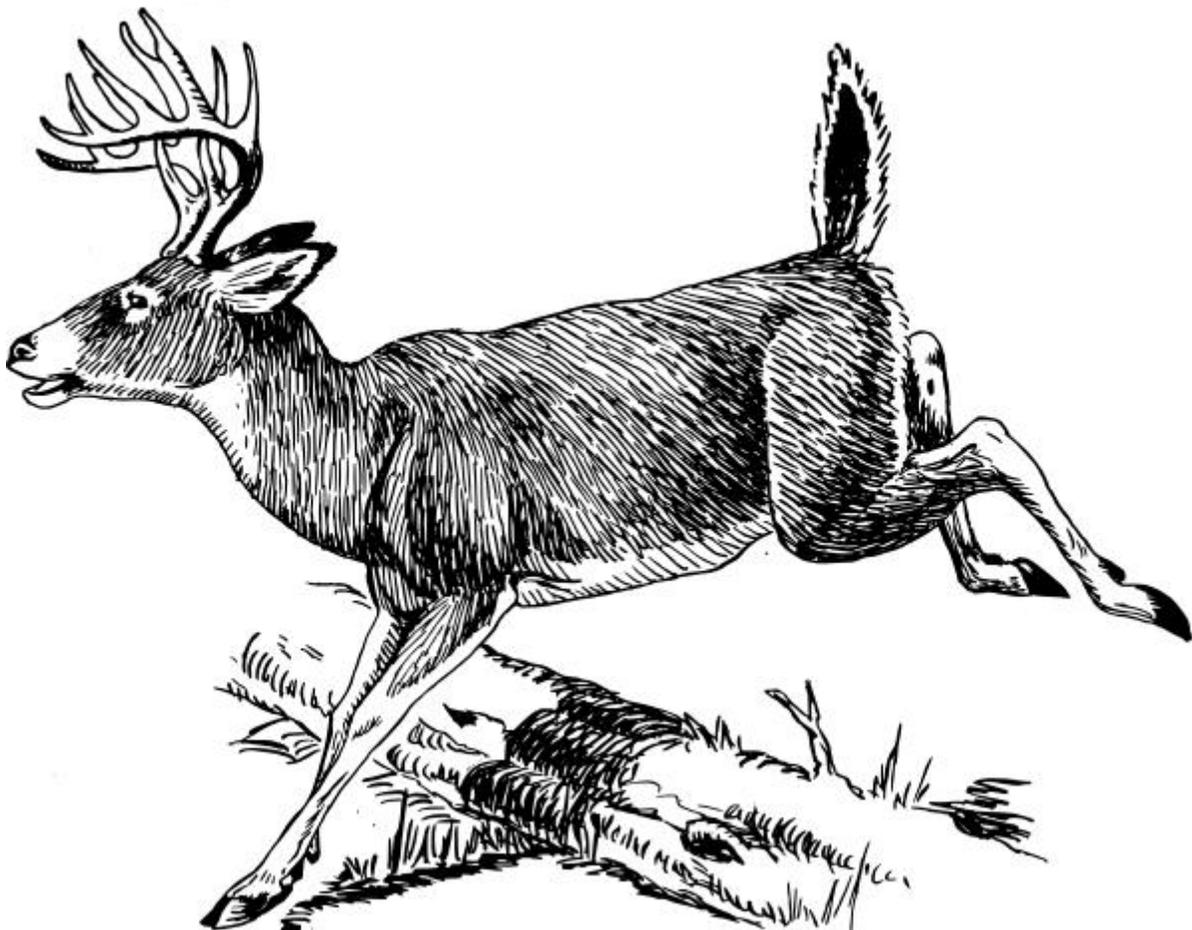


**KINGSLEY ELEMENTARY SCHOOL**

**2020-21**

**PARENT & STUDENT HANDBOOK**

**HOME OF THE KINGSLEY STAGS**



KINGSLEY AREA SCHOOLS – KINGSLEY ELEMENTARY SCHOOL

402 Fenton Street

Kingsley MI 49649

231-263-5261

[www.kingsley.k12.mi.us](http://www.kingsley.k12.mi.us)

**PARENTS: PLEASE REMOVE, COMPLETE AND RETURN THIS FORM TO THE ELEMENTARY OFFICE**

**PREFACE A: KINGSLEY ELEMENTARY SCHOOL  
UNIVERSAL PARENT PERMISSION FORM**

**Student Name:** \_\_\_\_\_

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

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

**Parent name(s):** \_\_\_\_\_

**Please use this UNIVERSAL PERMISSION FORM for the following:**

FORM # 1: ACKNOWLEDGEMENT OF RECEIPT OF ELEMENTARY HANDBOOK

FORM # 2: CLASSROOM FIELD TRIP WAIVER

FORM # 2: AUTHORIZATION FOR THE ADMINISTRATION OF TYLENOL (ACETAMINOPHEN)

FORM # 4: STUDENT MEDIA PERMISSION

Please see the Kingsley Elementary School Parent and Student Handbook for specific information on each.

**UNIVERSAL PERMISSION FORM # 1:  
ACKNOWLEDGEMENT OF RECEIPT OF ELEMENTARY HANDBOOK**

We, the parent/guardian and the student have received the Kingsley Elementary School Parents and Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, policies, and practices outlined in this handbook. We also understand that this handbook supersedes all prior handbooks and other written material on the same subject.

\_\_\_\_\_ I/we acknowledge that we have received the current Elementary School Parent Student Handbook.

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

**Date:** \_\_\_\_\_

**UNIVERSAL PERMISSION FORM # 2:  
CLASSROOM FIELD TRIP PERMISSION WAIVER**

I, the parent/guardian of the student named above, grant the school and/or his/her classroom teacher permission to include my child in all field trips in the event that a permission slip is not returned to school for my child. I agree that I will attempt to return signed permission slips regardless of this waiver. I want my child to go on all school field trips unless I specifically inform the teacher otherwise.

I further agree that this waiver grants permission for my child to participate in any classroom or building events that may take place off campus but does not require bus transportation, such as: visit the public library, trip to a local restaurant, walk to the school track/baseball field, walk to soccer field, walk to the civic center, or other activities within walking distance.

\_\_\_\_\_ Yes: I/we agree with and grant permission to utilize the classroom field trip waiver.

\_\_\_\_\_ No: I/we DO NOT grant permission for this classroom field trip waiver.

**Parent Signature**

**Date:** \_\_\_\_\_

**PLEASE REMOVE THIS PAGE, COMPLETE, AND RETURN IT TO SCHOOL.**

**UNIVERSAL PERMISSION FORM # 3:  
AUTHORIZATION FOR ADMINISTRATION OF TYLENOL (ACETAMINOPHEN)**

We want to do all that we can to keep your child in school. There are many instances when your child might benefit from the manufacturer's recommended dose of Tylenol. In order to administer your child this over the counter medication when he/she isn't feeling well, your permission is required. If you would like us to administer Tylenol to your child at school, please complete and return this form to the elementary office. School staff may not administer Tylenol without this signed authorization form.

\*Notice: If your child requires administration of other over-the-counter medications, or routine prescription medications, please contact the elementary office and ask for an authorization of over the counter medication form or authorization for administration of prescription medication form.

\_\_\_\_\_ Yes: I/we grant permission to administer Tylenol (acetaminophen) at the discretion of school staff.

- I will notify the school immediately if there is any change in the use of this medication.
- Dosage will be determined by the manufacturer's recommendations.
- I authorize designated school staff to administer acetaminophen (Tylenol) if it is determined to be appropriate
- I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability and foreseeable or unforeseeable damages or injury resulting directly or indirectly from this authorization (if permission is granted).

\_\_\_\_\_ No: I/we DO NOT grant permission to administer Tylenol to my child at school.

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

**Date:** \_\_\_\_\_

**Other Information:**  
\_\_\_\_\_

**UNIVERSAL PERMISSION FORM # 4:  
STUDENT MEDIA PERMISSION**

I/we grant the school and the school district permission to use our child's photo, video segments, original schoolwork products, and first and last name in the following formats: District, school, and classroom web pages and home web sites; and Local television, radio and newspaper publications

We also grant permission for the school to allow our child to be photographed, videotaped, and/or interviewed by school students, teachers, and local television, radio and newspaper organizations.

Without this signed permission, your child's photo and/or original schoolwork will not appear in public newspapers, websites, radio or television broadcasts or other forms of public media.

Your child's name and photo can be used in district and building school newsletters, within the school building and/or classrooms without permission.

\_\_\_\_\_ Yes: I/we agree with and grant permission for this student media release.

\_\_\_\_\_ No: I/we DO NOT grant permission for this student media release.

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

**Date:** \_\_\_\_\_

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### **DISCLAIMER NOTICE**

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

*Kingsley Area Schools, together with family and community,  
share the responsibility to educate all students to become  
productive responsible citizens and life-long learners.*

### **DISTRICT GOALS**

1. To develop a command of the fundamental intellectual processes enabling one to think critically, analytically, creatively, and make sound decisions.
2. To develop his/her feelings of positive self-worth and self-assurance.
3. To develop the habits and attitudes associated with responsible citizenship including a cooperative attitude toward living and working with others.
4. To develop an increased appreciation of music, art, literature, and other aesthetic experiences.

5. To develop an intellectual curiosity and eagerness to become a life-long learner.
6. To develop and encourage good health and physical fitness.

### **ELEMENTARY SCHOOL MISSION STATEMENT**

#### **We Are A TEAM...Learning For Life!**

Together  
Everyone  
Accomplishes  
More

### **WELCOME...**

#### **BOARD OF EDUCATION**

The Kingsley Area School Board of Education meets the second Monday of each month. Meetings begin at 7:00 p.m. and are open to the public. Notice of all board meetings and special board meetings are posted on the bulletin board of the elementary, middle school, high school, transportation facility, and administrative office buildings.

