

Lakeview Elementary School Parent/Student Handbook 2012-2013

(Pages to Return: 25 ~ 28)



Lakeview Elementary School

**200 Croix Street
Negaunee, MI 49866
475-7803**

Negaunee Public Schools

<http://www.negaunee.k12.mi.us>

It is the policy of Lakeview Elementary School and the Negaunee Public Schools to provide an equal education opportunity for all students. Any person who believes that they have been discriminated against on the basis of race, color, age, height, weight, disability, religion, marital status or national origin, while at school or in a school activity should immediately contact the District's Civil Rights Coordinator:

MaryKay Johnson, Administrative Aide for Finance
101 S. Pioneer Ave.
Negaunee, MI 49866
(906) 475-4157

2012-2013
LAKEVIEW ELEMENTARY PERSONNEL
475-7803

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Title I Coordinator:	Julie Peterson	x. 103
Assistant Principal	Kellie Boase	x. 102
Special Education/504 Coordinator:	Kellie Boase	x. 102
Guidance Counselor:	TBA	x. 106
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	Tracy Spaulding	x. 154
Young Fives:	Katie Trudgeon	x. 128
	Andrea Bourdeau	x. 129
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	Connie Scanlon	x. 123
	Amy Young	x. 115
	Chad Kemp	x. 153
	Allyson Tinknell	x. 151
	Miaja Veihl	x. 129
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	Shelley Stetson	x. 120
	Molly Kus	x. 125
Special Education:	Kathleen Hill	x. 152
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Technology Coordinator:	Scott Washburn	x. 107
Speech:	Sarah Clement	x. 108
Physical Education.:	Lisa Bigalk	x. 113
Technology K-2	Nathan Fisher	x. 126
Library Aide:	Liz Wills	x. 107
Music:	Emily Strazzinski	x. 142
Art:	Linnea Gustafson	x. 130

Orchestra:	Cathy Moilanen (and NMS/NHS)	(continued...)
Health Coordinator:	Ronda Mattila (entire district)	x. 105
SHINE Coordinator:	Diane Faust (entire district)	x. 109
Food Service Director:	Hazel Blandford	x. 111

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Foreword

Welcome to Lakeview Elementary School. This student handbook was developed to answer commonly asked questions during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, please contact the school.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. *This handbook is effective immediately and supercedes any prior handbook and other written material on the same subjects.*

Mission Statement of the School

The primary purpose of our school is teaching and learning. Our school is built on a cooperative partnership of citizens, parents and staff working in a safe and orderly environment.

“Drug-Free School Zone”

In accordance with Federal and State law, the Board hereby establishes Lakeview Elementary School a “Drug-Free School Zone,” The use, possession, sale, concealment, delivery, or distribution of an drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone (1000 feet from the boundary of any school property), or at any District-related event is prohibited. Board Policy 5530 at www.negaunee.k12.mi.us contains further information.

Parent Involvement/S.H.I.N.E. Program

The Negaunee Public School’s 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 parents/guardians. This partnership includes communication between home and school. Parent-Teacher conferences are held at the end of the first marking period to inform parents of their child’s progress and to work out a suitable program of activities and experiences. Additional conferences are encouraged and may be requested by the parents/guardians or teachers as deemed necessary. The Communicator, Lakeview’s newsletter, is sent home with students every other Friday. This newsletter details events and activities that are taking place in the school.

SHINE (School Helpers Investing in Negaunee Education) is the organized district volunteer program. SHINE helps coordinate the talents and availability of the volunteers with the needs of the students,

teachers, and school. If interested in volunteering at Lakeview, please contact the SHINE Volunteer Program Coordinator, Diane Faust, at 475-0229.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated at school. If medical attention is required, the office will follow the School's emergency procedures. These same procedures will be followed in the event that a student becomes ill during the school day.

Homebound Instruction

The District will arrange for individual instruction to students of legal school age who are not able to attend school because of a physical or emotional disability. Parents should contact the principal regarding procedures for such instruction and expectations.

Section I-General Information

Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent(s) or legal guardian(s) resides, unless enrolling under the District's open enrollment policy. All students who will be five years of age on or before December 1, of the current school year are eligible to attend school that year.

Parents enrolling new students must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

A student who has been suspended or expelled by another public school may be temporarily denied enrollment pending expiration of the action, or a determination by the Superintendent.

Morning Drop Off

Students are not to be dropped off at Lakeview Elementary until after 8:35 a.m.

Breakfast is served daily starting thirty minutes before school starts. Students eating breakfast should enter doors nearest cafeteria. They are not allowed to go to their classroom or lockers.

Early Dismissal/After School Parent Pick Up

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parents coming to school to request the release. ***Parents must sign students out in the office. Students will be called to the office via PA announcement when their ride is at school.*** No student will be released to a person other than the custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Parents picking students up after school need to remain near the school office until the dismissal bell has rung. Parents may then meet their child at their classroom or the child may come to the office area.

Early Closings/Inclement Weather

The Superintendent makes decisions about closings. Information will be released immediately to the news media. Local television and radio stations will be used for announcements of early closings.

Inclement weather or building maintenance problems sometimes force schools to close on short notice or to open late. It is important to plan for such emergency BEFOREHAND as to what their children should do (where to go, who to call). These plans need to be discussed with your child and indicated on their Emergency Card. Emergency arrangements as indicated on the Emergency Card will be implemented during unexpected school closings.

Transfer Out of the District

Parents must notify the principal about plans to transfer their child to another school. School records may not be released if the transfer is not properly completed.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements. If a student does not have necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the District Health Coordinator.

Emergency Cards

Emergency cards are distributed annually to parents or guardians of all students. Emergency cards must be filled out completely for each student upon enrollment and filed in the office for use in emergency situations. Parents/Guardians are asked to update this card when there is a change in name, home/work phone numbers (unlisted phone numbers will be held in privacy), address, or doctor. Parents should have people that are generally at home during the day for emergency contacts.

