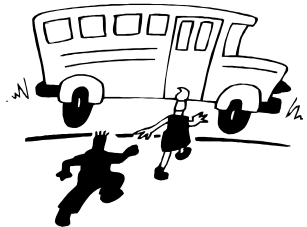
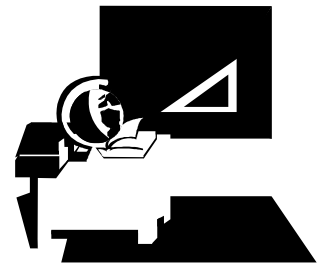


# Elementary Student / Parent Handbook 2009-2010



## Anchor Bay Elementary Schools

- Ashley Elementary
- Dean A. Naldrett Elementary
- Great Oaks Elementary
- Lighthouse Elementary
- Lottie M. Schmidt Elementary
- Maconce Elementary
- MacDonald Elementary
- Sugarbush Elementary

**2009-10**  
**Elementary Student –Parent Handbook**  
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## WELCOME TO ANCHOR BAY SCHOOL DISTRICT ELEMENTARY SCHOOLS

Dear Parents:

The staff of the Anchor Bay School District extends a warm welcome to you and your family. The important task of educating your child has been entrusted to us. However, it is only with your assistance and support that we can truly be successful. With this in mind, we can all work together to provide the best possible learning experience for all of our students.

We have compiled this Student/Parent Handbook to explain school procedures and address commonly asked questions that may arise during the school year. We consider them important for order, safety, progress, and pride in our schools. 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 supersedes any prior handbook and other written material on the same subjects.

Please feel free to contact your school principal for clarification about any information contained in this book.

Sincerely,

Anchor Bay Elementary Principals

### **EQUAL EDUCATION OPPORTUNITY**

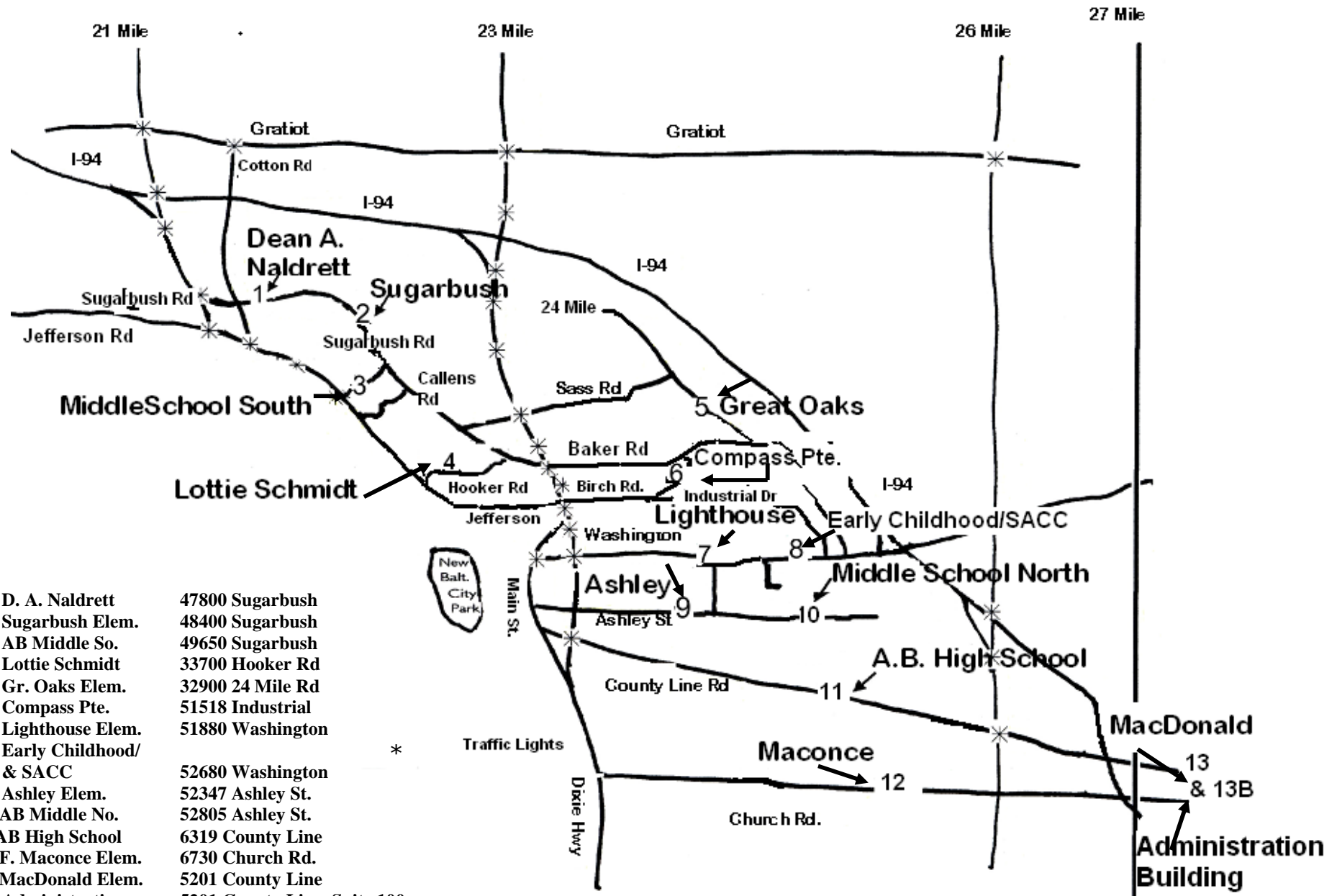
It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Office listed below:


