

Public Schools of Petoskey

"A Special Place for Everyone"

Elementary School Handbook

For Sheridan, Central, Lincoln, and Ottawa Schools



September 2011

Dear Parents,

Welcome to the Public Schools of Petoskey! Elementary school is an exciting time for parents and children. During the elementary school years, children are introduced to the world of reading and learn many new things, while parents are oriented to school life. Through communication with you, we hope to develop a partnership that enhances positive growth for your child and helps to ensure success in school.

We hope that this handbook will serve as a helpful reference for you as you learn more about our schools. If you ever have questions or concerns, please contact your school office.

There is nothing more precious than your child, and all of us at Central, Lincoln, Ottawa, and Sheridan Schools are honored by the fact that you have entrusted your child to us. We appreciate the important opportunity and rewarding pleasure of helping your child learn and grow.

Sincerely,
The Elementary Principals

Mr. Joel Donaldson	Sheridan School
Mrs. Ruth Goldsmith	Ottawa School
Mr. Calvin Prins	Central School
Mrs. Julie Bergmann	Lincoln School

Petoskey School District Staff

Board of Education

Mr. Jack Waldvogel

Mrs. Mary Ling

Mrs. Kathy Reed

Mrs. Karly Ellison

Mrs. Karen Morison

District Administrators

Dr. John Scholten, Superintendent

Mr. Kent Cartwright, Chief Financial Officer

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Elementary Principals

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General Information

School Day Schedule

- 8:00 am Secretaries on duty, breakfast students may enter
- 8:05 am Doors are open, teachers are on duty, and students are admitted into the building. Students who walk or are driven to school by parents are encouraged not to arrive before 8:05 am.
- 8:10 am The bell rings to start the school day. Students need to be in the classroom and ready for instruction at this time.
- 11:15 – 12:40 Lunch periods. Each grade has a 40-minute period for lunch and recess.
- 3:05 pm All elementary students dismissed

Because there is no student supervision before 8:05 am, the following rules are in effect:

1. Students who walk or are driven to school should not arrive before 8:05 am, unless going to breakfast.
2. Students are not allowed to use the playground facilities unsupervised before school.

Communication With the School

Communication between school staff and you as a parent is very important. In the Public Schools of Petoskey, we welcome and encourage your questions, comments, and concerns. And, we will do everything we can to help meet your needs as promptly as possible.

You are welcome to contact any staff member by calling, emailing, or by stopping by the school (please check in at the office first.) You can also access email addresses, phone numbers, and web pages by going to www.petoskeyschools.org.

All teachers have phones in their classrooms. During the school day, you may leave a message at the teacher's phone number. Staff members check their messages each day. Email addresses and phone numbers for each staff member are available in your school office. For any urgent message, however, please call the office directly.

District Goals

The Public Schools of Petoskey, parents, and community members work hard to achieve the following district goals for students:

1. *All students will read, write, and do mathematics at or above grade level.*
2. *All students and staff will show respect for self and others.*

All of our elementary schools work to achieve these goals by carefully evaluating student achievement, continually training teachers and other staff in the most effective methods, and by involving parents in the educational process.

District Core Values

We in the Public Schools of Petoskey believe that, in addition to academic preparation, the educational program should help to develop important citizenship traits and core values that benefit the individual and society as a whole. Each elementary school teaches and encourages the following ten core values in each child. We will:

1. *Respect others and self.*
2. *Be responsible for our actions.*
3. *Help others.*
4. *Be trustworthy.*
5. *Listen, study, and learn.*
6. *Finish the work we start.*
7. *Strive for excellence.*
8. *Make healthy choices.*
9. *Be fair toward others.*
10. *Work to improve our community and ourselves.*

Elementary School Curriculum

The elementary school curriculum consists of the following areas:

Reading	Technology
Writing	Art
Speaking and Listening	Health
Math	Music
Science	Physical Education
Social Studies	

All of our elementary schools use the same textbooks and provide the same instruction and curriculum materials. Teachers and tutors from all schools receive ongoing training so that all are using the most effective teaching techniques and materials.

Testing and Evaluation

Your child will be evaluated in many ways in order to determine his or her academic progress. The following are the tests and assessments normally given to all students at each grade level:

Kindergarten: Reading and writing assessment, Michigan Literacy Progress Profile, district math test, writing portfolio assessment

First Grade: NWEA reading and math assessments, Michigan Literacy Progress Profile, writing portfolio assessment

Second Grade: NWEA reading and math assessments, writing portfolio assessment

Third Grade: NWEA reading, math, language usage, and science assessments, writing portfolio assessment, MEAP math and reading tests

Fourth Grade: NWEA reading, math, language usage, and science assessments, writing portfolio assessment, MEAP math and language arts tests