Your board of education has a great responsibility in overseeing the operation of this district, including: building programs, curriculum, policy, finance and budgeting, personnel, contracts, athletics, philosophy, maintenance, and many more areas. Parents are encouraged to become familiar with current members of the board of education and share their concerns and praises with them. Board elections take place in November of each year. Please contact the superintendent's secretary if you are interested in running for a board position.

#### **PARENT TEACHER ORGANIZATION**

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

Kingsley Area Schools has a PTO, which YOU can be involved in. Activities include sponsoring family activities, student functions, and fundraising events. Please support your PTO!

#### **OPEN HOUSE**

A wonderful tradition in early fall is the scheduling of an open house for the community and family members who wish to visit their neighborhood schools. Elementary parents also have the opportunity to sign up for a parent/teacher conference time with each teacher. Open houses are not good opportunities to discuss individual student progress. If you have questions early in the year, contact your child's teacher and arrange a format and/or time to discuss them.

### **WAKE UP CALL...**

#### **ATTENDANCE**

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

## **Report all daily student absences by calling the automated attendance line at 263-5261 ext. 2000.**

If your child is unable to attend school, parents are required to call the elementary automated attendance line any time. Please provide your child's name, his/her teacher, and the reason for the absence. If your child has a contagious illness (lice, chicken pox, impetigo, pinworm, scarlet fever, infections, or etc.) we need to be aware of this information as soon as possible. State regulations require us to report certain contagious illnesses to the Grand Traverse County Health Department. Absences not reported prior to 9:30 am will receive a call from the automated system.

Parents are requested to call in when and why their child was absent.

While family illness and other reasons require students to occasionally miss school, the following procedure is in effect to encourage prompt, regular attendance:

1. **REMINDER:** A letter will be sent to the parent/guardian after ten days of absence. This is a **courtesy** notice that your child has accumulated 10 absences and/or tardies.
2. **WARNING:** A letter will be sent to the parent/guardian after fifteen days of absence requiring a note from a doctor verifying all future absences. A parent meeting with the building principal and truancy team will be required.
3. **TRUANCY REFERRAL:** A letter will be sent to the parents(s) and the Grand Traverse county prosecutor after twenty days of absence. A series of parent/guardian actions will be required from the truancy intervention officer. Truancy is initiated at the discretion of the principal based on the nature of the absences.

School of choice students who are absent in an excessive amount may be asked to return to their home district. If you have questions about your child's attendance, please contact the principal before it becomes a problem.

### **GRAND TRAVERSE TRUANCY CENTER**

A student is considered to be truant from school for any of the following reasons:

- Absent without a written excuse or phone verification for three consecutive days
- Tardy (late arrival) to school but prior to 8:45 am. After 8:45 am will result in a half day absence
- Early departure from school is any time before 3:15 dismissal
- Any tardy or absence that is not verified by the elementary office (phone call, written note, or school contact).
- Accumulation of 15 or more days of school and failure to provide medical verification for absences/tardies above the 15 days.
- Accumulation of 20 or more days of school; reviewed and reported as truancy at the discretion of the principal.

The Principal will act upon all referrals made to them for students who are truant from school as outlined above (attendance). The Principal will follow up on all referrals and determine if the situation can be resolved through family intervention. **If family intervention is not successful, the principal will forward the case to the county prosecutor.**

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

Services include:

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

### **ARRIVAL & DISMISSAL**

Students may enter the elementary building at 8:00 a.m. and adult supervision is provided. Children may use this time to read, complete homework, eat breakfast, or visit. The state reporting time for school to begin is at 8:28 a.m. each day. Students who choose to eat breakfast may enter the building at 8:00 a.m. Children who walk or are dropped off by parents may not arrive at school prior to 8:00 a.m. Breakfast will be ready by 8:15 am.

Students are dismissed at 3:15 p.m. For safety precautions, all K – 3 students who are not riding a bus will be required to remain in the loop with supervision. A parent, a sibling above grade four, or other designated person may come to the back entrance to pick up a waiting student (please observe parking regulations). School staff will monitor the hallway and entrances to ensure the safety of all students not riding the bus. Parents are asked to remain at the back entrance when picking up their child so that all children are accounted for. Students who are being picked up early for an appointment are encouraged to do so prior to 2:30 pm.

### **TARDIES/LEAVING EARLY**

Students who are up to 17 minutes late for school are recorded, as being "tardy" in state required record books. After 17 minutes, they are recorded as being absent for ½ of the day. Parents whose children are chronically tardy will be notified; students who are tardy more than 15 days may be considered and reported as "truant". In order to help support prompt arrival at school, the following procedure will be followed:

- A courtesy reminder letter will be sent to the parent/guardian after ten tardies.
- Parents of students accumulating 20 or more tardies will be referred to the principal.

Students who arrive late for school must begin their day by checking-in at the elementary office.

Parents must refrain from picking up children prior to 3:15 p.m. each day. A parent, guardian, or properly designated person who is picking up a child prior to 3:15 p.m. must check out the student in the elementary office. Students must be signed out before departing. Students who are checked out prior to the 3:15 dismissal time are marked as absent for ½ day (afternoon). Situations where students are checked out early on a routine basis will not be permitted.

**NOTICE:** Students will not be released from their classroom(s) until the parent or designated person arrives at the school and signs the student out in the elementary office. Parents picking up children before the end of the school day must remain in the elementary office and the students will be called to the office.

### **WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL**

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

- If your child has a fever of 100 degrees or more, he/she should stay home.
- If your child has a contagious illness, he/she should stay home and you should notify the school.
- If your child has head lice or nits, he/she **MUST** stay home until nit free.
- If your child is vomiting, has diarrhea, or is severely injured, he/she should stay home.

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

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

### **PARKING & PARENT DROP-OFF/PICK-UP**

Clark Street is a very busy and dangerous place for young children before and after school. In order to ensure your child's safety, parents are requested to observe the following:

A parent "pick up and drop off loop" is located in back of the elementary building and can be accessed from Fenton Street.

- **Parents are expected to drop-off and pick-up children using the rear drop off entrance.**
- Parking is prohibited on the west side of Clark Street (posted – tickets may be issued)
- Parents may not park in the bus drop-off or pick-up zone at any time.
- **Cars waiting in the pick-up/drop-off zone must pull forward to the end of the sidewalk. PLEASE remain in your vehicle if parked in the pick up zone.**

A Clark Street Safety officer supervises the front and rear entrance before and after school. The officer has full support from the Kingsley Area Schools Board of Education in overseeing numerous safety issues each and every morning and afternoon.

**The safety officer will report any persons who violate parking, pick-up, drop-off, and/or speed regulations** Verbal assaults or arguments directed at the school safety officer while performing these board of education approved duties will not be tolerated.

## **GETTING STARTED...**

### **ENROLLMENT OF STUDENTS**

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

- Immunization Record – immunizations must be up to date
- Legal birth certification (hospital birth certificate is not acceptable)
- Proof of residence (driver's license, utility bill, etc.)

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

### **CLASSROOM PLACEMENT**

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

In order to provide parents with an opportunity to participate in the placement of students, parents are permitted to notify the principal if there is a specific teacher who they would not like their child to be placed with. Parents may submit this request to the principal in writing or via e-mail **prior to June 1st**. Specific teacher requests will **not** be permitted or honored.

The privilege of requesting to not have a specific teacher is limited to students who are enrolled at Kingsley Elementary School (except kindergarten). Students who are new to the school/district will not be eligible to submit a request.

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

### **EMERGENCY CARDS**

Emergency cards are distributed at open house or when you register your new student. Please return them to the office immediately. All students must have an emergency card completed and on file.

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

### **CHANGE OF ADDRESS, TELEPHONE NUMBER, & OTHER INFORMATION**

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

### **TRANSFERRING TO A NEW SCHOOL?**

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

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

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

### **OPEN ENROLLMENT**

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

## GETTING TO SCHOOL...

### **SNOW DAYS AND DELAYS**

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

Every practical means will be utilized in notifying parents of school cancellation or morning delays over local radio and television stations. Parents are discouraged from contacting the school questioning school cancellation or delays, however, some staff may be in the buildings and calls will be answered and information provided.

### **EARLY DISMISSAL DUE TO CANCELLATION**

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

- Parents should review a plan of action with their child on what to do if school is dismissed early (where to go, who to call, ride the bus, etc.)
- Students will ride the bus or go home as would have been planned for a normal dismissal

### **BUS TRANSPORTATION – Bus Behavior Expectations**

The following code of conduct is in place for all students who ride the bus:

- Students must remain seated at all times.
- Students must obey the bus driver.
- No fighting, profanity, throwing objects, spitting, or vandalism.
- No bothering others.
- Students may not put hands or arms out of the windows.

### **BUS DISCIPLINE PROCEDURE**

- Step 1: Driver will speak with the child to work out the problem area.
- Step 2: Driver will contact parent and inform them of the problem area.
- Step 3: First written incident report will be forwarded to the student's principal  
This is considered a warning and the student may meet with the principal.
- Step 4: Second incident report will be forwarded to the student's principal.  
Disciplinary action may be implemented including parent contact, payback task (apology, written letter), school detention, a behavior plan and/or a parent meeting at school.
- Step 5: Third written incident report is forwarded to the student's principal. Discipline will be applied accordingly:
- 1 – 3 days suspension of bus riding privilege.
  - 3 or more days as approved by the bus supervisor and principal.
  - 10 days as approved by the principal, supervisor, or superintendent
  - Permanent exclusion as approved by the superintendent or board of education.

