

## Welcome to the Belding Area Elementary Schools

The staffs of Ellis and Woodview Elementary schools welcome you. Many educational opportunities await you, and we look forward to helping your child grow and learn. Each staff member will make every effort to assist you in any way possible. We are proud of our staff, buildings, and especially our students.

It is important that the student and parents/guardians become familiar with this Student Handbook. Remember, the Student Handbook contents do not cover every existing situation but only basic, general areas.

As always, we expect all students to be safe, be respectful, and be responsible.

We are looking forward to another great year!

Jesus Hernandez  
Ellis Principal

Julie Milewski  
Woodview Principal

### **Belding Area Schools Mission Statement**

Belding Area Schools, in partnership with the community, is dedicated to the academic, social and personal growth of all students, so each becomes a contributing member of society.

### **Student Handbook**

#### **Belding Elementary Schools**

Belding Elementary School students are expected to demonstrate good conduct and citizenship at all times in the building, on the grounds, at school-related activities, and toward all school personnel as well as to visitors to the building. These schools strives to create an atmosphere conducive to learning and utilizing the principles of safety, pride, dignity, courtesy, and respect in order to meet the educational and development needs of all students. Belding Elementary Schools' discipline plans provide rewards for positive behavior as well as sanctions for unacceptable behavior.

### Important Notice

*It should be remembered that this administration has the authority to question behavior of any form within the building, on schools grounds, and at school-related activities and deal with behavior accordingly even if that behavior is not specifically mentioned in this handbook. The behavior consequences listed in this handbook are some - but by no means all - of the consequences of violating Belding Elementary Schools rules.*

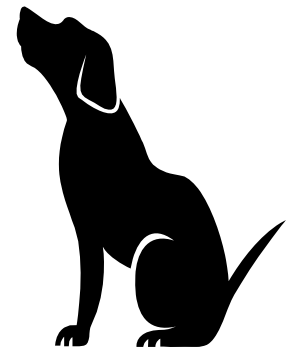
### **ALCOHOL**

Students are not to possess or consume alcohol on school property or at school-sponsored events. Students are prohibited from possessing or consuming non-alcoholic malt beverages (such as Sharp's, O'Doul's, Kingsbury, and Zing Malt Beverage).

### **ANIMALS/PETS**

The Belding Board of Education has established the following policy that reads, in part:

“Persons bringing animals into the school must receive prior permission from the building administrator. Live animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac may be brought into the classroom for education purposes. However, neither animals nor toxic plants should be kept overnight at school.”



## ASBESTOS

Our school district has conducted an extensive asbestos survey of all of our buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. Asbestos surveys and management plan details are available in school offices.

## ASSAULTIVE BEHAVIOR

Physical or verbal confrontations will not be tolerated under any circumstances in Belding Area Elementary Schools. Serious attacks causing injury or verbal attacks threatening bodily harm may result in immediate recommendation for expulsion and a police report will be filed. The following will help define assaults:

### Fighting - Minor

Minor fights are those characterized by pushing, shoving, or name-calling.

### Fighting – Major

Major fights are violent confrontations with hair pulling, punching, kicking, and/or biting.

The decision whether a fight is a major or minor offense rests solely with the building administrator. Further sanctions may come as a result of students not cooperating with adult intervention.

### Physical Assaults

Michigan Public Act 104 of 1999 defines “physical assaults” as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**Physical assault against a school employee, volunteer, or contractor will result in the student being permanently expelled from all Michigan public schools.**

By Michigan State Legislature Public Act 102 of 1999 every **student-on-student physical assault** on school property, at any school-sponsored activity, or in any school-related vehicle will result in the offending student being expelled up to 180 days.

### Verbal Assaults

Public Act 104 of 1999 also calls for mandatory expulsion up to 180 days for verbal assaults

against a school employee, volunteer, or contractor. The definition of verbal assault is the following:

“Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.”

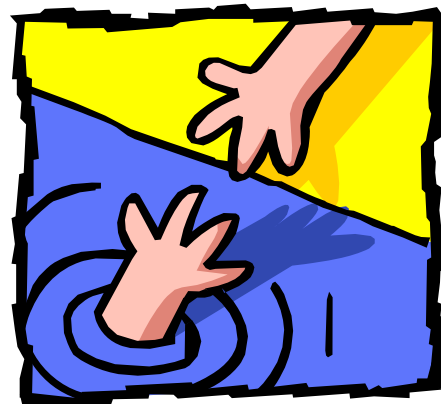
## ASSEMBLIES

School assemblies may be held during the year. A variety of programs are planned for student enjoyment and education. Parents are always welcome to attend.