Fifth Grade: NWEA reading, math, language usage, and science assessments, writing portfolio assessment, MEAP math, reading, and science tests

Special Services Offered

☆ Title I Program to help selected students with literacy and math

- ☆ Enrichment Program for highly able students
- ☆ Special Education services for children with disabilities
- ☆ Speech Therapist
- ☆ School Psychologist

Homework and Helping at Home

Some time spent on homework is needed to meet the goals for a successful school year. While the wrong type of homework or too much homework can be counterproductive, research shows that some home study is beneficial to children. We believe that home study should:

1. *Have a clear purpose which helps the child achieve classroom learning goals.*
2. *Be at the same time challenging, and manageable.*
3. *Contribute to the child's feelings of success with learning.*

While the time spent on homework will differ for various ages, the type of work will also vary at different grades. Your child will not have homework from the teacher every day. When your child does not have a specific assignment for home study time, he or she can spend this time on any of the following activities:

- Reading or being read to – library books, Accelerated Reader books, magazines, etc.
- Writing letters or a diary entry
- Practicing math facts for their grade, using flash cards or games
- Writing stories or poems
- Playing games which help with math, reading, social studies, spelling, or science
- Doing art projects or playing music or the recorder
- Practicing handwriting

Parents play an important part in making home study time beneficial. Research in this area says that parents can help by doing the following:

- ✓ Ask your child, “What are you going to do for *study time* tonight?” rather than, “Do you have any homework?”
- ✓ Create a place at home that is conducive to studying. Good study environments are well-lit, quiet, and comfortable. Although every

child's learning style is different, most educators agree that students do best when the television is off and the student is free from distractions.

- ✓ Set aside a specific time for study time each day. This might involve limiting television-watching or phone calls until homework is finished.
- ✓ Make sure students have all the supplies they need. Parents should check in with students ahead of time about the kinds of projects they will be doing. It might be tough to find a calculator or a report cover at 9:00 the night before an assignment is due.
- ✓ Be available if students have questions. Parents can support their children by looking over homework and giving suggestions, but should not do the homework for them.
- ✓ Make an effort to communicate regularly with teachers. If necessary, parents should ask teachers to clarify their expectations.
- ✓ Avoid linking rewards or punishment to school performance. While it is important for parents to recognize students' achievements, they should avoid external motivators for performance. Instead, parents should emphasize the value of learning and show they appreciate their child's hard work.

Parent Teacher Conferences

The parent – teacher conference is an opportunity for you to meet your child's teacher, exchange information, and help develop the best educational program for your child. Conferences are held twice a year – after the first marking period, and again in the winter. It is very important that each child's parents attend these conferences. Here are some suggestions to help make your conference a success:

1. Make a list of things you want to tell the teacher about your child so the teacher can better understand your child (health, attitude toward school, any emotional difficulties, family changes, interests, strengths and weaknesses, etc.)
2. Make a list of questions you would like to ask about your child. Ask your child what he or she would like you to discuss with the teacher.
3. If only one parent is able to attend, ask your spouse for ideas and suggestions before you meet the teacher.

4. If possible, please make babysitting arrangements for your children so that you can be free to talk openly with your child's teacher.
5. Please be on time for your conference.
6. Toward the end of the conference, you may want to review any action steps that will help your child.

Parent Involvement

Your child's success in school depends on many things, including your own participation in school events and in their learning. By reading to your child, asking about school activities, creating the right setting for homework, providing lots of encouragement, and volunteering at school, you show your child that learning and school are important.

Every parent (and child!) has talents. If you are able to volunteer at school, please contact your child's teacher or principal. Here are some ways that you may be able help.

- Tutor a child in reading, writing, or math skills
- Serve as a trained ELF (Environmental Learning for the Future) instructor
- Chaperone a Field Trip
- Help to supervise Winter Fun Day or Field Day
- Serve as a Jr. Great Books Leader
- If you work during the day, provide needed art supplies (coat hangers, newspapers, etc.)
- Help bind books which students have written
- Serve as a PTO Officer
- Make copies for the teachers
- Read to students
- Help in the Media Center
- Type student writing for publication
- Be a guest speaker, telling about your talent, interest, or career
- Help on the playground as a volunteer assistant
- Serve as a Jr. Achievement instructor for a class
- Help to mat and display student art work
- Other? Let us know your ideas!

To help ensure the safety of our students, all adult volunteers who may work with students away from the supervision of staff are required to have a criminal background check completed. These volunteers will

receive a form to complete and return to the principal. Please be aware that it is against school district policy for chaperones to use alcohol during any school event, or to use tobacco in the presence of students on or off school property.

Attendance

Regular school attendance is very important to your child's success in life, and has a direct effect on his or her educational growth and development. While it is possible for children to make up work due to an absence, it is impossible to make up the classroom instruction and learning activities that occur each day. Good student performance and achievement go hand-in-hand with good attendance. Please make sure that your child attends school each day that he/she is not ill. When planning family trips or vacations, please try to schedule these during school breaks.