### **BUS NOTES**

All students assigned to a bus are expected to board that bus before and after school at the assigned bus stop. Changes in the procedure are not possible due to route scheduling, bus capacity, and student safety. The following guidelines are in place to ensure the safety and consistent transportation of all children:

- Children will ride their assigned bus home (unless walking or being picked up).
- Students may not ride a different bus unless approved in advance by the transportation department.
- All bus notes must be verified in the elementary office.
- Directions given to a child verbally **WILL NOT BE HONORED.**
- **Bus changes made via a phone call to the school will not be honored.**
- **Parents may not leave bus change messages on office voice mail and these will not be honored.**
- **The principal will refuse to honor bus changes made over the phone.**
- Parents requesting changes in transportation due to parties or other events are requested to have their child ride home and be transported by the family.

## **TRANSPORTATION DEPARTMENT**

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

## **BIKE RIDERS AND WALKERS**

All students in grades K – 4 who walk to school and must cross M-113, are required to cross M-113 at the corner of M-113 and Elm street. We will do our best to have a uniformed and certified school crossing guard will ensure your child's safe crossing before and after school (7:50 a.m. – 8:20 a.m. and 3:15 p.m. – 3:45 p.m.). The crossing guard will report to the principal any K – 4 students who cross at another location.

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

The school assumes no responsibility for bicycles. Bicycles are never to be ridden on the playground during school hours. We request that all children riding bikes to school wear an approved bicycle helmet.

K-4 students who are scheduled to ride a bus must ride the bus home unless parents have provided permission to walk home in advance and in writing. It is recommended that parents refrain from requesting that their K-4 child be permitted to walk home rather than ride the bus.

## **CHOICES...**

### **CAFETERIA RULES & GUIDELINES**

Rules:

1. Students will talk quietly; no shouting.
2. No throwing anything.
3. Keep your hands and feet to yourself.
4. No name-calling, swearing, or threatening others.
5. Clean up your eating area.

Guidelines:

- No running in the lunchroom or halls.
- Line up quietly and in a straight line when waiting in the lunch line.
- All students must help clean up food and trash.
- Do not save seats for other children.
- Try to eat what you take from the food bar.
- Stop talking immediately when the lights go off or a whistle blows.
- Do not throw silverware in the trash.

### **PLAYGROUND RULES & GUIDELINES**

Rules:

1. No fighting, hitting, or hurting other children.
2. No name calling, swearing, or threatening others.
3. Do not throw stones, sand, wood chips, sticks or snowballs.
4. Stay on the playground.
5. Line up immediately when your class is called.

Guidelines:

- Keep your playground clean.
- Do not climb on the trees.
- No play fighting or martial arts fighting.
- No walking up the slide; slide down the slide.
- No hard baseballs or bats are to be used.
- No tackle football; touch football only.

### **CLASSROOM RULES & GUIDELINES**

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

Classroom teachers also establish classroom guidelines for students each year. Guidelines are proactive systems that assist students in meeting teacher needs, taking care of routine items, and outlining those items, which are important, but not meeting the standard of a rule.

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

### **COMPUTER ETHICS**

All classrooms have Internet connected devices. In addition, other classrooms and the library also utilize Internet connected devices. All students receive instruction on using these and are allocated with time to use them for various learning experiences. Parents are requested to talk with their child about appropriate topics and how to recognize a site that is "bad" or inappropriate. To ensure appropriate use of devices and the Internet the board of education has adopted the following conditions:

- Transmission of any material in violation of any federal or state law is prohibited.
- The district staff reserves the right to monitor student use and to review accounts to ensure only the appropriate use of the Internet and devices.
- Students may not enter or use 'chat' rooms except for authorized classroom-to-classroom communication applications.
- Students must never reveal their name or any personal information on the Internet.
- Students may not use vulgar language or transmit inappropriate pictures.
- Students may connect to the Internet and/or work on the Internet only with approval from the teacher or responsible staff member.
- All students have the same right to utilize district equipment; therefore, students shall not play games unless the system is free of users who are using it for instructional purposes.
- Students who encounter controversial material shall report it to his/her teacher at once.

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

### **VIOLENCE IN SCHOOL**

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

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

### **REPORTING SCHOOL VIOLENCE**

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

The Michigan State Police Operations Center operates a toll free "School Violence Hotline" which operates 24 hours a day, 365-days a year. This hotline has been created to give anyone an anonymous way to report any threats of violence ("I'm going to hurt or kill someone"), or weapons that may exist ("I saw a gun or weapon in someone's locker"). This hotline is to be used only when a person feels he/she cannot talk to a trusted adult first, such as a school administrator, teacher or staff, or local law enforcement agencies. The Michigan School Violence Hotline is: 1-800-815-TIPS (1-800-815-8477)

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

necessary, the mail or hand delivery may be used for contacts. Parents are encouraged to help build a link with teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish his/her educational goals.

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

### **WEAPONS IN SCHOOL**

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

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

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

### **DANGEROUS AND NON- DANGEROUS WEAPON GUIDELINES**

**Kingsley Area Schools is a Weapon Free Zone and endorses  
"Zero Tolerance" toward weapons in school!**

Under Michigan Public Act 158 of 1994, students who bring a **dangerous weapon** to school will receive a 10-day suspension and will be brought up before the School Board to face expulsion along with other possible penalties. A dangerous weapon is, and not limited to, a knife with a blade three inches or longer, firearms, or other weapons which may be determined to be dangerous.

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

#### **1<sup>st</sup> Offense**

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

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

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

#### **2<sup>nd</sup> Offense**

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

### **LOOK ALIKE & TOY WEAPONS**

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

### **DRESS GUIDELINES**

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

- Shirts should cover the stomach, have no mesh or see-through material, and be appropriate
- Clothing may not advertise tobacco or alcohol or promote drug use or vaping.
- Clothing that includes vulgar or 'suggestive' sayings are prohibited.
- Hats are generally not permitted in the classroom unless they are part of a school day or activity.
- For safety, children must wear shoes at all times. (Flip flops are not safe with the wood chips)

All children are expected to come to school dressed appropriately for the current weather conditions. Children should dress in a manner in which they will be prepared to participate in outside recess. Children will be sent home in the clothing they were sent to school in, such as boots and snowsuit, or a jacket and hat, and etc. Children are expected to wear boots in winter weather.

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

### **DISCIPLINE PROCEDURE**

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

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

1. An incident report, including the student's name, infractions, results, and contacts may be recorded in a discipline log.
2. All children are afforded one trip to the principal's office without punishment (depending on the severity of the problem-immediate calls will be placed in cases of bullying, weapons, drugs, fighting, or any other severe behavior) or a call home. The principal believes this lets children know they can fix their problems here at school.
3. The principal will review the problem with students and develop a plan to fix the problem. This plan will be shared with school staff if applicable.
4. Students who are referred to the office a second time or frequently will be subject to any of the following, not listed in order of importance:
  - Phone call home, by the student or the principal
  - A warning
  - Time out or payback time spent in the office
  - A problem solving conference with the student
  - Missed recess, class activity, or class event
  - In-school suspension and/or Out-of-school suspension
  - An act of restitution or payback of items
  - An expulsion (violence, weapons violations, assault)

Prior to any suspension the school will consider the use of Restorative Justice. Students with repeated behavior concerns may benefit from a behavior plan that identifies one or two goals, which includes timely monitoring, rewards for successes, and possible consequences for negative behaviors. Individual circumstances will be considered with each infraction or problem situation. Students with ongoing behavior or severe behaviors will conference with the principal and counselor. Parents may also be asked to meet with the child's teacher to discuss solutions. Disciplinary consequences are left to the discretion of the principal or his designee.

Some offenses must be reported to the civil authorities as violations of civil law. Law enforcement may be notified for possible prosecution in response to acts of violence, theft, vandalism, possession of drugs, weapons, assaults, or sexual harassment.

### **STUDENT DUE PROCESS: BOARD POLICY**

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

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

A: Students subject to short-term suspension:

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

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

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

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

### **HARASSMENT (school board policies 3362 and 5517)**

Kingsley Area School Board of Education Policy states: It is a violation of law and school rules for any student or staff member to harass or intimidate any other student or staff member. If a student or staff member is the victim of any unwanted actions or comments or derogatory statements or actions concerning his/her gender, religion, race, ethnic group or disability, the student or staff member should report such behavior to the principal's office. All reports will be handled in a confidential manner, and will be investigated immediately.

### **BULLYING AND AGGRESSIVE BEHAVIOR (school board policies 3362 and 5517)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.

Individuals may also be referred to law enforcement officials. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

### **CHEATING**

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

### **SOLICITING AND FUNDRAISING**

Students may not engage in school related and/or non-school related solicitation at school during instructional hours between 8:15 a.m. and 3:15 p.m.

## **ALL IN A SCHOOL DAY...**

### **CORE CURRICULUM**

The Kingsley Area School district provides students with a comprehensive core curriculum rich in experiences designed to give students a good foundation in reading, writing, math, science, health, and social studies. The district is aligned with the Michigan Department of Education Curriculum Frameworks using the Kent County Core Collaborative Curriculum. Elementary teaching teams have also initiated a process of revising and aligning curriculum to the National Standards or CCSS (Common Core State Standards). The Michigan Department of Education will begin assessing students on the new CCSS in 2014. Kingsley will be fully aligned and in compliance as required. Copies of the curriculum, alignments, implementation information, grade level essential questions and scope and sequence can be viewed in the elementary principal's office or in any grade level classroom.

### **TEXTBOOKS**

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

### **SUPPLIES**

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

### **TELEPHONE USE BY STUDENTS**

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

### **SUBSTITUTE TEACHERS**

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

Students who are unable to display and/or correct inappropriate classroom behavior while a substitute teacher is in the classroom may be removed from the classroom for part or all of the school day. The principal, at her discretion, may contact a disruptive child's parent(s) and require them to remove their child from school for the remainder of the school day. Inappropriate and/or disruptive behavior while a substitute teacher is present **WILL NOT BE TOLERATED** at Kingsley Elementary School.

