

Sutton Elementary School

2015-2016



FAMILY HANDBOOK

“A community that puts the academic, social, and emotional needs of
CHILDREN FIRST!”

Welcome to Sutton Elementary !

We ask that you please read through this handbook and share this information with your child(ren).

This handbook includes important information so please keep it available for quick reference. You will be notified if any information should change during the school year.

Please make note of page 30 where you will find a “Receipt of Handbook Acknowledgment of Policies” form. It should be completed and returned to school by September 11, 2015. We appreciate your prompt attention to returning this form.

We hope you have a great and wonderful year here at Sutton Elementary!!!

TECUMSEH PUBLIC SCHOOLS

Vision Statement

Tecumseh Public Schools will be a dynamic learning resource meeting educational needs of students and our community in a diverse and global society.

Mission Statement

Tecumseh Public Schools, in partnership with parent/guardians and other community members, is committed to providing a life-long learning environment and promoting the highest level of individual development.

Sutton Elementary School

Vision Statement

Sutton Elementary: A community that puts the academic, social, and emotional needs of CHILDREN FIRST!

Sutton Elementary Mission Statement

Our mission is to provide opportunities for each student to develop skills needed to become lifelong learners.

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Sutton Elementary School Calendar 2015/2016

September 3, 2015	Elementary Open House 6:30 p.m.to 7:30 p.m.
September 8, 2015	First Day of School for Students
September 15, 2015	PTO Meeting at 7:00 p.m. –Media Center
September 16, 2015	Relay for Life Hat Day
September 25, 2015	Leadership Assembly 1:30 pm
October 2, 2015	PTO Crazy Hair Day
October 5-9, 2015	Spirit Week
October 7, 2015	Picture Day
October 7, 2015	Count Day
October 9, 2015	Homecoming Parade
October 16, 2015	PTO Walk A Thon
October 20, 2015	PTO Meeting at 7:00 p.m. – Media Center
October 21, 2015	Relay for Life Hat Day
October 28, 2015	Mobile Dentist
October 30, 2015	Leadership Assembly 08:45 a.m.
October 30, 2015	Halloween Parties
November 10, 2015	Morning with Mom for last names beginning with the letters A-M
November 11, 2015	Morning with Mom for last names beginning with the letters N--Z
November 11, 2015	Picture Retake Day
November 13, 2015	Elementary: End of First Trimester
November 17, 2015	PTO Meeting at 7:00 p.m. – Media Center
November 18, 2015	Relay for Life Hat Day
November 18, 2015	Elementary Conferences: Y5, K-4 th (5:00–8:00 p.m.)
November 19, 2015	Elementary Conferences: Y5, K-4 th (1:00–4:00 p.m. and 5:00–8:00 p.m.) Half Day YF, K-4 Students (dismissal time 11:45a.m.)
November 20, 2015	PTO Free Popcorn for all students
November 26, 27,28, 2015	NO SCHOOL FOR ALL STUDENTS Holiday Break Begins
November 30, 2015	School Resumes
December 15, 2015	PTO Meeting at 7:00 p.m. – Media Center
December 16, 2014	Relay for Life Hat Day
Dec. 23-Jan. 1, 2014/15	NO SCHOOL FOR ALL STUDENTS – Holiday Break
January 4, 2016	School Resumes
January 18, 2016	NO SCHOOL FOR ALL STUDENTS District-Wide Inservice Day
January 19, 2016	School Resumes
January 19, 2016	PTO Meeting at 7:00 p.m. – Media Center
January 20, 2016	Relay for Life Hat Day
January 22, 2016	PTO Bowling Night
February 9, 2016	Count Day
February 11, 2016	Dance A Thon
February 11, 2016	Valentine Parties
February 12, 2016	NO SCHOOL FOR ALL STUDENTS MID WINTER BREAK
February 16, 2015	PTO Meeting at 7:00 p.m. – Media Center
February 16, 2015	NO SCHOOL FOR ALL STUDENTS District-Wide Inservice Day