Use of Medications

If it is necessary for a student to take any form of medication at school, the following guidelines are to be observed:

- ***Parents are required to personally bring medication to the principal's office. It is against policy for students to transport medication. A refill of each prescription is the responsibility of the parent upon the notification by the school.***
- ***A signed note from a parent/guardian must be presented to the office. The forms authorizing prescription and nonprescription medication administration are available in the office. This form will be filed in the student's CA-60 file.***
- All prescribed medications must be kept in a pharmaceutical container, labeled as to name of pupil, name of medication, dosage and time of dosage. These containers will be properly secured. The supply of medication should be for two weeks if possible.
- Parents are to notify the District Health Coordinator or Lakeview Office by phone or in writing before starting or when there is a physician ordered change in the student's medication program.
- Forms authorizing the possession and use of Asthma Inhalers or other emergency medication shall be completed and signed by a physician and the parents.

Illness/Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures for the health and safety of the group. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. If your child has a temperature or symptoms such as vomiting or diarrhea, keep him/her home. Students will not be permitted to attend school if they are acutely ill, and/or have a fever (greater than 100 degrees F), a severe cough, or diarrhea. *If a child has had recent diarrhea, vomiting, or fever greater than 100 Degrees please keep them home for 24 hours after the symptoms have subsided.* Communicable diseases must be reported to the school. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, conjunctivitis (pink eye), mononucleosis, head lice, scabies, Methicillin resistant staphylococcus aureus (MRSA), fifth disease, and influenza.

Health Services

In compliance with law, the Board of Education may require students to submit to periodic health examinations, including, but not limited to vision or hearing screening and scoliosis testing. In the event that a non-emergency invasive physical examination is needed, parents will receive notification. More information can be viewed at www.negaunee.k12.mi.us, Policy 5310.

Individuals With Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. 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 District Special Education Coordinator to inquire about evaluation procedures and programs.

Student Records

The School District maintains many student records including both directory and confidential information. Directory information includes a student's name, address, telephone number, and awards received. Confidential information includes test scores, psychological reports, behavior data, disciplinary records, and communications with family and outside service providers.

Release of Information

- Only directory information shall be released to any person other than a parent, without the written consent of the parent except as stipulated by Board policies or specified in the law.
- Parents and eligible students may refuse to allow the District to disclose any or all of such directory information upon written notification to the District within ten days after receipt of the District's public notice in this handbook.
- Information necessary for educational planning will be shared with the professionals working with your child. School personnel are not permitted to share information regarding a child with another person without the written consent of the legal custodial parent.
- If a parent wishes to delegate his/her responsibilities concerning any information exchange of his/her child (with the child's teacher or other school representatives) to another person, the school must obtain a consent release form, prior to the disclosure of information, from the legal custodial parent. These forms are available in the school office.

Only student records mandated by the State or Federal government and necessary to the function of the Lakeview Elementary School or specifically permitted by the Board will be compiled. The following records may be collected:

- Membership record as required by law
- Observations and ratings of individual students by professional staff members acting within their sphere of competency
- Samples of student work
- Information from professionally acceptable standard instruments such as: interest inventories, aptitude tests, achievement tests, standardized intelligence tests
- Verified reports of serious or recurrent behavior patterns
- Rank in class and academic honors earned
- Psychological tests
- Attendance records
- Health records
- Custodial arrangements

Parents have a right to review and receive copies of all educational records. Costs for copying of records may be charged to parents. To review student records, please provide a written notice identifying requested student records to the principal. An appointment will be given to review the records and answer questions.

Parents have a right to amend a student record when they believe the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of the student record in writing and if the request is denied, the parent will be informed of their right to a hearing on the matter.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. For more information regarding student surveys, please see Board Policy No. 2416.

Individuals have a right to file a complaint with the United States Department of Education if they believe the District has violated the Family Education Rights and Privacy Act. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-4605
(www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail address: FERPA@ed.gov

Student Fund-Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with District Policies. Fund-raising activities at Lakeview must be approved through the principal and not interfere with other educational activities. All fund-raising must be under supervision of approved staff.

Student Supplies and School Equipment/Facilities

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or conserve the limited resources for use by others. A suggested supply

list is distributed at the beginning of each school year. Textbooks will be distributed to students in the classrooms. Books are loaned to the students free of charge, however lost or damaged books must be paid for at the following rates:

100% of the cost-New Books	80%-1 year old books
60%-2 year old books	40%-3 year old books
20%-4+ years	

School buildings and equipment are constructed and maintained through taxpayers' money. Students who lose, destroy or vandalize school property will be required to pay for losses or damages. The fine will be used to pay for the damage, not to make a profit. If students willfully destroy school property, suspension and/or more serious consequences will be necessary.

Student Valuables

The school is not responsible for lost, broken, or stolen personal valuables. Students are strongly advised not to bring money or valuable articles to school unless needed for that day. If it is necessary to send money with your child, parents are requested to send the exact amount in a sealed envelope with the child's name and teacher's name on it.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials must contact the principal prior to coming to school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limitations.

Fire, Tornado, and Lockdown Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the building and the building secured will occur each school year. Specific instructions on how to proceed during each type of drill will be provided to students by their teachers.

Preparedness for Toxic and Asbestos Hazards

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Preparedness for Toxic Hazard and Asbestos Hazard Policy 8431 is available at www.negaunee.k12.mi.us.

Pesticides

Parents have the right to be informed before any pesticide application is made to the school property. Pesticides may periodically be applied to school property. Parents (or guardians) have a right to request prior notification of such pesticide applications. In the case of an emergency, pesticides may be applied without prior notice, but those parents who request notification will be notified of the emergency application after it occurs.

Lost and Found

The lost and found area is in a designated storage cabinet near the cafeteria. Unclaimed items will be given to a local charity on a quarterly basis.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must sign in at the office upon entering the school. Please look at entrance doors and any office postings when entering the building for any updated policy change or special announcements. Bringing other children, particularly younger children, onto the playground during school hours/recess is not permitted unless a special Lakeview event is taking place. Any children that are brought onto campus are the responsibility of the party that brought them. Negaunee Public Schools is not liable for any injury that may occur. Student classroom visitors are discouraged due to safety concerns.

Use of Telephones and Electronic Devices

Classroom and office telephones are not for personal use, but for emergency use only. *Students should come to school equipped for the day and should not have to call home for forgotten items. Students may not use the phone to arrange transportation, visits, etc.* Parents should only call students at school for emergencies. Radios, portable TV's, electronic toys/games, MP3 players, laser pens, etc. are not permitted in school. Possession of these items is against Board Policy. This property may be confiscated and disciplinary action may take place.