### **PARTIES**

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

### **PETS VISITING SCHOOL**

**School board policy prohibits parents from bringing pets to school for any reason, including a special day, show and tell, or to share with the students. Pets are also prohibited from all school property including the sidewalks, playground, and athletic facilities.** Animals are permitted at school when attended by a licensed handler or as a direct part of a school activity or approved curriculum.

### **EMERGENCY DRILLS AND PROCEDURES**

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

### **RECESS PARTICIPATION**

Recess is an important part of the elementary student's day. All students are expected to take advantage of the fresh air and movement opportunities during outdoor play and to be dressed appropriately for current weather. Students who are sick may stay inside for up to two days without a note from a doctor; otherwise all students will participate in outside recess. Children should plan to be outside in cold weather, moist weather, fog, hot weather, and windy weather. Recess will be cancelled if light to heavy rain is observed at the time recess is to be held. Students will receive inside free time when outside recess is cancelled.

### **WINDCHILL & RECESS**

All students should always plan to participate in outside recess, except as previously identified. **In the event that the wind chill index, as identified by wind speed and actual temperature, is -10° F. or colder, recess will be cancelled.** The building principal or secretary makes this decision prior to recess. Students will receive inside free time when outside recess is cancelled. Please ensure your child has adequate clothing every day.

### **RECESS CLOTHING**

Classroom teachers will execute good judgment and common sense in requiring student attire during outside recess. In general, parents can expect that teachers will require students to wear all winter attire during the cold season, such as snow pants, boots, hats, etc. Classroom teachers will execute leniency when the weather is warmer and less clothing is needed. It is the parent's responsibility to send hats, gloves, snowpants, coat, and boots.

### **FIELD TRIPS**

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

### **AT NO TIME MAY A STUDENT ATTEND A FIELD TRIP REQUIRING TRANSPORTATION WITHOUT A SIGNED PERMISSION SLIP.**

In order to assist busy parents or students who might have trouble getting permissions slips to and from school, parents are encouraged to complete the attached "CLASSROOM FIELD TRIP PERMISSION SLIP WAIVER" form located in the front of this handbook. In the event a parents forgets to send a permission slip in, the generic slip shall serve as legal permission and a child will not miss a trip due to this lack of permission.

Field trips, which do not require transportation, do not require a permission slip. These trips are typically within the community to places such as: the park, post office, grocery store, school forest, etc.

Parents attending a field trip as a volunteer, visitor, or chaperone may not use tobacco of any form at any time during the field trip and must adhere to Drug Free Schools Policy. **SMOKING and VAPING ON SCHOOL FIELD TRIPS IS STRICTLY FORBIDDEN AT ANY TIME OR AT ANY LOCATION – NO EXCEPTIONS.**

Children attending class or grade level field trips **MUST RIDE THE BUS TO THE DESTINATION AND BACK TO SCHOOL** and may not ride with a parent or chaperone in a non-school vehicle. The building principal has the discretion to approve or deny field trip attendance in cases with unique circumstances or in the event of an emergency.

### **MUSIC**

Students in all grades receive music instruction for thirty minutes, twice each week. The emphasis of the general music program is on developing each student's capacity to respond to music in an expressive, sensitive manner. The classes are structured around concepts of melody, rhythm, form, and harmony. The major activities involve singing, dancing, performing, playing instruments, listening, and creating.

### **PHYSICAL EDUCATION**

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

- Movement education
- Perceptual Motor Skills
- Fundamental Motor Skills
- Rhythms (Dance and Jump Roping)
- Fitness education and skills
- Sports and gaming skills
- Cooperative Skills
- Annual Presidential and National Physical Fitness Awards Program

All grades K – 4 participate in physical education twice a week for 35 minutes each session. Children should have proper athletic shoes during physical education and may have a separate pair of such shoes left at school. If your child is unable to participate in physical education, parents must provide a note explaining the circumstances and the length of inactivity.

### **ASSEMBLIES**

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

## **Assessments...**

### **CONFERENCES – PARENT & TEACHER**

Parents will have the opportunity to sign up for parent teacher conferences during the annual school open house. Conferences are then held in November and on the same schedule again in April. Parents will receive information on the dates and times for conferences in advance to the scheduling process. All parents will be scheduled for a conference time.

**ALL PARENTS ARE REQUESTED TO ATTEND BOTH PARENT TEACHER CONFERENCES.**

#### **Prior to the conference:**

- Make a list of things you want to share with the teacher about your child so the teacher can understand your child better.

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

During the conference:

- Know that you are welcome!
- Listen to your child's teacher. Expect praise and comments on the good things about your child. Expect to hear concerns about your child as well and areas that need to grow.
- Ask questions.

After the conference:

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

**CONFIDENTIAL 'CA-60' STUDENT FILES**

Student files are maintained and secured in the schools. The files organize student records and are handled with great sensitivity. Report cards, test results, health information, registration and enrollment information, attendance, copies of official correspondences, and other information are located in these files. Files are accessible for parental review after providing the school with at least 24 hours notice and in accordance with board policy. Student files will not be released to parents for school transfers. The new school will make the request and the file will be sent directly there.

**STUDENT RECORDS (school board policy # 8330)**

The school district maintains many student records including both directory information and confidential information.

Directory information includes (district policy 8330):

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

Directory information can be provided upon request to any individual, other than a for-profit organization, even without written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Boards' annual Family Education Rights and Privacy Act (FERPA) notice, which can be obtained in the superintendent's office.

**REPORT CARDS – Kindergarten through 4<sup>th</sup> grade**

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

Other report cards will be completed for students enrolled in special programs such as: Physical Education & Music, Title I, Special Education, and Reading Recovery.

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

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

### **NWEA READING ASSESSMENT**

All students in grades K - 4 participate in the NWEA Reading Assessment and Fountas and Pinnell Reading Benchmarking Program three times each year (five times per year in K – 2) Both assessments are administered directly by the classroom teacher. The NWEA assessment is a Norm-referenced test that compares individual students to other students at the same age and/or grade level. The pool gathers data from over 2.5 million students in developing norm levels for each assessment area.

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

### **MICHIGAN EDUCATION ASSESSMENT PROGRAM – M-STEP**

The M-STEP is a state mandated testing program. M-STEP testing exists for the following:

- 3<sup>rd</sup> grade: Math and English Language Arts
- 4<sup>th</sup> grade: Math and English Language Arts

M-STEP tests are administered to students in May. M-STEP results, along with other indicators, are used to identify individual student needs. M-STEP is also used to help us identify curriculum deficits, instructional areas of weakness, Federal Adequate Yearly Progress determinations, and Michigan School Report Cards. All students are required to participate in the M-STEP testing process and parents may not choose to "opt out" from this testing (In accordance with Federal NCLB Mandate).

Some standard tips regarding your student (especially) during testing include:

- Get adequate rest.
- Eat a good, nutritious breakfast.
- BE SURE your child is in school on time during the testing window.
- Offer encouragement: Your child will do better with a positive attitude.

### **SCHOOL TESTING**

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

### **DIAGNOSTIC TESTING**

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

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

### **GRADE LEVEL RETENTION**

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

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

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

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

### **CRISIS INTERVENTION/PHYSICAL MANAGEMENT**

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

## **Student Resources...**

### **HEARING AND VISION SCREENING**

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

### **HOMEBOUND/HOSPITALIZED STUDENTS**

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

### **TITLE I PROGRAM**

Our Title I program offers a wide range of services to 'at risk' students in our building, such as:

- Pull out remedial instruction for grades K – 4
- Reading intervention program for first grade students
- Reading resources for classroom teachers
- Professional development for teachers and staff
- Reading specialist and highly qualified paraprofessional staff
- Universal screening and benchmarking for intervention purposes

All students are eligible for services from the program based on tests scores, assessments, teacher observation and perception, and other at risk criteria. Parents are not notified if their child is being served since the students in the program change from week to week based on the identified needs. Title I intervention is not optional.

Title I federal monies are allocated by the state to districts and buildings based on students that qualify for free and reduced lunch programs. Even if a family opts to not receive financial assistance, their application helps provide annual funding for the district.

### **PROTECTIVE SERVICES**

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

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

- School officials will not interfere with any FIA investigation

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

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

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

### **SPECIAL EDUCATION SERVICES**

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

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

Not all of the services listed above are services in the elementary building. TBAISD may provide services for many of the students qualifying for services listed above.

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

### **TBAISD DIAGNOSTIC TEAM**

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

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals who have handicaps that substantially limit learning. Kingsley Area Schools will make reasonable accommodations to allow students an opportunity to successfully participate in school and school related activities. It is not the intent of Section 504 to provide programs(s) that are fundamentally different from existing opportunities in general education. Section 504 is not an aspect of special education either. Under section 504 the parent or guardian must be provided with notice of actions affecting the identification, evaluation, and/or placement of the student.

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

### **LIBRARY & MEDIA CENTER**

All students visit the library that is currently located in the middle school building. The purpose of the library/media center is to make information available to students and teachers in the form of print, non-print, and electronic resources. Many special reading and promotional activities are sponsored by the library as well such as two book sales each year. Proceeds from the book sale benefit the elementary library.

### **LIBRARY BOOKS**

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

### **LOST & FOUND**

All clothing found on school grounds will be kept for one week. Money, jewelry, glasses, or other valuable lost items are housed in the elementary office. Please ask your children to check the lost and found frequently. Classroom teachers

will keep lost and found items from their classrooms for one week. Clothing not claimed at Christmas and in the summer will be donated to a worthy cause. Some unclaimed clothing may be washed and kept in the elementary office for future student needs.

### **BOOK ORDERS**

Most classroom teachers provide students and parents with an opportunity to purchase books from an age appropriate collection. These books are offered to you at a reduced rate and all proceeds are incorporated into classroom book collections. This is a great benefit for your child and your school.