The attendance policy for the elementary schools is as follows:

1. Parents have the responsibility to call the school if their child is to be absent for the day or for any part of the day. Please call the school office to report absences. Calls may be made to your school office 24 hours a day. Office hours are from 8:00 am to 4:30 pm, and an answering machine will take your message at all other times.
2. The school will contact parents of each student who is absent during the day if a call from the parent has not been received. These phone calls will be made between the hours of 9:00 am and 4:00 pm.
3. Parents are asked to please notify the school each day, even when the child is absent on consecutive days.

Hot Lunch, Breakfast, and Milk

Children may either bring a lunch from home, or buy lunch or breakfast at school. Nutritious hot lunches and breakfasts are available to students at a low cost. Milk is included with meals, but may also be purchased separately. Students will have a 40-minute period for lunch and recess, following a schedule set by each school. Children may purchase breakfast any day from 8:00 am to 8:20 am. School menus are sent home at the beginning of each month.

Each student is given an account number and a meal debit card which is kept in the kitchen or cafeteria. Students use this debit card to purchase lunch, breakfast, or milk at school. Parents are asked to pay for meals

ahead of time by sending cash or a check payable to Petoskey Schools (checks are preferred.) The money must be sealed in an envelope labeled with the child's name, account number, teacher, and amount enclosed. Parents will receive a monthly statement showing the balance remaining in the child's account. Also, many families qualify for free or reduced school lunches – information and an application will be sent home at the beginning of the school year.

If a child's account shows more than \$10 owed, he or she will be given an alternate lunch including peanut butter and jelly sandwich, milk, and fruit. Please try to keep a positive balance in your child's meal account.

School Entrance and Registration

Registration of new students requires completion of enrollment forms by the parent at any of the elementary school offices. All entering students must have a birth certificate, current immunization record, and proof of residency in the Petoskey School District. The child's social security number is optional. Students who reside outside of the district may apply for out of district enrollment in the Petoskey Schools by contacting our district office at 348-2100.

Kindergarten – Each child entering kindergarten must be 5 years old on or before December 1st of each year. All kindergarten registrant's ages must be certified by a legal birth certificate at the time of registration.

Change of Address, Phone, or Emergency Contact

If your phone number changes, or you move within the school district, please let us know your new phone number and/or address as soon as possible. Also, if there is a change in the alternative emergency contact person for your child, or their phone number changes, please let us know, and we will update this information.

Withdrawal from School

Parents of children who plan to leave the school to enroll in another district should follow this procedure:

1. Notify the classroom teacher and office in advance. We need to know the new address, date of the move, and name of the child's new school.
2. Return all classroom books, library books and equipment.
3. Take home all personal items.

4. When enrolling in the new school, you will complete a “Request for Records” form which the new school will then send to us. We will then forward your child’s records to the new school.

Emergency School Closings

Occasionally, severe winter weather conditions may make it inadvisable to conduct classes for students. When this happens, the public will be notified as soon as the decision is made. Ordinarily, this will be done before 6:30 am and the announcement will be made over local radio and T.V. stations. Please tune in to your local radio or T.V. station if you are unsure whether school has been cancelled.

At times, changing weather conditions make it necessary to cancel school after classes have begun for the day. In this case, parents are notified through the same media as above, and are encouraged to listen to the local stations when poor weather conditions prevail. Children will be transported home in the same manner they normally use, unless special arrangements are made by the parent or guardian. An *Emergency Dismissal Form* will be sent to parents to complete at the start of the school year. Please contact the school secretary if changes occur later in the year.

Because many of our students are bussed, it is important for parents to understand that the decision to close school is done to ensure the safety of children on the buses. Decisions to close school are made by the Transportation Supervisor and Superintendent.

Textbooks, Workbooks, Library Books, and Equipment

It is the policy of the Board of Education to furnish free textbooks, workbooks and necessary supplies and equipment to students. Children need to take very good care of these items. Each textbook, workbook, library book, and piece of equipment is inventoried, and if lost or damaged, students will have to pay for replacement or repair of these items. Each student is responsible for his/her own textbook, workbook, and other equipment and must hand them in at the end of the year.

Visitors

All parents and other visitors to school are required by Board Policy to stop by the office prior to the visitation, with the exception of parent-teacher conferences. This helps to ensure the safety of our students and staff. All visitors must enter through the front door, closest to the office, since all other entrance doors are kept locked during the school day.

Guests

At times students ask to have out of town friends or relatives attend school with them. Even though guests may be cooperative and well behaved, they are not allowed to visit school for an extended time due to liability concerns.