February 16, 2016	School Resumes
February 17, 2016	Relay for Life Hat day
February 19, 2016	PTO Free Popcorn
February 26, 2016	Leadership Assembly 8:45 a. m.
February 26, 2016	Elementary: End of Second Trimester
March 2, 2016	Conferences: Y5, K – 12th (5:00–8:00 p.m.)
March 3, 2016	Elementary Conferences: Y5, K–4th (1:00–4:00 p.m. and 5:00–8:00 p.m.) Half Day K-4 Students (dismissal time 12:00 noon)
March 11, 2016	PTO Crazy Sock Day
March 15, 2016	PTO Meeting at 7:00 p.m. – Media Center
March 16, 2016	Relay for Life Hat Day
March 23, 2016	Spring Concerts for grades 1st -4th at the TCA 1st and 2nd 6p.m 3rd and 4th at 7 p.m.
March 24, 2016	Leadership Assembly 1:30 p.m.
March 25, 2016	NO SCHOOL FOR ALL STUDENTS
March 29, 2016	Kindergarten Concerts at Sutton
April 1, 2016	NO SCHOOL FOR ALL STUDENTS
April 4–Apr. 8, 2016	NO SCHOOL FOR ALL STUDENTS – Spring Break
April 11, 2016	School Resumes
April 14, 2016	Celebrate Tecumseh at THS
April 19, 2016	Relay for Life Hat Day PTO Meeting at 7:00 p.m. – Media Center
April 20, 2016	Relay for Life Hat Day
April 22, 2016	PTO Free popcorn
April 25, 2016	MSTEP Testing
April 29, 2016	8:45 Leadership Assembly
May 9, 2016	MSTEP Testing
May 10, 2016	Donuts with Dad for last names beginning with the letters A-M
May 11, 2016	Donuts with Dad for last names beginning with the letters N--Z
May 13, 2015	MSTEP Testing
May 17, 2016	PTO Meeting at 7:00 p.m. – Media Center
May 18, 2016	Relay for Life Hat Day
May 20, 2016	PTO Box Top Collection (all box tops must be turned in)
May 27, 2016	MSTEP Testing
May 27, 2016	Leadership Assembly 1:30 p.m.
May 30, 2016	NO SCHOOL
June 3, 2016	Field and Family Picnic Day
June 6, 2016	PTO Box Top Winner Pizza Lunch
June 10, 2016	LAST DAY OF SCHOOL DISMISSAL TIME 11:45

Sutton Elementary ExCEL Schedule 2015-2016

TIME	LENGTH	TEACHER	GRADE	A-day	B-day	C-day
8:30	1st bell					
8:35	School begins					
8:40-9:40	60 min	Blue (Ayre & Leightner)	4	Music/PE	Art	PE/Music
		Red (Ayre & Leightner)	4	PE/Music	Music/PE	Art
		Yellow (Ayre & Leightner)	4	Art	PE/Music	Music/PE
9:45-10:45	60 min	Blue (Lee & Wallich)	3	Music/PE	Art	PE/Music
		Red (Lee & Wallich)	3	PE/Music	Music/PE	Art
		Yellow (Lee & Wallich)	3	Art	PE/Music	Music/PE
10:50-11:50	60 min	Elliott	2	Music/PE	Art	PE/Music
		McCallum	2	PE/Music	Music/PE	Art
		Day	2	Art	PE/Music	Music/PE
12:05 - 12:45	40 min	Preschool, Y-5 & Kndg	4 sections	LUNCH then RECESS		
12:10 - 12:50	40 min	1st	2 sections	LUNCH then RECESS		
12:25 - 1:05	40 min	2nd	4 sections	LUNCH then RECESS		
12:30 - 1:10	40 min	4th	2 sections	LUNCH then RECESS		
12:35 - 1:15	40 min	3rd	2 sections	LUNCH then RECESS		
1:30-2:30	60 min	Tidswell/Scheerer	Kndg/Y5	Music/PE	Art/Music	PE/Art
		Daniels/Scheerer	Kndg/Y5	PE/Art	Music/PE	Art/Music
		Malbone/Scheerer	Kndg/Y5	Art/Music	PE/Art	Music/PE
2:35-3:35	60 min	Bauman	1	Music/PE	Art/Music	PE/Art
		Piper	1	PE/Art	Music/PE	Art/Music
		Courtney	1st/2nd	Art/Music	PE/Art	Music/PE
3:40		K-4 Student Dismissal				

20152016 EXCEL Daily Schedule
 (Art, Music, and P.E. times; set areas vary weekly)
 School Starts 8:35 a.m. School Ends 3:40 p.m.