## ASSISTANCE POLICY

The Board of Education recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. We accept the concept of chemical dependency and emotional health problems as treatable conditions and realize that simply excluding those students who are involved cannot solve the problems in our schools. We recognize that there are many contributing factors in problems of this nature.

The district shall initiate intervention strategies via the Student Assistance Program under three circumstances: 1) student seeking help; 2) student exhibiting inappropriate unusual, or atypical behavior; or 3) as disciplinary action where the student has been found breaking rules adopted by the Board of Education. It is the policy of the district to refer students to licensed programs or individuals pursuant to the State of Michigan Public Act 368.



## **ATTENDANCE**

### **Absences**

- Please confirm every absence with a call to the school absence line within 24 hours. The office will notify the teacher. If you do not have a phone or are unable to call, your child must bring a note confirming the absence when s/he returns to school.
- Excessive absences and tardiness are a cause for concern and interfere with student progress. Please try to schedule doctor or dental appointments after school hours. In case of frequent absence, the parent will be notified so the situation can be corrected. The county truancy officer will also be informed.

### **Tardiness**

- Students are expected to be in the classroom by the last bell. It is the responsibility of the parent and the student to see that the student arrives on time. A student coming in late disrupts the class and interferes with the learning of other students.
- Frequent tardiness will result in a letter to parents as well as a report to the county truancy officer.
- Students arriving late due to bus route problems are not considered tardy.

### **Makeup Work**

Students with excused absences will be allowed two days for each day of excused absences to complete work missed. If a parent wants their absent child's work, requests must be made by 11:00 AM to their teacher to provide ample time to gather the work.



## **BICYCLES**

- Bicycles are to be walked when entering and leaving school property, including sidewalks and crossing the street. They are not to be ridden on the playground while school is in session.
- Bicycles are to be parked in the bike racks.
- Riding a bike to school is a privilege. Anyone misusing this privilege will not be permitted to ride his or her bike to school.
- The school is not responsible for damages to, or theft of, bikes brought to school.

## **BOMB THREATS/ARSON/FALSE ALARMS**

The making of bomb threats by students as well as the willful or negligent starting of fires at school or on school property will result in immediate suspension of the student from school for up to ten (10) days pending a formal expulsion hearing with the Board of Education. Further, students are prohibited from causing a false alarm or a false 911 call to be made. All violations will result in a report being filed with appropriate law enforcement officials.

## **CHEATING/PLAGERISM**

Cheating is unethical behavior and will not be tolerated. Cheating is defined as – but not limited to – the following: copying another student's work; looking at another student's paper/test; taking the teacher's answer key; talking during testing; using a "crib" sheet; and writing answers so they can be seen during testing.

Plagiarism is taking someone's written (or oral) words and using them as your own without acknowledging the source for the words. Plagiarism is unethical and against the law.

## **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.

## **CIGARETTES/TOBACCO PRODUCTS, LIGHTERS, etc.**

Students – and adults – are not to possess or use cigarettes, tobacco products, lighters, matches, etc., at school, on school property, at school-

sponsored events, or within the Drug Free School Zone (an area within 500 feet of school property).

### **CLASSROOM RULES**

Teachers will distribute classroom rules. All students must abide by the rules set forth in the classroom as well as the consequences attached to the rules. Students may need to adjust from teacher to teacher on specific rules and requirements.

### **CLASSROOM VISITATIONS**

- Although many parents would love to observe their children in the classroom without the children knowing, it is disruptive to the class to have parents peeking through the door window: children usually discover the parent and are distracted from their school activities.
- Parents are urged to make plans with the classroom teacher for a more straightforward visit of at least half an hour. It's a great way to really see how the child functions among his/her peers. Please sign in at the office before proceeding to the classroom for your scheduled visit.

### **CLOSINGS**

- The decision to close or cancel school rests with the superintendent of schools. School closings or cancellations also will be broadcast on the appropriate media.
- If you think school might be dismissed before normal dismissal time because of a severe storm or weather warning, it will be more expedient to tune to local stations rather than call the school. Closings after the start of school are rare, but pre-arrangements should be made for your child with a neighbor or friend in the event that you may not be home.

### **CODE OF CONDUCT**

Students in the Belding Area Public School System are guaranteed the right to a public education. The purposes of the code of conduct are to provide regulations governing the behavior of students, to prevent actions that interfere with the school program and/or are prohibited by law,

and to provide for student rights and responsibilities.