Telephone Calls

Students are discouraged from making telephone calls unless it is an emergency. They must have the teacher's permission to call from school. Phone calls will be made for books, homework, or instruments only as a last resort.

Winter Clothing

Except when it is raining or too cold, all students are expected to go outside for recess each day. The following are suggestions to help your child enjoy recess during winter months:

1. Children are asked to wear clothing adequate for outdoor play in winter, including boots, a warm coat, hat, mittens or gloves, and snow pants.
2. If pants are likely to soak through, we suggest that an extra pair be kept in the locker or classroom so that dry clothing will be available after recess.
3. We request that parents write the child's name in every item of clothing that is "lose-able."
4. Parents need to be sure that children start to school in the morning wearing the clothing necessary for outdoor recess.
5. It is generally believed that students well enough to be in school are well enough to go outside for recess if properly clothed. During the winter months, students without boots will be limited to playing on a designated area only.

Chaperoning School Events

We appreciate parent volunteers who are willing to help chaperone students on field trips and other school events. Please be aware that it is against school district policy for chaperones to use alcohol during any school event, or to use tobacco in the presence of students on or off school property.

Fundraising

Only fundraising for school-related projects will be permitted on school property.

Lockers, Desks, and Other School Property

Student lockers and desks are school property and remain under the control of the school district at all times. This also applies to vehicles used for school purposes. The school district exercises exclusive control over school property, including student lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. However, students are expected to assume full responsibility for the security of their lockers and desks. Students are responsible for whatever is contained in desks and lockers issued to them by the school district. Periodic, general inspections of lockers, desks and other school property may be conducted by school authorities for any reason, at any time, without notice, without student consent, without parental consent, and without a search warrant.

Lost and Found

All articles that are not claimed are taken to the lost and found box near the school office and kept there until the end of the school year. If you feel your child has lost something, please check our Lost and Found. Also, you can reduce the likelihood of having to replace lost hats, mittens, coats, sweatshirts, etc. by clearly labeling each with your child's name.

Student Health

Immunizations

The State of Michigan requires that children be adequately immunized to start school. Each child must have:

- 4 doses of DPT. A 5th dose is required if the 4th dose is given before the child's 4th birthday.
- 3 doses of Polio. A 4th dose is required if the 3rd dose is given before the child's 4th birthday.
- 2 doses of MMR (Measles, Mumps, Rubella)
- 3 doses of Hepatitis B
- 1 dose of Varicella, or current lab immunity, or reliable history of chicken pox

The school administration has the authority to exclude a student due to communicable disease control.

Health Information

Please examine your children carefully each morning before sending them to school to see if they show any signs of illness. Look for:

Red or watery eyes

Earache or runny ear

Running nose

Coughing or sneezing

Red or sore throat

Rashes or spots on the skin

Fever (take temperature if you're not sure.)

Nausea or vomiting

Pains in chest, arms, legs, or back of neck.

For the protection of your child and other students, if your child has any of the above symptoms, please do the following:

Keep them at home

Keep them by themselves

Call the doctor if symptoms are serious

Notify the school about your child's absence

If your child is going to be absent more than three days due to an illness, please let us know whether the doctor has been called.

Head Lice: Head lice infestation is a continuing problem among many school-aged children in Michigan. In order to prevent it from becoming a problem among our students, we are asking that you check your child/ren's head carefully, and, if evidence of head lice is found, treat the child/ren and any other infested family members before you send them to school. Also, please inform the school office so that we

are aware of the problem. We will follow these procedures to help prevent the spread of head lice:

- No student with head lice or nits (eggs) will be permitted to attend school. If lice or nits are found on your child at school, you will be called to pick him/her up.
- Students may return to school, accompanied by their parent, after one treatment with lice shampoo and removal of all nits. Students will be rechecked when they return to school after treatment and must be found to be free of all lice and nits before being admitted to class.
- Parents are asked to talk with their children about not sharing combs, hats, or other clothing, and not laying clothing on a pile with those of others.

Communicable Diseases

The Superintendent or his or her designee has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source (e.g. medical professional, parent/guardian, or the infected student or staff member) confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school.

Insurance/Injuries

Parents should be aware that the Petoskey Public School District does not have insurance to cover medical expenses for injuries sustained on school grounds or at any school-sponsored event. Individual school insurance is available to all students on a voluntary basis. An insurance application and information will be sent home during the first few days of school each year.

Student Behavior and Safety – Code of Conduct

Proper Dress

The style and manner in which a student dresses while he/she attends school shall be the primary responsibility of the parents. The school district maintains the right to impose restrictions on dress or grooming that is disruptive to the educational process, or presents a safety hazard to the student. We believe there is a definite relationship between the way children present themselves and the way they behave. Children

who are clean and dress neatly and in good taste generally demonstrate their best behavior.

