

**ELEMENTARY
PARENT HANDBOOK
2024-2025**



Anchor Bay Elementary Schools

- Ashley Elementary
- Dean A. Naldrett Elementary
- Great Oaks Elementary
- Lighthouse Elementary
- Lottie Schmidt Elementary
- Maconce Elementary
- MacDonald Early Childhood

2024-2025

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 our students.

The 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 in conjunction with the district Code of Conduct 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 subject.

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 based on 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:

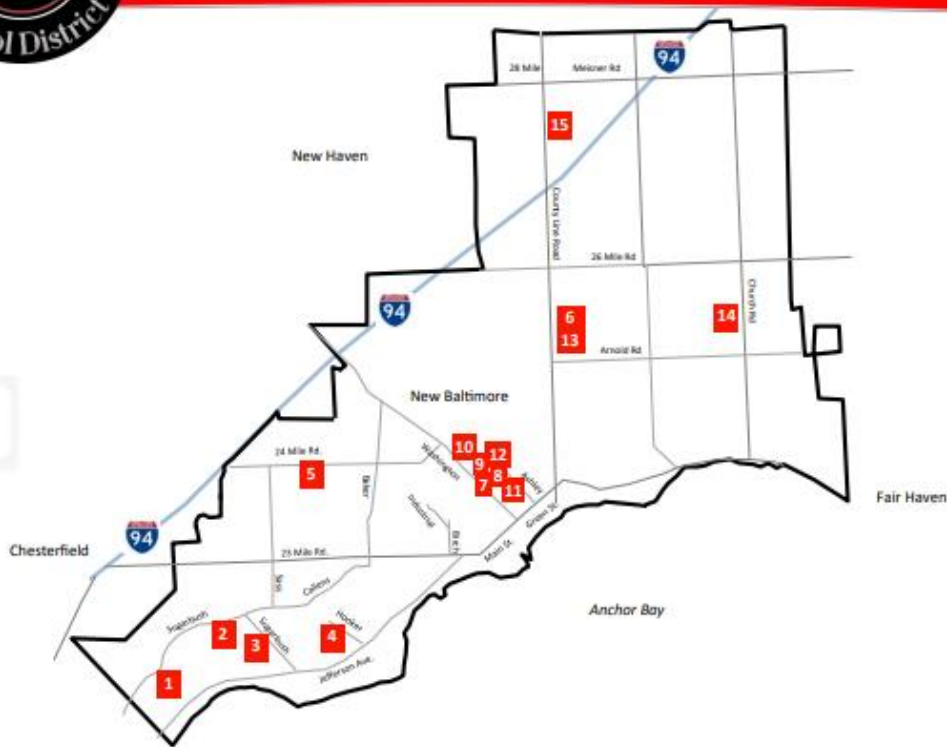
Lora Gonzales, Director of Human Resources
(586) 725-2861 ext. 1810

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 is committed to providing students with disabilities a free and appropriate public education consistent with federal and state laws. Anchor Bay School District offers evaluations, programs, and services to individuals who are identified as having, or who are suspected of having, a disability as defined in either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. These services are available to eligible person's ages 0-26 who reside within or attend a K-12 school program within the Anchor Bay School District attendance boundaries. For more information about services, parent/student rights or referral procedures, contact the Anchor Bay School District Office of Special Education at: Anchor Bay School District, Special Education Department, Attn: Frank Cusimano, 5201 County Line Rd., Casco, MI 48064 ph.: 586-949-4513