When students engage in unacceptable conduct, they will be subject to disciplinary action.

#### **Students Rights**

- Fair administration of discipline
- Make-up work
- Freedom of expression

#### **Student Responsibilities**

- Participation
- Behavior
- Attend school and be on time
- Respect for staff and for others

#### **Illegal Behavior**

- Threats of violence
- Possession of weapons
- Aggressive behavior
- Possession of dangerous objects
- Drugs, tobacco, and alcohol
- Stealing
- Extortion
- Vandalism
- Violence
- Disruptive behavior
- False alarms
- Interference with the student movement of students inside or outside of school
- Sexual harassment
- Racial and ethnic harassment
- Other unlawful conduct

#### **Prohibited Behavior**

- Insubordination
- Verbal abuse
- Loitering or trespassing
- Gambling
- Disruptive group behavior
- Truancy
- Other misconduct

### **COMMUNICABLE DISEASES**

Please telephone the school immediately if your child is diagnosed as having a contagious disease. District personnel will issue the appropriate letters to the parties that have been exposed.

### **CORPORAL PUNISHMENT**

- Prohibition of the use or threat of inflicting physical pain in the Belding Area Schools does not give license to students to defy authority or disobey rules and regulations.
- Use of physical contact is still appropriate to guide a student to a desired destination (principal's office, etc.) or to handle an act of insubordination.

## **CURRICULUM**

Belding Area Elementary Schools have a standard curriculum that is taught and assessed in kindergarten through fifth grade. This curriculum covers the following areas:

- Computer Technology (upper El)
- Science
- Physical Education
- Music
- Social Studies
- Math
- Language Arts
- Health
- Art

A copy of the curriculum and assessments is available for parents in the school and district office.

## **DISCIPLINARY ACTIONS/PROCEDURES**

Belding Elementary School teachers are expected to create a positive classroom atmosphere conducive to learning and maintaining order. Individual teachers will distribute and post the rules they have established and teachers will handle many discipline situations in their rooms. Every effort will be made to communicate with parents about disciplinary action.

Disciplinary actions include – but are not limited to – the following: detentions (AM or PM), written assignments, cafeteria duty, confinement to the office, learning and/or behavior contracts, time out, and suspension from school.

## **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.

The following is provided as a guideline for parents and students:

- Children will be going outside for recess even in cold weather. Coats, hats, mittens or gloves, and boots should be worn when outside. Snow boots should not be worn throughout the school day.
- Shoes are to be worn during school hours in the building. Stocking feet will not be permitted for health and safety reasons.
- Gym shoes are required to participate in gym class; black-soled shoes should not be worn in gym as the shoes leave black marks on the floor.

- In warmer weather, shorts may be worn. Shorts, dresses, skirts, etc. must be mid thigh in length. Short shorts are prohibited.
- Sleeveless shirts are permitted; however, shirts armholes should be high enough under the arm area that underwear is not visible and/or bare skin cannot be seen.
- Shirts that promote a bare mid-riff or any tops that promote a less-than-modest image are prohibited (examples: halter tops, tube tops).
- See-through or revealing clothing is prohibited.
- Saggy, baggy, oversized clothing, specifically clothing that permits or promotes the exposure of underwear is prohibited.
- Clothing made of skin tight material (such as Spandex) is prohibited.
- High-heeled shoes and flip-flops are prohibited for safety reasons.
- All attire, including clothing, patches, buttons, and jewelry, may not advertise or promote the use of beer, alcohol, tobacco, drugs, or drug paraphernalia. They may also not display any offensive, lewd, or vulgar language, ideas, or graphs. It will be the judgment of the administration whether attire is vulgar.
- Clothing that is derogatory to any group of people or is a “put down” to others (including the person wearing the clothing) is prohibited.
- Clothing that has been intentionally mutilated or torn is prohibited as well as tear-away athletic attire.
- Students may not have pierced body parts other than ears, inappropriate tattoos, bright, unnatural hair color (Bright red, yellow, green, blue, etc.)
- No flannel pajama type bottoms, slippers, or other bed-type attire will be worn.
- Shoes that convert to roller skates/roller blades are allowed only if the roller skates/blades are not used on school property.
- Hats and/or hoods are not to be worn inside the school building during school hours.

Students who violate the dress code will be immediately required to change into appropriate clothing or call parents to obtain suitable attire. Should the student be unable to secure suitable attire, the office will lend acceptable clothing for the day if available.