All students are required to wear clothing which is appropriate for school. During the fall and spring, shorts will be permitted if the temperature is appropriate. Tank tops, short shorts, torn jeans, bare midriffs, and clothing with inappropriate advertisements or sayings will not be allowed. Parents may be called to bring in appropriate clothing at the principal's discretion.

Safety Procedures for Noon Recess

The noon play period following lunch is set up for active outdoor play whenever weather permits.

1. Children will eat with their classes at assigned tables.
2. Children are asked to clean their table area before leaving the cafeteria.
3. Eating is not permitted on the playground.
4. After leaving the cafeteria, children should put on appropriate clothing for outdoor play, then go directly to the playground.
5. Children are not allowed to remain in any classrooms unsupervised during the lunch recess period.
6. The following are general rules for recess:
 - a. Safe and courteous behavior is expected at all times – no pushing, fighting or wrestling is allowed.
 - b. Use appropriate and respectful language at all times.
 - c. Do not throw anything except playground balls (no throwing snowballs, stones, sticks, etc.)
 - d. Playground equipment must be used in a safe manner.
 - e. Touch football, not tackle, may be played at recess.
 - f. Students must stay in authorized areas only, and must be given permission by the teacher or Noon Monitor to leave the playground for any reason.
 - g. When the Noon Monitor gives the signal, students must line up quickly and quietly.

School Bus Safety

Bus transportation is offered to students as a privilege and students are always expected to cooperate with school authorities and drivers. Buses are usually loaded to capacity, and this constitutes a great responsibility to our drivers. It is necessary that all students observe all rules and regulations for the safety of all.

1. Follow the bus driver's instructions without questioning.
2. Arrive at your bus stop on time. If a driver waited for only one minute for ten students, the bus would be ten minutes behind schedule.
3. Wait for the bus in a safe place. Keep off the road at all times.
4. Board the bus in an orderly manner. Wait for the bus to come to a complete stop before boarding. Do not crowd or push – wait your turn.
5. Move directly to your seat. The seats are designed to hold three in a seat.
6. Remain in your seat. For your safety, do not leave your seat or stand up until the bus comes to a complete stop at your bus stop.
7. Leave by the front bus door only.
8. Obey the instructions of your bus driver. The driver of your bus is in complete charge. If he/she assigns you a seat, use that seat.
9. Undesirable conduct will not be allowed on the bus. Fighting, wrestling, throwing any objects, unnecessary loud talk, profane language, indecent conduct, disrespect to others, and any other misbehavior cannot be tolerated on the bus.
10. Do not extend any part of your body out of the bus windows.
11. Report any damage to the bus to the driver immediately.
12. If required to cross the road after leaving the bus, use the following procedure: Move to the front of the bus, take 2 steps away from the bus door, take 10 steps in front of the bus and look both ways, walk to the center line of the road, and look both ways again, when safe, walk across the road.
13. Do not attempt to get the mail while the bus is in your view.
14. Eating on the bus is not permitted. Your cooperation is needed to keep the bus clean and sanitary.
15. In case of an emergency, follow the directions of the bus driver or any other supervisory personnel, such as a teacher or police officer.
16. Be courteous to your driver and fellow passengers. Your cooperation with the above rules will help make your school bus ride a safe and enjoyable experience.

For those riders who fail to follow the established rules, temporary loss of riding privileges will occur. In such cases, the student will be directed to have his/her parent telephone the Supervisor of Transportation before being allowed to ride the bus again. Repeated or serious misconduct may result in the permanent loss of riding

privileges. In such instances, the Supervisor of Transportation will telephone the parent/guardian to explain the circumstances.

If parents wish to make an inquiry about bus transportation, they should contact Mr. Don Johnson, Supervisor of Transportation between 7:45 am and 5:00 pm, at 348-0178. If further inquiry is necessary, they should contact their school's principal. Anyone who notices a mechanical problem with a bus (e.g. burned out lights or disabled bus) is asked to call 347-9651.

Student Dismissal

The school district is responsible for the safe dismissal of students during the school day. Therefore, each school has developed procedures to validate requests for early dismissal to ensure that students are released only for proper reasons and only to the parent or parent-designated individuals. In keeping with this policy, it is important that:

1. A school administrator will not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parent. Telephone requests for early dismissal shall be honored only if the caller can be positively verified as the child's parent or guardian.
2. Children of estranged parents will be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record.

Students Leaving School

Children are permitted to leave school during school hours only when attended by an adult and when given permission from the principal. All schools require an adult to sign the child out at the office.

Children who must leave school by a "different" means of transportation, or must be picked up by someone else, including those who go somewhere other than their usual place after school, must bring a permission note to the office signed by their parent or guardian. (i.e., scout meetings, birthday party, etc.)

Students walking or riding a bus to a different location require a permission note signed by the parent or guardian. The permission note

should be given to the teacher and bus driver to ensure the safety of your child.

