late or end early. Portland Public Schools has plans for dealing with such events. The Superintendent of Schools makes the decision to close school or delay its start based on the most current information available. Reports from area police agencies, road commissions, and the National Weather Service help him make informed decisions.

When the decision to close school or delay its opening is made announcements will be made through School Messenger and will be posted on the following radio stations and television channels:

<u>Television:</u>	WLNS (Channel 6)	WZZM (Channel 13)	
	WOOD (Channel 8)	WOTV (Channel 41)	
	WILX (Channel 10)	WSYM (Channel 47)	
<u>Radio:</u>	WJXQ (106.1 FM)	WHZZ (101.7 FM)	WWDX (92.1 FM)
	WITL (100.7 FM)	WVIC (94.1 FM)	WFMK (99.1 FM)
	WQTX (92.7 FM)	WJIM (1240 AM/97.5 FM)	

In case of an early closing of school, it is important to your child's safety and peace of mind, to have a rehearsed routine for such an event. If the routine is different from your normal routine, please include this information on the back or the student emergency card.

Please, remember that the telephone lines to Oakwood, Westwood, the Board Office and the Transportation Office must remain open in case of an emergency. All information will be announced on the listed television channels and radio stations. If school is not canceled, but you feel your child would be safer at home during threatening weather conditions, please make the decision you are most comfortable with.

School Improvement

Every building has a school improvement team composed of staff members, parents, community members, and the building administrator. Progress is reported in the Annual Report each fall.

Sexual Harassment, Indecency, and/or Assault Policy

A student will not use words, pictures, objects, gestures or other actions relating to sexual acts or another person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. This includes indecent exposure, touching one's "private areas", and/or pulling a student's pants down. A student will not make unwelcome sexual advances, requests for sexual favors, or engage in verbal or written communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers. Investigation of sexual harassment will be conducted according to Board Policy 5517.01 and safeguards will be made to treat reports of sexual harassment, just as other reports of behaviors confidential. The Title IX Coordinator is Mr. Will Heath, 1100 Ionia Road, 517-647-4161.

Under amended Revised School Code Section 1311(1), school officials can use their discretionary authority to suspend or expel a student who "commits" CSC against another student in the district even if the CSC occurred off campus. The term "commits," as used by the Legislature in that subsection, does not require a conviction or adjudication before a school may suspend or expel under these circumstances.

Snack Breaks

Classroom teachers may schedule nutritional snack breaks and will communicate directly with parents. Snacks are to be healthy, no pop or candy will be allowed.

Special Education: Notification of Parent/Student Rights

Identification, Evaluation, and Placement

The following is a description of rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District you have the right to:

- Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- Have the District advise you of your rights under Federal law;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- Have transportation provided to and from an alternative placement at no greater cost to you than would be incurred if the student were placed in a program operated by the District;

- Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District;
- Examine all relevant records related to decisions regarding your child’s identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the District to reasonable requests for explanations and interpretations of your child’s records;
- Request amendment of your child’s educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request mediation of an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. William Heath.
- Ask for payment of reasonable attorney fees if you are successful in your claim; and
- File a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is Mr. William Heath, Superintendent (517 647-4161).

Suspension / Expulsion

Suspension

The student is temporarily removed from the regular class routine because of a misdemeanor or persistent disobedience. A suspension may be for a short term, or for a longer period of time depending upon the incident and the circumstances surrounding it. A suspension may be imposed immediately upon a student by administration if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. During a suspension, the students will not be allowed on school grounds during school hours or at school events without parental escort. The length of the suspension may be determined by the nature of the offense.

Expulsion

The student may be permanently removed from school because of a gross misdemeanor or persistent discipline. “Repeat offenders” (students who habitually violate the Code of Conduct) will be taken before the Superintendent for expulsion. Expulsion will be determined by the Superintendent. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

Teacher Qualifications

As a parent of a student at Portland Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether Michigan Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the building principal.

Telephone Use

The school telephone has only two lines available to over 40 staff members and over 400 families. Student use of the telephones will be limited. Students may use the school phone only in cases of emergency. Please help your children remember their supplies, money, lunch, agendas, etc. when they leave for school. This will save you valuable time and help make your child's day at school go more smoothly. Arrangements should be made at home for after school activities; those arrangements cannot be made at school. **At no time during the school day are students allowed to use personal cell phones or communication devices/applications. If found in violation, phones will be confiscated and turned into office. For the first offense, phones will be returned to students at the end of the day. For any subsequent offense, parents/guardians will need to come to the school to pick up the phone.**

Textbooks and Equipment (Lost or Damaged)

Some textbooks are issued directly to students. The number of the textbook and its condition will be recorded by the teacher. Students are responsible for taking care of textbooks and library books. Costs will be assessed for damage to books and materials beyond reasonable use. Cost of replacement will be charged if the book is lost or deemed unusable.

Toys/Student Owned Technology

In order to minimize disruption to the educational environment and provide for school safety, do not allow your child to bring toys with them to school. Students who bring toys (include, but are not limited to, tablets, portable gaming systems, action figures, dolls, sleds, stuffed animals, matchbox cars, fidget spinners, etc.) to school will have them removed until the end of the school day. If a toy is collected again after the first confiscation, then a parent/guardian will be required to visit the school and retrieve the toy. The school is not responsible for the loss, damage, or theft of any toys or electronics brought on school grounds regardless of the reason or circumstances.

Visitors and Parents

To ensure the safety of our students, during the school day, all entrances to the building are locked. All visitors, including parents and siblings, are required to enter through the main entrance of the building and proceed immediately to the main office. At 9:00a.m. all doors will be locked and entry to the building will require the use of the building security system. Visitors should push the bell button on the keypad next to the doors and identify themselves to office personnel. Visitors must sign in, identify their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to the outer clothing in a clearly visible location. Visitors are required to proceed to their location in a quiet manner. All visitors must return to the main office and sign out before leaving.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave.

Volunteers

All school volunteers must fill out a Criminal Background Check (I-CHAT) form. This must be completed on a yearly basis to ensure safety for our students. Volunteers are required to check in and out at the main office and receive a visitor

badge.

We encourage and welcome parent volunteers in our schools. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteer will notify parents. For school-wide volunteer opportunities, please contact the building principal. Your involvement and interest in school will have a positive effect on your child's attitude toward learning.

Student Handbook Awareness Statement

We have received the Student Handbook, which includes general information, rules and regulations. We realize that we are responsible for reading and following its contents. ***Parents are required to inform the school of any changes in residency, custody, daycare, home or work phone numbers and emergency contact information.***

Date: _____

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Teacher Name: _____

Please return this signed form to your child's teacher as soon as possible.

Thank you!