Robert S. Tidd, III  
Human Resources Director  
(586) 725-2861

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

ANCHOR BAY SCHOOL DISTRICT



- 1. D. A. Naldrett            47800 Sugarbush
- 2. Sugarbush Elem.        48400 Sugarbush
- 3. AB Middle So.            49650 Sugarbush
- 4. Lottie Schmidt            33700 Hooker Rd
- 5. Gr. Oaks Elem.            32900 24 Mile Rd
- 6. Compass Pte.             51518 Industrial
- 7. Lighthouse Elem.        51880 Washington
- 8. Early Childhood/  
& SACC                        52680 Washington
- 9. Ashley Elem.             52347 Ashley St.
- 10. AB Middle No.            52805 Ashley St.
- 11. AB High School          6319 County Line
- 12. F. Maconce Elem.        6730 Church Rd.
- 13. MacDonal Elem.         5201 County Line
- 13B Administration  
Offices                        5201 County Line, Suite 100  
(@ North end of building)

 Aquatic Center adjacent to #7 (Lighthouse Elem)

## ANCHOR BAY SCHOOL DISTRICT ELEMENTARY SCHOOLS

### Ashley Elementary

52347 Ashley  
New Baltimore, MI 48047  
Phone: (586) 725-2801  
Fax: (586) 725 4426

Cathy Pennington- Principal  
Barbara Scarpace - Office Manager

### Dean A. Naldrett Elementary

47800 Sugarbush  
New Baltimore, MI 48047  
Phone: (586) 949-1212  
Fax: (586) 598-7666

Kathlynn Markel - Principal  
Diane Hamm - Office Manager

### Great Oaks Elementary

32900 24 Mile Road  
Chesterfield, MI 48047  
Phone: (586) 725-2038  
Fax: (586) 725-4014

Kathy Elias - Principal  
Gail Peterson - Office Manager

### Lighthouse Elementary

51880 Washington  
New Baltimore, MI 48047  
Phone: (586) 725-6404  
Fax: (586) 725-4016

Tom Huber - Principal  
Sue Morisette - Office Manager

### Lottie M. Schmidt Elementary

33700 Hooker  
New Baltimore, MI 48047  
Phone: (586) 725-7541  
Fax: (586) 725-7590

Anne Berglund- Principal  
Sandra Stronati - Office Manager

### Maconce Elementary

6300 Church Road  
Ira, MI 48023  
Phone: (586) 725-0284  
Fax: (586) 725-2037

Carol Selby - Principal  
Lisa Leech - Office Manager

### MacDonald Elementary

5201 County Line Road  
Casco, MI 48064  
Phone: (586) 648-2522  
Fax: (586) 727-0967

Sherri Milton-Hoffman- Principal  
Debbie Kolomjec - Office Manager

### Sugarbush Elementary

48400 Sugarbush Road  
Chesterfield, MI 48047  
Phone: (586) 598-7660  
Fax: (586) 598-7671

Marie DeWitte - Principal  
Kim Beecherl - Office Manager

**Anchor Bay School District  
Administrative Offices  
5201 County Line Road, Suite 100  
Casco MI 48064  
(586) 725-2861  
[www.anchorbay.misd.net](http://www.anchorbay.misd.net)**

**Central Office Administration**

*Leonard Woodside  
Superintendent*

*Kyle Anderson  
Director of Business Services*

*Robert S. Tidd, III  
Director of Human Resources*

*Gail Eckstein  
Director of Elementary Education*

*Ken Krause  
Director of Secondary Education*

*Gail Eckstein  
Director of Student Services*

*Faith Novak  
Special Services Supervisor*

**Board of Education**

*Steven Mittelstadt*

*Robert Bidlingmaier*

*Terri Vaillancourt*

*Charles Medley*

*Heather Bade*

*Michael LaFave*

*Ron Osborne*

### **Accidents/ Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the parent is called. If the parent cannot be reached, the emergency numbers furnished by the parent are called. It is the parent's responsibility to see that the school has a current and valid emergency number to contact. Students will not be sent home with anyone other than those on the emergency card.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent permission.

### **Homebound Instruction**

The District shall arrange for individual instruction to students of legal schoolage who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the student services supervisor. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **Accident Insurance**

An accident insurance policy is available to all students at a minimum cost. Detailed information will be sent home during the first week of school. This insurance is not sold by the Anchor Bay School District. It is made available by the district for your convenience.