Block 1	8:40-9:40	4th Grade
Block 2	9:45-10:45	3rd Grade
Block 3	10:50-11:50	2nd Grade
Block 4	11:45-12:50	Lunch
Block 5	1:30-2:30	Y5/Kindergarten
Block 6	2:35-3:35	1st grade

2015-2016 Daily Lunch Schedule

Y5 & KG 12:05-12:45, 1st 12:10-12:50, 2nd 12:25-1:05 4th 12:30-1:10, 3rd 12:25-1:15

TECUMSEH PUBLIC SCHOOLS DIRECTORY

Board of Education:

Dr. Edward Tritt, President
Mr. Jimmie Rice, Vice President
Ms. Kimberly Amstutz-Wild, Treasurer
Mr. Steven Linn, Trustee
Mr. Roger Hart, Trustee
Mr. Greg Johnson, Trustee
Mrs. Deborah Johnson-Berges, Secretary

School Administration:

Superintendent: Dr. Kelly Coffin (517-424-7318)

District Web Site: <http://www.tps.k12.mi.us>

First Student Transportation

Transportation Director: Jason Szteiter (517) 423-2706

Sutton Elementary Staff: (517-423-2367)

Principal	Stacy Bailey (ext. 4105)	sbailey@tps.k12.mi.us
Administrative Assistant	Carol Martinez (est 4100)	cmartinez@tps.k12.mi.us
Young 5's	Kim Scheerer (ext. 4337)	kscheerer@tps.k12.mi.us
Kindergarten	Katie Daniels (ext. 4341)	kdaniels@tps.k12.mi.us
	Tricia Tidswell (ext. 4343)	ttidswell@tps.k12.mi.us
First Grade	Michelle Malbone (ext. 4331)	mmalbone@tps.k12.mi.us
	Lisa Bauman (ext.4339)	lbauman@tps.k12.mi.us
	Laura Piper (ext 4335).....	lpiper@tps.k12.mi.us
Second Grade	Nicole Courtney (ext.4333)	ncourtney@tps.k12.mi.us
	Eileen McCallum (ext. 4327)	emccallum@tps.k12.mi.us
	Chelsea Elliott (ext.4329)	celliott@tps.k12.mi.us
Third Grade	Lindsey Day (ext. 4311)	lday@tps.k12.mi.us
	Heidi Lee (ext. 4313)	hlee@tps.k12.mi.us
Fourth Grade	Kim Wallich (ext. 4315)	kwallich@tps.k12.mi.us
	Terri Caldwell-Ayre (ext. 4309)	tcayre@tps.k12.mi.us
Special Education	Tina Leightner (ext. 4307)	tlightner@tps.k12.mi.us
	Kristen Maylone (ext.4323)	kmaylone@tps.k12.mi.us
MiCi room	Jessica Southward(ext. 4301)	jsouthward@tps.k12.mi.us
Reading Specialist	Jamie Fulton (ext. 4323)	jfulton@tps.k12.mi.us
Specialized Personnel:		
Art	Beth Paepke (ext. 4303))	bpaepke@tps.k12.mi.us
Physical Education	Scott Lawson (ext. 4325)	slawson@tps.k12.mi.us
Vocal Music	Joyce Lammers (ext. 4321)	jlammers@tps.k12.mi.us
Media Specialist.....	Kimberly Bowers (ext.4151)	kbowers@tps.k12.mi.us
Food Services	Kristina Morgan (ext. 4177)	

Noon Supervisors: Stacy Romanowski, Carol Swart, Maria Burns, Helen Steeg, Sharon Harbough, Kristen Gurcia
Security: Stacy Romanowski

Tecumseh Pre-School Center.....Director: Susan Dieter (517-424-9956) sdieter@tps.k12.mi.us
Kathleen Beaudoin, Jennifer Cardella, Kathy Wilson, Barb Seidel,

Lenawee Intermediate School Support Staff: 517-263-8931

Speech Therapy	Chelsea Nimmo
School Psychologist	Elaine Stoeger
Occupational Therapist	Melyssa Johnson
Social Worker	Brittany Carpenter
Physical Therapist	Wendy Knapp

Sutton Elementary School General Guidelines

ACCIDENTS and EMERGENCY INFORMATION SHEETS

Each year each child must have a completed and updated "Emergency Information Sheet" on file in the office. This gives us accurate up-to-date information on a number of items such as phone numbers, sitter names, and emergency treatment. **You should notify the office if any of this information changes during the school year.** New sheets are sent home for completion each fall. New enrollees will be asked to complete one at the time of enrollment.

