

**LAWRENCE ELEMENTARY  
SCHOOL**



**PARENT/STUDENT  
HANDBOOK  
2009-2010**

Dear Parents and Students,

The staff and I welcome you to a great new school year. We have a fantastic facility in which to learn and a superb staff to provide instruction. A good education is essential to provide every student with the opportunity for choices today and in the future world of work. With this in mind, it is our desire that every student do his or her best at school. This includes following all school and classroom rules, getting along with others, listening to and following directions, completing assignments, studying regularly, and having a positive attitude.

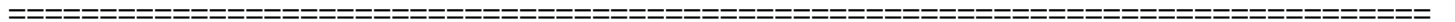
This year we will be continuing our program called Michigan’s Integrated Behavior and Learning Support Initiative (MiBLSi). This program is designed to help students become better readers who use appropriate behaviors resulting in increased student success in school and community. To reach this goal, MiBLSi aims to develop support systems to help educators implement and sustain data-driven problem-solving model in school.

Everyone has the right to a safe and orderly learning environment. This handbook contains the rules and procedures that enables our school to function efficiently. Please read it carefully, complete the form at the bottom and return the form to school.

Three simple rules could summarize this entire handbook: 1) If you can’t say something nice, say nothing; 2) Keep your hands, feet, and body to yourself; 3) Treat others how you would most like to be treated.

If you have any questions, please do not hesitate to contact me at the school or by phone (674-8231). Our fax is (269) 674-3545. The staff and I hope that the 2009-10 school year is best yet at Lawrence Elementary School. With your support and cooperation it will be!

Sincerely,  
*Sue McQueen*  
Principal



**Parent-Student Handbook Form**

**I have read this handbook, discussed it with my child, and agree to follow the rules and procedures.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Parent Signature**

## TABLE OF CONTENTS

|                               |    |
|-------------------------------|----|
| Mission Statement             | 5  |
| Student Outcomes              | 5  |
| Staff Roster                  | 6  |
| Calendar & Hours              | 7  |
| Absences                      | 8  |
| Accident/Illness              | 8  |
| After Hours                   | 8  |
| Animals/Pets                  | 8  |
| Arrival of Students           | 9  |
| Breakfast Program             | 9  |
| Bus Rules                     | 9  |
| Bus Conduct Reports           | 10 |
| Bus Stops                     | 11 |
| Code of Student Conduct       | 11 |
| Classroom Visits              | 12 |
| Discipline Plan               | 12 |
| Discipline Plan Continued     | 13 |
| Discipline Plan Continued     | 14 |
| Discipline Plan Continued     | 15 |
| Recess/Playground             | 15 |
| Hall Rules                    | 16 |
| Indoor Recess Rules           | 16 |
| Cafeteria Rules               | 16 |
| Due Process Appeals Procedure | 16 |
| Communicable Diseases         | 17 |
| Communication                 | 17 |
| Communication Continued       | 18 |
| Disciplinary Measures         | 18 |
| Dress Code                    | 19 |
| Drug Free Schools Policy      | 19 |
| Emergency Sheet               | 19 |
| Field Trips                   | 20 |
| Fire/Tornado Drills           | 20 |
| Grades                        | 20 |
| Homework                      | 20 |
| Immunizations                 | 20 |
| Immunizations                 | 21 |
| Library                       | 21 |
| Lockers                       | 21 |
| Lockers Continued             | 22 |

## Table of Contents (Continued)

|   |    |
|---|----|
| Lost and Found                                | 22 |
| Lunch Program                                 | 22 |
| Medication                                    | 22 |
| School-Parent Involvement Policy Description  | 23 |
| Title 1 Program and Parent Compact            | 23 |
| Parent-Teacher Conferences                    | 23 |
| Parent Group                                  | 23 |
| Placement Policy                              | 24 |
| Recess  | 24 |
| Release of Students                           | 24 |
| Report Cards                                  | 24 |
| Room Parties                                  | 24 |
| School Closing/Snow Days                      | 25 |
| Section 504 of the Rehabilitation Act of 1973 | 25 |
| District Section 504 Plan                     | 25 |
| Grievance Procedures                          | 26 |
| Sporting Events Behavior                      | 27 |
| Student Records                               | 27 |
| Telephone                                     | 28 |
| Visitors & Volunteers                         | 28 |
| Withdrawal From School                        | 28 |
| No Child Left Behind                          | 28 |
| Appendix 1 - Medication Permission Form       | 29 |
| Appendix 2 - Student Vacation Policy          | 30 |
| Appendix 33 - Vision Screening Waiver         | 31 |

**It is the policy of the Lawrence Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation, be denied the benefits of or be subjected to discrimination during any program or activity or in employment. The following person has been designed to handle inquires regarding non-discrimination policies: Superintendent, 650 W. St. Joseph St., Lawrence, MI 49064, (616) 674-8233.**

**Smoking is not allowed in any building at any time or on school grounds during school hours.**

LAWRENCE ELEMENTARY SCHOOL  
714 West St. Joseph Street  
Lawrence, MI 49064  
(616) 674-8231

### **Building Mission Statement**

We, the entire staff of Lawrence Elementary School, are committed to join in a partnership with each parent to use practices which enhance and support each child's school education. This partnership will afford all students the opportunity to master basic grade level skills and develop an attitude of respect and responsibility toward themselves and all others.

### **District Mission Statement**

We, the citizens of the Lawrence Public School community, will provide all students with a safe, positive, and caring environment in which education and learning are the major priorities. This commitment will provide all students with the opportunity to attain the necessary skills to responsibly and successfully interact in the world of work, family, and society now and in the future.

### **Student Outcomes**

It is our objective that each student leaving Lawrence Elementary School after seven years of schooling will be able to do the following:

- \* *Communicate effectively through visual, oral, and written means;*
- \* *Apply the necessary concepts, skills, strategies, and technology to construct meaning and solve problems in all academic subject areas;*
- \* *Demonstrate responsibility for personal choices and actions;*
- \* *Exhibit self-directed learning attitudes and problem-solving skills;*
- \* *Exhibit cooperative learner attitudes and behaviors including responsibility, flexibility, courtesy, respect, and concern for others;*
- \* *Show positive self-esteem; and*
- \* *Demonstrate knowledge of a healthy life style;*

## Lawrence Elementary Staff

|                   |                                    |                    |                      |
|-------------------|------------------------------------|--------------------|----------------------|
| Sue McQueen       | Principal                          | Carmelita Beeching | Secretary            |
| Kim Dietz         | Kindergarten                       |                    |                      |
| Loise Perkins     | Kindergarten                       | Jenny Nilson       | Title I Aide         |
| Kim Lottridge     | Kindergarten                       | Laura Calvillo     | Title 1 Aide         |
| Debbie McCurley   | First Grade                        | Nancy Donovan      | Title 1 Aide         |
| Melanie Rice      | First Grade                        | Sue Dunton         | Title 1 Aide         |
| Wendy Murney      | First Grade                        | Patti Feuerstein   | Title 1 Aide         |
| Gretchen Gendron  | Second Grade                       |                    |                      |
| Susan McLemore    | Second Grade                       | Connie McAndrew    | Title 1 Aide         |
| Jeni Beal         | Second Grade                       | Connie Ruch        | Title 1 Aide         |
| Pete Alburtus     | Third Grade                        | Sharon Staffen     | Title 1 Admin. Asst. |
| Margaret Johnston | Third Grade                        | Sherrie Alburtus   | Title I Aide         |
| Becky Cook        | Fourth Grade                       | Lorraine Preston   | Technology Aide      |
| Kelley Powless    | Fourth Grade                       | Charlotte Gardener | Special Ed. Aide     |
| Dawn Davies       | Fifth & Sixth Grade Science        | Martha Avila       | Bilingual Aide       |
| Beth Hafer        | Fifth & Sixth Grade Social Studies |                    |                      |
| Jane DeMink       | Fifth & Sixth Grade Math           | Brenda Jarka       | Library Aide         |
| Vicky Scheerhorn  | Fifth & Sixth Grade Lang. Arts     |                    |                      |
| Sue Goldenberg    | Social Worker                      |                    |                      |
| Barb Smith        | Physical Education                 | Patti Trakas       | Custodian            |
| Jane Gonzalez     | Special Education                  | Bev Imler          | Custodian            |
| Michelle McGuigan | Special Education                  | James Johnson      | Custodian            |