### **Attendance**

*The Board of Education recognizes that a student who attends class on time and regularly derives maximum benefit from instructional programs. Attendance helps develop the habits of punctuality, self-discipline, and responsibility. The interactions, dialogues, and experiences which take place daily in the classroom provide an enriched environment for learning which cannot be experienced by "making up" missed assignments. There is no way to completely duplicate or replace the classroom experience for a student who is tardy or absent.*

*Regular attendance has been proven to be a key factor in the attainment of good education. Active participation in class is an integral part of a student's total education. A student's success in the classroom, on proficiency examinations, in future activities and career performance can hinge on positive habits developed through good attendance patterns.*

A new school year is beginning. Students are enthused about their classes and teachers are busy planning exciting lessons for their students. Please emphasize to your children the importance of being in school, as daily attendance is essential in order for a student to benefit from his/her educational experience. If a student is not in school on a regular basis, it is not possible for maximum learning to occur. Excessive tardies are a concern because important announcements and classroom instruction are given at the beginning of the day. Good attendance patterns, which include punctuality, are developed at an early age. They must be emphasized in kindergarten and reaffirmed at every grade level. It is the responsibility of the parent to instill in his/her child the importance of attending school. All students in the Anchor Bay School District are expected to be in school on a regular day-to-day basis. Absences should occur only for legitimate, excusable reasons, generally illness. It is the responsibility of school personnel, according to the State of Michigan Compulsory School Attendance Law, to monitor all students' attendance. Parents will be notified in writing, following the seventh, fourteenth and twentieth absence/tardy accumulated within a school year. Excessive absences must be reported to the Macomb County Independent School District Attendance Office.

According to the Michigan Compulsory Attendance Law students are expected to be in school except in cases of emergency or for the following reasons:

- Personal illness – The school may require verification by a doctor.
- Illness in the family – Work with your child's teacher to keep schoolwork current.
- Death of a relative – Absence arising from a family death. Please notify your child's teacher should you feel your child might need support when they return to school.
- Religious holiday – Children will be excused from class if the absence is for the purpose of observing a religious holiday that is part of the child's creed or belief.
- Medical Appointments – Parents should schedule their child's regular medical and dental appointments for times after school or on weekends.

**Vacations**- Whenever possible, families should plan vacations when school is not in session. Since the Anchor Bay School District believes that there is no substitute for teacher instruction, classroom discussion, and the orderly progression of materials, it is the policy of the school that class work will not be sent home in advance of an absence due to a vacation, but will be assigned by the classroom teacher upon the child's return to school.

**Makeup Work** – Makeup work should be requested from the teacher. It is the responsibility of the student to make sure it is completed. All makeup work should be completed within the same number of school days as the student was absent, unless special arrangements have been made with each teacher.

After a child has been sick two days, parents can request homework. Parents are notified every 10 weeks about their child's attendance as part of their report card.

**Tardiness** – Punctuality is a lifetime habit that students should develop. Students are expected to arrive on time each day and be prepared to learn. If a student is late in arriving to school, he/she must report to the office and check in. Elementary students late to school will be recorded as "tardy" for the first thirty (30) minutes of the day. Reporting more than thirty minutes late to school or leaving 30 minutes prior to dismissal will result in one-half day absence.

### **Bicycles, Skateboards, and Shoes with Wheels**

Bike riders should observe all rules and regulations of the road. Bicycles are to be walked on school property and while crossing the street. Riders are to park and secure their bicycles with a lock in the designated location at the school. For safety reasons, skateboards, in-line skates, motorized scooters, and shoes with wheels are not permitted at school. The school is not responsible for lost, damaged, or stolen bikes.

### **Building Use**

The buildings within our school district are available for community groups to use outside the regular school day. Reservations for building use must initially be made through the school office and are subject to a building use fee. All school activities take precedence over community activities. Each building principal has the discretion to revoke a community group's use of the building if school policies are not followed.

### **Bus Transportation**

The purpose of this information is to provide students, parents/guardians with information about the Anchor Bay School District Transportation System. State of Michigan Public Act 187 and along with the Pupil Transportation Act outlines the law that all school districts follow. A copy of P.A. 187 is available for review during regular office hours in the Transportation Department. Anchor Bay School's transportation guidelines and safety rules are also included in this guide.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE**. Students are to accept responsibility for their own personal conduct. Law does not require transportation for general education students to and from school. Please take the time to read the following guidelines to protect your transportation privileges.

#### **Bus Stop Etiquette:**

- Students should be at the bus stop 5 minutes before scheduled pick up time. Earlier arrival may pose behavior problems as a result of lack of supervision.
- Parents are responsible for getting their student to and from the bus stop & their behavior.
- While waiting for the bus, students should remain in the assigned area. Congregating in unassigned areas, such as lawns or driveways or private property, may result in resident complaints.
- Please take care not to litter while waiting and be considerate of resident & business property.
- Please keep noise to a minimum so as not to disturb area residents
- For parents arriving to bus stops in cars, please do not block driveways or park in such a way to impede the bus as it continues on the route.

#### **Bus Routes & Bus Stops:**

Safety is the most important factor in transporting Anchor Bay Students. The following information will make pupil transportation legal, safe and successful.

- Bus stops and bus routes are established on the basis of safety, efficiency, and the age of students. State of Michigan law states, Buses shall be visible in both directions when stopped, (400 ft. visibility) and bus stops shall be at least 200 ft. apart. Not all stops are door to door. High School, Middle School and Elementary bus stops are centrally

located. Exception is made with Main road stops, but it may be required that students combine a stop to keep in the 200 ft. legal requirement.

- Students should arrive at the bus stop five (5) minutes prior to the scheduled arrival of the bus. Running for the bus as it is departing is extremely dangerous, this may place the student out of view of the drivers visibility
- The Transportation office reserves the right to change bus stops and routes when necessary. Students and parents will be notified of these changes.
- Parent cooperation is required to make sure the students ride the buses to which they are assigned. This will assure that the school and transportation office will have accurate counts and identification of students if an emergency situation arises.
- Walking distances and bus routes may be adjusted temporarily if necessary by reason of unsafe or impassable roads.