## **DRUG POLICY**

- *Students shall not carry or dispense any type of medication including over-the-counter medication to themselves or to others. All medications, including over-the-counter medications, are kept in the clinic and must have appropriate physician and parent permission for administration on file.*
- Students are prohibited from possessing, using and selling any of the following mood-altering chemicals or other controlled substances, without prescriptions, in school or any school-related activity:
  1. Alcoholic beverages

2. Marijuana, hashish, or any similar cannabis derivative
  3. Amphetamines (Speed, white cross, cocaine)
  4. Phencyclidines (PCP, angel dust)
  5. All hallucinatory chemicals (LSD, mescaline)
  6. Barbiturates
  7. Opiates
  8. Other mood-altering chemicals, which can hinder the student's ability to learn or participate and could cause damage to the student's health.
- Students are also prohibited from delivering, attempting to deliver, or causing to be delivered, a non-controlled substance which the student:
    1. Represents to be a controlled substance
    2. Represents to be of a nature, appearance or effect, which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.

The Board recognizes the complexity of problems which may be associated with drug abuse. Its concern is for the well-being and best interests of young people at all times, while at the same time recognizing an obligation to parents and the community. As part of such an obligation, it is, at times, necessary that suspension and/or expulsion be recommended in cases of student drug abuse. The administration has developed procedures for dealing with cases of suspected and admitted drug use, to include counseling and referral, as well as procedures for dealing with drug use or traffic on school property. Policy adopted: February 1983.

### **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.

### **EDUCATIONAL TRIPS**

Educational trips may be planned for students which relate to classroom learning and activities. Parents will be notified in advance of trip plans and will be requested to give written permission for their child to participate. Field trips within Belding are covered by the general field trip permission slip which is collected at the beginning of the year.

### **ELECTRONIC COMMUNICATION DEVICES**

Cellular telephones may only be used by students outside of regular school hours or in designated areas during the instructional day. Any cellular phones causing a disturbance will be confiscated. All ringers/auditory alarms must be turned off during school hours. In no case will any student utilize a personal communication device in a manner that would allow for an unfiltered connection to the Internet. Video/camera devices are not to be used in an inappropriate manner or venue. Any violation will result in confiscation and/or disciplinary action. Due to the age of our students, it is highly suggested these devices be kept at home.

### **ENDANGERMENT**

Students are prohibited from creating a situation that could cause harm to themselves or to others. Such behaviors include - but are not limited to - throwing objects, tripping, and shoving. Students violating this rule will be subject to discipline based on the specific act.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

- Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, gender, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or

potential marital and parent(s)/guardian(s) status.

- Any question concerning Title VI or Title IX of the Educational Amendments of 1972 (which prohibit discrimination on the basis of race, color or national origin and on the basis of sex, respectively) or questions related to Section 504 of the Rehabilitation Act of 1973 (which prohibits discrimination on the basis of handicap) should be directed to the district's Coordinator (see below).
- If any person believes that the Belding Area School District or any part of the school organization has inadequately applied the principles and/or regulation of (1) Title VI of the Educational Amendments Act of 1972, (2) Title IX of the Educational Amendments Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint which shall be referred as a grievance to the local civil rights coordinator at the following address:

Title IX Coordinator – High School Principal  
1975 Orchard Street  
Belding, Michigan 48809  
(616) 794-4700

### **EXPLOSIVES**

Students shall not possess any type of explosive on school property or at school-sponsored activities. All violations will result in a report being filed with appropriate law enforcement officials. The possession or use of smoke bombs, fireworks, firecrackers, or ammunition, etc., will result in suspension from school. First offense will result in five days suspension; second offense, 10 days; expulsion on the third. The possession or placement of a bomb-type device will result in immediate suspension from school for up to ten (10) days pending a formal expulsion hearing with the Board of Education.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Each year the district will 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" the following: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance; date of graduation; awards received; or any other information which would not

generally be considered harmful or an invasion of privacy, if disclosed.

Parents and adult students may refuse to allow the district to disclose any or all of such directory information about written notification to the district within twenty days after receipt of the district's public notice.

Whenever parental consent is required for the inspection and/or release of a student's educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The district may disclose directory information on former students without student or parental consent. The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to inspect and review the student's education records; request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights; consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law; file a complaint of district non-compliance with the Department of Education; obtain a copy of the district's policy and administrative guidelines on student records. The Superintendent shall also develop procedural guidelines for the proper storage and retention of records and for informing district employees of the federal and state laws concerning student records. No liability shall attach to any member, officer, or employee in this district specifically as a consequence of permitting access or furnishing student records in accordance with this policy and administrative guidelines.