### Administration

|                |                      |                    |                      |
|----------------|----------------------|--------------------|----------------------|
| John Overley   | Superintendent       |                    | JR/SR High Principal |
| Sue McQueen    | Elementary Principal | Carmelita Beeching | Elementary Secretary |
| Eula Tarantino | JR/SR High Secretary |                    |                      |
| Jerry Rowe     | Transportation       | Patti Strefling    | Cafeteria Supervisor |
| Jenny Sinkler  | Human Resources      | Jane Buckhout      | Business Office      |

### Bus Drivers

|                    |                |               |                 |
|--------------------|----------------|---------------|-----------------|
| Clarissa Abrams    | Gloria Blanton | Cindy Howard  | Angie Florinchi |
| Melissa Cartwright |                | Sandy Kendall | Cindy DeLoach   |

### Board of Education

|                       |                              |                        |
|-----------------------|------------------------------|------------------------|
|                       | Jeff Johnson (President)     |                        |
|                       | Chuck Carpp (Vice President) |                        |
|                       | Carol Sjoquist (Treasurer)   |                        |
|                       | Julie Beam (Secretary)       |                        |
| Gerry Martin(Trustee) | Dave Garvison(Trustee)       | Tom Reynnells(Trustee) |

## 2009-2010 School Calendar

|  |  |
|--|--|
| September 1,2,3                              | Faculty Professional Development Days              |
| September 8                                  | First Day of School 7:51 to 11:35                  |
| September 9                                  | First Full Day 7:51 to 3:15                        |
| **September 16                               | District Open House 5:30—6:30                      |
| September 30                                 | School Pictures                                    |
| October 23                                   | End of 1st Marking Period                          |
| October 30                                   | Dismissed @ 11:35 (Staff Professional Development) |
| November 4(5:00 to 8:00 P.M.)                | Parent/Teacher Conferences (Dismissed @ 11:35)     |
| November 5(1:00 to 4:00 & 5:00 to 8:00 P.M.) | Parent/Teacher Conferences (Dismissed @ 11:35)     |
| November 6                                   | NO SCHOOL  |
| November 26 & 27                             | NO SCHOOL (Thanksgiving Recess)                    |
| December 18                                  | Dismissed @ 11:35 (Staff Professional Development) |
| January 4                                    | School Resumes                                     |
| January 15                                   | End of 2nd Marking Period - 1st Semester           |
| February 10                                  | Spring School Pictures                             |
| *February 19 & 22                            | NO SCHOOL (Mid-Winter Break)                       |
| March 19                                     | End 3rd Marking Period                             |
| March 31 (5:00 to 8:00 P.M.)                 | Parent/Teacher Conferences(Dismissed @ 11:35)      |
| April 1(1:00 to 4:00 & 5:00 to 8:00 P.M.)    | Parent/Teacher Conferences(Dismissed @ 11:35)      |
| April 2                                      | NO SCHOOL  |
| *April 5 - 9                                 | NO SCHOOL (Spring Break)                           |
| May 31                                       | NO SCHOOL (Memorial Day)                           |
| June 8 &9                                    | Dismissed at 11:35                                 |
| June 9                                       | Last Day for Students (Dismissed at 11:35)         |

\* If we do not have to re-schedule for snow days. Students will be notified one week before each date whether or not school will be re-scheduled on this day.

**\*\* dates may change.**

### School Hours

7:40-7:51 Breakfast Served in Cafeteria  
 7:51: First Bell - Students Enter Building  
 7:55: Second Bell - Instructional Day Begins

11:05 - 11:20: Lunch Recess for Kindergarten & 1st  
 11:20 - 11:50: Lunch for Kindergarten & 1st

11:15:11:45 Lunch for 2nd & 3rd  
 11:45-12:00: Recess for 2nd & 3rd

12:00 - 12:15 Lunch for 4th Grade  
 12:15 - 12:45: Lunch Recess for 4th Grade

12:30-1:00 Lunch/Recess for 5th & 6th Grades  
 2:15-2:30 Recess Kdg & 1st  
 2:30– 2:45 Recess for 2nd & 3rd

3:15 : All Students Dismissed

3:35 : Teachers Leave

## ABSENCES

When a student is absent or tardy from school for any reason, **he/she is required to bring in a written excuse signed by the parent/guardian explaining the reason for the absence/tardy.** A phone call can be made for two or more days in a row, **but a note must still be sent in the day that the child returns to school.** Excessive absences will be a major factor when considering a student for retention. **Students have two days to make up work for each day of school missed.**

Students will be considered tardy if they arrive **after the 7:55 a.m. bell.** Students will be considered absent for 1/2 day if they arrive after 9:00 A.M. or leave before 2:30 P.M.. Excused absences/tardies are given for illness, funerals, family emergencies, medical appointments, and other emergency situations. A notice will be mailed to parents when a student has **5 and 10** unexcused absences or tardies during each semester. **Cases of 11 or more unexcused absences/tardies is excessive** and students/parents will be referred to the Truancy Officers at the Van Buren County Sheriff's Department according to State law.

If a student must leave early during the day for a medical appointment or an emergency, he/she must have a written note. Parents who wish to pick up children **must report to the Office and sign them out.** Students will be called by intercom to come to the Office. Students will **not be released to anyone not listed** on the Emergency Form sent out at the start of each semester. If a student is absent from school without being excused 24 hours in advance of the absence, that student may not participate in any after-school activities. No students will be admitted or allowed to be called from class during standardized testing due to the distraction of other students at that time. They will be allowed to enter or leave when testing is complete for that period. A testing schedule will be sent home prior to the testing period.

## ACCIDENT/ILLNESS

In the event that a student is injured or becomes ill while at school, he/she will be taken to the Health Room in the Office. The school cannot provide aspirin or other medication to a student. **Treatment is the responsibility of the parent/guardian who will be contacted immediately.** Emergency forms are used to contact parents/guardians, relatives, or friends.

Students **must** report any injury **immediately** to a staff member so that an accident report can be filled out. The Lawrence Public Schools will **not accept medical bills charged to the school.** Our insurance company will not pay for claims for medical treatment for students who are injured while **fighting.** The district's insurance only covers costs not covered by your family health insurance.

## AFTER HOURS

Building access-Students and parents will not be let into locked classrooms when the classroom teacher is not present.

## ANIMALS/PETS

Animals or pets may be brought to school with **prior** permission of the student's teacher. An adult must bring the pet to school and take the pet home right after the class has seen it. Animals are not allowed on the bus due to safety reasons.