### **FAMILY ISSUES**

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

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

### **GRAND TRAVERSE COUNTY COMMUNITY RESOURCE GUIDE**

Please refer to the [Grand Traverse County Community Resource Guide](#) on the next page. If you or someone you know is experiencing life challenges and is need of community support, please refer the guide that is provided on the next page.

### **ELEMENTARY SCHOOL COUNSELOR**

We are very fortunate to have a full time school counselor as an integral part of our educational team. Our counselor works with teachers, staff, parents, and students to assist in a vast number of needs. She is a positive link between home and school as well. Some of the responsibilities are: parent education and support, referrals for ADHD and other behavioral disorders, working with individual children, development of behavior plans, academic intervention and support, classroom presentations, teacher consultation, student health and welfare, group work with children, and crisis and family intervention.

Parents should feel free to contact the school counselor with a wide range of domestic and school concerns. The counselor may provide additional referrals and appropriate programming to assist you and your child. The counselor's role in the elementary building and contact with students may be subject to student and family confidentiality requirements.

## COMMUNITY RESOURCE GUIDE - Grand Traverse County Area

<b>If You Need:</b>	<b>Contact:</b>	<b>Address / Phone</b>																																																								
<b>Shelter</b> Domestic Violence only: Youth/Teens only:  Others:	Women's Resource Center Pete's Place / Third Level Street Outreach Services Catholic Human Services Host Homes Goodwill Inn Safe Harbor (contact Goodwill Inn for List)	720 South Elmwood / 231-941-1210 2943 Keystone / 922-4800 / 1-800-442-7315 231-929-7070 ext. 23 2943 Keystone / 231-922-4890 Winter months only (rotating schedule)																																																								
<b>Outreach</b>	Street Outreach Jubilee House (Grace Episcopal Church)	231-995-7721 325 Washington Street / 231-947-2330																																																								
<b>Food</b> (Groceries)	Contact Love, Inc. / They will refer you to a food pantry Father Fred Foundation/Tues. Thurs & Fri 10-2pm & Weds. 10-7:30pm WIC (women and children) Acme Christian Thrift Store (ACTS) Kingsley Resource Center Resurrection Life Church Mobile Pantry (Monthly)	231-941-5683 826 Hastings St / 231-947-2055  2325 Garfield / 922-2720 Eng. / 922-2721 Sp. 5700 US 31 North, Acme / 231-938-2990 231-263-5161 / ext. 232 2 <sup>nd</sup> Tuesday 3 pm / E. Commerce Dr / Grawn																																																								
<b>Food</b> (A Hot Meal)	<table border="0"> <tr> <td>Sunday, 1 p.m.</td> <td>Grace Episcopal</td> <td>341 Washington</td> <td>231-947-2330</td> </tr> <tr> <td>Sunday, 5 p.m.</td> <td>Trinity Lutheran</td> <td>1003 S. Maple</td> <td>231-946-2720</td> </tr> <tr> <td>Monday, Noon</td> <td>Salvation Army</td> <td>1239 Barlow Street</td> <td>231-946-4644</td> </tr> <tr> <td>Monday, 5:30 p.m.</td> <td>Trinity Lutheran</td> <td>1003 S. Maple</td> <td>231-946-2720</td> </tr> <tr> <td>Tuesday, 11:30 a.m.</td> <td>The Friends Church</td> <td>206 South Oak Street (5th and Oak)</td> <td>231-947-3117</td> </tr> <tr> <td>Tuesday, 5:30 p.m.</td> <td>First Church of the Nazarene</td> <td>1023 S. Division</td> <td>231-947-5445</td> </tr> <tr> <td>Wednesday, 5 -6:30</td> <td>First Christian Church (Oct- Ap)</td> <td>3686 South Airport</td> <td>231-946-4074</td> </tr> <tr> <td>Wednesday, Noon</td> <td>Salvation Army</td> <td>1239 Barlow Street</td> <td>231-946-4644</td> </tr> <tr> <td>Thursday, Noon</td> <td>Central United</td> <td>222 Cass St</td> <td>231-946-5191</td> </tr> <tr> <td>Thursday, 5:30 p.m.</td> <td>Faith Reformed Church</td> <td>1139 E Front St</td> <td>231-947-7082</td> </tr> <tr> <td>Friday, Noon</td> <td>Grace Episcopal</td> <td>341 Washington St</td> <td>231-947-2330</td> </tr> <tr> <td>Friday, Noon</td> <td>Salvation Army</td> <td>1239 Barlow St</td> <td>231-946-4644</td> </tr> <tr> <td>Friday, 5 - 6:00pm</td> <td>Bayview Wesleyan Church</td> <td>720 Wayne St</td> <td>231-947-3792</td> </tr> <tr> <td>Saturday Noon</td> <td>St.Francis High School Cafeteria</td> <td>123 E 11<sup>th</sup> St</td> <td>231-946-8038</td> </tr> </table>	Sunday, 1 p.m.	Grace Episcopal	341 Washington	231-947-2330	Sunday, 5 p.m.	Trinity Lutheran	1003 S. Maple	231-946-2720	Monday, Noon	Salvation Army	1239 Barlow Street	231-946-4644	Monday, 5:30 p.m.	Trinity Lutheran	1003 S. Maple	231-946-2720	Tuesday, 11:30 a.m.	The Friends Church	206 South Oak Street (5th and Oak)	231-947-3117	Tuesday, 5:30 p.m.	First Church of the Nazarene	1023 S. Division	231-947-5445	Wednesday, 5 -6:30	First Christian Church (Oct- Ap)	3686 South Airport	231-946-4074	Wednesday, Noon	Salvation Army	1239 Barlow Street	231-946-4644	Thursday, Noon	Central United	222 Cass St	231-946-5191	Thursday, 5:30 p.m.	Faith Reformed Church	1139 E Front St	231-947-7082	Friday, Noon	Grace Episcopal	341 Washington St	231-947-2330	Friday, Noon	Salvation Army	1239 Barlow St	231-946-4644	Friday, 5 - 6:00pm	Bayview Wesleyan Church	720 Wayne St	231-947-3792	Saturday Noon	St.Francis High School Cafeteria	123 E 11 <sup>th</sup> St	231-946-8038	
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<b>Health/Dental Care</b>	Traverse Health Clinic - By appt, Wed & Fri, 9am -Noon. (Call ahead & before 9am.) Traverse Health Clinic (CHAP) Teen Health & Wellness Center (M-F 8:30am - 4 pm) HIV/AIDS Services / Thomas Judd Care Center GT Co. Health Department / WomenCare Dental Clinics North Dental Clinics (for those with Medicaid) Grapevine Dentures / Dr. Jack Ross (dentures) Medicaid/ State Medical (DHS) MI Child Physician Referral Service Loan Closet (wheelchairs, other medical supplies) Goodwill Optical	3147 Logan Valley Rd / 231-935-0668  3183 Logan Valley Rd / 231-935-0799 880 Parsons Road / 231-922-6416 (Ages 10-21) 1221 - 6 <sup>th</sup> St, Suite 206 / 231-935-5085 2325 Garfield Rd., N / 231-922-4831 1-877-321-7070 231-932-7316 231-943-8409 701 S. Elmwood / 231-941-3900 231-922-4831 / ext. 4 231-935-5886 231-922-2349 2279 S. Airport Rd. West TC / 231-932-1520																																																								
<b>Counseling</b>	Catholic Human Services Child and Family Services Childrens Advocacy Center Children's Crisis Team Pine Rest Christian Mental Health Services Northern Lakes Community Mental Health Wedgewood Christian Counseling Third Level Crisis Intervention Center Women's Resource Center	1000 Hastings / 231-947-8110 3785 Veterans Dr / 231-946-8975 121 East Front St/ 231-929-4250/ 877-929-4250 1-800-442-7315 / 231-922-4800 1050 Silver Drive / 231-947-2255 105 Hall Street / 231-922-4850 3180 Racquet Club Dr / 231-922-1875 1022 E. Front / 231-922-4800 720 S. Elmwood / 231-941-1210																																																								

<b>Legal Aid</b>	Legal Aid Clinic (Tuesdays: Sign in 5:00pm; return at 7:00pm) Conflict Resolution Services Legal Services of Northern Michigan Traverse Attorney Referral Service	1022 E. Front / 231-922-4800 1022 E. Front / 231-941-5835 207 Grandview Pkwy / 231-941-0771 231-922-4713
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## COMMUNITY RESOURCE GUIDE - Grand Traverse County Area