### **RELEASE OF DIRECTORY INFORMATION ON STUDENTS**

It shall be the policy of the Belding Area Schools to release directory information to representatives of the armed forces and other agencies which may request such information. Directory information includes the following relating to a student: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Within 15 days of receipt of this handbook, any student or parent of a student directly affected by this policy must inform the district in writing that such personally identifiable information is not to be released with respect to that student. In the absence of any such written objection, the information may be released.

The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA of Michigan law authorized disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to a person(s) specifically required or allowed by State or federal law.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

### **FIRE / TORNADO/LOCKDOWNS**

Drills are of vital importance and will be successful only if every student regards them as practice in saving his/her life. Directions for exits are posted in each room of the building. Periodic drills will be scheduled.

NOTE: in the event of an actual tornado watch or warning, parents wishing to pick up their children **MUST** report to the school office so that child may be paged. **DO NOT GO DIRECTLY** to the classroom as children may be in a different shelter area.

1. If a tornado watch or warning occurs **BEFORE** school starts, school will not open and busses will not run.
2. If a watch occurs **DURING** school, classes will remain in session. Busses will run when the danger has passed.
3. If a warning is sounded during school, students will be sent to assigned shelter areas. Busses will not run until the danger has passed.
4. During either a watch or a warning, students will be released to adults other than their parents with permission only.

### **GANG RELATED ACTIVITY**

Any activity related to gangs – including but not limited to – demonstration or use of hand signs, display of colors, pins, graffiti, or recruitment of other students is strictly prohibited. Violence related to gang activity will be grounds for referral for an expulsion hearing.

### **GUM**

Belding Elementary Schools are GUM FREE schools. Don't bring it: Don't chew it.

### **HANDBOOK RECEIPT**

It is the policy of the Belding Area Schools' Board of Education, that each student and his/her parent(s) or guardian(s) must sign a receipt for the Student Handbook, indicating they have received, read, and understand, the Belding Elementary Schools Student Handbook. This form is in the packet given to each child at the beginning of the year.

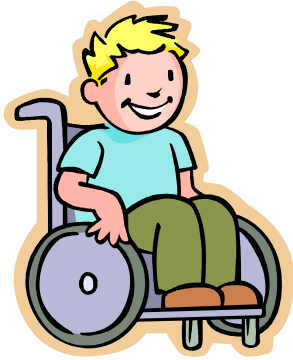
### **HANDICAPPED STUDENTS**

Persons with handicaps have a right to an education in the public schools, just as others do. Special programs and services are provided to those with handicaps as determined by medical documentation, legislation, professional staff evaluation, testing, placement, and individual programming.

Students with disabilities are eligible to receive Special Education services under I.D.E.A., unless the Student's Individual Educational Plan (IEP) specifies other arrangements.

Students who will have difficulty complying with the attendance policy because of a medical condition or other disability should contact the building principal at the start of the school year or when the disability becomes known. The building principal can make special accommodations based upon the individual circumstances of the student. Medical documentation will be required.

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with handicaps. Public schools must provide accommodations and services for students with special needs. School districts must 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 program(s) that are fundamentally different from existing opportunities.



## **HARASSMENT/INTIMIDATION**

### **Ethnic Intimidation**

The legislature passed P.A. 371 1988 which establishes ethnic intimidation as a felony under the Michigan Penal Code. Ethnic intimidation means that a “person maliciously and with specific intent attempts to intimidate or harass another person because of that person’s race, color, religion, gender, or national origin.”

### **General Harassment or “Bullying”**

Harassment is not a one-time situation involving two students or a group of students. Harassment takes place over a period of time. Bullying or harassment can include – but is not limited to – the following: Name-calling, pushing/shoving, negative comments about clothing or body parts, and malicious gossip to ruin a person’s reputation. Behavior of this nature that causes a student to feel intimidated will be considered as harassment or bullying. Students who feel they are being harassed must report the behavior to the office immediately.

### **Sexual Harassment**

Statements under this section of the Student Handbook have been extracted, in part, from the Belding Area Schools’ policy on sexual harassment (8015). Sexual harassment, as defined in Board Policy, is a form of sexual discrimination and is against the policy of the Belding Area Schools. Parents of students, or students themselves, who believe they have been the victim of sexual harassment are to report it to the building Principal or Superintendent of Schools.

## **HOMEWORK**

A reasonable amount of individual study at home is beneficial for elementary students. Homework

assignments may include reinforcement activities for basic skills, enrichment activities or opportunities for independent research.