### **School Bus Safety:**

- Wait in an orderly fashion at least ten (10) feet from the edge of the roadway.
- Cross only in front of the bus with driver instructions.
- Hang onto the handrail when entering or exiting the bus.
- Sit in assigned seat and remain seated until the bus stops completely.
- Observe the same conduct as in the classroom
- Cooperate with the driver; the driver has the right to assign seats accordingly.
- Fighting & horseplay will not be tolerated. **HANDS OFF POLICY.**
- Be courteous to all, no inappropriate language or gestures.
- Keep the bus clean.
- Students will be financially responsible for any damage they may cause to the bus.
- Keep head, hands, feet, or any objects in the seat, not in the aisle or out the window.
- No oversized objects may be transported. All items brought on the bus must be secured in the students lap.
- No live animals, sporting equipment must be kept in an appropriate bag, skateboards, roller-skates or blades, balloons may not be transported.
- Do not touch any bus mechanisms, or switches, supplies, this includes emergency windows, doors or hatches unless instructed to by the driver.
- No eating or drinking on the bus. All buses are posted as a Peanut Allergy bus.
- Possession of illegal substances, weapons or obscene material is not permitted.
- Realize that any driver distraction is potentially hazardous to the safety of all passengers.
- Students must have written permission from a parent/guardian and endorsed by the school to ride home with another student or exit another bus stop that is not the student's assigned stop.

### **Bus Conduct Reports:**

Bus conduct reports will be issued for infraction of bus rules or safety. Students must submit the Bus Conduct Report to parents/guardians when issued from the school. Student must have the form signed and financial restitutions if any must be made before bus riding privileges are reinstated.

### **Elementary Students:**

This action is the level of response to a serious or chronic offense(s). The Transportation Department will submit the bus conduct report to the school. The Principal will assign the appropriate consequence.

- (1) Written warning, Depending on the severity of the incident, this step may be progressed to a suspension
- (2). One (1) day
- (3). Three (3) days
- (4). Five (5) days.
- (5). Ten (10) days.
- (6). Suspension of bus riding privileges for the remainder of the school year.

### **Additional:**

All students are assigned to the bus stop based on home address. If you require a different stop, An "Alternate Bus Form" must be obtained either at the school, online or in the Transportation office.

The criteria are as listed;

- Child care arrangements must be within the same school's boundary
- Child care arrangement must be for all five (5) days.
- The alternate stop must be an existing stop on a bus run
- If the request is for a noon time kindergarten stop, the stop requested must be within the a.m./p.m. attendance area for that school.

You will be notified by the Transportation Office when your request has been filled. Do not change your stop location until that time.

Approved request will result in your child's assignment to the alternate address. If your child should need to change back to the home address Contact the Transportation Office and allow up to 3 days for the change to become effective, again you will be notified.

### **Bus Changes**

In the event your child needs to ride a different bus home from school, **we must have a detailed note on the morning of the desired change.** Please indicate the reason for the change, and the person with whom your child will be riding home that day. **The office must sign this note the morning of the requested change.**

### **Closing of School / Emergency Situations**

In the event of severe weather or some other emergency, school may be closed. As soon as the decision to close school is made, that information is called into the Michigan Law Enforcement Network of the State Police. Once confirmed, the local television and radio stations are notified of the closing. Parents may also consult channel 6 in the local viewing area.

*In any emergency situation, the safety of the children is our primary concern. We apologize in advance for any inconvenience that the school procedures may cause.*

**Lockdown-** A lockdown is a procedure which will be used in the event that the school received information that may create a panic situation where it is best to keep students under control. A lockdown may also be used in the event of a possible physical threat. During a lockdown, parents/guardians must enter through the front door and present proper identification. Children will only be released to those listed on their emergency card.

**Evacuation-** If there is an emergency requiring the evacuation of students from the school building, students will be taken to the designated location listed below, where they will be supervised and provided for. Parents may pick up their children at the alternative location for their particular school and must present identification. Students will only be released to those listed on their emergency card. Buses will take any remaining students home at the regularly scheduled time.

- Sugarbush students will walk or be transported to Middle School South
- Naldrett students will walk or be transported to Sugarbush Elementary
- Lottie Schmidt students will walk or be transported to Grace United Methodist Church
- Ashley students will walk or be transported to the Middle School North
- Maconce students will walk or be transported to Immaculate Conception
- MacDonald students will walk or be transported to Anchor Bay High School
- Lighthouse students will walk or be transported to Middle School North
- Great Oaks students will walk or be transported to Bayside Mall

**Tornado and Severe Storm Procedures-** A tornado warning means that a tornado has been sighted in the area. Parents should be aware of the following policy:

1. Every precaution is taken to ensure the safety of all children and adults in our buildings.
2. Students are not released during an emergency unless their parent picks them up at school.
3. Buses are not permitted to leave school grounds while a warning is in effect.
4. Out-going telephone calls are not allowed. We receive our instructions by telephone and Civil Defense monitor.

**Fire, Tornado, and Lockdown Drills-** The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado and lockdown drills will be conducted using the procedures provided by the state.