<b><i>If You Need</i></b>	<b><i>Contact:</i></b>	<b><i>Address / Phone</i></b>
<b>HELPLINK:</b> Food, housing, financial resources, counseling	<b>Tuesdays &amp; Thursdays 10am - 3pm</b>	1105 East Front St. TC Corner of Garfield & Front St / 231-946-6278
<b><u>Utilities/Security Deposit/Rent</u></b>	Department of Human Services NW Michigan Community Action Agency	701 S. Elmwood / 231-941-3900 3963 Three Mile Rd. / 231-947-3780
<b><u>Transportation</u></b>	BATA/ Cherriot/ City Ride/ County Ride Greyhound/Indian Trails Health Ride Workers on Wheels Program (WOW)	231-941-2324 231-946-5180 231-941-2386 231-922-4890, ext 312
<b><u>Housing Assistance</u></b> Budgeting/Credit Repair Section 8 Housing Choice Voucher Applications, Low- Income Apartment Applications	NW Michigan Community Action Agency Goodwill Inn Women's Resource Center Traverse City Housing Commission SEE-CON Fair Housing Center of West Michigan	3963 Three Mile Rd. / 231-947-3780 2943 Keystone Rd. / 231-922-4890 720 South Elmwood / 231-941-1210 10200 E. Carter Centre / 231-922-4915 231-377-7155 616-451-2980
<b><u>Home Ownership</u></b>	NW Mich Human Services ( <b>also foreclosure prevention</b> ) Habitat for Humanity HomeStretch Leelanau REACH	3963 Three Mile / 947-3780 P. O. Box 5412 TC/ 231-941-4663 3104 Logan Valley Rd. TC / 231-947-6001 113 S. Grand Ave./PO Box 546 Leland, 231-256-9812
<b><u>Community Assistance</u></b>	St. Vincent DePaul  <b>RED CROSS</b>	715 Beitner St. / 231-947-6069 735 S. Garfield Ave. B100 / 231-947-7286
<b><i>If You are:</i></b>	<b><i>Contact:</i></b>	<b><i>Address / Phone</i></b>
Runaway youth/teen	Third Level Crisis Intervention STEP Program, TCAPS Catholic Human Services Host Homes	1022 E. Front St / 231-922-4800 231-933-8991 231-929-7070 ext. 23
In crisis	Third Level Crisis Intervention	1022 E. Front / 922-4800 / 1-800-442-7315
Elderly	Area Agency on Aging Commission on Aging Catholic Human Services Gerontological Service	1609 Park Drive / 231-947-8920 520 W. Front St, Ste. B / 231-922-4688 231-947-7070
Pregnant	Child and Family Services Pregnancy Care Center Doula Teen Program WIC - 231-922-2721 Espanol GT Co. Health Department Car Seats-Child Passenger Safety Technician Grand Traverse Baby Pantry MSU Extension Bethany Christian Services Planned Parenthood	3785 Veterans Drive / 231-946-8975 121 S. Garfield, Suite C / 231-929-3488 720 S. Elmwood / 941-3900 2325 Garfield Rd, N / 231-922-2720 English 2325 Garfield Rd, N / 231-922-4831 MSU Extension Services / 231-922-4633 1144 Boone St / 11:00am - 4:00pm, (2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays) 231-922-4633 231-995-0870 1135 E. 8 <sup>th</sup> Street / 231-929-1844
Have been physically or sexually assaulted	Women's Resource Center Emergency Dispatch	720 South Elmwood / 231-941-1210 911
In need of drug or alcohol treatment	Alcohol and Drug Services / Catholic Human Services Munson Behavioral Health AA/ NA NMSAS (Substance Abuse Assessment) Addiction Treatment Services (ATS)	1000 Hastings Street / 231-947-8110 1105 6th St./935-6382 /1-800-662-6766 AA: 231-946-8823 / NA: 231-941-9062 1-800-686-0749 940 E. 8 <sup>th</sup> St. / 231-922-4810
In financial need	Department of Human Services	701 S. Elmwood / 231-941-3900 855-444-3911(Toll Free Number) 616-977-1154 (FAX) or 616-977-1158 (FAX)

	Apply online for DHS benefits Social Security	<a href="mailto:DHS-CPS-CIGroup@michigan.gov">DHS-CPS-CIGroup@michigan.gov</a> www.michigan.gov/mibridges 525 Munson Ave. / 231-946-8361 / 1-800-772-1213
Disabled	Disability Network/ Northern Michigan	333 E. State Street / 231-922-0903

## Healthy Learners...

### **MICHIGAN IMMUNIZATION REQUIREMENTS**

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

- DPT – 4<sup>th</sup> dose 6 months from 3<sup>rd</sup> dose; last dose at or after 4 years of age.
- POLIO - Four doses unless the third dose is received after the 4<sup>th</sup> birthday; last dose on or after 4<sup>th</sup> birthday and 6 months from previous.
- MMR - 1<sup>st</sup> dose after 12 months and 2<sup>nd</sup> dose at least one month later or 4 weeks apart
- HEP B - 3 doses over a 1 year period; 1<sup>st</sup> dose required before school entry
- Varicella Chicken Pox – 2 doses prior to school entry unless child has had the disease
- Pneumococcal – all children before age 5 (as of January 2011)

If your child needs any of these immunizations, you may take him/her with his/her immunization records to either: Your family doctor, Munson Medical Center @ 935-5000 or the Grand Traverse Health Department @ 922-4831. Parents may also access the K-Town Youth center at 263-5895.

If you have a religious or medical objection to any of the immunizations, a waiver form is required and available from the Grand Traverse County Health Department. A medical waiver will require a physician's authorization. Your child will be excluded from school for their protection for a minimum of 18 days with an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps, or rubella. A new waiver is required each year.

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

### **MEDICATION**

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

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

Students who require administration of prescription medication on a short-term basis (illness, infection, antibiotic) must follow the following guidelines:

- The medication must be delivered and retrieved by the parent or designated adult.
- The medication must be in the original bottle. Parents should keep remaining medications at home.
- A student may not transport medication at any time.
- The parent must provide written verification of the medication including the child's name, time of dosage, and amount of dosage.

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

- Only designated office staff shall distribute medication.
- All prescription medications are locked during non-use hours.
- Office staff will record and document administration of all medications.
- A minimum of one office staff and an observer will be present during administration.

- The medication clerk will attempt to contact parents when medication supplies are low. However, ultimately it is the responsibility of the parent to maintain an appropriate medical supply at school.

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

Parents shall provide over the counter remedy in the original container with a written note explaining the dose(s) and time(s) for distribution of over the counter medications. (Use form 5330 F1b)

Office staff are permitted to administer children's Tylenol as needed with parent permission if the parent has completed and returned form 5330 F1b (Authorization for Administration of Tylenol). This practice helps keep kids in school and parents at work. All questions regarding prescription medication, over the counter medications, and school Tylenol administration must be directed to the school secretary and/or principal.

### **MEDICAL TREATMENTS**

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

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

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

### **SCHOOL NURSE**

Kingsley Elementary School does not have a school nurse. Some staff have been trained and certified in American Heart Association Standard First Aid and Adult/Child CPR. In addition, employees are offered an annual opportunity to recertify in basic and emergency first aid and CPR.

### **HEAD LICE**

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

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

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

#### **For the protection of all students:**

- All children at Kingsley Elementary are subject to routine "healthy head" inspections.
- This procedure is done as quickly as possible. Students found to have head lice are treated with kindness and granted as much confidentiality as possible.
- Children who have head lice or nits must be sent home.
- Children who are sent home with head lice or nits **WILL BE EXCLUDED UNTIL THEY ARE FREE OF HEAD LICE AND NITS.**
- The office staff will determine if a child is lice or nit free and this decision will be final. A note from a doctor will not guarantee re-admittance to school.
- Children/families with chronic head lice infestations may be referred to outside sources.
- Children returning to school must check-in at the office to verify they are lice and nit free.
- A head lice notice will be sent home with all children in the infected child's classroom.

To assist families with treating head lice:

- The school carries supplies of several treatment formulas, which are available at cost.
- We will provide referrals to other sources of help upon parent request.
- We do not maintain records of students who have had head lice and strive to protect the student confidentiality.
- A wide assortment of literature on head lice and treatments is available in the office.

What parents can do at home to protect all children:

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

**K-TOWN YOUTH CARE**

K-Town Youth Care is a Child and Adolescent Health Center serving Kingsley's youth between the ages of 10 and 21, as well as their children. All students under 18 must have parental consent for most visits. Regardless of your income or health insurance coverage, you will receive excellent attention from licensed care providers in a caring, confidential, and convenient environment.

K-Town Youth Care is operated through a grant from the Michigan Department of Education through the Grand Traverse County Health Department. The clinic is school linked and resources are offered to, but not limited to, students aged 10 – 21. The K-Town Youth clinic provides the following services:

- Primary Care Service (minor injuries, minor illness, chronic illness, physicals, immunizations, STD testing and treatment, teen health issues)
- Behavioral Health Services (counseling, stress management, referrals and community resources)
- Education/Support Programs (smoking cessations, nutrition and fitness, substance abuse and prevention).

Fees for services at the K-Town Youth Care clinic are based on what you can afford. All services are charged on a sliding scale based on student and/or family income. Services can be billed to your health insurance provider, Medicaid, Mi Child, or Healthy Kids. Contraception may be prescribed at this facility. No abortion counseling, referrals, or services are provided at this school-linked clinic.

K-Town Youth Care is located next to the Kingsley Pharmacy. For your convenience, making an appointment is best, however walk-ins are welcome.

K-Town Youth Care  
112 Brownson Avenue  
Kingsley MI 49649  
231-263-KTYK (5895)  
[www.gtchd.com](http://www.gtchd.com)

## **OTHER COMMON DISEASES REQUIRING PARENT ACTION**

<b><u>DISEASES &amp; INCUBATION</u></b>	<b><u>SPREAD</u></b>	<b><u>SYMPTOMS</u></b>	<b><u>ACTION REQUIRED</u></b>
Chicken Pox 2 – 3 weeks	Secretions of nose and throat, discharges	Mild fever at time of eruption which looks like water blisters	Exclude from school until all lesions are dry and crusted
Common Cold	Direct contact, secretions of nose and throat	Runny nose, eyes, water, slight fever, feels "bad"	Exclude if fever is present or if secretions are moderate to severe; excessive coughing
Fifth Disease 4 – 15 days	Personal contact with droplet	Usually an initial rash slapped cheek appearance, may spread to trunk	Parents check with doctor, no exclusion with approval from doctor
Impetigo	Discharge from lesions	Blister like sores	Exclude until 24 hours after prescribed treatment
Influenza	Discharge from nose & throat	Fever, distress, aches, aching back, limbs	Exclude until fever is gone
Head Lice	Infected persons & clothing, combs, etc.	Lice, nits on hair itching, scratching	Exclude, may return when lice and nit free – NO EXCEPTIONS!
Mononucleosis 30 – 50 days	Saliva passed by hands, kissing, etc.	Sever sore throat & enlarged glands	Written approval from doctor is required
Pink Eye	Discharge from eyes and nose	Red eyes and lids, crusty around eye	Excluded until 24 hours after prescribed treatment
Scabies	Close contact with Source	Extreme itching of skin	Excluded until treated and written note from doctor
Scarlet Fever 2 – 5 days	Discharge from upper respiratory tract	Sudden onset usually with fever, sore throat vomiting, headaches, strawberry tongue	Exclude until strep treatment for 24 hours
Strep Throat	Discharge from upper respiratory tract	Rapid onset of fever, sore throat, tonsillitis, or pharyngitis	Exclude if fever is present, may return 24 hours after treatment
Whooping Cough	Discharge from nose And throat	Ordinary cough becoming persistent, worse at night	Exclude, may return after a minimum of 21 days after development of whooping cough
Other diseases or Common ailments	Will be handled on an individual basis in consultation with a physician, or the Grand Traverse County Health Department Nurse		

## Opening Doors...

### **CLASSROOM NEWSLETTERS**

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

### **ELEMENTARY COMMUNICATION**

Elementary information is "pushed out" to parents using School Messenger which sends out messages to parents via phone and/or e-mail. Parents must keep their current phone and e-mail contact information up to date in order to receive regular school information.