A student may possess a cellular telephone or other electronic communication devices and electronic storage devices in school, on school property, at after school activities and at school related functions, provided that they ***remain off***. The unauthorized use of cellular phones and other communication devices to communicate or access information during school hours is prohibited. Unauthorized use of a cellular telephone or other electronic communication devices and storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or communication device. The student who possesses one of the above items shall assume all responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to items brought onto its property.

Food Service

The Federal Wellness Program, which requires schools to serve well-balanced and nutritious breakfasts and lunches, is followed daily at Lakeview. Lakeview menus will be posted monthly on the Lakeview web page and a copy is sent home with students. Nutritional analysis for Lakeview menus is available to anyone upon request by contacting the School Food Service Director. Because nutrition is the focus of the lunch program, please do not send soft drinks or candy when packing a bag lunch.

Families that meet income guidelines are eligible for free or reduced rates. Applications for free and reduced meals are sent home at the beginning of each year. If a family's financial situation changes during the school year, they may apply for free or reduced meals at any time. Our school district does not participate in the Special Milk Program so students who want to drink milk with their cold lunch must purchase the milk.

To purchase breakfast or lunch meals, families are encouraged to send money with their student to be deposited in their account first thing in the morning or they can deposit money on line. A "reminder note" is sent home with a student when their account no longer has money available. A parent can also check a student meal account balance on the Power School web site. The Negaunee Public School program guidelines prevent us from allowing students to charge meals. Therefore, **DEPOSITS MUST BE MADE IN ADVANCE. IF A STUDENT DOES NOT HAVE MONEY IN THEIR ACCOUNT THEY WILL NOT RECEIVE BREAKFAST OR LUNCH UNTIL DEPOSIT IS MADE.**

Breakfast is served daily starting thirty minutes before school starts. Students eating breakfast should enter doors nearest cafeteria. They are not allowed to go to their classroom or lockers.

Snacks

Teachers may provide a time during the morning or afternoon for snacks. In an effort to prevent allergic reactions, students should not bring snacks containing nuts to school. Snacks should be healthy. Soft drinks, red juice and chewing gum are not allowed in school. Students are permitted to bring clear water bottles containing water to keep with them during class time.

SECTION II-ACADEMICS

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Grades

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students receive grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the school year. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Parents of third through fifth grade students are able to access their child's grades through PowerSchool on the Internet. A username and password will be provided to students in third through fifth grades at the beginning of each school year.

Promotion, Retention, and Placement

Promotion to the next grade level is based on current level of achievement, potential for success at the next grade level, and emotional, physical, and/or social maturity. Conferences with the parents/guardians and professional staff will be scheduled prior to any retention. The decision to retain or promote rests with the school principal. An appeal process is available should concerns arise.

The principal, in conference with the classroom teachers, assigns students to create classes that are balanced in relation to a variety of factors. Parents can provide input and information about their child's learning style, behavior, physical, emotional needs, through Placement Consideration Forms available at the school office by May 15th each year. This information will be taken into consideration during the placement process, but class placement is a school decision. Lakeview Elementary School does not take parental requests regarding a specific teacher. Several factors will be weighed before classroom assignments are made. They include:

- Reading level
- Overall academic level
- Work habits and learning styles
- Social relationships
- Any special academic, social, or emotional needs that affect student success.

Title I Services

Title I is a federal program that provides general education instructional support. The purpose of Title I is to help increase the achievement of those students that are at risk of not meeting Michigan's Grade Level Content Expectations. The four content areas in which students might receive additional support include Language Arts, Math, Science, and Social Studies.

Students are recommended for Title 1 service based on assessment information and progress monitoring. Each marking period updated assessments are given. Students who make adequate progress may be moved out of Title 1 service and a student who is making less progress may be moved into the program.

Title 1 students receive their primary instruction from their classroom teacher. Title 1 staff reinforces skills related to this instruction. This additional instruction is provided when other students are working independently, or the classroom teacher is working with another small group of students.

Lakeview School has instructional aides that provide academic support to students. Language Arts and Math skills are the main focus in early elementary. Science and Social Studies support is also added in later elementary.

*Two copies of the School/Parent/Student Compact are included at the back of this handbook. Please sign both and keep one copy for your reference at home and send the other back to school with your child. **All** parents and students are asked to sign and return the form.*

Homework

The assignment of homework can be expected. Homework provides practice and the opportunity for parent support. It is also a part of the student's preparation for the Michigan Educational Assessment Program and a tool to teach organizational skills and strategies. A Homework Planner, provided by the Lakeview Parent Teacher Partnership, is given to every student in grades 3 through 5.

The following is a guideline for parents regarding homework to expect per evening. Please remember this is approximate and the amount may vary between students, classrooms, and the topic being studied.

- K-1st Grade 10-20 minutes
- 2nd Grade 15-30 minutes
- 3rd Grade 25-45 minutes
- 4th Grade 30-60 minutes
- 5th Grade 40-60+ minutes

Homework will not generally be used for disciplinary reasons, but only to enhance the students' learning. Homework completion is always expected. No detention will be assigned if the teacher determines that a sincere effort has been made to complete the work. To be considered acceptable, assignments must be finished, handed in on time, relatively neat, and show sincere effort. Grade levels have progressive plans of sanctions when homework completion does not meet standards. It is understood that occasional problems arise with homework completion, so procedures for dealing with resolution of problems are established at each grade level. Sanctions for homework incompleteness may include:

- Academic Lunch Detention-parents are notified through a "green slip" confirming date and stage on consequence rubric. Further details and rubric will be sent home one week prior to the first day of Academic Detention. Academic Lunch Detentions are not issued until the first Tuesday in October.

- Use of privilege time, recess periods, Specials classes to address substandard homework.
- Restriction of recommendations for rewards and special activities
- Parent-Teacher Conference

Computer Technology and Network/Acceptable Use Agreement

Negaunee Public Schools believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities, which support teaching and learning. The following are our agreements about the use of technology in the schools of Negaunee.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- I promise to use all computer equipment carefully.
- I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
- I promise not to share my password.
- I promise not to damage or tamper with the hardware, software or the network.
- I promise to obey copyright laws.
- I promise to tell my teacher if I read or see something on the computer that is inappropriate.
- I promise never to use the computer to be hurtful to others. I will not view, send or display inappropriate messages or pictures.
- I promise to print only when my teacher tells me to.
- I promise to only use my own file or my own folder on the student server.
- I understand that if I break any of my promises, I might not be able to use the computers.
- I will sign my name to show that I will follow these rules.