SCHOOL DISTRICT MAP



- | | |
|--|---|
| <p>1 DEAN A. NALDRETT ELEMENTARY
47800 Sugarbush, New Baltimore 48047
Ph: (586) 949-1212 / Fax: (586) 598-7666</p> <p>2 SUGARBUSH EARLY CHILDHOOD
48400 Sugarbush, New Baltimore 48047
Ph: (586) 598-7660 / Fax: (586) 598-7671</p> <p>3 ANCHOR BAY MIDDLE SCHOOL SOUTH
48650 Sugarbush, New Baltimore, MI 48047
Ph: (586) 949-4510 / Fax: (586) 949-4739</p> <p>4 LOTTIE M. SCHMIDT ELEMENTARY
33700 Hooker, New Baltimore 48047
Ph: (586) 725-7541 / Fax: (586) 725-7590</p> <p>5 GREAT OAKS ELEMENTARY
32900 24 Mile Rd., Chesterfield 48047
Ph: (586)725-2038 / Fax: (586) 725-4014</p> <p>6 COMPASS POINTE LEARNING CENTER
6319 County Line Road, Fair Haven 48023
Ph: (586) 725-2205 / Fax: (586) 725-2257</p> <p>7 LIGHTHOUSE ELEMENTARY
51880 Washington, New Baltimore 48047
Ph: (586) 725-6404 / Fax: (586) 725-4016</p> <p>8 AQUATIC / RECREATION CENTER
52401 Ashley, New Baltimore 48047
Ph: (586) 716-4623 / Fax: (586) 716-1461</p> | <p>9 MAINTENANCE/TRANSPORTATION/ OPERATIONS/WAREHOUSE
51890 Washington, New Baltimore 48047
Ph: (586) 716-3622 / Fax: (586) 716-0784</p> <p>10 EARLY CHILDHOOD CENTER & SACC
52680 Washington, New Baltimore 48047
Ph: (586) 716-7862 / Fax: (586) 716-7864</p> <p>11 ASHLEY ELEMENTARY
52347 Ashley Street, New Baltimore 48047
Ph: (586) 725-2801 / Fax: (586) 725-4426</p> <p>12 ANCHOR BAY MIDDLE SCHOOL NORTH
52805 Ashley, New Baltimore 48047
Ph: (586) 725-7373 / Fax: (586) 725-6760</p> <p>13 ANCHOR BAY HIGH SCHOOL
6319 County Line Road, Fair Haven 48023
Ph: (586) 648-2525 / Fax: (586) 716-8306</p> <p>14 MACONCE ELEMENTARY
6300 Church Road, Ira 48023
Ph: (586) 725-0284 / Fax: (586) 725-2037</p> <p>15 ADMINISTRATION/SPECIAL EDUCATION/ MACDONALD ELEMENTARY
5201 County Line Road, Casco, MI 48064
Ph: (586) 725-2861 Fax: (586) 727-9059</p> |
|--|---|

ANCHOR BAY SCHOOL DISTRICT ELEMENTARY SCHOOLS

Ashley Elementary
52347 Ashley Street
New Baltimore, 48047
Ph: 586-716-3622 Fax: 586-716-0784
Principal: Melissa VanHulle
Office Manager: Terry Koch

Lottie M. Schmidt Elementary
33700 Hooker
New Baltimore, 48047
Ph: 586-725-7541 Fax: 586-725-7541
Principal: Yolanda White
Office Manager: Shelly Whitehead

Dean A. Naldrett Elementary
47800 Sugarbush Rd.
New Baltimore, 48047
Ph: 586-949-1212 Fax: 598-7666
Principal: Heidi Stephenson
Office Manager: Diane Hamm

Maconce Elementary
6300 Church Rd.
Ira, 48023
Ph: 586-725-0284 Fax: 725-2037
Principal: Jay Seletsky
Office Manager: Erin Gozdzieski

Great Oaks Elementary
32900 24 Mile Rd.
Chesterfield, 48047
Ph: 586-725-2038 Fax: 586-725-4014
Principal: Ronald Medley
Office Manager: Rene Moses

MacDonald Early Childhood
5201 County Line Rd.
Casco, MI 48064
Ph: 586-725-2861 Fax: 772-9059
Director: Frank Cusimano – Special Ed.
Office Manager: Tammy Hampel

Lighthouse Elementary
51880 Washington
New Baltimore, 48047
Ph: 586-725-6404 Fax: 586-725-4016
Principal: Rachel Strickland
Office Manager: Sabrina Dupree