Bicycle Safety

Students who ride bikes to school should follow all rules and City of Petoskey ordinances.

1. Ride in a single file, always in a straight line.
2. Go the same direction as traffic and stay close to the curb.
3. Walk your bike across busy streets and crosswalks.
4. Lock your bike at school, using the bike racks provided. Lock your wheel and frame.
5. Always ride one person to a bike.
6. Familiarize yourself with all traffic signs and signals.
7. We encourage all students to license their bicycle through the Petoskey Department of Public Safety.
8. We encourage students to wear a helmet.

Policies and Legal Notices

The Petoskey Elementary School Student/Parent Handbook is not inclusive of all Board of Education policies. The Board of Education policy manual is available online at www.petoskeyschools.org/policy.ctspublish.com/petoskey-masb/

Medicines – Administration to Students (Reference Board Policy 8670 for more information)

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, a school administrator, or his/her designee will administer the medication. In doing so, compliance with the following is mandatory:

1. Written instructions signed by a parent/guardian **and** physician will be required and will include:
 - a. child's name
 - b. name of medication
 - c. purpose of medication
 - d. time to be administered
 - e. dosage
 - f. possible side effects
 - g. termination date for administering the medication

2. The medication must be administered to the child in the presence of another adult (unless it is an emergency) pursuant to written permission of the child's parents or guardian and in compliance with the instructions of a physician.
3. The conditions set forth in paragraphs 1 and 2 above are also applicable to non-prescription medication (e.g. aspirin and Tylenol) except that a parent/guardian rather than a licensed physician may provide specific written instructions. In all cases, it is expected that the parent/guardian has confirmed the appropriateness of the medication and instructions with a licensed physician.
4. No medication, prescription or non-prescription (including aspirin, etc.) may be kept in a student's possession (i.e. pockets, bags, lockers, desks) without permission from the building administrator. All such medication must be deposited in the school's General Office. Parents of elementary students must transport all medications to and from the office – students are not to carry medications to or from school.
5. Students will be allowed to self-administer their own medication when the medication has been deposited in the school's General Office and written instructions, signed by a parent/guardian, have been provided to the school's General Office.
6. The school administrator, or his/her designee will:
 - a. inform appropriate school personnel of the medication
 - b. keep a record of administering medicines
 - c. keep medication in a locked cabinet
 - d. return unused medication to the parent(s) or guardian(s) only.
7. The parents of the child must assume responsibility for informing the school administrator, or his/her designee of any change in the child's health or change in medication.
8. The school district retains the discretion to reject requests for the administration of medicine.
9. A copy of this policy will be provided to parents when they request the administration of medication in the schools.

Technology Acceptable Use Policy and Agreement (Reference Board Policy 4500-R for more information)

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact, to share resources, and to communicate with others. The Internet carries these capabilities to people and resources around the world. With this freedom and

flexibility come responsibility. To that end, the Public Schools of Petoskey (PSP) has developed this “Acceptable Use Policy” (AUP).

We are excited about offering access to technologies such as the Internet. We feel that these tools will be a critical component of life long learning. Additionally, we look forward to working with parents and students to direct technology usage in a positive and productive manner. We request your help in the management of technology usage in our program.

All students will have access to the Internet while attending the Public Schools of Petoskey. While the school district cannot guarantee that students will be denied access to all undesirable Internet sites. It is our intent to reduce the likelihood of such access whenever possible. This will be attempted via filtering software, teacher oversight, and informing parents/guardians what constitutes appropriate computer usage.

Parents do have the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. For this to occur, the parent must submit a written request to the appropriate Building Principal for their child.

Students are expected to use PSP’s technology resources for learning. Other uses are prohibited. All students must adhere to the following conditions:

- a. Parents/guardians requesting that a student not participating in accessing the Internet, must advise the PSP via a signed copy of the form provided.
- b. Students shall not erase, rename or make unusable anyone else’s computer files, programs or disks.
- c. Accessing another person’s materials, information, or files must be done with the permission of that other person.
- d. Students will receive a user identification (user id) and a password from the designated teacher and/or staff. The user ID and password are to be treated as personal and confidential information.
- e. Attempts to discover or use another student or staff member’s password are strictly prohibited.
- f. Students shall not modify or attempt to modify any settings, appearance or configuration of any PSP computer equipment.