Students and parents must sign a permission form before using the school computers. This form can be found at the back of this handbook. Failure to abide by the terms of the agreement may lead to the termination of the student's computer account and possible disciplinary action.

Student Assessment

The Michigan Educational Assessment Program or alternative MI Access, are state mandated tests for all students in grades 3 through 5. These tests are given to students to monitor progress and determine educational mastery levels. Information regarding this test will be provided before the testing period. The results of this test will be provided to parents.

Classroom tests will be used to assess student progress, guide educational planning, and assign grades. These are selected and prepared by teachers to assess how well the students have achieved specific objectives.

Students in grades 1 to 5 will receive a report card at the end of each quarter indicating their progress in academic learning and social growth. When there is a concern that adequate progress is not being made, teachers will notify parents and a Child Study may be scheduled.

SECTION III-STUDENT CONDUCT

Attendance

Regular attendance is essential to learning. State law requires school attendance until the age of sixteen. Lakeview expects students to attend at least 95% of the school days. Students must arrive at their classroom on time every morning.

Lakeview will monitor each student's attendance and tardiness on Power School each marking period. Parents may receive a letter regarding any concerns. Attendance and tardy concerns will be monitored for improvement. If there is no improvement, a parent meeting with the Attendance Board may be arranged and an action plan created.

If absences and tardies continue to be a problem, one or more of the following may occur:

- Notification Letter sent home
- Referral to Attendance Board-Possible results may include referral Protective Services and/or Probate Court

If a student is absent, parents must excuse their absence by contacting the teacher by 9 am the day of the absence. All absences must be verified through parents either by phone, email, or notes. When an absence will exceed three days, parents should contact the teacher to request make-up assignments. After five consecutive absences, any illness should have a physician's statement.

Students that arrive after the start bell will be marked tardy. If a student is tardy, they must check in at the office and have a written or verbal excuse from their parent/guardian. Tardies in excess of one hour will be counted as a half-day absence. Students being picked up an hour or more before the closing bell will be counted as a half-day absence. *Whenever possible, appointments need to be made outside of school hours.*

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should contact the student's teacher to make necessary arrangements. The teacher should be notified at least one week in advance in order to make appropriate plans. Assignments should be obtained before the vacation. It is the family's responsibility to keep the student up with class work during the vacation.

Student Attendance at School Events

The school encourages students to attend school events held after school. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students that arrive without an adult chaperone. Students must comply with the Code of Conduct at school events, regardless of location. Disruptive and inappropriate behavior may result in removal of the student and/or family from the event or restrictions on future attendance. Additional consequences may apply based on circumstances of the Code of Conduct violation.

Code of Conduct

A major component of the educational program at Lakeview is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Students are expected to follow Lakeview's "***Miner Traits,***" **Respect, Responsibility, and Remember Safety.** Students can demonstrate these traits in several ways:

- Respecting People & Property
- Finishing Work on Time

- Listening & Following Directions
- Interacting Appropriately in Groups
- Working appropriately on Their Own
- Showing Organization
- Exercising Self-Control

Expected Behaviors

Each student shall be expected to:

- help maintain a safe school environment;
- act courteously to adults and fellow students;
- follow the directions of the person in charge;
- keep hands, feet, and objects to him/herself;
- respect school and personal property;
- complete assigned tasks on time, as directed;

Dress and Grooming

Proper school attire is a parental responsibility and it is expected that all students will be sent to school properly dressed. It is inappropriate to wear clothing or any fashion that disrupts the educational process or presents a safety risk. The following styles or manner of dress are prohibited:

- Unnatural hair color
- Headwear of any kind in school buildings, including synthetic hair pieces
- Clothing which exposes bare midriffs or underclothing
- Clothing advertising alcoholic beverages, tobacco, drugs, or those with obscene or sexually suggestive printing or ethnic slander on them
- Mutilated clothing
- Jackets and book bags in classrooms
- Sunglasses in school buildings
- Tank top with straps less than two inches in width/halter top without undershirt
- Chains/studded jewelry
- Flip-flop type shoes – Shoes must fasten behind the ankle
- Shorts and skirts shorter than your fingertips when arms are fully extended at your side

Children should be properly dressed for the weather. Boots and snowpants need to be worn on the non-plowed areas of the playground. Winter clothing is worn/taken with to the cafeteria. Children are not allowed to go back to the hallway or classroom to get winter clothing. It is best to send children to school in layers so that they would be able to put on and take off clothing depending on whether they are outside or inside. Parents will be notified by phone or incident report if their children are improperly dressed.

Failure to comply with the above conditions may result in but not limited to the following consequences:

- Student may be asked to turn clothing inside out
- Student may be asked to change into appropriate clothing
- Parent may be called to bring in appropriate clothing
- Student may be sent home

Safety Concerns

Students may not use roller blades, skateboards, scooters, Heely tennis shoes, or any other form of personal transportation device on school campus. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within the building and on the grounds

by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Bicycles are permitted, but must be walked on school campus to avoid injury. Bikes must be parked in provided bike racks and should be secured with a locking device.

Student Discipline Code

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. *Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.*

Discipline

In all cases, an attempt will be made to make discipline prompt and equitable and to have the consequence match the severity of the incident. Below are guides that state possible consequences for various behaviors.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Stage 1 Behavior Rubric

	First Time	Second Time	Third Time	Fourth Time
Grades K-2	<ul style="list-style-type: none"> Incident Report/ Written Warning Loss of Recess 	<ul style="list-style-type: none"> Incident Report One Quiet Room Student Calls Parents Loss of Recesses 	<ul style="list-style-type: none"> Incident Report Three Quiet Rooms Student Calls Parents Loss of Recesses Reflection Parent Conference (Optional) 	<ul style="list-style-type: none"> Incident Report Five Quiet Rooms Student Calls Parents Loss of Recesses Reflection Parent Conference Behavior Plan
Grades 3-5	<ul style="list-style-type: none"> Incident Report One Quiet Room Loss of Recesses 	<ul style="list-style-type: none"> Incident Report Two Quiet Rooms Student Calls Parents Loss of Recesses Reflection 	<ul style="list-style-type: none"> Incident Report Four Quiet Rooms Student Calls Parents Loss of Recesses Reflection Parent Conference (Optional) 	<ul style="list-style-type: none"> Incident Report One Day ISS Student Calls Parents Loss of Recesses Parent Conference Behavior Plan

NOTE:

- Consequences may vary based upon severity, circumstances and requirements of Board Policy and State or Federal Law.
- The above rubric is based upon guiding principles of effective and progressive consequences and Lakeview School's unique needs and resources.
- Further incidents may result in, but not limited to, additional days of Quiet Room, In School Suspension, Out of School Suspension, Expulsion, etc.