When students are involved in minor accidents, school personnel will care for small cuts or scratches. If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent/guardian to come and get the child. Please call for your child at the office.

If the parent/guardian cannot be reached, the person designated on the information sheet will be notified. If neither you nor the person designated can be reached, the principal will decide what to do. If, in the principal's judgment, the child needs medical care, an ambulance will be called. In all cases, every effort will be made to reach and notify a parent/guardian. Accident reports will be filled out by the attending and/or witnessing adult and then sent home to notify parent/guardian.

ANIMALS AND PETS

In all cases, the parent/guardian must obtain the teacher's permission before sending any animals to school. All animals must be properly caged or leashed at all times, whether in the school, or on the school grounds. Animals may not ride on the school bus. Parent/guardian must bring the animal to school and take it home after showing it. Due to an increase of students who have allergies, it is the preference of the school to limit these experiences.

Without a teacher's permission, animals on school grounds are prohibited. Please don't bring any animal with you when bringing or picking up your child at school, especially if you are walking.

ATTENDANCE/TARDINESS

A SICK CHILD SHOULD BE KEPT AT HOME UNTIL THE CHILD IS WELL. CHILDREN WHO HAVE A TEMPERATURE, DIARRHEA, PINK EYE, VOMITING, OR PERSISTENT COUGHING SHOULD BE KEPT HOME. THESE ARE SYMPTOMS WHICH REQUIRE REST AND/OR A DOCTOR'S ATTENTION. When sick children continue to attend school, they are sick longer and spread their ailments to other students and staff. We do not have the facilities or personnel to care for sick children. Therefore, it is in your child's best interest to be kept at home until he/she is well. Students who are running a fever should be fever free for 24 hours prior to student returning to school.

On each morning of a child's absence, parent/guardian is requested to call the school **office at 517-423-2324** to report the absence and the reason for it. You may also ask for school work being missed. If you become aware of a time that your child will be missing school, because of planned travel, scheduled surgery or similar reasons, please make arrangements with the teacher.

TARDINESS –

Children who have not reported to their classroom by 8:35 a.m. will be marked tardy. They must report to the office to obtain a pass before being admitted to class. If a parent/guardian is accompanying a tardy child, the parent/guardian should go to the office with the child. A tardy child without a pass will be sent back to the office. Children will be marked absent for a half day if they are signed in after 09:50 a.m. or signed out before 1:50 p.m. If leaving after 2:00 p.m. an afternoon tardy will be marked.

ABSENCE POLICY

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

All absences must be communicated to the school office by the parent or guardian on the day of the absence. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence.

All counted absences will be handled in the following manner per semester/trimester:

Step 1: After four counted absences a letter will be mailed home to notify the parent

Step 2: After seven counted absences a letter will be sent reminding parents about the importance of regular attendance

Step 3: After nine counted absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.

Step 4: After eleven counted absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

Step 5: If counted absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school

district against the parent or guardian in probate court.

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class. Students arriving after the morning bell will be marked tardy. A parent must accompany their child into the office to sign in for the day. Students arriving after 9:50 a.m. will be considered absent for the morning. Chronic tardiness/early pick-up disrupts a child's learning experience. These situations will be addressed on a case-by-case basis by the principal.

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child:

Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.

Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.

Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomachache can be signs of anxiety and should be communicated to school officials.

Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.

Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

ARRIVAL/DEPARTURE OF STUDENTS

Students eating breakfast may enter at 8:15 a.m.

School doors open: 8:30 a.m. (First bell rings)

School begins: 8:35 a.m. (Second bell rings)

School is dismissed: 3:40 p.m.