## **ARRIVAL OF STUDENTS**

Students should arrive at 7:51 A.M. unless they are eating breakfast. They are to meet at either the front or side doors of the school. In the event of cold or rainy weather, students may wait in the hallway of the side entrance facing the Cafeteria. **No students are allowed in either school building before or after school hours without adult supervision (coach, advisor, etc.)**

## **BREAKFAST PROGRAM**

Breakfast will be served in the Cafeteria from 7:40 - 7:51 A.M. each day. The cost to students not eligible for free breakfast is \$1.00 or \$.30 if qualifying for a reduced price. Bus students will arrive at school between 7:40 and 7:51 A.M.. Those not eating will wait in the halls and will be supervised by aides. Breakfast students are to remain in the Cafeteria until dismissed at 7:51 A.M..

## **BUS RULES**

The bus driver is in complete charge of the bus, and all students on the bus must obey all requests promptly and respectfully.

### **Responsibility of the Student**

1. Stay in the seat assigned by the driver while the bus is in motion.
2. Observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
3. Obey the driver cheerfully, and report promptly to school officials when instructed to do so.
4. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
5. Be at the designated stop ready to board at the time determined by the driver. The driver is responsible for the maintenance of their schedule and **CANNOT WAIT** for tardy pupils.

### **Personal Safety**

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Cross the highway when the bus driver signals at the stop, whenever there is no traffic.
3. Wait until the bus has come to a complete stop before attempting to get on or off it.
4. Depart the bus only when the driver indicates that it is all right to do so.
5. Enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
6. Cross the traveled highway, if necessary, after leaving the bus, in the following manner:  
Make certain the bus is not moving. On alighting, go to the front of the bus within sight of the driver and wait for the proper signal for crossing.
7. Keep hands and head inside the bus at all times.
8. Inform the driver when an absence from school is expected.
9. Report any damage to the bus that is observed.
10. Help keep the bus clean.

## **Responsibility of the Parents**

The responsibility of parents whose children are transported at public expense is:

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection of their children when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of children.
4. To make reasonable effort to understand and cooperate with those responsible for student transportation.
5. To understand that all students must be taken home to their regular stops at night.  
Exceptions may be made by written permission from the parent, also signed by the teacher.  
If a student is going to another student's home the school requires notes from both students' parents.

**6. To make sure that someone is home when the driver drops off any student 3rd grade or below. When a student is brought back to the school because no one is home, attempts will be made by the Transportation Supervisor to reach emergency contacts. If we are unable to reach someone by 4:30, the authorities will be notified.**

## **BUS CONDUCT REPORTS**

If a student receives a bus conduct report as the result of misconduct while riding a school bus, the following policy will be followed:

1. First Bus Conduct Report - It is the student's responsibility to take the conduct report to his/her parent(s) for their signature. The student must return the signed report to his/her bus driver before they will be allowed to ride the bus again.
2. Second Bus Conduct Report - If a student receives a second bus conduct report during a school year, he/she will automatically be suspended from riding the bus for three school days. It is the student's responsibility to take the conduct report to his/her parent(s) for their signature. The parents must call the transportation supervisor to arrange a conference concerning the report with him, parent, child, and driver. The report must be signed by the parent and returned to the bus driver and a conference held before the student may ride the bus again.
3. Third Bus Conduct Report - If a student receives a third bus conduct report during a school year, they will automatically be suspended from riding their bus for ten school days. It is the student's responsibility to take the conduct report to the parent(s) for a signature. When the third report is issued, the transportation supervisor will attempt to contact the parents concerning the report. If the parents cannot be reached by phone, a registered letter will be sent to the parents notifying them that a third report has been issued, and that the parent(s) should contact the transportation supervisor in order to arrange a conference concerning the report. The report must be signed by the parent and returned to the bus driver and a conference held before the student may ride the bus again.
4. Fourth Bus Conduct Report - If a student receives a fourth bus conduct report during a school year, he/she will be automatically suspended from riding the bus for the balance of the school year. The parents shall contact transportation supervisor by phone or mail in order to arrange a conference which will need to be held before the student will be allowed to ride the bus again the next school year. Student will not be allowed to attend field trips.
5. The bus reports that are issued to students may be appealed to the transportation supervisor. If a parent or student does not agree with the supervisor's decision concerning the appeal of a bus report they may make an appeal to the principal, then superintendent.

6. All the administrative rules concerning student conduct listed in the student handbook apply to student conduct while riding the school bus.
7. If it is determined by school officials that a student's misbehavior is of such a severe nature that the student cannot be allowed to ride the bus for the balance of the school year, the procedures outlined in numbers 1,2, and 3 will be waived. School officials may use their discretion to increase the number of days a student is suspended from riding a bus for the first three offenses if they feel the circumstances warrant additional information.
8. When there are acts of violence on the school bus, and/or a student needs to be removed from the bus with the assistance of law enforcement officers, parents/guardians of all elementary students that were present will be contacted by mail to explain what happened.

The school will provide, if needed, counseling to any student that was witness to any act of violence on the school bus. Contact for such counseling should be directed to the elementary principal, or school counselors.

9. Concerns about bus transportation should be directed first to the driver or transportation supervisor, Mr. Jerry Rowe. He can be reached by calling 674-3995 between 7:45 - 3:45.

### **BUS STOPS**

It is the policy of the School Board of the Lawrence Public Schools to only permit voluntary changes in assigned bus routes where there is a clear showing of necessity and where the child's parents have agreed to take the responsibility to provide supervision for the student at the alternative destination. Parents must complete a "change of bus stop" form that can be requested from the school office. Requests for students to ride a different bus because of Scouts, 4-H meetings, birthday parties, etc., will be honored unless the legal rider capacity of the bus will be exceeded.

### **CODE OF STUDENT CONDUCT**

The staff at Lawrence Elementary School is committed to providing a safe and orderly environment which promotes teaching and learning. Rules and consequences have been adopted to protect each student's safety, health, and welfare and to develop self discipline and personal responsibility for their actions. Violence and bullying will not be tolerated. The primary rules of our school for all students at all times are:

- 1. Respect the dignity and rights of other people.**
- 2. Respect school and personal property.**
- 3. Act in a way that is never harmful to yourself or others.**
- 4. Be committed to learning.**

These rules cover more specific situations which occur in such places as classrooms, halls, cafeteria, recess, and field trips. Consequences for violating these rules will be administered according to the seriousness and frequency of the offense. The goal of any disciplinary action is to help the student to change his/her behavior so that future conduct will be appropriate. Positive behavior is encouraged through such incentives as ROAR tickets and whole class rewards for following rules. Disciplinary action may include: time out; recess detention, homework detention; exclusion from class activities such as movies, assemblies, and field trips; after-school detention; in-school suspension; and expulsion.

## CLASSROOM VISITS

Parents are welcome to visit their child's classroom and to volunteer on a regular basis. Please contact the teacher **prior to your visit** and check in at the Office immediately upon arrival and receive a visitor's badge. All visitors must wear a visitor's badge in school. **We** will guide you to the classroom. Students may NOT have friends or relatives other than parents visit during the school year.

## LAWRENCE ELEMENTARY SCHOOL DISCIPLINE PLAN

The following types of disciplinary action listed in their order of severity are not intended to be limiting or all inclusive, but are indicative of the action(s) that might be expected for misbehavior. The severity of the infraction would determine the severity of the action taken. This action shall be determined by the principal and/or other school personnel involved.