DISHONESTY-deceitfulness shown in someone's character or behavior

DISRESPECT-lack of respect or courtesy

DRESS CODE VIOLATION-fashion (dress, accessory, or hairstyle) that disrupts educational process or presents a safety risk

GAMBLING-playing games of chance for money

HORSEPLAY-rough, boisterous play

LITTERING-making the school grounds untidy with rubbish

PUBLIC DISPLAY OF AFFECTION-any display of affection in a physical way

TEASING-making fun of someone in an unkind manner

Stage 2 Behavior Rubric

	First Time	Second Time	Third Time	Fourth Time
Grades K-2	<ul style="list-style-type: none">• Incident Report• One Quiet Room• Student Calls Parents• Loss of Recesses	<ul style="list-style-type: none">• Incident Report• Two Quiet Rooms• Student Calls Parents• Loss of Recesses• Reflection	<ul style="list-style-type: none">• Incident Report• Half Day ISS• Student Calls Parents• Loss of Recesses• Reflection• Parent Conference• (Optional)	<ul style="list-style-type: none">• Incident Report• One Day ISS• Student Calls Parents• Loss of Recesses• Parent Conference• Behavior Plan
Grades 3-5	<ul style="list-style-type: none">• Incident Report• Two Quiet Rooms• Student Calls Parents• Loss of Recesses• Reflection	<ul style="list-style-type: none">• Incident Report• Four Quiet Rooms• Student Calls Parents• Loss of Recesses• Reflection	<ul style="list-style-type: none">• Incident Report• One Day ISS• Student Calls Parents• Loss of Recesses• Parent Conference• (Optional)	<ul style="list-style-type: none">• Incident Report• Two Days ISS• Student Calls Parents• Loss of Recesses• Parent Conference• Behavior Plan

NOTE:

- *Consequences may vary based upon severity, circumstances and requirements of Board Policy and State or Federal Law.*
- *The above rubric is based upon guiding principles of effective and progressive consequences and Lakeview School's unique needs and resources.*
- *Further incidents may result in, but not limited to, additional days of Quiet Room, In School Suspension, referral to Police, Out of School Suspension, Expulsion, etc.*

ASSAULT-any physical aggression where one individual is attempting to do bodily harm to another

BULLYING-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 includes electronically transmitted acts that harass through unpleasant or aggressive messages.

CHEATING-acting dishonestly or unfairly in order to gain an advantage

DISORDERLY CONDUCT-unruly behavior outside of the classroom

DISRUPTIVE CONDUCT-any act or conduct that is disruptive of the educational process or conduct that will endanger the physical and/or emotional well-being of students or staff

ENDANGERMENT-an action that places another at risk or in danger

EXTORTION-the act of borrowing or attempting to borrow any money or items of value from a student unless both parties enter into agreement freely and without the presence of either an implied or expressed threat

FIGHTING-the act of quarreling involving bodily contact

FIRE PROTECTION SYSTEM-tampering with the fire protection system in any manner

FORGERY-producing a false copy of a document, signature, grades, addresses, or other data on school forms

HAZING-the act of harassing by ridicule or criticism or the playing of abusive tricks on fellow students

INAPPROPRIATE TOUCH-violation of an individual's personal space

INSUBORDINATION-defiant of authority; disobedient of others

OBSCENITY-the state of being obscene; behavior, language, or images

SNOW RELATED-the use of snow/ice that may endanger other students

SPITTING-ejecting saliva forcibly from one's mouth, sometimes as a gesture of contempt or anger

THEFT-the action or crime of stealing; taking something that does not belong to you

THREAT-verbal or written statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done

VANDALISM-the act of willful destruction of property belonging to another or others

WEAPON-LIKE OBJECTS-possession of a potentially dangerous object; using an object as a weapon to inflict bodily harm or physical damage

Stage 3 Behavior

	First Time	Second Time	Third Time
Grades K-2	<ul style="list-style-type: none"> Incident Report One Day OSS (minimum) Criminal Charges (optional) 	<ul style="list-style-type: none"> Incident Report Three Days OSS (minimum) Criminal Charges (optional) 	<ul style="list-style-type: none"> Incident Report Ten Days OSS Referral to Board Expulsion (optional)
Grades 3-5	<ul style="list-style-type: none"> Incident Report Three Days OSS (minimum) Criminal Charges (optional) 	<ul style="list-style-type: none"> Incident Report Five Days OSS (minimum) Criminal Charges (optional) 	<ul style="list-style-type: none"> Incident Report Ten Days OSS Referral to Board Expulsion (optional)

NOTE:

- Consequences may vary based upon severity, circumstances and requirements of Board Policy and State or Federal Law.*
- The above rubric is based upon guiding principles of effective and progressive consequences and Lakeview School's unique needs and resources.*
- Further incidents may result in, but not limited to, additional days of In School Suspension, Out of School Suspension, referral to Police, Expulsion, etc.*

ARSON-the act of deliberately setting fire to property

DRUGS/ALCOHOLIC BEVERAGES- (includes imitation and non/prescription) possession, sale, transfer, use of drugs

EXPLOSIVES-use of any substance that can be made to explode

WEAPONS-things designed or used for inflicting bodily harm or physical damage

EXPLANATION OF CONSEQUENCES

AFTER SCHOOL DETENTION-student works on class work during scheduled time after the school day

BEHAVIOR PLAN-a written document/instrument used to promote positive behavior

EXPULSION-student is permanently removed from school because of a gross misdemeanor or persistent disobedience; determined by the Board of Education on the recommendation of the Superintendent