**Communicable Disease**

Any student diagnosed by a physician or designated school personnel as having a contagious condition will be required to stay home from school for the duration of the illness to protect other students and staff. Students should not attend school if an elevated fever or diarrhea is present. Parents should refer to the following health department chart for guidelines on communicable diseases.

<b>Disease &amp; Incubation Period</b>	<b>Important Symptoms</b>	<b>Readmission to School</b>
Chicken Pox 2-3 weeks	Fever, skin lesions in 3 stages, successive crops of eruptions, multiple small blister lesions	After no less than 7 days & when the skin is clear of lesions and the scabs are dry and crusted.
Impetigo 2-5 days	Itchy lesions, blistered at first but soon crusted and moist (often on existing insect bites) spreading rapidly to other areas and other children through discharge from lesions	When blisters are dried with treatment and note from doctor

Pink Eye 2-5 days	Redness and irritation of the eyes, sensitivity to light, watery or yellow discharge; very communicable	When eyes are clear; after at least 24 hours treatment, and a doctor's note
Pediculosis (head lice)	Appearance of lice and eggs (nits) in the hair, commonly at the nape of the neck and/ or behind the ears (nits are firmly fastened to the hair, dandruff is loose)	When head is free of lice and nits; child will be checked by school personnel upon return
Common Cold 1 ½ - 3 days	Runny nose, watery eyes, slight fever, feels "bad" may have cough	1-3 days recovering, no fever
Ringworm of skin & scalp 10-14 days	Circular patches of dry skin on any part of the body and /or scalp that are slowly spreading	Doctor's note stating student is under care; areas need to be covered; may be excluded from PE if severe
Mononucleosis 30-50 days	Severe sore throat with marked enlargement of glands in neck; weakness and tiredness	Note from doctor
Scabies 7-14 days	Itchy red lesions commonly appear on the fingers and forearms, or around the waist	On recovery with a note from the doctor
Scarlet Fever, Scarlantina, and Streptococcal Infections 2-7 days	Sore throat and fever, may be a bright red rash on the neck, chest, and extremities	Note from the doctor, on antibiotics for 24 hours and no fever
Fifth's disease 4-15 days	An initial rash (slapped cheek appearance), may spread to extremities and trunk	Initial rash is clear (rash may come and go)
Measles and Rubella*	Generalized rash, may have fever	*rarely seen due to current immunizations requirements; notify the school and the County Health Department
Mumps*	Swelling around the ears and sides of neck	*rarely seen due to current immunizations requirements; notify the school and the County Health Department
Whooping Cough*	Persistent cough tending to come in paroxysms, perhaps with vomiting	*rarely seen due to current immunizations requirements; notify the school and the County Health Department

### **Control of Noncasual-Contact Communicable Diseases**

In the case of noncasual-contact, communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff personal in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome) ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency, HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Communication Between Home and School**

Parents are encouraged to contact the school about any matter of concern. Staff and administration want to resolve your concerns promptly. Please follow the line of communication outlined below:

- The first essential step is to go to the immediate source and establish the facts.
- **If your concern is directly related to your child and the teacher, please call or arrange to meet with the teacher to discuss the matter.** If more information is then needed or if you have additional questions or concerns, please contact the school principal.
- If your concern is directly related to school bus transportation, please contact the Transportation Department at 725-4220.

### **Dressing for School / Dressing for Recess**

Your child's clothing should not distract from the educational process. Reasonable standards for student dress and personal appearance are an essential requirement in the maintenance of an acceptable climate for effective conduct of instruction. Being neat and clean (good hygiene) is important to health as well as appearance. The following dress guidelines should be followed:

1. Clothing should be non-offensive and decent. Bare chests/midribs, tank tops with spaghetti straps, clothing with obscene language or symbols, and open-armed shirts are examples of inappropriate attire for school.
2. Sunglasses, sweatbands, and hats are inappropriate attire in school.
3. Appropriate footwear shall be worn at all times. (example: gym shoes for Physical Education)
4. Shorts and skirts should be mid-thigh in length or longer.
5. Jewelry should be limited and may not be worn in Physical Education class. Expensive pieces of jewelry should not be worn to school.

***Recess outdoors-*** Participating in recess can be an invigorating part of school. Fresh air and exercise are important. Students should wear warm clothes in winter months: coats, gloves, hats, and boots. Please be sure your child is dressed to enjoy recess. Children will go outside for recess unless the temperature (including the wind chill) is below 16 degrees. In addition, children will remain indoors for recess if the wind speed is above 26 MPH. If a child is well enough to attend school, he/she is well enough to go outside. A doctor's note is necessary to excuse your child from outdoor recess.

### **Early Dismissal**

For the protection of your children, teachers are instructed that they are not to release children directly from their classrooms prior to the close of the school day unless notified by the office.

When a student has to leave school during the day, for any reason, the procedure is:

1. A parent or designated adult **must** come to the office and sign out the student.
2. Remember that leaving school 30 minutes or more prior to dismissal counts as a half-day absence.