## **ILLNESS / INJURY**

Students who become ill or injured during the day are sent to the clinic or office so that care may be given and a record maintained. Calls home for illness may not be made from classrooms. School personnel will assist the student and evaluate his/her condition. If school personnel feels the student’s condition warrants, the parent or other person listed on the emergency card will be contacted to take the child home. Students may be picked up in the office and must be signed out. Current and updated emergency numbers ensure the expedient care and comfort of your child.

## **IMMUNIZATION REGULATIONS**

To enter school Michigan state law requires that all new students show record of having received at least one dose of each of the following immunizations: measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, varicella and hepatitis B. To stay in school you must provide the school with a record showing that your child has received all the required immunizations. To get a complete list please contact your physician, the county health department, or the district medical services director. *Children who have not received the required immunizations will be excluded from school until parents provide proof that all required immunizations have been given, or a waiver is on file.*



## **INHALER POLICY**

A student may possess, and use a meter dose or dry powder asthma inhaler if all of the following conditions are met:

1. The inhaler must come to school in its original box with the doctor's dosage instructions on it.
2. The student has written approval from a licensed health care provider authorized by law to prescribe an inhaler, and an approved asthma management plan.
3. A parent or legal guardian has signed the form available in the school office.
4. The form has been submitted to the school office.

Upon receipt of a properly completed form, the building principal will approve use of the inhaler. Inhalers will be kept in the office, and will be administered by school personnel only.

## **LIBRARY/MEDIA CENTER**

The Library/Media Center is available to Belding Elementary students. Students who violate Library/Media Center rules face the loss of Library/Media Center privileges. Students who lose or destroy material or equipment are responsible for the cost of replacement or will be fined the cost of damaged materials. All fines, fees, and overdue obligations must be met during the school year.

## **LICE CHECK**

To avoid a major outbreak, students will be periodically checked. Students found to have nits and/or head lice will report to the office. In an effort to be thorough and consistent, the office staff and/or social worker will reexamine students. Students with live head lice will be sent home and must be lice-free prior to returning to school. Students with nits must have them removed prior to returning to class.

## **LOST AND FOUND**

A lost and found box 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 the school year are given to the local clothing center or another charitable agency.

## **LUNCH AND BREAKFAST PROGRAMS**

- The breakfast and lunch programs are open to all students. The children will be

supervised by paraprofessionals. Students are encouraged to pay lunch meals for the week on Monday or on the first school day of each week, but they are available for purchase each day. Lunch charges are not allowed.

## **PRICES**

Breakfast	Free
Lunch	\$2.00*
Milk	.35*

*\*Prices are subject to change*

- 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. Please do not send soda pop as no refrigeration is provided.
- 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.

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 9:20 a.m.

## **Lunchroom Rules:**

- Follow directions of adults in charge
- Speak softly
- Walk and move in the lunchroom line without distracting others
- Eat food; do not throw it
- Clean eating area before leaving
- Students leave in a quiet and orderly manner

## **MEDICATION**

1. *Students should not carry or dispense any type of medication including over-the-counter medication to themselves or to others. All medications, including over-the-counter medications, are kept*

in the clinic and must have appropriate physician and parent permission for administration on file.

2. The child's physician must provide written orders detailing diagnosis, dosage of medicine, times when medicine should be administered, and a telephone number where the physician can be contacted.

The parent or guardian must provide a written request, permission for the school to administer the medicine, and a telephone number where the parent or guardian can be contacted in case of emergency.

3. The child or parent must bring the medicine to school in a container appropriately labeled by the pharmacy or physician,
4. All medication shall be clearly identified on the outside of the vial or package. The medication will be stored in a secured area.
5. School personnel shall administer the medication in the presence of another adult whenever possible and in compliance with the instruction of the physician.
6. School personnel will communicate with parents and physician about any problems or effects of administering medication to students when a concern develops during school hours.
7. In an emergency, a designated staff member will notify the parent/guardian as quickly as possible.
8. School personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training such as injection of medication, unless that person has the required knowledge or training.
9. If the seal is broken on any medication vial or package, the parent or guardian shall affirmatively state that the vial/package contains the medication that is identified on the outside of the vial/package.
10. School personnel shall exercise the utmost care in administering medication to students.  
Regulation adopted may 20, 1985 (JHCD)

### **NEWSLETTERS**

Building newsletters will be sent home twice a month with each child. You will also be receiving regular newsletters from your child's classroom teacher.