- g. Students shall use school technology equipment for school related work only.
- h. Students shall not use a computer for unlawful purposes, such as illegally copying or installing software or violating any software copyright laws.
- i. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the superintendent or his designee.
- j. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or other wise hinder the performance of any computer's memory, file system or software (e.g. a computer virus or worm.)
- k. Students shall not deliberately use the computer to annoy or harass others with inappropriate language, images or threats. Users shall not deliberately access or create any obscene or objectionable information, language or images.
- l. Students shall remove PSP technology equipment from school premises only with written permission of the superintendent or his designee.
- m. Students shall not download or post any material considered to be objectionable (e.g. including but not limited to pornography, The Anarchist's Cookbook or similar materials designed to give instruction on violating the law and the rights of others.)
- n. Students shall use technology equipment in a fashion consistent with the directions from teachers and staff.
- o. Students shall subscribe to or use fee based on-line services only with the prior written approval of the superintendent or his designee.

Students shall report illegal or unauthorized use of the technology resources to the supervising teacher or the most immediately available staff member.

Violation of any of the above conditions will be cause for immediate disciplinary action. Disciplinary action may include denial of further technology resource access, suspension, expulsion, and/or involvement of external law enforcement agencies.

Cell Phones and Electronic Devices (Reference Board Policy 8280 for more information)

Possession of cell phones and other electronic devices by students is discouraged at the elementary school level. No student shall have them on her/his person or use them during the school day, or in a manner that disrupts any school activities.

Drug Free Schools and Communities Law (Reference Board Policy 8220 for more information)

Since 1990, each school district in the State of Michigan has been required by statute to fulfill certain specified responsibilities regarding drug-free schools. To comply with those requirements and the law, the following information is provided:

Section 5145 of the Drug-free Schools and Communities Act of 1986 (as added by Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989 - P.L. 101-126) requires that public school students must be made aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Possession or Misrepresentation of Drugs (Reference Board Policy 8220 for more information)

The use or possession of unauthorized drugs, alcohol, or tobacco is forbidden upon the grounds or in any school buildings belonging to the Public Schools of Petoskey. This applies to any look-alike substance represented as a drug or alcohol. For example, selling, telling, or buying cooking spices, grass clippings, aspirin, (or any other over the counter drug) and representing them as illegal drugs is forbidden. Under the law, it is considered intent to use, buy, or sell illegal drugs. No drug paraphernalia is allowed on any school grounds at any time. Students found in possession of any of the above could face suspension, referral to the liaison police officer, counseling, or all of the above.

Smoke Free Schools Law (Reference Board Policy 8230 for more information)

In accordance with the Public Schools of Petoskey Board Policy and section 473, Public Act 328 of 1995, the buildings and grounds of all elementary schools are smoke-free. This applies to all individuals who are on school property.

Harassment (Reference Board Policy 8018 for more information)

1. Any type of harassment will not be tolerated. This includes constant teasing or any other behavior which threaten a person's security. Such behavior may include verbal or written comments, as well as unacceptable physical presence.
2. Sexual harassment is absolutely unacceptable. This includes verbal or written comments to another person that are obscene or demeaning. It also includes gestures, suggestive actions, etc.
3. Harassment of any kind may result in consequences that range from warning to suspension.
4. A student with a complaint of sexual harassment is to report the complaint immediately to the principal or any staff member.

Weapons Free School Zone Law (Reference Board Policy 5205 for more information)

1. The Gun-Free Schools Act of 1994 (Federal Statute 20 USC 3351 as amended by PL 103-382) and the Michigan School Code (MCL 380.1311 as amended by Public Act 328 of 1994) require Michigan School Boards to revise their policies to expel students automatically from school when dangerous weapons/firearms, arson, or criminal sexual conduct are involved. Therefore, students in possession of a dangerous weapon/firearm, and/or who commit arson or criminal sexual conduct on/in school district property (including a vehicle used to transport students) or at a district or school sponsored event, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral(s).
2. For the purpose of this policy, a dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
3. For the purpose of this policy, a "firearm" means (1) any weapon (including a starter gun) which will expel a projectile by

action of an explosive, or is designed to expel a projectile by action of an explosive, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or silencer; or (4) any destructive device.

4. Each student subject to expulsion shall have his/her situation reviewed by the Superintendent of Schools on a case-by-case basis.
5. If a dangerous weapon/firearm (as defined above) is determined not to be in the possession of a student, but is determined to be under the control of a student while the student is on school district property (including a vehicle used to transport students) or at a district or school sponsored event, the student shall be guilty of a gross misdemeanor or persistent disobedience. In that case, the student shall be disciplined pursuant to the administrative rules and regulations governing suspension and expulsion. Accordingly, the student may be expelled, but he/she will not be automatically expelled under the above referenced state or federal statutes.
6. If a student is in possession of, or has under his/her control any dangerous paraphernalia or any object used to deliberately inflict harm on another person (which is not specifically listed above in the definitions of a dangerous weapon or firearm -- e.g. stick, pipe, martial art's weapons, handcuffs), he/she shall be guilty of a gross misdemeanor or persistent disobedience. In that case, the student shall be disciplined pursuant to the administrative rules and regulations governing suspension and expulsion. Accordingly, the student may be expelled, but he/she will not be automatically expelled under the above referenced state or federal statutes.
7. If a school administrator charges a student with violating paragraph 2 or 3 of this policy, the administrator shall immediately report the finding(s) to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community health agency. The parent, legal guardian and/or student shall be notified of the referral.