### **Emergency Cards**

**Parents are responsible for completely filling out and signing an emergency card. These cards are kept on file in the office.** Parents will be asked at the beginning of each school year to fill out an emergency card so that they can be contacted in case of an illness, accident, or injury at school. Information such as the home phone number, parent's place of employment and the phone number, and the name of a neighbor or friend who could pick up a child from school if the parents weren't available is important to have on file in case a child should need special care. **Keeping this information up-to-date is very important. Please let us know if names, addresses, or phone numbers change. We must be able to reach you in the event of an emergency. Children will only be released to those listed on their emergency cards.**

***Note on custody papers: Children will be released to either parent unless legal documentation is provided to the school that states otherwise.***

### **Emergency Medical Authorization**

The Board has established a policy that every student must have an Emergency Card with the medical authorization information completed and signed by his /her parent in order to participate in any activity on or off school grounds. This includes field trips, athletic and other extra-curricular activities and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

### **Enrolling In School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- Unless enrolling under the District's open enrollment policy
- Unless enrolling and paying tuition

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- a. a birth certificate
- b. court papers allocating parental rights and responsibilities, or custody (if appropriate)

- c. proof of residency (2 items to verify this)
- d. proof of immunization

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the same responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **Field Trips**

Whenever a field trip is scheduled, parental permission must be submitted in writing. A form with the details will be sent home with your child(ren) prior to the event. If the permission slip is not filled out and signed, the child will not be allowed to go on the trip with the group. All volunteers must complete a volunteer form prior to attending any school field trip or activity. Often students have the opportunity to go on field trips within our district. An in-district permission slip to cover all field trips of this type is on the bottom of the handbook acknowledgement page at the end of this handbook. Please sign this form.

*Please note that the Student Code of Conduct and all school rules are in effect during field trips.*

### **Grading**

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon class work, 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 course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. Grades may reflect a program that has been modified for a student with special needs, providing parent, teacher(s) and the appropriate administrator have approved the program in advance.

### **Grading Periods**

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. In the middle of each marking period, interim progress reports may be sent home with the student. The **grading scale** used is as follows:

A=90-100%    B=80-89%    C=70-79%    D=60-69%    E=0-59%

### **Homework**

The assigning of homework is determined by each teacher. The amount and frequency of homework will vary from teacher to teacher as well as from time to time. All homework has a direct relationship to the classroom work.

### **Makeup of school work**

When a student is absent from school he/she will be allowed an equal number of days to make up any work missed. Any exceptions to this policy will be at the discretion of the individual teachers with the approval of the Principal. Each teacher has his/her own policy on work not completed in class, and it is the student's responsibility to know and follow that policy.

### **HOW TO HELP YOUR CHILD AT HOME WITH HOMEWORK**

*This can be a unique time to share school with your child. You will become better informed about your child's progress in school while helping him/her establish study skills. Remember that homework is assigned to the child not to the parent. Offering encouragement and guidance will help build a positive attitude toward schoolwork.*

- 1. Provide a regular time and a quiet, well lit place to study*
- 2. Make reference materials available: dictionary, maps, etc...*
- 3. Keep supplies handy: paper, pencils, pens, crayons*
- 4. Encourage children to be responsible for getting homework done and turned in on time*

### **Immunizations**

All kindergarten children (as well as any other student enrolling in a school for the first time) must be immunized as required by state law. Students will be excluded from school if they do not comply with the state's immunization law. A record of immunization with month, day, and year is to be given to the school. Parents must also submit a signed and dated statement by a county health department director or licensed vision specialist verifying that the child has been administered the department of public health preschool vision / hearing screening test. Check with your family doctor for further information regarding required immunizations.

State law requires that new students entering the district must provide a current immunization record and birth certificate. If immunization boosters are needed you will be notified by the school office. Students who have not completed the required immunizations will be excluded until requirements are met. The only exception that the State of Michigan will accept is if the parent or guardian signs a waiver refusing the immunization on religious grounds or if there is other documented medical conditions to waive the immunization(s).

In order for the child to enter 6<sup>th</sup> grade, they must have had the Hepatitis B and Chicken Pox vaccinations. These records will be collected during the fifth grade to facilitate an easier transition of records to the middle school.

### **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. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Student Services Department at (586) 949-4513 to inquire about the evaluation procedures and programs.

### **Kindergarten Milk**

Kindergarten children are offered chocolate or white milk or juice with their daily snack. The fee is payable by semester or year.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the school office or the Student Services Department at (586) 949-4513 to inquire about evaluation procedures and programs offered by the District.

### **Lost and Found**

Each school has a lost and found area. Students should check the lost and found area if they are missing any personal items. Items such as eyeglasses, jewelry, and watches are turned in to the school office. Unclaimed items will be given to charity on a periodic basis.

### **Lunch**

Students who remain at school all day can purchase a nutritionally balanced lunch. Ala carte snacks, milk and juice are available on a daily basis. Lunch menus are sent home at the beginning of each month. Lunch money may be brought to school on a daily or weekly basis. Procedures for buying lunch will be explained in school. Anchor Bay School District also offers the opportunity for parents to pre-pay on line. The web site address is [www.pay4lunch.com](http://www.pay4lunch.com).

The district participates in the Federal Free and Reduced Lunch Program. Applications are available in the office. If at any time during a school year your household income changes, you are encouraged to check in our office regarding eligibility.

The school employs Lunch Aides to assist in maintaining a healthy and safe atmosphere. All students will comply with the requests of the aides at all times.