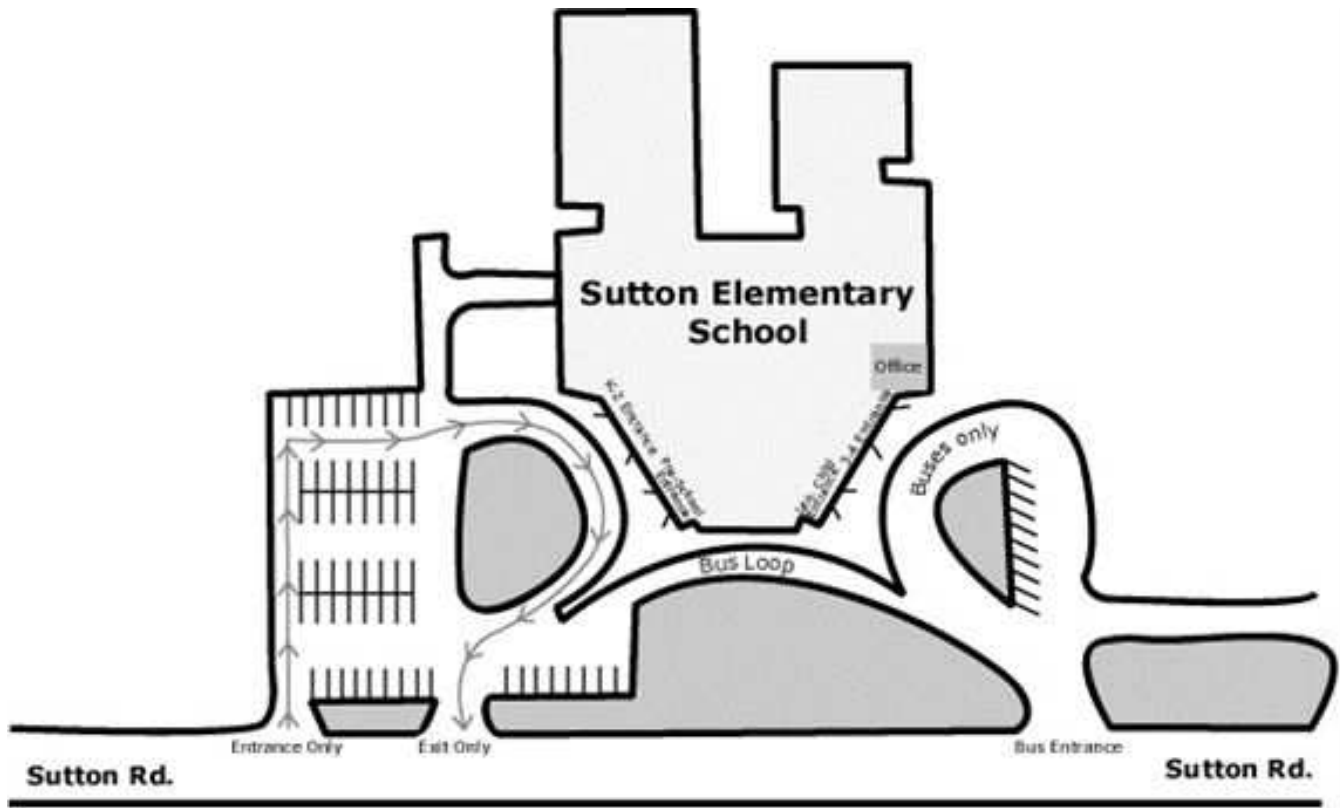
Students are not to arrive until 5 minutes before the bell rings in the morning unless they are eating breakfast and are to leave within 15 minutes after the bell rings at the end of the day. When a child is NOT going straight home from school, a note is required for both the teacher and the bus driver. You may call the office to inform us of a change in departure routines by 3:15 p.m. to ensure the proper steps are taken to inform your child of the necessary

change. We instruct children that if they ever miss the bus, they are to return to their teacher so that transportation can be arranged. They have been cautioned NOT to start walking home.

PICK-UP AND DROP-OFF PROCEDURES

- Bus loop is for buses only (see map below). Cars should NOT enter the bus loop.
- You must stay in your car if you are picking up or dropping off in the car loop.
- If you are walking your child into school, please park in a designated parking area.