**Anchor Bay School District
Administrative Offices
5201 County Line Road, Suite 100
Casco MI 48064
(586) 725-2861**

www.anchorbay.misd.net

Central Office Administration

**Philip Jankowski
Superintendent**

**Todd Rathbun
Assistant Superintendent**

**Lora Gonzales
Director of Human Resources**

**Joseph McDonald
Director of Secondary Education**

**Kathy Elias
Director of Elementary Education**

**Frank Cusimano
Director of Special Education**

**Robyn Randazzo
Director of Business Services**

**Emily McEvoy
Data and Assessment Director**

Board of Education

**Patrick Green
President**

**Jill Knox
Vice President**

**Dominic Vendittelli
Treasurer**

**Dennis Richards
Secretary**

**Mike Moses
Trustee**

**Jon DeRoo
Trustee**

**Lisa Birkmeier
Trustee**

Accidents and Injuries/ 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 parents' 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 unless verbal/written permission is given.

A student who becomes ill during the school day should request permission to go to the office. If the student has a fever, is vomiting, or otherwise determined to be ill, parents will be contacted. No student will be released from school without proper parent permission.

Homebound Instruction

To qualify, the K-12 student must be enrolled as a public-school student and have a debilitating medical condition (i.e., physical or mental) that prevents them from physically attending school. The medical condition must be verified, in writing, by a physician who is either an M.D., D.O., or a licensed physician's assistant. The medical documentation must include the following information: the nature and severity of the identified medical condition; a request for homebound/hospitalized instruction in favor of in-person instruction; the duration of homebound/hospitalized instructional services; an anticipated date of return to school.

Students who can attend school part-time are expected to do so, and they do not qualify for homebound/hospitalized services. To qualify, it is anticipated that the student will be homebound or hospitalized for *at least five consecutive school days*.

Homebound and hospitalized services are designed to be a self-study program that allows pupils to maintain their coursework and studies while they are unable to attend school. These services allow the classroom teacher to work through the homebound teacher to help distribute course materials, deliver instruction, and monitor pupil progress in the course. Homebound services are meant to be *temporary supports*, as they *supplement* instruction while a child is recovering. *Homebound instruction itself is not a substitute for in-person education*, and therefore, it's usually not appropriate for durations of a full semester or longer. Specialized cases will require administrative approval. The school district is required to provide a minimum of two, 45-minute instructional periods per week for general education pupils; or, a minimum of two, nonconsecutive 60-minute instructional periods per week for pupils with an IEP.

Parents should contact the school administrator and/or appropriate school counselor regarding procedures and qualification for homebound/hospitalized services. Referrals will be completed by appropriate school personnel once medical documentation has been provided and verified. Referrals will be sent to the Special Education department for final review and authorization, before submitting to the Homebound Instructor.

Attendance

The Board of Education recognizes that a student who attends class on time and regularly derives maximum benefit from instructional programs. Good 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 a 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.

Please emphasize to your children the importance of being in school, as daily attendance is essential 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 tardiness is a concern because important announcements and classroom instructions 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 as excessive absences or tardiness accumulate during the 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 school work 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 are encouraged to schedule doctor and dentist appointments after school. These absences will not be charged if the parent/guardian submits a medical statement from the doctor.

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 for 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” and the time of arrival noted.

Bicycles, Skateboards, and Shoes with Wheels

Bike riders should observe all the 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, scooters, motorized scooters, and shoes with wheels are not permitted at school. The school is not responsible for lost, damaged, or stolen bikes.

Building Use

Some of our district 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 district's facilities webpage and are subject to the district facility use fees and policy. All school activities take precedence over community activities. Each building administrator 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 (Public Act). 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 10 minutes before the 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 and 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 and business property.
- Please keep noise to a minimum so as not to disturb area residents
- For parents arriving at 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 based on 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 ten (10) 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 driver's 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 ensure that the school and transportation office will have accurate counts and identification of students if an emergency arises.
- Walking distances and bus routes may be adjusted temporarily, if necessary, because 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 the 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 student's lap.
- No live animals. Sporting equipment must be kept in an appropriate bag. Balloons may not be transported.
- Do not touch any bus mechanisms, switches, or 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 Peanut Allergy buses.
- 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 Report

Students are given 3 warnings before receiving a Bus Conduct Report (unless the behavior warrants skipping steps). Please see attached consequence guideline, bus warning, and bus conduct form. 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. Students must have the form signed and financial restitutions (if any) must be made before bus riding privileges are reinstated.