### **OBSCENE, FOUL OR UNACCEPTABLE LANGUAGE AND GESTURES**

Obscene, profane, foul or unacceptable language and gestures are not tolerated at Belding Elementary Schools. The use of these will result in disciplinary actions.

### **PARENT/TEACHER CONFERENCES**

- Time in the fall will be scheduled for parent/teacher conferences. All parents or

guardians are invited to meet with their child's teacher at this time.

- Telephone or on-site conferences are encouraged throughout the year. They may be held whenever the parent or teacher feels it is necessary and are usually scheduled before or after school hours.
- To help maintain the focus and productivity of the conference, other children should not attend.

### **PARENT/TEACHER ORG (PTO)**

All parents or guardians of children attending Belding Elementary Schools are automatically members of the P.T.O. P.T.O. was established to serve the children of our schools through in-school programs and extra curricular activities. Parent support is shown in many ways and varies with each family and the amount of time they have to give. You can show support by attending meetings and/or volunteering to work on our different activities such as Carnivals, holiday parties, field day activities, and fund-raisers

### **PARTIES AND GIFTS**

Each room may have three parties during the year. (Halloween, Christmas and Valentine's Day). Most classrooms do charity, food, or mitten collections at Christmas rather than a gift exchange between students or gifts to teachers.

### **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.

Prior notice of application is given to the principal of the building and posted so that every student will be protected from contact with the products used. The premises and areas treated are also clearly marked for everyone's protection. The material safety data sheets for every product used are on file in the Maintenance Department, 321 Wilson and copies are available for review

## PICTURES

Students are photographed once, possibly twice, a year, with the option to purchase pictures. Prices and the date(s) are announced in the newsletter.

## PUBLIC DISPLAYS OF AFFECTION

In order to maintain a business-like atmosphere, public displays of affection – including but not limited to – hand holding, kissing, and long hugs will not be allowed.

## QUESTIONING BY LAW ENFORCEMENT PERSONNEL OR PROTECTIVE SERVICES AUTHORITIES

The administration will make every reasonable effort to notify parents or legal guardians before permitting the interrogation or detainment of a student by law enforcement personnel. Law enforcement authorities may not question students at school without parent permission. If a law enforcement official finds it necessary to interview a student during school hours and the parent requests, the building principal may represent the parent to insure the student's rights are represented. *By state law, Protective Services personnel have the authority to interview students without parental permission.*

## 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. These rules protect the rights, safety and welfare of each student. Students who abuse the rules and privileges of recess will not participate in future recesses.
- Students are provided with recess time of approximately 15 during the lunch hour and an optional 15-minute break time during the day.
- 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.**
- Children are kept indoors if the temperature or wind chill is zero degrees (or below), or if it is raining.

## REPORT CARDS

Report cards are issued on a regular basis throughout the year. In addition to these formal reports, teachers and the principal call parents as needed. These communications are encouraged and considered basic to the school's effectiveness.

## ROOM PARENTS

Each classroom will request room parents to help with classroom parties, carnival games, and field day if possible. One or two of the room parents will act as the chairpersons of the group. Often room parents chaperone classroom field trip(s), but it is not automatically assumed that they will do so.

## SAFETY

### Traffic Safety

Parents who drive their children to school are expected to observe the established traffic pattern in the parking lot. Please adhere to all traffic signs. The entrance and exit signs are clearly marked. Please be patient and careful when entering and exiting the parking lot. Remember, children don't always look out for you; therefore you need to look out for them. **Children who are being picked up may not cross the parking lot. A special pick up area has been designated at each school. A crossing guard will be on duty each day to assist students crossing Bridge and Ellis.**

### Walkers

Students walking home will be released from their classrooms at the dismissal bell and exit through the designated doors of the school. Students are advised by the school not to

accept rides from strangers and to go directly home from school. Please emphasize this with your child. We are not able to supervise your son/daughter once they leave the school premises.

- **Bus Riders**  
Students will be supervised at the school after dismissal until they board their buses.
- **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 before 3:00 in the afternoon.*

## **SCHOOL DAY**

### **Times**

- Ellis: 8:40-3:45
- Woodview: 8:50-3:55

### **Arrival**

- Students are not to arrive at school any earlier than 30 minutes before the first bell. No supervision is provided before that time.
- Students report to their assigned playground unless it is raining. On rainy days students report to the assigned indoors area.

### **Dismissal**

- **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 the 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 designated parent substitute. 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.