1. **Verbal reprimand.**
2. **Removal of privileges of a non-academic nature, i.e., recess, free time, movies, assemblies, and field trips. (Misbehavior in physical education, art, music, or library may result in temporary removal from that class)**  
**\*\*Students who have incomplete homework will complete it during recess time.**
3. **Parental notification by teacher for immediate feedback.**
4. **Consultation with school social worker or other specialists.**

Every effort should be made by the staff to solve disciplinary problems within the school setting by means of the above. **The teacher shall be considered the primary disciplinarian and will refer problems of persistent or serious nature to the principal for action. In very serious cases, exclusion may be necessary and may fall in the following categories:**

1. **Public Act 103 of 1999 (SB183) adds Section 1309 to the Revised School Code - Snap Suspension is defined as - A teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student's behavior is so unruly, disruptive or abusive that it materially interferes with the ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn.**
2. **Suspension - is defined as exclusion of a student from school and /or transportation for a specific period of 1 - 10 days, terminating at the end of that specified time or upon fulfillment of a specific set of conditions. \*\*School work is expected to be made up.**
3. **Expulsion - is defined as the permanent exclusion of a student from school and/or transportation.**

## SEVERE BEHAVIOR

Below are examples of **unacceptable** behavior that endangers students or interrupts their learning and will result in **suspension and possible expulsion**. While suspended, a student cannot attend any school-sponsored activity or be on school property and must make up all assignments to receive credit (one day is allowed to turn in work for each day of suspension). A conference **must be held** with the principal and other appropriate staff **before** the student is allowed to return to school. The behavior can occur before, during, or after school hours while on school property or at any school sponsored activity.

- (1) **Fighting/Hitting:** Deliberately striking another student as evidenced by anger, use of feet or fists, or body slams and intent to do physical harm;
- (2) **Disrespect:** Striking an adult, refusing to follow their directions, or swearing at them;
- (3) **Vandalism:** Of property belonging to the school or others while under school jurisdiction;
- (4) **Inappropriate items for school:** Laser pointers, cell phones, pagers, audio (cd/tape) players, electronic games, or expensive toys. Students are not to have these devices with them during the school day. The school is not responsible for lost, stolen, or damaged devices. Violations of these policies will result in confiscation of the device and possible disciplinary action.
- (5) **Use or Possession:** Of tobacco, illegal substances, or weapons (defined as follows: any device that is designed to or may be readily converted to expel a projectile by an explosive, or by gas or air. These include guns, rifles, revolvers, pistols, pellet guns, B-B guns, and starter pistols. Destructive devices such as explosives, incendiaries, and poison gases. Dirks, stilettos, knives with a blade over three inches, pocket knives opened by a mechanical device, iron bars, or brass knuckles. Knives with blades shorter than 3” may not automatically be classified as a weapon, but are still not to be possessed. Basic rule of thumb: knives of any size should **not** be on school property), on school grounds, school buses, or at a school activity.

(6) **Sexual Harassment & Intimidation**

It is the policy of the Lawrence Public Schools to maintain a learning and working environment that is free from sexual harassment and intimidation. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples include (but not limited to): unwelcome touching; spreading sexual rumors; commenting about anatomy; name calling; telling sexual jokes; showing sexual cartoons or pictures; and pulling down someone's pants.

Incidents of alleged sexual harassment must be brought to the immediate attention of the building principal and are to be made in writing whenever possible. The principal will conduct a prompt and complete investigation and follow through with consequences appropriate for the seriousness of the offense. Consequences may include detention, suspension, possible expulsion, and referral to the appropriate law enforcement agency for legal action.

- (7) **Intimidation/Threats:** Any deliberate verbal, written, or physical act that threatens the physical and/or emotional well-being of another student.
- (8) **Theft:** Taking of any object that does not belong to you.
- (9) **Forgery:** Falsifying in writing, names, times, dates, grades, addresses or other data.

(10) **Bullying Prohibited**

Bullying is a form of harassment. For the purpose of this policy, “bullying “ is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted , or emotional abuse, or through attacks on property of another. It may include, but not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions within school.” Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.

### **Hazing Prohibited**

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to disciplinary action, up to suspension or removal from the organization and/or suspension or expulsion from school.

**The administration reserves the right to impose a greater penalty if the situation warrants it.**

After-school & before-school detentions will be scheduled as needed and parents must provide transportation home. Parents will be given a minimum of 24-hours notice for after-school or before-school detentions with a form that must be signed and returned the next day. These detentions may be re-scheduled one time within one week of the date of misbehavior due to transportation conflicts. Missing before-school, after-school or a reassigned detention will result in an in-school suspension the next day.

### **SNAP SUSPENSIONS**

Public act 103 of 1999 (SB 183) adds Section 1309 to the revised School Code and introduces “snap suspensions” to the disciplinary process which permits a teacher to suspend a student from a “class, subject, or activity” for up to one day. The availability of the snap suspension process does not in any way preclude the staff or administration from applying the non-snap disciplinary procedures that have historically been applied in the district.

A teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student’s behavior is so unruly, disruptive or abusive that it materially interferes with the teacher’s ability to effectively teach the class, subject or activity, or the student’s behavior interferes with the ability of other students to learn in disruptive behavior which includes, but is not limited to the following conduct:

- (1) Throwing objects that can cause bodily injury or property damage;
- (2) Fighting;

- (3) Directing profanity, vulgar language or obscene gestures toward the teacher or other students;
- (4) Violating safety rules as communicated in students handbooks or classroom rules;
- (5) Failing to comply with directives given by the teacher;
- (6) Expressing racial or ethnic slurs toward the teacher or another student;
- (7) Engaging in any misbehavior that gives the teacher reasonable belief that the conduct will incite violence;
- (8) Possessing a laser pointer;
- (9) Violating district dress code standards;
- (10) Destroying/defacing school property;
- (11) Violating computer use policies, rules or agreement;
- (12) Verbal threats towards the teacher or another student;

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject or activity from which he/she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted, during the term of the suspension, to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in the discretion of the building administrators, within the parameters outlined in the student handbook and in accordance with Board of Education policy.

The teacher must immediately report the suspension to the principal and send the student, along with a suspension form, to the office for appropriate supervision. The student shall not be returned to the teacher's classroom that day without mutual agreement of the teacher and principal. By the end of the school day, on the day of the suspension, the teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so request. Teachers must complete and return to the office a snap suspension form that documents the reason for suspension, parental contact information and parent/guardian conference date.

### **RECESS/PLAYGROUND RULES**

1. Follow all directions given by the aides and be respectful.
2. Play only in assigned areas. (Stay away from the classrooms).
3. Take all items with you before leaving the classroom. Do not leave the playground without permission. Use the restroom or get a drink before going outside.
4. Play safely on all equipment. No jumping off slides, swings, bars, platform, climbing dome, or monkey bars.
5. Use safe behavior at all times. No fighting, swearing, spitting, tackling, name-calling, pulling on clothes, pushing, shoving, kicking, tripping, play fighting or other unsafe behavior.
6. Throw only frisbees and balls with a soft covering (football, soccer, kickball, foam balls). No throwing of sticks, stones, snowballs, toys, or clothing. Baseballs, softballs, and wooden/aluminum bats are not allowed unless directly supervised by a teacher for a class game.
7. The following items are not allowed on the playground: skateboards, roller skates or blades, lasers, knives, guns, radios, tape players, video games, sharp objects, perfume, make-up, hairspray, candy, food, and drinks. *Expensive/valuable items such as toys and sports equipment brought from home are the responsibility of the student if lost/stolen.*
8. When the whistle blows, immediately stop playing and quickly line up at the assigned door. Wait quietly in line without touching/bothering another person.
9. Inappropriate items for school include all playgrounds items listed above, trading cards, toys, gum and candy.
10. If you are not willing to share a personal play item, (ball, game, etc.) leave it at home.