IN SCHOOL SUSPENSION-student remains secluded from other students throughout the day; completes assignments in designated room with one adult; eats lunch in that room

LOSS OF RECESS(ES)-student does not receive recess for the day

OUT OF SCHOOL SUSPENSION-student is not allowed on the school grounds during school hours or at school events; re-admittance may require parent conference; missed daily work will need to be made up; length of suspension is determined by severity of incident

PARENT CONFERENCE-parent(s) meet with school personnel to discuss incidents and possible solutions

QUIET ROOM-student eats lunch in a room with an adult and does not receive any recess

REFLECTION-student completes a four-question worksheet regarding incident

STUDENT CALLS PARENTS-student calls a parent/guardian to explain incident and consequences

WRITTEN WARNING-parents are notified of incident; warning needs to be signed by a parent/guardian and returned to school the following school day

INCIDENT REPORT
OFFICE OF THE PRINCIPAL
Lakeview Elementary School
Negaunee Public Schools
475-7803

_____ Student's Name	_____ Date/Time of Incident
_____ Grade/Teacher	_____ Reporting Staff Person

1. Behavior Expectations

In order to keep Lakeview safe and orderly, a few basic rules have been established. The basic rule stated in the Parent/Student Handbook that was not followed was:

- ___ Help maintain a safe school environment.
- ___ Act courteously to adults and fellow students.
- ___ Follow the directions of the person in charge.
- ___ Keep hands, feet, and objects to him/herself.
- ___ Respect school and personal property.
- ___ Complete assigned tasks on time and as directed.

2. Miner Traits

We follow our Miner Traits at Lakeview School. The trait(s) not followed was (were):

- | | | |
|-------------|--------------------|---------------------|
| ___ Respect | ___ Responsibility | ___ Remember Safety |
|-------------|--------------------|---------------------|

3. Location:

- | | | |
|----------------|---------------------------------|-----------------|
| ___ Playground | ___ Classroom Instruction | ___ Restroom |
| ___ Gym | ___ Classroom Free Time | ___ Hallway |
| ___ Cafeteria | ___ Before/After School Program | ___ Other _____ |

4. Incident Details: _____

*****Administrative Intervention*****

Consequences are based on the Student Discipline Code in the Parent/Student Handbook.

Student(s) Interview: _____

Administrator Comments: _____

Infraction: _____

Consequences:

Yellow Caution Slip/Written Warning

- | | | |
|-----------|------------------------------|-------------------------|
| Pink Slip | ___ Loss of Recess(es) _____ | ___ Quiet Room(s) _____ |
| | ___ Reflection Sheet | ___ Parent Phone Call |
| | ___ ISS/OSS _____ | ___ Counselor Referral |
| | ___ Other _____ | |

Administrator's Signature: _____ **Date:** _____

NOTE Please sign this incident report and return it to school the following day. Failure to do so will result in a Quiet Room.

Parent Comments: _____

Parent Signature: _____ **Date:** _____

Due Process Rights

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

- 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.
- 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 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).

Search and Seizure

The Board of Education permits the search of a student and his/her possessions at any time if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. Searches may include school property used by students such as lockers and desks and student property such as book bags. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

Student Rights of Expression

The school recognizes the right of students to express themselves. With this right of expression comes the responsibility to do it appropriately. The expression cannot be obscene, vulgar, insulting, or harassing. It may not promote violence, disruption of school, or violate any school regulation.

SECTION IV-TRANSPORTATION

Bus Transportation to School

School Districts are NOT required by law to transport regular education children. Negaunee Public Schools has elected to provide transportation. Therefore, School Bus Transportation is a privilege, not a right.

Pupil Transportation will operate according to the following criteria-listed in order of priority:

- Safety of pupils
- Economy of operation

- Convenience of pupils

Transportation to and from school will be provided to students who live more than 1.5 miles, by the shortest route, from the school property in which they attend. If under 1.5 miles, parents may provide transportation or the student may walk to school. Elementary students may be expected to walk up to, but no more than ½ mile to reach their designated bus stop. Secondary students may be required to walk up to, but no more than 1 mile to reach their designated bus stop.

There is NO maximum riding time in the law for children in kindergarten through grade 12.

Many factors are taken into consideration when establishing the placement of school bus stops. The primary concern is visibility of the bus to other traffic and the consideration of stopping distances necessary for other motor vehicles in order to accomplish safe loading and unloading of the children. In general, State Law requires 400 feet of clear and continuous visibility on a highway or roadway where the speed limit is more than 35 miles per hour and 200 feet where the speed limit is less than 35 miles per hour. The alternating overhead lights on a school bus, which are used to notify other traffic of an upcoming stop, must by law, be activated 200 feet before the stop. Thus, bus stops must be at least 200 feet apart.

Students must ride their assigned bus and get off at their regular stop unless other arrangements are made in advance. Written requests from the parent/guardian is required for the bus driver and teacher. Such a written request is to include the child's name, date the change is to occur, and the person's name and address of the destination.

Parents should call the Transportation Supervisor at 475-4156 between 7:30 a.m. and 3:30 p.m. (or 475-4714 before or after that time) whenever there are permanent changes, problems or questions. The bus drivers are not allowed to make route or stop changes without prior authorization.

Parental Responsibilities Regarding the Bus Stops

1. The safety of your child while going to or from the bus stop and while waiting at the stop for the school bus.
2. Any damage by your child to school buses, personal property of others, or public property.
3. To advise the child that the bus driver is the sole authority on the bus while they are being transported.

If at any time, parents feel that it is unsafe for their children to ride because of inclement weather or road conditions, they may keep their children home. Also, parents are authorized to pick their children up from school and take them home if they feel that it would be unsafe for them to ride the school bus home at the regular school dismissal time. Parents are expected to notify the school and follow appropriate sign out procedures in such instances.

Bus Conduct

Every bus rider must abide by the following rules, or be subject to disciplinary action, which may entail loss of bus riding privileges.

1. Safe behavior is required at all times. The bus driver is in charge of the bus and MUST be obeyed.
2. Students are expected to be at their designated bus stop 10 minutes before the scheduled pick-up time. Buses cannot wait for tardy pupils.
3. Stay off the roadway while waiting for the bus. Form a line to get on the bus. Behavior at the bus stop is the parents' responsibility.