- If you are helping your child out of the car, please pull in front of the cones to help your child so that you do not block the traffic flow. If you need to enter the school, please move to a designated parking spot.
- If you are picking your child up at the end of the day you may enter campus prior to 3:40 and wait for them in the Car Loop (see map on next page) or in a designated parking area. Please inform your child's teacher if this is your plan.
- If you need to change your child's daily pick-up procedure in any way, please send a note with your child and/or call the office by 3:15 PM so we are aware of the change and can make sure your child gets to the correct place each day.



BIRTHDAYS (also see FOOD/TREATS)

Please do not have flowers or balloon bouquets sent to school on your child’s special day. This causes disruption in the classroom and such gifts are hard for your child to take home at the end of the day. It is best to have the nice surprise waiting at home after school. Your cooperation in this request is appreciated. Please check with your child's teacher before sending treats to avoid duplication, time constraints, and allergies. We ask that birthday recognition in all grades be held the last 15 minutes of the school day. Parent/guardians may send one food item. Please only send the correct amount of treats per students (no extras). Since drinks can be messy, please check with the teacher before bringing liquid refreshments. Kindergartners may celebrate birthdays for 15 minutes; either just before or just after recess period.

BUILDING OF CHOICE

The District attempts to honor building of choice requests for families who would like their child to attend an elementary school other than their resident elementary school. Children assigned to schools based upon their residence will be given priority to that elementary school. Assignments to different schools will be subject to the balancing of class sizes among all elementary schools.

Applications for re-assignments are honored on a yearly basis. Application forms are available at the Board Office.

CELL PHONE/ELECTRONIC COMMUNICATION DEVICES

Students may not carry cell phones or other electronic communication devices to school for any reason. When a child needs to be contacted by a parent/guardian during the day, it should be done through the office. The number is 423-2324. Exceptions to this rule will be made for anyone who has a serious health problem and/or unusual reasons. Written requests for permission to have cell phones or other electronic communication devices must be accompanied by a statement from a doctor or a law enforcement agency or similar authority.

COMMUNITIES IN SCHOOLS of the TECUMSEH AREA



Communities In Schools of the Tecumseh Area (CISTA) is an accredited affiliate of the nation's leading drop-out prevention organization. Our mission is *to surround students with a community of support, empowering them to stay in school and achieve in life*. CISTA is guided by the "five basics" – which are a set of essentials that every child needs and deserves: 1. A one-on-one relationship with a caring adult, 2. A safe place to learn and grow, 3. A healthy start and a healthy future, 4. A marketable skill to use upon graduation, and 5. A chance to give back to peers and community.

The Elementary school's CISTA site coordinator is Amanda Gipson. Through a school-based coordinator, CISTA connects students and their families to community resources tailored to local needs. Whole school prevention services and targeted interventions support students in their greatest area of need and allow them to look forward to a bright future. Programs available are: the Rolling Reader program, Lunch Buddy program, Peacemaking Lessons, Friday Food Packs, Community Walk, Locker Room (school-wide clothes closet), and more.

For more information give CIS-Tecumseh a call: 423-7574 or email cis@tps.k12.mi.us . Visit our website: www.CISTecumseh.org and "Like" us on Facebook!

FIELD TRIP CHAPERONES

Teachers may contact parent/guardian to chaperone a field trip. Chaperones are assigned a group of students to supervise and guide. **Chaperones shall not bring other siblings** as they often distract the chaperone and/or students from the activity. We also ask that Chaperones not indulge their own children with souvenirs or other treats unless all students have been permitted to bring spending money. Due to insurance restrictions, all students must travel to the destination and return to school on the school bus. The number of chaperones is limited due to bus seating and/or the capacity or regulations of the facility being visited. An effort will be made to rotate names so that all interested parent/guardians have a chance to chaperone on a least one field trip during their child's time at Sutton Elementary. **All chaperones must have a background and screening check submitted no later than seven days prior to the scheduled trip.**

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FOOD AND TREATS

Due to severe and sometimes life threatening reactions, please check with the teacher before sending food or treats to determine and identify if there are foods that could trigger allergic reaction with children or adults.

LOST and FOUND

The lost and found area is located in the main lobby. Your child may check there for any lost articles. All coats, hats, gloves and boots should be labeled with your child's name.