## **HALL RULES**

1. Walk on the right side of the hallway with no more than two students side-by-side.
2. Walk quietly at all times since classes are in session and doors are open.
3. Use the drinking fountains and restrooms safely and quickly.
4. Go to and from your classroom without making extra stops.

## **INDOOR RECESS RULES**

1. Follow the directions of the adult in charge without being disrespectful.
2. Talk and act in a safe and quiet manner.
3. Quickly pick up/put away items when the recess period is over.

## **CAFETERIA RULES**

1. Use a quiet voice in the hall and Cafeteria and use polite manners.
2. Sit at your assigned table and stay in the same seat.
3. Clean up your eating area before leaving the table and return any hot lunch trays/utensils.
4. Wait for your table section to be dismissed before lining up safely.
5. Finish eating and drinking before leaving the Cafeteria.
6. Do not leave the Cafeteria without the permission of an adult.
7. When an adult raises his/her hand, stop talking immediately, and listen to directions.

## **DUE PROCESS APPEALS PROCEDURE:**

Students or parents may appeal a decision of the administration using the following procedure:

- A. Parents may request a conference with the principal within three (3) school days of the decision. The principal shall affirm or modify the terms of his/her actions within two (2) school days from the date of the conference.
- B. Within five (5) school days from the principal's decision, the parent may appeal such decision in writing to the superintendent. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeals
- C. The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of said decision.
- D. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures: Written notice shall be sent to the parent giving the time, date and place of the hearing, including the following information:
  1. Statement of specific charges:
  2. The right to request the hearing be open or closed and to have witnesses excluded from all parts of the hearing except where their testimony is necessary if the meeting is closed:
  3. The right to present witnesses.
- b. The hearing is not a court proceeding and court rules of evidence shall not be enforced.
- c. There may be present at the hearing the Principal, The Board of Education's attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.

## COMMUNICABLE DISEASES

Our school follows current county and state public health department rules and guidelines. We recommend that you follow the guidelines listed below when returning your child to school after an illness:

| <u>DISEASE</u>             | <u>CONTAGIOUS PERIOD</u>  | <u>MAY RETURN WHEN</u>                                     |
|----------------------------|---|--|
| Chicken Pox                | Usually 1-2 days before rash and not more than 1 week after first crop of lesions appear. | All lesions have crusted.                                  |
| Common Cold                | Usually 24 hours before onset to 5 days after onset.                                      | Symptoms have disappeared.                                 |
| Conjunctivitis (Pink Eye)  | During course of active infection.  | Under medical care and drainage from eyes has disappeared. |
| Hepatitis A                | 2 weeks before onset to a maximum of 2 weeks after onset.                                 | When physician approves.                                   |
| Impetigo                   | While sores are draining.   | Under treatment and no new lesions appear.                 |
| Influenza                  | Up to three days from onset.  | 3 days after onset.  |
| Measles (3 days)           | 1 week before to 4 days after onset.  | 5th day after onset of rash.                               |
| Measles (10 days)          | Beginning of cold symptoms to 4 days after rash onset.                                    | 5th day after onset of rash.                               |
| Mononucleosis              | Up to one year.   | When physician approves.                                   |
| Mumps                      | Most infectious 48 hours before onset.  | Swelling/other symptoms have disappeared.                  |
| Pediculosis (Head Lice)*   | Until lice and eggs are destroyed.  | Hair treated with medicine and all lice/eggs removed.      |
| Pinworms                   | As long as eggs are laid.   | When physician approves.                                   |
| Ringworm                   | As long as lesions are present.   | Under doctor's care.                                       |
| Scabies                    | Until mites and eggs are destroyed.   | First 24 hours treatment completed.                        |
| Strep Throat/Scarlet Fever | 10-21 days  | Under treatment for 2 days                                 |

\* The entire building may be checked for head lice. This is a common problem for all schools especially in the fall and spring. Frequently remind your child not to share combs and hats. In order to prevent further infection, any student found with live lice or nits (eggs) is sent home. The hair must be treated with a special lice shampoo and must be free of all lice and nits before returning to school. Parents must **bring** their child to the Office **the next day** to be checked. We also need to know the name of the shampoo used and the day of treatment. With mutual cooperation and support, we can handle this problem when it arises. It is very important that you provide the school with accurate numbers and names of someone who will be able to pick up your child.

## COMMUNICATION

Good communication between home and school is important to our staff. However, there are bound to be misunderstandings and disagreements at times. Almost all conflicts can be resolved with good communication. Please follow the procedure below if you have a question, problem, or complaint:

- 1st - Contact the teacher/aide/bus driver who is closest to the situation; if unresolved
- 2nd - Contact the Principal; if unresolved
- 3rd - Contact the Superintendent; if unresolved
- 4th - School Board Committee; if unresolved
- 5th - School Board

## DISCIPLINARY MEASURES

The following types of disciplinary action may be taken when a student's behavior interferes with the primary rules:

**Time Out:** Student sent to time out area or Principal's office to discuss the violation and reason(s) for it and to calm down for a short time. Any student sent to the office 3 times in one day will receive an out-of-school suspension.

**Recess on the Wall:** Students stand by the school building in designated areas during recess.

**Recess Detention:** Student spends one or two 15-minute recess periods in the detention room. A detention form is filled out and given to the student to take home, have signed, and returned the next day. Detentions are served at the next available recess to reinforce responsible behavior.

**Homework Detention Room:** Students not completing their assigned work will go to the homework room during recess. A third detention in any one week will also incur a before/after school detention.

**Exclusion from Special Activities:** Student is excluded from such activities as movies, assemblies, and field trips due to misbehavior prior to the activity.

**Before-School Detention:** Students arrive at 7:00 a.m. and go to class at 7:51.

**After-School Detention:** Students serves from 3:15 to 4:15 p.m. on Monday.

**In-School Suspension:** Student serves up to one day in the Office without specials or recess.

**Out-of-School Suspension:** Student may be suspended from school for up to ten days. If a student is suspended from school, he or she may not be on school property or attend any school function that day.

**Expulsion:** Student is denied the right to attend school for longer than ten days by the Board of Education.

**Appeal Procedure:** Parents may appeal disciplinary actions first to the aide or teacher, then to the Principal, then to the Superintendent, and eventually to the School Board.

## DRESS CODE

All students are expected to be dressed and groomed neatly and appropriately. Clothing must be clean and not distract from the education process. Shoes or slippers must be worn at all times. Articles of clothing that contain advertising for alcoholic beverages, drugs, or tobacco products, or words, slogans, and pictures that are considered obscene or vulgar will not be permitted. **\*\*Parent will be contacted to bring appropriate clothing (NO torso exposure will be tolerated).**

Hats and sunglasses are **not allowed to be worn in any portion of the building** ( except when used as a reward and only in the homeroom teacher's room). Hats and sunglasses must be removed immediately when entering the building and may be put on as the student is leaving the building. Shorts, dresses, and skirts must extend to the end of one's finger when standing with arms down at sides. Blouses, shirts, and tops must cover the midriff and shoulder.