### **DISTRICT NEWSLETTER**

The Kingsley Area School District Newsletter is published by the superintendent's office each month and is mailed to all residents of the Kingsley School District. This newsletter focuses on the greater activities and needs of the district and contains articles and reports on the great things that take place in our district. Please contact the superintendent's secretary if you have questions about the district newsletter.

### **SCHOOL MESSENGER**

School Messenger is a fully automated phone and e-mail contact system that is used by Kingsley Area Schools. Common phone messages from Kingsley Area Schools using School Messenger includes announcements of public meetings, crisis announcements, lunch account reminders, and other school activities. School Messenger will use student contact information such as the primary phone contact and parent e-mail addresses. If you would like your personal contact information removed from School Messenger please contact the elementary secretary.

### **POWERSCHOOL PARENT PORTAL**

Kingsley Area Schools provides an electronic, Internet based parent portal for all students. From this portal parents can review and update family and student information such as phone numbers, address, contacts, and other important information maintained in the Powerschool database. Student attendance can also be reviewed at the online portal.

The Powerschool parent portal for most grades (not fully applicable to kindergarten or first grade) also provides current student grades in common subjects such as math, reading, spelling, social studies, and science. Parents may enter the portal to enable a weekly e-mail system that reports current grades and attendance to parents.

Parents are provided with a Powerschool portal username and password each year. Parents may obtain a child's log on information from the elementary school office. The Powerschool link is <http://ps.kingsley.k12.mi.us/public/>

### **KINGSLEY AREA SCHOOLS WEBSITE**

Parents may find answers to common questions, find school information, view school calendars, and find teacher and grade level links on the school website at [www.kingsley.k12.mi.us](http://www.kingsley.k12.mi.us)

### **SCHOOL IMPROVEMENT**

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

### **VISITORS**

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

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

## **COMMUNICATING CONCERNS**

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

## **VOLUNTEERS**

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

All school volunteers **must first register as a volunteer at the district central office** which is located behind the elementary building. The registration consists of completion of a screening statement and a criminal background check. This process takes about five minutes.

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

## **AFTER SCHOOL...**

### **DEPARTURE FROM SCHOOL**

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

- **Bus transportation:** students must ride their designated bus at all times. Your child may not ride a different bus. If after school plans change it is the responsibility of the parent to make arrangements for the student's release at 3:15 p.m.
- **Students who walk:** students who walk home shall remain under the supervision of school staff in front of the elementary building until the busses have departed. Students may be dismissed to the care of an adult or a student who is in fourth grade or above.
- **Students being picked up:** students who are being picked up may be picked up only at the rear entrance of the elementary building. Parents must remain in their vehicle while using the pick up loop. Parents who wish to come into the building must park in designated areas only. Parents may not go their child's classroom or be present in the hallways when students are dismissed. This action is in place for the safety of all children and will be strictly enforced
- **Parents waiting for children:** parents who choose to come to the building to wait for their child will be asked to wait outside at the rear entrance of the school. This action is for the safety of the children in our hallways and lobby.
- **Dismissal time:** Kindergarten students are released at about 3:10 p.m. so that they can be out of the halls before students in 1<sup>st</sup> – 4<sup>th</sup> grades are released at 3:15 p.m. **Parents must refrain from picking up their children prior to 3:15 p.m. The exception to this is students who need to be picked up early due to appointments. We ask that you arrive prior to 2:30 if your child needs to be picked up early.**

### **HOMEWORK**

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

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

### **LATE OR MISSING HOMEWORK**

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

may be penalized for failure to complete assignments. Generally, classroom teachers will develop an intervention plan for students who chronically fail to complete and turn in homework assignments.

### **STAYING AFTER SCHOOL**

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

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

### **SIGNING STUDENTS OUT FROM SCHOOL EARLY**

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

### **FUND RAISING**

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

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

All fund raising activities in the elementary require student involvement in the process, but at no time will students be required to "sell" products or services although it will be given to them. Parents have the discretion as to if they will participate or not. Students may have a raffle or a reading contest or other similar "non product based" fund raising activities within their classrooms.

### **VACATION HOMEWORK**

Parents are requested to plan all family vacations during the scheduled school breaks on the district calendar. Parents need to know that absences due to a family vacation are recorded and will accumulate in coordination with absenteeism and truancy guidelines. The time that students are out of school for vacations should be minimized. If your child will miss school due to a vacation, please provide the office with a note of dates to be absent.

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

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

### **KINGSLEY EXTENDED DAY PROGRAM - AFTER SCHOOL DAYCARE**

Kingsley Area Schools operates a fee based day care program for children in grades K – 6. The program provides licensed, quality child-care at Kingsley Elementary School. The program operates from 3:15 p.m. – 6:00 p.m. A daily fee is required and payments must be made in advance. A one-time registration fee is also required. Parents can obtain registration forms in the elementary office or by contacting the program director.

## **Food For Thought...**

### **FOOD SERVICE DEPARTMENT**

The elementary building offers breakfast and hot lunch daily. The kitchen staff works very hard to ensure that meals are nutritious and that cafeteria experiences are comfortable. Parents should contact the elementary kitchen with any questions regarding breakfast or lunch.

### **LUNCH VISITORS**

Parents and other appropriate visitors are welcome to enjoy lunch with their child. Parents choosing to enjoy lunch at the elementary building may do so by checking-in at the elementary office and proceeding to the lunchroom. Parents find it best to wait for their child in the hall of the cafeteria. Parents may pay for lunches at the time of purchase.

### **BREAKFAST PROGRAM**

Breakfast is available for all students every morning from 8:00 a.m. – 8:25 a.m. Students eligible for free and reduced lunches may also receive free and reduced breakfast. Students arriving on the bus may exit the bus early with driver permission to attend breakfast early.

### **BREAKFAST & LUNCH PAYMENT GUIDELINES**

All meals must be paid for on the day of service or in advance. Parents are strongly encouraged to pay for meals in advance on a weekly or monthly basis. Students will be permitted to charge no more than two meals without adequate payment. It is our philosophy that no student should go without eating because they do not have lunch paid for, therefore students who have not paid and have exhausted their two charges will receive a basic lunch containing a sandwich and a milk.

The lunch staff informs parents of funds that are due and will send notices home. In addition, the lunch clerk will inform students during lunch check out if they are behind in payments. This is not intended to embarrass children, but rather to have children help their parents remember to provide adequate payments.

### **BRINGING MONEY TO SCHOOL**

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

Students do occasionally bring money to school for book orders, library book sales, and fund raising. Parents are requested to seal funds in a labeled envelope and to discuss the importance of being responsible for the envelope with their child.

### **MILK**

Students who choose to bring a packed lunch to school may purchase milk. Students will pay the lunch clerk for milk.

### **FREE & REDUCED LUNCH FORMS**

Parents are encouraged to complete free and reduced lunch forms, even if they are not sure if they will qualify for the program. You can also go online to [lunchapp.com](http://lunchapp.com) and fill out the form there. Students who received free or reduced lunches the previous year must have a new form completed and returned each school year. The elementary lunch clerk will assist parents with information regarding free and reduced lunches.

### **LUNCH SUPERVISION**

All grade levels eat lunch together. Each grade level has a supervisor who watches students in the line, assists them through the food servers and food bar, helps them to their seats, and is responsible for students behavior and lunch room rules.

### **LUNCH RECESS**

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

### **SNACK TIME AT SCHOOL**

Look for additional or more specific expectations in your child's classroom newsletter. If your child has a scheduled snack time, please send nutritious foods. If you are unable to provide a snack as planned, please let your child's teacher

know. Each classroom teacher in our building handles snacks differently, however, teachers always appreciate parents who send in snacks for the class.

### **MENUS**

A monthly menu may be sent home with each child at the beginning of the month. The menu identifies the “special” selection for the day, however, students always have a number of choices throughout the school year, including: yogurt, pizza, hamburger, ham and cheese, nachos, hot dog, etc. Monthly menus are available in the elementary office and are posted on the Kingsley website.

## **OTHER INFORMATION...**

### **CELLULAR PHONES IN SCHOOL (school board policy # 5136)**

Students may possess cellular phones or electronic communication devices while at school. Board policy requires that cell phones remain turned off during the school day and students may only use cell phones for emergency purposes. Parents will be required to come to school to remove a cell phone if this privilege is abused.

### **BRINGING MONEY TO SCHOOL**

Students should bring money in a sealed envelope marked with their name, their teacher’s name, and what the funds are for (lunch, field trip, book orders, class fundraisers).

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

Students are discouraged from bringing items of value or items that may interfere with the learning environment to school. Parents who permit their child to bring handheld games, CD players, trading cards, and other items of value do so at their own risk. Items brought to school that disrupt the learning process may be confiscated at the discretion of school staff and returned to the child’s parent.