### Charging Lunches

The charging of lunches is discouraged. Only when it is absolutely necessary will children be allowed to charge their lunch to a limit of two unpaid charges. Parents will be notified when the charges remain unpaid. Prompt payment is expected and appreciated. The bookwork involved with the charging of lunches is very time consuming and should not become an ongoing task for school personnel.

### Medications/Medical Information

School personnel, as restricted by the State of Michigan, are not allowed to administer ANY medication unless it is under a doctor's order. When a student is in need of medication during the school day, the following procedure MUST be followed:

1. Medication must be accompanied by a doctor's written order and written authorization of the parent or guardian (forms available in the office).
2. The medication must be in the original container. The student's name, the physician's name, current date, the name and strength of the medication, and the specific directions as to the administration of the medication must be listed. The office staff cannot split pills that are in the container.
3. All medications must be delivered directly to the school office by a parent or guardian.
4. Liquid medication must be in a pre-measured form for each dosage that will be administered.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
6. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Under NO circumstances are children to bring ANY medication to school or on the bus. This includes aspirin, cough syrup, and all over-the-counter medications.

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder to alleviate asthmatic symptoms. ***Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.***

### Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled during the year. Watch for information in the school newsletter and information from your child's teacher. Conferences offer the opportunity for face-to-face communication between you and the teacher with the objective of working together to provide the best possible educational experience for your child. You will discuss your child's report card and other materials during these conferences.

Teachers are also available between scheduled conferences to discuss problems that may arise or to update any concerns about your child's progress. Please call for an appointment before coming to school and make arrangements with your child's teacher. We request that parents do not come to school prior to the start of the school day for conferences unless this has been arranged with the teacher. We also request that parents do not interrupt classrooms for conferences while the children are being given instruction.

### **Personal Belongings**

Students may not bring items of value to school. Items such as jewelry, electronic equipment (CD players, radios, and hand-held video games), and large amounts of money need to remain at home. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students should not bring any personal items to school that would cause them to be upset if it should be lost or broken. If valuable items are needed for a special event, the parents/guardians can make arrangements to deliver and return the items to and from school.

Please make certain that you place your youngster's name on all of his/her personal property, such as outdoor garments and lunch boxes. This will assist us greatly in returning misplaced items.

### **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 School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan (Board policy 8431) will be made available for inspection at the Board offices upon request.

### **Registration**

Students new to the Anchor Bay School District are asked to register as soon as possible. Those arriving during summer should register a week or two before classes begin. Children are eligible for kindergarten if they have reached their 5<sup>th</sup> birthday on or before December 1.

A parent or guardian must accompany each child and complete the necessary forms. All students entering school for the first time must present a valid birth certificate, proof of residency (2), and proof of immunizations. Schools will exclude students who do not comply with the state's immunization law. If the student is not living with both natural parents, custody papers may also be requested.

Students who are transferring to the Anchor Bay School District need to provide all of the information noted above and proof of residency in the district within 30 days of their initial enrollment. They may need to submit proof of achievement in the last grade they attended to insure proper grade placement. Parents will be asked to sign a form allowing the district to obtain school records from the previous school.

### **Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parent's rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

### **School Supplies**

Students are permitted to bring their personal school supplies with them to school. A list of recommended supplies for the next grade level will be sent home with students at the end of the school year. All textbooks and related learning materials will be provided in reasonable quantities: pencils, paper, crayons, glue, rulers and scissors. Students need to bring their own

gym shoes. Students who lose or damage textbooks will be held responsible for payment according to the degree of loss or damage.

### **Student Assessment**

To measure student progress, students will be tested in accordance with State standards and District policy. Students in grades 3, 4, and 5 will participate in the MEAP (Michigan Educational Assessment Program), which will take place in the fall of each school year (normally the 2<sup>nd</sup> through 4<sup>th</sup> week of October).

Additional assessments are given to students throughout the year to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

### **Student Council**

The school has a Student Council Organization involving representatives and alternates from each upper elementary classroom. Elections are held each fall.

### **Student Placement / Class Assignment**

The principal will assign each student to the appropriate classroom and program.

### **Student Records**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and /or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and rating of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as :
  - a. Interest inventories and aptitude tests
  - b. Vocational preference inventories
  - c. Achievement tests
  - d. Standardized intelligence tests
- D. verified reports of serious or recurrent behavior patterns
- E. rank in class and academic honors earned
- F. psychological tests
- G. attendance records
- H. health records
- I. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other personas standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and noncustodial parent, both shall have access to the student’s educational records unless stipulated otherwise by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student’s consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code. Neither the Board nor its employee’s shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

“Legitimate educational interest” shall be defined as a “direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District” or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student’s family.

The Board authorizes the administration to:

- A. forward student records on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student’s parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. Provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;
- D. Request each person or party requesting access to a student’s records to abide by the Federal regulations concerning the disclosure of information to a third party.

The Board will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental / adult student consent was obtained.

Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is

eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and /or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the education mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

### **Directory Information**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”:

- A. a student’s name;
- B. participation in officially recognized activities and sports, height, and weight, if a member of an athletic team;
- C. date of graduation;
- D. awards received;
- E. honor rolls;
- F. scholarships.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

### **Technology Resources**

The policy of the district is to provide technology to support curriculum and instruction. All of the district’s computers are primarily intended to be used for instructional purposes, and not for entertainment, advertising, recreation, or commercial purposes. Further, use of the district’s computer equipment by any person is a privilege, and not a right, and the district reserves the right to prohibit any use that does not further the instructional objectives of the school district. Any student violating the provisions of this policy is subject to discipline up to and including permanent expulsion from school. The detailed Internet Policy (Board Policy # 5890) is listed below. The Anchor Bay School District Student Internet Access and Acceptable Use Agreement must be signed and turned in by each student. This form is found on the last page of this handbook.