Please make sure that your child comes to school dressed appropriately for the weather during recess. (hat, coat, gloves, boots, etc.). This is a parental responsibility and **all students will be sent outdoors at recess time** when in good health. Any clothing worn to school should be worn outdoors

unless the weather changes and the teacher approves. Clothing worn outdoors is to remain on during recess so it is not lost or stolen. Extra items donated by families are available by contacting the Office.

***NO HEELYS (SHOES WITH WHEELS) WILL BE ALLOWED IN THE SCHOOL.***

### **PHYSICAL EDUCATION DRESS CODE**

Appropriate dress for indoor and/or outdoor use  
Tennis shoes required for participation

### **DRUG-FREE SCHOOL POLICY**

The Lawrence Public School Board of Education recognizes the importance of providing all students with a drug and alcohol-free school. Therefore, it is board policy that the unlawful use, possession, and distribution, and/or manufacturing of illegal drugs, substances and alcohol is wrong and harmful. It is strictly prohibited on school property, school vehicles, or at any school-sponsored activity. Students in any grade who violate this prohibition shall be liable to disciplinary action (consistent with local, State, and Federal law), which include:

**First Offense** - A five to ten-day suspension and/or recommendation to the School Board for expulsion; referral for prosecution; and a required parent conference. While suspended, the student must make up all required assignments in order to receive credit. During the suspension, the student shall not attend or participate in any school-sponsored activities. Attendance and participation in any school-sponsored activities may be denied for one month. The completion of a drug and/or alcohol counseling and rehabilitation and re-entry program may be required.

**Second Offense:** Ten-day suspension and/or recommendation to the School Board for expulsion; referral for prosecution; required parent conference; and required completion of a drug and/or alcohol counseling and rehabilitation and re-entry program. While suspended, the student must make up all assignments to receive credit. During the suspension, the student shall not attend or participate in any school-sponsored activities. Participation and attendance at any school-sponsored activities may be denied for up to one calendar year.

The Board of Education recognizes the value of drug and alcohol abuse treatment programs. Current information concerning treatment programs in the county are available in the building principal's office or can be obtained by calling or visiting the Van Buren County Substances Services office in Paw Paw, Michigan. Compliance with the standards of conduct required in this policy is mandatory.

### **EMERGENCY SHEET**

Each parent/guardian is asked to complete an Emergency Information Form in August and again in January of each school year. It is kept on file in the Office and is used to contact parents, relatives, or friends in the event that your child becomes ill or injured at school. For your child's sake, **it is extremely important that this form is filled out completely and kept up-to-date** with phone numbers should an emergency arise. You may stop in at the Office at any time to update the Emergency Form or request that a new one be sent home.

### **FIELD TRIPS**

Each grade has the opportunity to take field trips that provide educational experiences outside of the

classroom. Funds are provided by the annual school fund raiser and are used to pay for specific grade level trips that have been approved by the School Board. Usually, a student will bring home a letter describing the trip approximately three weeks prior to the trip. The note will also explain any behavior expectations that would cause a student to miss the trip. Every student must return a permission slip signed by a parent/guardian prior to the field trip. All students must ride the bus. Parents are invited to volunteer as chaperones when requested by the teacher and other siblings are **NOT ALLOWED** to attend. Children on a field trip represent their school and are expected to act in a polite and mature manner. If a student with a behavior problem is allowed to participate in a field trip the parent must attend and will be solely responsible for that student.

### **FIRE/TORNADO DRILLS**

The State requires that schools conduct six fire drills during the school year. Students are to act as if each drill was a real fire and exit the building quickly and quietly. Tornado drills are held during tornado season. Teachers will inform students of the correct route and procedures to follow. Students are to remain with their teacher/aide at all times!

### **GRADES**

Students in Kindergarten- Third Grade do not receive letter grades. Students in Grades 4-6 receive a letter grade. A - Excellent; B - Very Good; C - Average; D - Poor; F - Failure; I - Incomplete

Students in Grades 4-6 are eligible for the Honor Roll if they have at least a B- in every subject and have an S or O in all special classes. Attendance and performance at programs will be considered when determining whether a student receives a satisfactory mark. A satisfactory grade or above is necessary in Social and Work Habits, also. A minimum of 80% of the student's Reading Renaissance goal must also be attained. Reading Renaissance goals are determined by the program recommendations, the teacher, and the student. They are set for each marking period.

### **HOMEWORK**

Moderate amounts of homework will be given for practice and reinforcement of concepts taught at school, or for the completion of an assignment explained and begun in class. Students are expected to complete assignments on time (usually for the next day). Parents can help by providing a quiet place to study and a set time to complete the homework. Parents are asked to review the homework and see that their child takes it to school. **To assist the 4th, 5th and 6th grade students, the school is supplying each student with an assignment book.** This book is to be treated as a consumable text book. If a student loses this assignment book, he/she will be responsible for replacement cost.

### **IMMUNIZATIONS**

State law requires that students have current immunization records at school or they will be excluded from school. An immunization waiver for religious purposes is available for parent signature and with the approval of the county health department. New students enrolling in the district must have the required number of dosages and a current shot record at the time of registration or they will not be allowed to attend school.

#### **Required immunizations are:**

**Diphtheria, Whooping Cough, Tetanus:** 4 doses required and 5 preferred. If a dose was not

given in the last 10 years, a booster dose is required. Most children will have 5 doses.

**Hepatitis B immunization** : is required for all new entering students in the 2001-2002 school year.

**Polio**: 3 doses required and 4 preferred. If the last dose was not given after the 4th birthday, a booster dose is required. There must be at least 6 months between the 2nd and 3rd doses.

**Measles, Mumps, Rubella**: 2 doses required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 30 days from the 1st and at or after 15 months of age. Contact the Van Buren County Health Department at 621-3143 if you have any questions.

**Varicella/Chickenpox** - or dates student had disease

## **LIBRARY**

Students may check out these material:

Reading Renaissance– 2 books

Regular collection-1 book

Reference materials-1 item overnight only (including encyclopedia volumes)

Overdue books will be reported to classroom teachers. Parents will be notified when books are reported by student as lost or they are severely over due.

## **LOCKERS**

### **Policy on Searches of Pupils' Lockers and Locker Contents**

#### **Lockers are school property:**

All lockers (**including gym lockers**) within the school and utilized by students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks.

**Students/athletes utilizing gym lockers may obtain locks for their lockers by requesting one from the high school office. Students are responsible for returning the lock at the end of the sports season or the end of the year.**

**Students will be billed for lost/stolen locks that are not returned.**

#### **Legitimate use of school lockers:**

The school assigns lockers to its pupils for the pupil's convenience and temporary use. In most cases, students will have to share a locker with another student. Pupils are to use lockers exclusively to store school-related materials and authorized personal items. Pupils are solely responsible for the contents of their lockers.

#### **Search of lockers contents:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property and provide greater safety and security for pupils and personnel. The Board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice and without parental/guardianship or pupil consent. The Board also authorizes the use of contraband detecting dogs for the purpose of locker searches.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of the lockers search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

#### **Seizure:**

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substance or controlled substances analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement official shall be

notified immediately upon seizure of such dangerous items, or seizure of items that school are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal and his/her designee of items removed from the locker.

## **LOST AND FOUND**

A "Lost and Found" box is maintained in the school for lost clothing, equipment, and other possessions. Valuables such as watches, rings, and money are turned into the Office. Expensive items such as radios, cameras, and tape players should not be brought to school for safety and security reasons. Loss, theft, or breakage are the responsibility of the student and costs for repair or replacement will not be covered by the school.