4. Bus riders should not move to board the bus until it is completely stopped and the bus door is open. Riders shall follow an orderly procedure when getting on or off the bus.
5. The driver has the right to assign seats. Keep your feet on the floor, out of the aisle and off the seats.
6. All riders shall remain seated when the bus is in motion.
7. Keep all body parts and items inside the bus when the window is open.
8. Shouting, fighting, horseplay and obscene language are forbidden.
9. All riders are expected to help keep the bus clean and sanitary inside.
10. Any damage to the bus, seat covers, etc, shall be paid for by the rider inflicting the damage. A bill will be sent to the parent.
11. NO smoking or chewing of tobacco will be permitted on the bus. Lighters and matches are forbidden.

Penalties for Infractions

First Offense

- In most cases a verbal and/or written warning will be given to the rider, unless the bus driver judges the offense severe. In this case, the rider will lose riding privileges as outlined in the Second Offense.

Second Offense and Succeeding Offenses

- The rider may be suspended from riding the bus. This suspension would be from all Negaunee buses on the designated days. Suspensions usually start with 1 day off and increase with severity and repetition of violations. However, if deemed severe, the suspension may be for a longer period of time.
- After being suspended for a period of 10 consecutive days, the student will be denied riding privileges for the remainder of that school year.

All riders who violate the bus rules will receive a School Bus/Student Discipline Report Form indicating the infraction. This form must be signed by the parent/guardian before the student is allowed back on the bus. Bus suspensions are not arranged for the convenience of the parent/guardian. The suspension days designated are nonnegotiable.

NEGAUNEE PARENT INVOLVEMENT POLICY

Negaunee Public Schools (NPS) recognize that parent involvement is key to school success. Decades of research show that when families and caregivers are involved, students have:

- ⇒ Higher grades, test scores, and graduation rates
- ⇒ Better school attendance
- ⇒ Increased motivation, better self-esteem
- ⇒ Lower rates of suspension
- ⇒ Decreased use of alcohol and drugs
- ⇒ Fewer instances of violent behavior

Research also indicates, "When parents come to school regularly, it reinforces the view in the child's mind that school and home are connected and that school is an important part of the whole family's life."

Negaunee Public Schools, in collaboration with parents, students, teachers, and administrators, will work to develop and promote activities that encourage parent involvement and reflect the needs of students and their families.

NPS will promote the following essential parts of parent involvement:

- ⇒ **COMMUNICATION:** Effective communication requires both school-initiated contact with the parent and parent-initiated contact with the school that is ongoing, two-way, and meaningful. Both parties need to provide basic information about a child's strengths, challenges, and accomplishments. (Examples: Parents are encouraged to attend Open House/Title 1 Parent Meetings at Lakeview; attend Parent-Teachers Conferences; read newsletters provided by the school; check grades on PowerSchool; email or call teachers to discuss specific questions or concerns.)
- ⇒ **PARENTING/STUDENT LEARNING:** The family plays a critical role in a child's education. School personnel will suggest resources and ideas for parents to learn how to support their child's needs. (Examples: Information regarding community resources will be provided, when appropriate. At the elementary level, teachers within each grade level will invite parents to come to school to hear about what's currently being emphasized in the curriculum and learn about a couple of strategies that can be used at home to reinforce learning.)
- ⇒ **VOLUNTEERING:** Parents are welcome in school. Their support and assistance are encouraged. Volunteer opportunities will attempt to use each parent's expertise and interests. (Examples: District SHINE (School Helpers Investing in Negaunee Education) volunteer program; Athletic Booster Club; Band Backers)
- ⇒ **DECISION MAKING:** Parents are partners in the decisions that affect their families. Parents and educators both have responsibility to make informed decisions related to all aspects of education. The role of parents in decision-making shall be evaluated and expanded at the district and school levels, on an ongoing basis. (Examples: Negaunee Board of Education; School Improvement Team Parent representation; LPTP (Lakeview Parent-Teacher Partnership); NMSPT³ (Negaunee Middle School Parents and Teachers Talking Together))

School/Parent/Student Compact

(Your Copy to Keep)

Two copies are included. Sign both. Keep one copy for your reference at home and send the other to school.

School Responsibilities:

- Provide all students with high quality curriculum and instruction.
- Promote enthusiasm for reading and writing on a regular basis.
- Provide a supportive learning environment and maximum opportunity for all students to successfully meet grade level content expectations.
- Maintain regular communication regarding student performance.
- Model, teach, and help students follow school and classroom rules.
- Provide opportunities for parents to volunteer, participate, and/or observe in school activities.

Lakeview Principal Signature

Parent Responsibilities:

- Be supportive of my child's learning.
- Encourage my child to complete all homework assignments and provide support as needed.
- Encourage our family to read and write regularly with enthusiasm.
- Monitor attendance, healthy eating habits, and proper amounts of sleep.
- Volunteer in my child's classroom and/or participate in school activities, as I am able.
- Stay informed about my child's education and communicate with the school.

Parent(s)/Guardian(s) Signature

Student Responsibilities:

- Attend school regularly, be ready to learn, and do my best work.
- Respect my family, teachers/school staff, and fellow students.
- Complete and turn in my assignments on time, and ask for help when I do not understand.
- Read and write regularly with enthusiasm.
- Give my parents all letters/notices received by me from school every day and keep them informed of school activities.

Student(s) Signature

School/Parent/Student Compact

(Please Sign & Return This Copy)

Two copies are included. Sign both. Keep one copy for your reference at home and send the other to school.

School Responsibilities:

- Provide all students with high quality curriculum and instruction.
- Promote enthusiasm for reading and writing on a regular basis.
- Provide a supportive learning environment and maximum opportunity for all students to successfully meet grade level content expectations.
- Maintain regular communication regarding student performance.
- Model, teach, and help students follow school and classroom rules.
- Provide opportunities for parents to volunteer, participate, and/or observe in school activities.

Lakeview Principal Signature

Parent Responsibilities:

- Be supportive of my child's learning.
- Encourage my child to complete all homework assignments and provide support as needed.
- Encourage our family to read and write regularly with enthusiasm.
- Monitor attendance, healthy eating habits, and proper amounts of sleep.
- Volunteer in my child's classroom and/or participate in school activities, as I am able.
- Stay informed about my child's education and communicate with the school.