**Early release should be reserved for doctor's appointments, emergencies and other unavoidable events. Remember, each minute your child misses instructional time he/she loses education. Therefore, avoid early pickup as much as possible.**

- **Parent Pickup at Dismissal Time**

If entering the building, parents are asked to wait in the front hall until the dismissal bell has rung, since end of the day organization and instructions are important, and students should not be distracted.

## **SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Education. Use of such property, including – but not limited to – school lockers and students desks are provided for student convenience. The Board makes notice of its intent to retain joint control over such property provided for student use. Further, the Board expressly maintains its right of access to that property.

## **SNACK BREAKS**

Classroom teachers may plan nutritional snack breaks asking for donations from parents. Please consult your teacher's newsletter for information.

## **SUBSTITUTE TEACHER/BEHAVIOR PROBLEMS**

Belding Elementary Schools value their dedicated substitute teachers who have a very difficult task. In order to support our substitutes, any student who is sent out of a classroom by a substitute teacher will receive disciplinary action.

## **SUPPLIES AND BOOKS**

- Required supplies such as books, paper, pencils, etc. are provided to students. Parents may furnish additional supplies and are encouraged to check with the teacher to see if the items are appropriate to classroom needs.

- Some textbooks are issued directly to students. The teacher will record the number of the textbook and its condition. Students are responsible for taking care of textbook 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.

### **SUSPENSION/EXPULSION**

- Suspension means the temporary removal of a student from his regular class routine and/or school activity because of a gross misdemeanor or persistent disobedience.
- Expulsion means the permanent removal of a student from school because of gross violation or persistent disobedience.

### **TECHNOLOGY USAGE POLICY**

Technology is an increasingly important part of a student's education. Belding's Technology Usage Agreement specifies the rights and responsibilities associated with the proper use and care of the school's technology hardware and software. Besides being a tremendous asset, the use of technology also lends itself to special degrees of misuse. Misuse may take the form of questionable ethical practices, criminal activity, or vandalism. Students will be disciplined for violation of the policy based on both the intent and end result of their actions.

### **TELEPHONE USE**

- 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.

### **TRANSPORTATION**

BAS Transportation Policy handbook is enclosed for your convenience.

## **VALUABLES/PERSONAL PROPERTY**

### **Electronic Devices, CD/MP3 players, IPODS, Handheld Games**

It is strongly suggested that these items are left at home. Belding Area Schools will accept no responsibility for lost and/or damaged items of this nature. Teachers are given discretion whether or not to allow these items in their classrooms. Any personal property items that potentially interfere with the educational process will be confiscated.

### **Cellular Telephones**

Cellular telephones may only be used by students outside of regular school hours or in designated areas during the instructional day. Any cellular telephones causing a disturbance will be confiscated. All ringers/auditory alarms must be turned off during school hours.

In no case will any student utilize a personal communication device in a manner that would allow for an unfiltered connection to the Internet.

Video/camera devices are not to be used in an inappropriate manner or venue. Any violation will result in confiscation and/or possible disciplinary action.

### **Roller Blades, Roller Skates, Skateboards, Snowboards, Heelys**

For safety reasons, the abovementioned items are not allowed on school grounds. Items of this nature will be confiscated and returned at the end of the school day and/or to a parent.

### **VISITORS**

- For the safety of our students and staff, ALL visitors (even parents and former students) must stop and register at the office and receive a visitor badge.
- This badge must be worn at all times while in the building.
- The administration also reserves the right to deny a visitor access to the building if it will be disruptive to staff or students.
- Students are NOT allowed to bring child visitors to school because of the liabilities involved.

## **VOLUNTEERS**

We encourage and welcome parent volunteers in our schools. Please contact your child's teacher or the building principal for further information. Your involvement and interest in school will have a positive effect on your child's attitude toward learning. We ask that if you are volunteering in the classroom that you find alternative care for younger siblings.

Background checks will be required for all volunteers.

## **WEAPONS**

Students are prohibited from possessing weapons of any description at school or school related activities or on the way to or from school under the provisions of Michigan Law, as referred to in school board policy. Students also are prohibited from possessing items that may replicate any of the above, that when displayed could cause a reasonable person to believe it was real and therefore feel threatened. Students with knowledge of weapons that are present at school or school related activities must immediately report such information to the nearest school personnel. Failure to do so will constitute a violation of this policy, and the student will be subject to disciplinary action. Students responsible for bringing weapons to school or school related activities, or found in control or possession of weapons may be subject to suspension and/or expulsion. A report of all weapons confiscation will be made to the Belding City Police.