## **LUNCH PROGRAM**

Hot lunches will be provided each full day of school. The cost is \$2.00 per day. Milk is \$.40. Money is only collected on **Mondays** and should be sent in an envelope clearly marked with the *student's name, teacher's name, number of lunches/milks purchased, and the total amount enclosed*. Checks can be made out to the "**Lawrence Public Schools**." A maximum of five lunches are allowed to be charged and a notice will be sent to parents. Forms for free or reduced lunches are available at the Office. Questions about this program or lunch charges are to be directed to Cafeteria Director Patti Strefling.

## **MEDICATION**

All medications (prescription and over-the-counter) shall be kept in a locked cupboard in the Office. **A medication form must be filled out and signed by a doctor and parent before any medication can be given at school.** All directions (dosage, etc.) must be clearly written on the form and on the pharmacy label. All containers must contain the child's name and the name of the medication and be in the original container. Parents must bring in all medications to the office and can request a medication form. An adult will supervise the administering of any medication in the Office.

## **PARENTAL INVOLVEMENT**

### **SCHOOL PARENT INVOLVEMENT POLICY DESCRIPTION**

All Title 1 parents are invited to our open Title 1 meeting in September. At that meeting any Title 1 parent may join our parent advisory council. We have parent teacher conferences two times a year. Parents are encouraged to become classroom volunteers or mentors.

All parents of children are encouraged by all our teachers to become actively involved with their child's education. We as a staff, encourage and expect the parents to either read with their child or make sure the child reads on his/her own. We expect the parents to respond to school in a positive way. A Title 1 parent lending library of math and reading materials is available for parent use.

## **TITLE 1 PROGRAM AND PARENT COMPACT**

Lawrence Elementary School has a strong Title 1 Program that helps students in the academic areas of reading, writing, math, science and social studies. Your child may receive Title 1 services this year through one of our Title 1 teaching assistants who works in the classrooms. The Title 1 goal is to help each child reach his/her highest potential.

By law, we must inform you of our Title 1 school-parent compact that explains how parents, the entire school staff, and students will share the responsibility for improved student achievement. Our Title 1 school-parent compact policy reads, "All parents of children being served by Title 1 shall be encouraged by all of our staff to become actively involved with their child's education. We as a staff encourage and expect the the parents to either read with their child/children or make sure the child reads on his own. We expect the parents to either help the child with his/her homework or monitor that the child does the necessary homework at home. We expect and encourage the parents to respond to school in a positive way."

### **TITLE IX CONTACT**

The Lawrence Public School district Title IX coordinator is John Overley, Superintendent. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. His address is Lawrence Public Schools, 650 W. St. Joseph St. Lawrence, Michigan 49064. His telephone number is 269-674-8233.

The Lawrence Public Schools does not discriminate on the basis of sex in the education programs or activities it operates. We also do not discriminate on the basis of sex in admission or employment in its education programs or activities. Inquires to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to OCR.

### **PARENT-TEACHER CONFERENCES**

We feel that reporting your child's progress is a year-round process. It takes good communication and a desire on the part of the school and parents to monitor each child's progress. Fall and spring conferences are scheduled after parents receive a notice about the available days and times. Feel free to call the school office to request a conference with any staff member at other times when you feel it is necessary. Teachers may also contact you by phone or note as the need arises. If you are unable to keep your appointment, please notify the office so that the conference can be re-scheduled.

### **PARENT GROUP**

Lawrence Elementary School has an active Parents Group that is open to all parents/guardians of students in Kindergarten- Twelfth Grade. Monthly meetings are held on the third Wednesday of the month at 6:30 p.m. in the Elementary Library.

This group's purpose is to serve and support the students, staff & parents of Lawrence Public Schools.

### **PLACEMENT POLICY**

A discussion of possible retention will be held no later than the Spring parent-teacher conference. Information to be considered in this decision includes: grades, social behavior, number of absences/tardies, and work habits. A final decision must be made by Memorial Day. If agreement on retention is reached, the appropriate form will be signed and filed at the Office.

If parents disagree with the recommendation, they must sign a waiver requesting that their child be **placed** in the next grade. Students are promoted based on their academic, social, and work skills.

Class assignment of students is done by the Principal and staff at each grade level. Factors that are

considered include balancing: *the numbers of boys and girls; academic, social, and work skills of students; and special education needs.* Class lists will usually be posted within one week prior to the start of the new school year in the windows of the front entrance doors.

### **RECESS**

Students in Grades Kindergarten - 3rd enjoy two 15-minute recess periods per day, 4th grade have one 15 minute recess. All students are expected to go outdoors if the weather permits. Students returning to school from an absence due to illness are allowed to stay indoors for one day. Longer stays prescribed by a doctor's order will be allowed by providing the school with a copy of the order. Students are expected to be dressed for the weather and are to wear all clothing taken outside to prevent it from being lost or stolen. Students are to wear all clothing brought to school at recess unless their teacher decides that the weather has changed enough to leave it in the room.

### **RELEASE OF STUDENTS**

Should you need to pick up your child during the school day for any reason, **always report to the office first. You will need to sign your child out and your child will be called to meet you at the office.** For your child's protection, students will not be released to anyone not listed on the Emergency Form **without written permission of the parent.** Students requesting to walk or be dropped off at a location other than their usual place **must bring in a written request signed by a parent/guardian.** If a student is going home with another student **BOTH STUDENTS** must have notes. Phone calls for this purpose will not be allowed. Parents should only wait for students by the office. NO parent should be in the hallway without a visitors pass.

### **REPORT CARDS**

Report cards are given four times a year approximately nine weeks apart. Progress reports are sent out half-way during each marking period for all students. Report cards are given to parents at the Fall and Spring conferences. Students will bring report cards home at the end of the second and fourth marking period (January and June). **Report cards will not be sent home at the end of the year should your child have an overdue library book, textbook, fine or lunch/milk money debt.**

### **ROOM PARTIES**

Parties are usually held in classrooms for Halloween , Christmas, and Valentine's Day. Individual classroom parties will be determined by each classroom teacher. Students who wish to invite classmates to their own parties are not to pass out invitations at school since this upsets those not invited.

### **SCHOOL CLOSING/SNOW DAYS**

On very stormy days, please listen to Benton Harbor Radio Station **WHFB**, Grand Rapids Radio Station **WOOD**, Kalamazoo Radio Station **WKZO**, or South Haven Radio Station **COSY**. Announcements are also made on **Channel 3 and Channel 8 Television**. This information will generally be available after 6:30 a.m. **Do Not Call the School to find out if it is closed.** In the event of severe weather during the school day, students will be sent home, if safe conditions permit, before the normal closing time. **Please arrange to have an adult ready to watch your child in the event that your child is sent home early during the day. Students may be picked up at school only by an adult listed on the Emergency Form.**

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Lawrence Public Schools recognizes and complies with Section 504 of the rehabilitation Act of 1973. Lawrence Public Schools also:

- Adheres to the requirement that all handicapped students be provided with a free appropriate public education (FAPE).
- Recognizes that all students covered under the Individuals with Disabilities Education Act (IDEA) are also considered to be handicapped and therefore protected under section 504.
- Recognizes that both laws, Section 504 and IDEA, require a plan. The Special Education IEP will suffice for students covered under both laws.