### **SCHOOL PICTURES**

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

### **STUDENT RECOGNITION**

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

### **SELF ESTEEM**

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

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

## **FEDERAL REQUIREMENT: ANNUAL REQUIRED PARENT NOTIFICATIONS (ESEA: EDUCATIONAL AND SECONDARY EDUCATIONAL ACT)**

### **PROHIBITION OF DISCRIMINATORY PRACTICES**

The Board of Education is committed to a policy of nondiscrimination in the Kingsley Area School district. Such policy is consistent with state and federal statutes that apply to schools. The school district hereby notifies all citizens and

students that it does not discriminate on the basis of gender, race, color, national origin, religion, religious beliefs, age, height, weight, or any handicapping disability.

### **FEDERAL REGULATION**

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

### **DRUG FREE SCHOOLS**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on the school grounds, in school approved vehicles, or at any school related event. Drugs include any tobacco product, alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, chemicals which release toxic vapors, or substance that could be considered a 'look alike' controlled substance. Any student who violates the policy will be subject to disciplinary action, in accordance with due process. When required by state law, the district will also notify law enforcement officials.

### **HOMELESS STUDENTS**

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

- Transportation services;
- Education services for which the homeless students meets eligibility criteria including services provided under Title I of the ESEA or similar state and local programs, educational programs for children with disabilities, and education programs for students with limited English proficiency;
- Programs in vocational and technical education;
- Programs for gifted and talented students; and
- School nutrition programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel

### **ANNUAL EDUCATION REPORTS**

The AER is designed to meet the Federal requirements of the ESEA for an annual report. The report must provide detailed data on state student assessments (MEAP), Adequate Yearly Progress (AYP) results, teacher qualification information, and the state results for the National Assessment of Education Progress (NAEP). There is an AER for the State, each district and each school populated with the appropriate information.

- The Kingsley School District (K-12) is in compliance and publishes an Annual Education Report which is available to the public 15 days before the regularly scheduled annual district open house. The district annual report is also available for review at <http://moodle.kingsley.k12.mi.us/course/view.php?id=122>. The annual report is compliant with federal and state regulations.
- Kingsley Elementary School (K-4) is in compliance and publishes an Annual Education Report which is available to the public 15 days before the regularly scheduled annual district open house. The elementary annual report is available on the school website. The annual report is compliant with federal and state regulations.

### **PARENTAL INVOLVEMENT POLICY – NOTIFICATION**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation in developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;

- Providing a school and home environment, which encourages learning and augments, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where possible. The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means. The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with a tardy plan.
- Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- Post PTA/PTO meetings, and parent involvement meetings on the District website and via-e-mail.
- Publish District and School Newsletter(s) informing parents about the parent involvement plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled District and school meetings and activities.
- Schedule at least two (2) student conferences annually with the teacher(s) to inform parents of student's progress.
- Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- Encourage continued positive partnerships involvement throughout the community by staff and administrators.
- Encourage active faculty participation in PTA or PTSO.
- Have students perform at various functions throughout the community.
- Encourage parents to serve as chaperones for class field trips and other school activities.
- Have school administration and staff provide test data and interpretation meetings to allow parents to ask questions.
- Form an advisory council of District staff, parents and students to ensure parents and students are involved in an organized, ongoing and timely way, in the planning, review and improvement of the schools Parental Involvement Plan.

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the Board encourages parents to support their child's career in school by:

- Participating in school functions, organizations, and committees;
- Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- Requiring their child to observe all school rules and regulations;
- Supporting or enforcing consequences for their child's willful misbehavior in school;
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework;
- Reading all communications from the school, signing, and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

### **INDIVIDUALS WITH DISABILITIES**

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

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

### **ELEMENTARY SCHOOL-PARENT COMPACT**

Each Title I, Part A school must jointly develop, with parents of children served under Title I, Part A, a school-parent compact. The school must annually disseminate and discuss the school-parent compact as a component of its written parental involvement policy/plan.

Kingsley Elementary School provides to parents and students a "School-Parent compact" plan at the beginning of the school year that is disseminated at the annual open house. The School-Parent Compact Plan includes commitments from the student, parent, classroom teacher and principal. The School-Parent compact is reviewed each year by the Title I parent advisory team (outlined in Kingsley Elementary School Federal Title IA Targeted Assistance plan).

### **NOTIFICATION OF PARENT MEETING, PLANNING FOR AND EVALUATION OF TITLE I PROGRAM**

Each Title I school shall provide written notification to parents of a Title I, Part A information meeting, held at a time convenient for parents, to inform parents of the school's participation in Title, Part A programs, and explain the program requirement and the right of parents to be involved in the plan, implementation and evaluation of the Title I, Part A programs.

Kingsley Elementary School has fully implemented an Annual Title IA Targeted Assistance Plan. The plan includes the following required federal components:

- Comprehensive Needs Assessment
- Title I Services for Eligible Students
- Incorporation of Title I Targeted Assistance Plan into Existing School Planning
- Implementation of Effective Instructional Strategies
- Title I and Regular Education Coordination; Preschool Transition Strategies
- Instruction by Highly Qualified Professional Staff (Teachers/Paraprofessional)
- High Quality and Ongoing Professional Development
- Strategies to increase parental involvement
- Coordination and integration of federal, state, and local funds.
- Continuous Review of Student Progress
- APX: Annual Evaluation of the Title I Program and student progress

Section 11 in the Annual Title IA Targeted Assistance Plan outlines in detail how the evaluation process takes place. The Title IA Targeted Assistance Plan can be viewed on the elementary web page or copies can be obtained in the elementary office.

### **PARENTS' RIGHT-TO-KNOW NOTIFICATIONS**

Annually, at the beginning of the school year, the district shall provide written notification to all parents of each student attending schools receiving Federal Title I, Part A funds that they have the right to request the professional qualifications of their student's classroom teachers. If the child is receiving instructional services from paraprofessionals, parents may also request the qualifications of a paraprofessional.

The district shall provide written notification to individual parents if their student is taught for four or more weeks by a professional who is not highly qualified.

- Title I Teachers: Kingsley Elementary School uses Federal Title I funds to employ one reading teacher. The reading teacher holds a Michigan Professional Teaching certificate and meets the "highly qualified" criteria required by "No Child Left Behind."
- Title I Paraprofessionals: Kingsley School used Federal Title I funds to employ six instructional paraprofessionals. All six paraprofessionals successfully passed the Michigan Teachers Test of Basic Skills. All six paraprofessionals are therefore highly qualified according to the criteria required by "No Child Left Behind." Copies of the assessment and verifications can be viewed in the elementary principal's office.
- Classroom Teachers: 100% of teachers employed by Kingsley Area School hold a Michigan Provisional teaching certificate, provisional renewal, or a professional teaching certificate. Therefore, 100% of the teachers at Kingsley Elementary School meet "highly qualified" criteria required by "No Child Left Behind."

### **RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

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

- Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
- Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;

- The teacher's college degree(s), major(s), and field(s) of study, as well as any graduate degree or certification.

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

#### **TITLE I SCHOOLS IDENTIFIED FOR IMPROVEMENT:**

Kingsley Elementary School receives federal funding for Title I programs. The Title I program provides services to students in accordance with Title I "targeted assistance" model whereas students are identified to receive service based on need. Kingsley Elementary School (district Title I school) is not identified for improvement under the provisions of adequate yearly progress.

#### **FAILURE TO MAKE AYP NOTIFICATION**

Annually, the district shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement, corrective actions or for restructuring, a notification that includes:

1. An explanation of what the identification means;
2. How the school compares in terms of academic achievement to others schools;
3. Reasons for the identification;
4. Explanation of what the school identified for school improvement is doing to address the problem;
5. Explanation of what the local education agency or state is doing to help the school address the problem;
6. Explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for improvement; and
7. Explanation of parents' option to transfer their child to another public school with transportation provided by the district or to obtain supplemental educational services.

Kingsley Elementary School has achieved and passed the Federal Adequate Yearly Progress (AYP) requirement since implementation in 1995. Kingsley Elementary School is not identified for improvement as required by Federal AYP. Information on AYP status for Kingsley Elementary is at <http://moodle.kingsley.k12.mi.us/course/view.php?id=47>.

#### **STUDENT ACADEMIC ACHIEVEMENT**

The district shall ensure that schools provide information to each individual parent on their child's level of academic achievement on the state's assessment (M-STEP).

Kingsley Elementary School promptly sends to parent's individual student M-STEP reports when they are released each year (Assessments are conducted in October and reports are typically provided in April). Parents are notified that M-STEP reports are being sent home in classroom newsletters, and with School Messenger phone messaging. M-STEP reports include information to assist parents in interpreting student reports, local achievement data, information on who can help interpret the report, and how to obtain additional information on the assessment program and results.

#### **LIMITED ENGLISH PROFICIENT (LEP) PARENTAL NOTIFICATIONS**

Annually, not later than 30 days after the beginning of the school year, the district shall provide written notification to the parents of a LEP child that the child has been identified for, or is participating in, a Title I, Part A-funded or Title III language instruction educational program. If the child has a disability, the letter shall inform the parents(s) how the language instruction educational program meets the objectives of the child's individualized educational program (IEP). The notification shall include written guidance detailing the parents' right to have their child immediately removed from the program upon their request and the option parents have to decline to enroll their child in such a program, or to choose another program or method of instruction, if available. For children who have not been identified as LEP prior to the beginning of the school year, the district shall notify parents within the first 2 weeks of the child being placed in a language instruction educational program.

#### **THANK YOU!**

Thank you in advance to all of our families for working together with us to ensure a great education for your children. We are committed to doing what we can to help students be successful in and out of school. Together we can help our children reach their potential. We can't wait for a great school year together!

Kristin Goethals, Elementary Principal