Parent(s)/Guardian(s) Signature

Student Responsibilities:

- Attend school regularly, be ready to learn, and do my best work.
- Respect my family, teachers/school staff, and fellow students.
- Complete and turn in my assignments on time, and ask for help when I do not understand.
- Read and write regularly with enthusiasm.
- Give my parents all letters/notices received by me from school every day and keep them informed of school activities.

Student(s) Signature

**AUTHORIZATION FOR MEDICATION OR TREATMENT AT SCHOOL
(RETURN THIS FORM)**

The following information is necessary for any student to use prescribed medications, emergency medications or non-prescribed medications at school in accordance to the Negaunee Public School Board Policy and Handbook.

Student Name _____ **Grade/Teacher** _____

Authorization is hereby given for the student named above to: (Please check all that apply)

- ☐ Receive or use the non-prescribed medication.
- ☐ Receive or use the prescribed medication in accordance to the doctor's prescription.
- ☐ Self administer as permitted by law, or receive the prescribed emergency medication in accordance to the doctor's prescription.
- ☐ Receive the prescribed treatment.

1. Medication/Treatment: _____ **Dose:** _____

Special Instruction: _____

Starting Date: _____ **Ending Date:** _____

2. Medication/Treatment: _____ **Dose:** _____

Special Instruction: _____

Starting Date: _____ **Ending Date:** _____

3. Medication/Treatment: _____ **Dose:** _____

Special Instruction: _____

Starting Date: _____ **Ending Date:** _____

4. Medication/Treatment: _____ **Dose:** _____

Special Instruction: _____

Starting Date: _____ **Ending Date:** _____

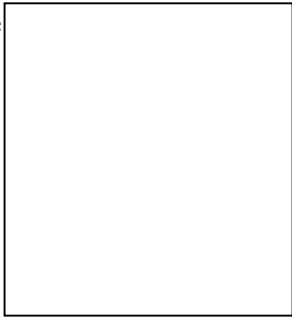
- I will assume responsibility for safe delivery of the medication to school.
- I will notify the school immediately if there is any change in the use of medication or prescribed treatment.
- Our physician has instructed that the medication listed should be administered in the above dosage listed.
- I release and agree to hold the Board of Education, it's officials, and it's employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Parent Signature: _____ **Date:** _____

Emergency Contacts: Name/Relation	Phone Number
1.	
2.	

See reverse side for allergy/asthma action plans.

Place
Child's
Picture
Here



Inhaler will be kept:

() In the student's
front office.
() In the student's
room.



ANAPHYLAXIS EMERGENCY PLAN

Student's Name: _____ **ALLERGY:** _____

Asthmatic: () Yes denotes HIGH RISK for severe reaction () No

Signs of an Allergic Reaction Include:

1. Mild to Moderate Allergic Reaction:

- Swelling of lips, face, eyes
- Hives or welts, red or itchy skin

ACTION:

- Remove allergen source (if stinger, attempt to scrape out immediately)
- Stay with person and call for help
- Give medication: _____
- Locate Epi-pen
- Contact family/caregiver
- WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS

2. Anaphylaxis (severe allergy reaction):

- Abdominal cramps/pain, vomiting
- Shortness of breath, difficulty breathing, coughing, wheezing
- Swelling/tightness/itchy throat or tongue
- Difficulty talking/hoarse voice
- Dizziness, weakness, pale skin, weak pulse
- Loss of consciousness and/or collapse

ACTION:

- Lay person flat and elevate legs
- Give Epi-pen
- Call 911
- Contact family/caregiver
- Further Epi-pen doses may be given if no response after 5 minutes.

Doctor's Signature/Date

Parent Signature/Date

ASTHMA ACTION PLAN

Signs of an Asthma Attack Include:

- Peak flow below: _____
- Shortness of breath or hard time breathing with notable accessory neck/chest muscles used
- Trouble walking or talking
- Lips or fingernails are gray or blue
- Nasal flaring, cough, wheeze, or chest tightness



Medication Plan for Asthma:

Medication	Dose	When to Use
1.		
2.		

Procedure to follow in the event that the medication does not produce relief within 15-20 minutes after initial treatment: () Call 911 and/or () Call emergency contact () Other: _____

Signature/Date **Parent Signature/Date** **Doctor's**

Lakeview Elementary School
200 Croix Street
Negaunee, MI 49855
906-475-7803

Permission Form
2012-2013

Please complete this form and return to school. All policies and rules apply even though they are not cited.

Student(s) Name _____ Parent(s) Name _____

Address _____ Home Phone _____
City, State, Zip _____ Work Phone _____

CODE OF CONDUCT

I agree that I have read and reviewed Lakeview Elementary School's Parent/Student Handbook, including the Code of Conduct, and that I will abide by the rules and policies as set forth in the code.

Student Signature _____ Date _____

Guardian Signature _____ Date _____

PERMISSION TO PHOTOGRAPH

Please check one ONLY:

- ☐ I grant permission for Negaunee Public Schools to photograph and/or videotape my child and my child's work as part of the educational program produced by the district. This may include, but not limited to, newsletters, media releases, and website information. I understand that my child's image, name, school, and grade may be revealed.
- ☐ I **DO NOT** grant permission for Negaunee Public Schools to photograph and/or videotape my child and my child's work as part of the educational program produced by the district. **CHECKING THIS BOX INDICATES THAT YOUR CHILD WILL NOT APPEAR IN LAKEVIEW'S YEARBOOK.**

Approval by Guardian _____ Date _____

FIELD TRIP PERMISSION

I grant permission for my child to participate in field trips sponsored by Negaunee Public Schools, which will take my child away from the school premises. I understand this approval is for the school year and my child's teacher prior to each field trip will notify me.

Approval by Guardian _____ Date _____

COMPUTER TECHNOLOGY AND NETWORK/ACCEPTABLE USE AGREEMENT

I agree to follow the rules outlined in the Lakeview Elementary School's Computer Technology and Network/Acceptable Use Policy as included in the Parent/Student Handbook.

Student Signature _____ Date _____

Guardian Signature _____ Date _____

LUNCH POLICY ACKNOWLEDGMENT

I have read and understand the Lakeview Elementary School lunch policy.

Guardian Signature _____ Date _____