## **DISTRICT SECTION 504 PLAN**

1. Any one or more persons knowledgeable about the student may refer the student for consideration. Generally, this referral may be made to the teacher, counselor, principal, etc.
2. Generally, the student is then considered for coverage under the Special Education laws of IDEA (Individuals with Disabilities Education Act). To qualify for consideration under IDEA it must be demonstrated that a disability adversely affects educational performance. This decision is generally made during the Special Education teaming process. Should the answer be yes, the Special Education evaluation process goes into effect.
3. If the answer is no, the student automatically should be considered for coverage under Section 504. The question then becomes, does the handicapping condition substantially limit one or more major life activities. The decision is generally made by a committee knowledgeable about the student.
4. Should the answer be yes, the student automatically is covered under 504 and becomes eligible to a free, appropriate education comparable to that provided to the non-handicapped student.
5. This education includes the right to reasonable physical and/or instructional accommodations. These may include a variety of things and will be written into the Student Accommodation Plan.
6. Persons included in writing the plan may include: The student's teacher, parent(s), principal, counselor, doctor, Special Education personnel, etc. In any event, the parent should be informed of the plan and if at all possible, be included in the formalization and writing of the plan.
7. It is essential that a specific date be assigned for plan review. A plan review should take place at a minimum of once per year.

**GRIEVANCE PROCEDURES  
FOR  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975**

## **Section 1**

Any person believing that the Lawrence Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

**Administration Building  
650 W. St. Joseph St.  
Lawrence, MI 49064  
(616) 674-8233**

## **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

### **Step 1**

A written statement of the grievance signed by the complaint shall be submitted to the Local Civil Rights Coordinator within five (5) business days receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) days.

### **Step 2**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step one. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten(10) days of this meeting.

### **Step 3**

If at this point the grievance has not been satisfactory settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

## **SPORTING EVENTS BEHAVIOR**

Students attending any home school-sponsored sporting event after school hours on school grounds

are expected to follow these rules:

- 1) Be accompanied by an adult at the event;
- 2) Remain on the home side of the field, bleachers, etc.
- 3) For football games, stay between the concession stand and the home bleachers. The playground, nature trail, and ball fields are off-limits for all students.
- 4) For basketball games, students are to remain in the Gym except to use the restroom unless with a parent. The snack bar is to be used at the end of each quarter. The hallways behind the gates and outdoors are off-limits to students.
- 5) Use polite manners and behavior expected in school.

Violation of these rules is grounds for revoking attendance at sporting events for the remainder of the semester or school year.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) specifies rights relating to educational records. This Act gives the parent/guardian the right to:

- 1) Inspect and review his/her child's educational records;
- 2) Make copies of these records;
- 3) Receive a list of all individuals having access to these records;
- 4) Ask for an explanation of any item in the records;
- 5) Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- 6) A hearing on the issue if the school refuses to make the amendment.

The following information is designated as *directory information* for publication in student directories, sports programs, yearbooks, student newspapers, school bulletins, and press releases: **student name, address, telephone number, birthdate, grade in school, awards received, and photographs**. If you do not wish to make this information available for publication, you must contact the office to fill out a form and return it to the Principal. Rights to student's records belong to the legal parents unless otherwise ordered by the court.

## **TELEPHONE**

The telephone is available for emergency messages during the day. We will not interrupt classes to relay personal messages because that interferes with learning. Notes will be placed in the teacher's mailbox whenever possible. Students may use the telephone for emergency calls with the permission of the teacher and Office staff. Calling home for forgotten homework or to make after-school visiting arrangements are not considered emergencies.

## **VISITORS & VOLUNTEERS**

All parents and community members are welcome to volunteer time to help out in classrooms. In the past, parents have tutored individual students, helped students operate computers, chaperoned field trips, and helped teachers with special projects and room parties. Parents and community members are welcome to be a part of our activities. Please contact your child's teacher or the Principal.

## **WITHDRAWAL FROM SCHOOL**

Students who withdraw from Lawrence Elementary School must pick up a withdrawal form from the office at least one day prior to their leaving for their teachers to fill out. All books and materials must be returned and all overdue charges paid before records can be forwarded to another school.

## ***No Child Left Behind***

**Under the federal legislation of No Child Left Behind, parents need to be informed. Information will be provided to you upon request and in a timely manner of the following:**

**\*Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.**

**\*Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.**

**\*The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.**

**\*Whether your child is provided services by paraprofessionals and, if so, their qualifications.**

**\*That the schools must give the names, addresses, and telephone numbers to military recruiters and colleges.**

**You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement.**

**You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction**

**Thank you for taking the time to read this handbook. Together we will provide a rewarding and positive educational experience for your child.**



# LAWRENCE PUBLIC SCHOOLS VACATION POLICY FORM

Parent(s)/Guardian(s),

Please read and fill out the appropriate information so your student can be excused according to the Vacation Policy.

“It is the position of the school that vacation should not be taken during times when school is in session. However, if the parent insists on taking their student out of school, they need to make that request to the building principal at least one week prior to the requested leaving date. Students must make up all of their work prior to the vacation, or have it due on the first day back from vacation. Work that is not made up will be given a grade of zero.

Dear Mrs. McQueen,

Date turned into the Elementary Office: \_\_\_\_\_

This is a request for my child, \_\_\_\_\_

to be excused from school for the following purpose:

\_\_\_\_\_ Family Vacation

\_\_\_\_\_ Hunting

\_\_\_\_\_ Family Illness

He/She will miss \_\_\_\_\_ days of school on the following dates: \_\_\_\_\_.

I understand that it is our responsibility to make sure the student’s missing school request and complete necessary assignments according to the policy.

Parent(s)/Guardian(s) Signature(s): \_\_\_\_\_

\_\_\_\_\_

**Return this form NO LATER than 1 week prior to absences to Mrs. McQueen, Principal.**

pc: Teachers that need notification once Mrs. McQueen approves:

Language Arts: \_\_\_\_\_

Math: \_\_\_\_\_

Science: \_\_\_\_\_

Social Studies \_\_\_\_\_

Reading Renaissance \_\_\_\_\_

Other: \_\_\_\_\_

**VAN BUREN /CASS COUNTY  
DISTRICT PUBLIC HEALTH DEPARTMENT**

VAN BUREN COUNTY  
57418 CR 681 Suite A  
Hartford, MI 49057  
voice: (616) 621-3143  
fax: (616) 621-2725

MEDICAL DIRECTOR  
E. Dewain Silvermale, MD, MPH  
  
ADMINISTRATOR/HEALTH CENTER OFFICER  
Jeffery L. Elliott, BBA

CASS COUNTY  
201 M-62 North  
Cassopolis, MI 49031  
Voice: (616) 445-5280  
fax: (616) 445-5278

**VISION SCREENING WAIVER FORM**

According to R 325, 13094 of Act No. 368 of the Public Acts of 1978,  
"Vision screening of school-age children shall, at a minimum, be done  
in grades 1,3,5,7,9 and 11 or 1,3,5,7 and in conjunction with  
driver training,. For school children who are not in graded programs,  
screening shall be done biennially starting at age 6.

Parents or guardians wishing to exercise a religious or other objection to  
vision screening must sign this waiver form. Complete the portion below  
ONLY if you refuse to have you child receive vision screening.

I OBJECT TO HAVING MY CHILD, \_\_\_\_\_ RECEIVE  
NAME  
VISION SCREENING.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
PARENT OR GUARDIAN

\_\_\_\_\_  
WITNESS

**TO BE SENT TO THE HEALTH DEPT./ATTN.: VISION TECHNICIAN**

**Van Buren County Health Department  
57418 CR 618 Suite A  
Hartford, MI 49064**