8. School rules also prohibit knives of any length, lighters, matches, or using any item as a weapon.
9. Any physical threat by one student to another involving any type of weapon is subject to legal charges of assault and battery.
10. Toy Weapons - A student shall not possess nor have under his/her control a toy "look alike" gun or other weapon while in school, on a vehicle used to transport students to or from school, on school property, or in attendance at a school activity. The penalty for violating this "toy weapon" policy may range from a conference with the student and/or parent(s)/guardian(s) to expulsion from school, depending upon the specific circumstances.

Personal Searches (Reference Board Policy 8130 for more information)

1. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by building administrators whenever the building administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
2. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that are not illegal but violate school policy, rules or regulations may remain in the custody of the building administrator. Items that the building administrator believes may be connected with illegal activity may remain in the custody of the building administrator, unless such items are turned over to law enforcement officials.
3. No strip searches shall be conducted by school authorities.
4. A student's failure to permit searches and seizures, as provided in this policy, will be grounds for immediate disciplinary action.
5. Investigators from the Department of Social Services may interview a student on school premises under the general supervision of the building administrator. The investigator may be entitled to interview the student without the building administrator being present if, in the judgment of the investigator, a private interview is in the student's best interest.

Pesticide Application

Pursuant to Public Act 131 of 1993, amending the Pesticide Control Act requiring school administrators to notify parents and guardians of children attending that school of their right to be informed prior to application of pesticides, the following schedule has been designated: Petoskey Schools shall be serviced the first Thursday of every month during the school year. Service shall begin only after students have been dismissed and shall be limited to crack and crevice application.

Non-discrimination and Grievance Procedure (Reference Board Policy 8015 for more information)

The government has made legal provisions to insure that no person is discriminated against on the basis of race, color, religion, national origin, age, sex, height, weight, marital status or disability. In order to protect these rights and assure compliance, the Petoskey School District has appointed the Director of Teaching and Learning as Coordinator of Title VI, Title IX, the Age Discrimination Act and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to:

Director of Teaching and Learning
Public Schools of Petoskey
Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
231-348-2352

Any person who feels that the rights of an individual have been violated in relationship to the provision of equal opportunity in any educational programs, activities or services or in employment may contact the Director of Teaching and Learning.

The Petoskey Board of Education will comply with all local, state and federal laws and regulations prohibiting discrimination. No person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, or be denied benefits of any program for which the Board of Education is responsible. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Inquiries related to discrimination on the basis of disability should be directed to:

Section 504 Coordinator
Public Schools of Petoskey
Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
231-348-2351

Direct all other inquiries related to discrimination to:

Director of Teaching & Learning
Public Schools of Petoskey
Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
231-348-2352

(updated 02/07/07)

Educational Rights and Privacy Act (Reference Board Policy 8940-R for more information)

The Family Educational Rights and Privacy Act (FERPA) affords parent(s)/guardians(s) and students over 18 years of age certain rights with respect to the student's educational records. They are:

- 1) The right to inspect and copy the student's educational records within 45 days of the day the District receives a request for access.
 - a. Parent(s)/Guardian(s) or eligible students should submit to the School custodian of student records a written request that identifies the record(s) they wish to inspect.
 - b. The custodian will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent(s)/guardians(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.
 - a. Parent(s)/Guardians(s) or eligible students may ask the District to amend a record that they believe is

inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the records they want changed, and specify the reason.

- b. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at a time the student's school records are forwarded to another school to which the student is transferring.
- c. If the District decides not to amend the record as requested by parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- 3) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Michigan law authorizes disclosure without consent.
- 4) The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the "student records" and the District is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within 30 days of the date of the request from the other school.
- 5) The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or the parent(s)/guardian(s) or student

serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her personal responsibility.

- 6) The right to know that, upon request, the District discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by State or federal law.
- 7) The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if not student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 8) The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child. Throughout the school year, the District may release Directory information regarding students, limited to:
 - Name
 - Address
 - Telephone listing
 - Email address
 - Picture
 - Grade Level
 - Academic awards, degrees and honors
 - Information in relation to school sponsored activities, organizations and athletics

If you do not want the Public Schools of Petoskey to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1st of the current school year.

Student Privacy Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, requires the Public Schools of Petoskey to obtain consent or allow you to opt your child out of participating in certain school activities,

including a student survey, analysis, or evaluation in an applicable program that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian; or
8. Income, other than as required by law to determine program eligibility or financial assistance.

This opt-out right also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and to certain physical exams and screenings.