Elementary Students Progressive Discipline

Step 1) Written warning, depending on the severity of the incident, this step may be progressed to a suspension.

Step2) Five (5) days

Step3) Ten (10) days

Step 4) Suspension of bus riding privileges for the remainder of the school year.

Alternate Bus Routes

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:

- Childcare arrangements must be within the same school's boundary
- Childcare arrangements 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 out. Do not change your stop location until that time. Approved requests 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.

Temporary 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 on the morning of the requested change.**

Emergency Procedures

In the event of an emergency, the following procedures are implemented to ensure the safety of all students and staff.

School Closure

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.

- **Notification:** Parents and students will be notified through the school's communication channels (e.g., phone calls, emails, school website, social media) and Channel 6 in the local viewing area.
- **Remote Learning:** If possible, remote learning procedures will be activated to ensure continuity of education.

Hold Procedures

Hold procedures will be used in the event an announcement is made for staff/students to hold in their room or area until HOLD is released. (e.g. may be used if there is an individual medical situation in the hallway)

Lockdown Procedures

A lockdown is a procedure which will be used in the event that the school receives 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.

- **Initiation:** A lockdown will be initiated if there is an immediate threat to the safety of students and staff.
- **Actions:** Students remain in their classrooms, follow teacher instructions, stay quiet, and keep away from windows and doors.
- **Communication:** The school will communicate the status and provide further instructions through the public address system.

Secure Procedures

Securing in place is a procedure which will be used in the event that the school is in close proximity of a possible physical threat outside of the building. Exterior doors will remain locked and while it calls for heightened situational awareness, indoor activities may continue.

Evacuation Procedures

An evacuation will be initiated when it is safer to be outside the building than inside (e.g. fire, gas leak, interior physical threat)

Evacuation is used when the circumstances require the relocation of students/staff to a remote site/rally point where students will be accounted for, and then released to their parent/guardian.

During emergencies, parents/guardians may rush to the incident site to check on the safety of their children. This may result in the blockage of streets and large numbers of people impeding emergency response actions. In order to allow first responders to address the emergency effectively and to help ensure everyone's safety, the students and staff may be required to be evacuated to an alternate site. This will reduce the likelihood of unnecessary confusion.

Reunification Procedures

A reunification procedure is used when it is necessary to release students directly to their parent/guardian or designated emergency contact due to an emergency situation that prevents a normal dismissal. Situations which may require a family reunification include, but are not limited to:

- Fire or damage to a school building
- Natural disaster
- Field trip emergency or school bus accident
- Violence in the surrounding community
- A situation involving a threat, weapons or violence at school

Reunification locations may be on or off campus, depending on the situation.

Communication will be timely and consistent with parents, school staff and students.
 Communication will include clear instructions about the reunification plans.

Severe Weather 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 parents pick them up at school.
 3. Buses are not permitted to leave school grounds while a warning is in effect.
 4. Outgoing telephone calls are not allowed. We receive our instructions by telephone and Civil Defense monitor.
- **Shelter in Place:** In the event of severe weather, students will be instructed to move to the designated safe areas within the school.
 - **Actions:** Students must stay away from windows, crouch down, and cover their heads with their arms until an all-clear signal is given.

Drills

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.

- **Frequency:** The school will conduct regular drills to practice emergency procedures, including fire drills, lockdown drills, and severe weather drills.
- **Participation:** All students are required to participate in these drills and follow instructions to ensure preparedness in case of a real emergency.

Communicable Disease

Any student diagnosed by 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. If you would like additional information you can contact the Macomb County Health Department at 586-469-5235.