### **Internet Policy**

Anchor Bay Schools are devoted to using the best technology that we can offer in an effort to help students become lifelong learners. To that end, the Internet and other telecommunications networks are vital tools.

Students have the conditional right to access telecommunications networks to facilitate their growth in skill and their research. Users of telecommunications networks have the responsibility to follow all Board adopted guidelines when using school facilities or school district passwords.

### General Responsibilities

- All internet or other network passwords will be issued to faculty and staff only. Students may only use district facilities when using a staff password with that staff member's authorization.
- Students may not use personal passwords from school facilities.
- Access to toll numbers may be made only within the limitations of preauthorized school accounts. The holder of the password is responsible for all charges made while accessing with that password.
- Faculty and staff will supervise all student use of telecommunications networks authorized by their passwords.
- Students may not use faculty/staff passwords from home or other access sites.

### Responsibilities While Using Telecommunications Networks:

- Users have the responsibility to respect the privacy of all users; they shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users.
- Users have the responsibility to respect all copyright laws; copyrighted materials shall not be uploaded. School programs may not be downloaded for use at home.
- Users shall not incur charges for downloading materials without prior authorization.
- Users shall not develop or use programs that harass, infiltrate or otherwise interfere with the use of others.
- Users shall not access, download or bounce materials which would be otherwise prohibited in the schools, including but not limited to pornography, material which incites or encourages violations of laws, substance abuse or harassment on the basis of gender, race, ethnicity or condition of disability.
- It is the user's responsibility to maintain the integrity of the system by using appropriate logon and logoff procedures, reporting all malfunctions immediately, and powering off all equipment after use.

### Users Of Telecommunications Networks In The Schools Shall:

- Use the Internet for the support of education, research and information only.
- Obey all copyright laws.
- Report any misuse, illegal access, tampering or malfunction immediately.
- Accept responsibility for care of equipment.
- Keep all passwords confidential.
- Use passwords only for authorized access, and not at other times.

### Users Shall Not:

- Access inappropriate files.
- Access or modify accounts or files.
- Use the Internet in any way which would violate the Code of Conduct.
- Incur charges without prior authorization.
- Reveal personal or confidential information.
- Use passwords other than those authorized for school use, or at times other than authorized.

***The school district reserves the right to access, read, or delete any information on district files or charged to district passwords.***

*Failure to follow these guidelines and procedures will result in loss of access and/or disciplinary action.*

### **Transferring Out Of The District**

Parents must notify the school office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **Uniform Student Code of Conduct**

The Board of Education has adopted a Uniform Student Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of facts and / or special circumstances of the situation.

### **Vision / Hearing Screening**

Vision and hearing screening is available to each elementary school through the Macomb County Health Department. These services will take place at the schools. Parents will be notified concerning details and dates in advance.

### **Visiting Students**

On occasion we are asked to allow non-enrolled students to spend the day in a classroom with a friend. Our policy is that we deny these requests. The lessons are likely to have little or no relevance to where that student's own classroom is in relation to the course of study in each subject area.

### **Visitor Registration**

Please keep in mind that all visitors to the school must sign in and pick up a visitor pass at the School Office before proceeding to their destination in the school. We wish to safeguard your children so let us know when you are here, even if you just stopped by to bring in a forgotten lunch.

### **Volunteers**

Volunteers are an important part of the Anchor Bay School Community. Each day your dedication, caring and smiles touch the lives of students you see. When volunteering to work in the school, you need to sign in at the office before you report for your volunteer assignment. Please sign out of the school when you leave.

As a volunteer worker, you provide supplementary help to the students and teachers and perform other needed tasks in support of the educational program. At no time does a volunteer take the place of the classroom teacher or other staff person. As a volunteer, you must follow the same code of ethics that the professional staff follows. This includes keeping confidential matters confidential. Volunteers will be required to complete a district volunteer registration form for background checks.

### **Walkers**

Walkers should attempt to walk to school with other children from their area and observe proper pedestrian procedures.

### **Withdrawal From School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.



# **ANCHOR BAY SCHOOL DISTRICT**

\_\_\_\_\_  
LAST NAME , FIRST NAME

\_\_\_\_\_  
BUILDING

\_\_\_\_\_  
DATE

## **ANCHOR BAY SCHOOLS STUDENT INTERNET ACCESS AND ACCEPTABLE USE AGREEMENT**

Effective the date noted above, this Student Internet Access and Acceptable Use Agreement is entered into between \_\_\_\_\_ (the “student” or “user”) and the Anchor Bay School District, regarding the terms and conditions for access and acceptable use of the Internet for educational purposes (Internet Policy #5890 as outlined in the handbook).

**I HAVE READ THE ANCHOR BAY SCHOOL DISTRICT INTERNET ACCESS USAGE POLICY #5890 AND AGREE TO CONDUCT MYSELF ACCORDING TO THIS POLICY.**

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

*Please return this page to your child’s teacher  
by Friday, September 18, 2009*