Disease & Incubation Period	Important Symptoms	Re-admission to School
Chicken Pox 2-3 weeks	Fever, mild respiratory symptoms, body rash of itchy, blister-like lesions, usually concentrated on the face, scalp and trunk	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

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)	Student may stay in school until the end of the day; immediate treatment at home is advised
Common Cold 1 ½ - 3 days	Runny nose, watery eyes, slight fever, feels "bad", may have cough	Exclude until 24 hours with no fever and symptoms improving
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	Can delay treatment until day's end; no exclusion if treatment is started before next day, exclude from contact sports until treatment starts
Mononucleosis 30-50 days	Severe sore throat with marked enlargement of glands in neck; weakness and tiredness	Exclude until able to tolerate activity; exclude from contact sports until recovered
Scabies 7-14 days	Extreme itching (may be worse at night); mites burrowing in skin cause rash / bumps	Treatment may be delayed until end of the day; if treatment started before next day's return, no exclusion necessary
Scarlet Fever, Scarletina, and Streptococcal Infections 2-7 days	Sore throat, fever; Scarlet Fever: body rash and red tongue	Exclude until 12hrs after antimicrobial therapy (2+ doses)
Fifth's disease 4-15 days	Fever, flushed, lacy rash ("slapped cheek")	No exclusion if rash is diagnosed as Fifth disease by a healthcare provider
Measles and Rubella*	High fever, runny nose, cough, red, watery eyes, followed by rash on face, then body	Exclude until 4 days after rash onset
Mumps*	Salivary gland swelling (usually parotid); chills, fever, headache	Exclude until 5 days after onset of salivary gland swelling
Whooping Cough*	Initially mild respiratory symptoms, cough; may have inspiratory whoop, post-tussive vomiting	Exclude until 21 days after onset or until 5 days after appropriate antibiotic treatment

Cell Phones/Electronic Communication Devices

In the event that students are instructed by parents to bring communication devices to school, they must be turned off and stored in lockers during the day. The district assumes no responsibility for theft, loss, damage or vandalism to wireless communication devices brought onto district property. Parents that need to contact their child during the school day should call the school office.

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 586-725-4220.

Dressing for School / Dressing for Recess

Anchor Bay Schools respects students' right to express themselves in the way they dress. All students who attend Anchor Bay Schools are expected to respect the school community by dressing appropriately for the K-12 educational environment. Student attire should facilitate participation in learning and the health and safety of students and adults who supervise them. This policy is intended to guide students, staff, and parents.

The following guidelines shall be followed, which allow for student expression but also to aid in academic success and safety. Guidelines shall prohibit student dress or grooming practices which:

1. Presents a hazard to the health or safety of the student himself/herself or to others in the school.
2. Interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/ her educational objectives because of blocked vision or restricted movement.

A few examples of inappropriate attire include:

- A. Profane, negative, or obscene writing or pictures.
- B. Sunglasses. (unless prescription or transitional lenses)
- C. Hoods.
- D. Anything that covers the ears.
- E. Transparent clothing, and/or:
 - i. Clothing that reveals undergarments.
 - ii. Clothing that exposes nipples, genitals, or buttocks.
- F. Tube tops or single-strap tops, tops must have straps on both shoulders.
- G. Clothing that has reference to drugs, alcohol, tobacco, sex, gangs, illegal activities, demonstrates hate group association, or uses hate speech targeting a protected class, may not be worn.
- H. Wallet chains, spiked jewelry, or other dangerous accessories.

For safety, footwear with a sole must be worn at all times.

Students who represent the district at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, AFJROTC, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance. Specialized courses may require

specialized attire such as sports uniforms or safety gear- ex. gym, CTE (Career and Technical Education) classes.

The administration at each school reserves the right to determine what constitutes appropriate dress.

ANY STUDENT WITH INAPPROPRIATE CLOTHING WILL REMAIN IN THE OFFICE UNTIL AN APPROPRIATE SOLUTION IS FOUND, WHICH MAY REQUIRE A CHANGE OF CLOTHING FROM HOME.

Recess outdoors

Participating in recess can be an invigorating part of school. Fresh air and exercise are important. Students should wear warm clothes in the 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 must leave school during the day, for any reason, the procedure is:

1. A parent or designated adult **must** come to the office vestibule to show ID and sign out the student. Parents are asked to wait in the vestibule until their student is released.

Emergency Contacts

Parents are responsible for filling out the annual update forms online. Keeping this information up to date is very important. Please let us know if names, addresses, e-mail 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 information.

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 to participate in any activity on or off school grounds. This includes field trips, athletics 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

Enrollment in the Anchor Bay School District is done online through the PowerSchool Parent Portal. Students must be enrolled in the school designated by the address in which they reside. Click on the following link to find out what school your student attends by entering your address:

<https://findmyschool.us/>

To begin the enrollment process, click on the Enrollment Express Pre-Registration Link shown below or visit the Anchor Bay website, select the Parents tab across the top of the page and then click on Enrollment: <https://ps.abs.misd.net/public/formbuilder/form.html?formid=91111>

Once your Pre-Registration has been approved, you will receive an email with instructions on how to set up your Parent Portal and complete the Enrollment Forms.

When enrolling, parents must provide the following documents. These documents can be uploaded within the Enrollment Express Parent Portal System, or you may drop them off at your student's school.

1. Student's Birth Certificate
2. Student's Proof of Immunization
3. Parent's Photo Identification
4. Two Proofs of Residency
5. Vision and Hearing Screening is required for Young Fives and Kindergarten students.

Once the enrollment process has been completed, building staff will contact the parent/guardian to confirm enrollment and provide any additional information.

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.

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 for grades 3-5 is as follows:

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

Honor Roll

Fourth and Fifth grade students qualify for the Honor Roll. Citizenship is included and the student must have all A's and B's in all subjects.

Homework

The assignment 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.

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 obtains a waiver from the health department refusing the immunization on religious grounds or if there are other documented medical conditions to waive the immunization(s).

Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against based on 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 Special Education Department at (586) 949-4513 to inquire about the evaluation procedures and programs.

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 Curriculum Office at (586) 725-2861 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.

Food Service

Anchor Bay Food Service is committed to providing healthy school meals that promote students' health, well-being, and ability to learn by supporting healthy eating habits. Our Child Nutrition program complies with food safety standards and all applicable federal, state and local regulations.

Healthy Schools Meals for All: All schools will be participating in Healthy Schools Meals for All, where all students will be eligible for a complete breakfast and complete lunch at no charge. A complete breakfast includes four food items (assorted grains, fruits, and milk) and a complete lunch consists of five components (proteins, grains, fruits, vegetables, and milk). Students are encouraged to take all components offered but **must** take at least three components with one being a ½ cup fruit or vegetable.

Meal Magic Family Portal: anchorbay.familyportal.cloud is our website that gives parents a single site for all their food service tasks. You can make deposits, transfer funds, review account balances, see what meals your children are eating, set parental controls, apply for education benefits and more! This site is also intuitive and mobile friendly.

Education Benefits Form: All households are encouraged to complete the Education Benefits Form. This report is critical in determining the amount of money our schools receive from various State and Federal supplemental programs. This form can also qualify student's for EBT benefits over the summer! The application for your child's school can be completed online at anchorbay.familyportal.cloud.

Ala Carte Purchases: Students can purchase ala carte items at each cafeteria. Students can bring in cash/check or parents can make online payments for ala carte purchases by visiting anchorbay.familyportal.cloud. Charging for ala carte items is not allowed.

Allergies: If your student has any food allergies, accommodations can be made by our staff. Please have your physician fill out the Michigan Department of Education's Request for Special Dietary Needs Accommodations form and return it to the school office or food service office. This form must include a list of substitutions and the physician's signature. For questions about food allergies and menu selections, please call the Food Service Office at 586-598-7663.

Lunchroom Expectations:

- Use good table manners and show respect for others.
- Cooperate with cafeteria staff and lunchroom supervisors.
- Leave your table and the floor in a clean condition for other students.
- Deposit trash and recyclable items in their proper containers.
- Elementary students should remain seated until dismissed by lunchroom supervisors.

Thank you for your cooperation in maintaining a healthy and positive lunch environment. Should you have any questions or concerns regarding our food service program, please feel free to contact us at any time at 586-598-7663

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 needs 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 or from your child's teacher. Teachers are 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 to arrange a time 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.

Personal Belongings

Students may not bring items of value to school. Items such as jewelry, electronic equipment 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 they should be lost or broken. If valuable items are needed for a special event, the parents/guardians can arrange to deliver and return the items to and from school. Please make certain that you place your child's name on all his/her personal property, such as outdoor garments and lunch boxes. This will assist us in returning misplaced items.

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 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 suggested supplies for the next grade level will be provided to students at the end of the school year. All textbooks and related learning materials will be provided in reasonable quantities: Students need to bring their own gym shoes. Students who lose or damage textbooks and/or library books 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 and District policy. Students in grades 3, 4, and 5 will participate in the state assessment which will take place in the spring of each school year.

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.

Technology

The policy of the district is to provide technology to support curriculum and instruction. The detailed policy related to technology is on the district website and listed below.

Generally, the School District encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in the School District must have proper authorization and adhere to School District policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that the School District is providing. The School District will monitor network activity by, for example, ensuring the presence of a teacher, or other appropriate School District personnel when students are accessing the internet at school, installing filtering or blocking software on School District computers to restricted unauthorized websites, and monitoring access logs to keep track of websites visited by students in order to restrict access to newly-created or previously unknown websites harmful to minors. Guidelines Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the School District may be put on School District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal and District web manager is needed to place anything on the building or District web pages.

Technology Users Will:

- Comply with School District policies, rules and regulations.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly; respect individual work, files, programs and security.
- Hold harmless the School District from any and all claims or damages of any nature arising from access, use or inability to access or use the technology or network system.

Technology Users Will Not:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize, or modify anyone else's account, data, files and/or password without authorization of the network administrator or building principal.
- Use School District technology for commercial or 'for profit' purposes
- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership
- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.
- Use School District technology to distribute materials that:
 - Violate FERPA, or any other law which affords students certain rights with respect to their education records;
 - Jeopardize the health and safety of students;
 - Are obscene, pornographic, or libelous;
 - Cause disruption of school activities;
 - Plagiarize the work of others;
 - Are commercial advertisements; or
- Have not been approved by the building administrator, network administrator, or web master. Any attempt at performing one of the aforementioned prohibited acts is also prohibited. Internet Safety the School District will implement software and/or other safeguards on District-owned technology which protect adults and students from accessing images or other online depictions that are obscene, contain child pornography, and, with respect to students, are harmful to minors. The District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response, in accordance with Board policy 2006 and any implementing regulations.

Threat Assessment

In the event of a threat of violence directed towards the school campus, school events, or individuals on school property, threat assessment procedures will be followed to ensure the safety and well-being of all students, staff, and visitors. School personnel are required to immediately report any threats or suspicious behavior to a school administrator (Principal or designee). The Threat Assessment team, consisting of administrators, counselors, school resource officers, and mental health professionals, will promptly evaluate the credibility and severity of the threat. This evaluation will include interviews, behavioral assessments, and consultations with relevant authorities. Based on the assessment, appropriate actions will be taken, ranging from increased supervision and counseling interventions to involving law enforcement and implementing emergency response plans. Throughout the process, confidentiality will be maintained to protect the privacy of individuals involved. The primary goal of these procedures is to prevent harm and ensure a safe and secure learning environment.

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.

Vision / Hearing Screening

Vision and hearing screening are 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.

Volunteer and Visitor Procedures

Volunteer Registration

Volunteers are required to complete a district volunteer registration form for background checks prior to any volunteer assignment.

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 personnel. As a volunteer, you must follow the same code of ethics that the professional staff follow. This includes keeping confidential matters confidential.

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. Entrance is only through the main office doors. We wish to safeguard your children, so let us know when you are here.

Volunteers and Visitors

- **Check-In:** All visitors and volunteers must check in at the main office upon arrival.
- **Identification:** Visitors and volunteers will be required to present a valid ID and sign-in.
- **Badges:** Visitors and volunteers will be issued a badge that must be worn at all times while on school premises.
- **Check-Out:** Visitors and volunteers must return their badges and sign-out at the main office before leaving the school.

Walkers

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