Parent/guardian may also come and check for missing items at any time. These items are also displayed outside the office area during Fall and Spring Conferences. Small and/or valuable items are kept in the office and children or parent/guardians may ask in the office if such articles have been found. ***At holiday break and at the end of the school year, any unclaimed items are sent to a local charity.***

LUNCH and BREAKFAST PROGRAM

The breakfast and lunch programs are open to all students, grades Kindergarten through fourth. **Please read the lunch money policy in this handbook. Breakfast is served each morning for \$1.25.** There are several items to choose from every morning.

Student hot lunches cost \$2.50 a day or \$12.50 for the week. A la Carte items are available for \$.50 each. Menus are sent home once a month.

POP IS NOT ALLOWED IN STUDENT LUNCHES.

For children who bring their own lunches, please avoid the use of glass containers. However, the use of a thermos for milk, soup, etc. is permissible. Milk (white or chocolate) is available to the students at \$.50 per ½ pint container. Please send the exact change with your child if possible.

LUNCH MONEY POLICY

You have many options for making a payment on your children's lunch accounts. You may make a credit card deposit into your child's account by calling 517-423-1455 and someone from the Food Service Office will assist you. You can also send cash or a check made out to Tecumseh Food Service. Please be sure to send cash/check in an envelope with the following information:

- Student's name
- Student's grade and teacher's name
- Purpose of money (lunch)
- Amount enclosed
- Number of lunches to be purchased

If you have more than one child in school you can make one payment, just indicate how you want the money divided between your children's accounts. All lunch money should be sent in a sealed envelope with your child.

Parent/guardians may take advantage of our on-line payment plan for school lunches by going to <http://www.tps.k12.mi.us/web/>. Select Parent Resources, then Payments, and follow directions. Using the on-line payment system will safeguard your children's lunch monies from becoming lost between your home and school. You may check the balance in your child's lunch account by going to <https://mealmagic.lisd.us/mealmagic/mylunchaccount>. Any questions regarding your child's lunch account should be directed to our district's Food Service Manager, at 517-423-1455. Menus are also posted on the district's web page under parent resources.

LUNCH SCHEDULES

Lunch begins at 12:05 p.m. each day with YF and Kindergarteners. They will be followed by 1st graders at 12:10 p.m. , 2nd graders at 12:25 p.m. 4th graders at 12:30 p.m and 3rd graders at 12:35 p.m All students eat in the cafeteria gym

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MESSAGES

Sutton office is open from 7:30 a.m. to 4:30 p.m. each school day. Important messages for children should be called into the school office and not placed on the teacher's voicemail. Messages are delivered to students at 3:15 p.m. each afternoon, please call before that time to ensure that your child gets your message. Please feel free to phone us regarding any questions or concerns which you may have. The school office phone number is 517-423-2367.

MONEY

Money sent to school with children should be sent in a sealed envelope. Put the child's name, date, teacher's name, amount of money enclosed and the purpose for the money on the envelope. Children are not to bring more than \$12.50 to school.

MOVING

If a child's residence or phone number changes, the office should be promptly notified, even if the child will still be in the Sutton school district.

PARENT/GUARDIAN-TEACHER CONFERENCES

Parent-Teacher Conferences for all students are scheduled in the fall and spring. You will be notified well in advance in order to arrange your appointment.

We hope that you will make a special effort to attend, as a conference with your child's teacher is of great importance to your child and helpful to you.

If you wish a conference with your child's teacher at a time other than Fall or Spring conferences, arrangements can be made by calling or stopping in the school office. Feel free to call upon the principal at any time to assist you with problems.

PARTIES AND GIFTS

Each class participates in three parties during the school year. These are Halloween, Christmas, and Valentine's Day. Room parent/guardians are asked to assist with these parties. We ask that food items be limited to two items of food and a drink. Please check with your child's teacher before sending anything.

P.T.O. (PARENT-TEACHER ORGANIZATION)

Our P.T.O. gives parents/guardian and teachers an opportunity to work together to provide a variety of in-school and extra-curricular activities that enrich the students' school experience and allows parents/guardians to become directly involved in their children's education. Research tells us that parent/guardian involvement increases student success.

The P.T.O. is a self-governing organization that all parents/guardians may join. It elects its own officers, selects its own committees and finances its own activities, mostly with a major fund raising activity each year. The P.T.O. works with the principal and teachers to plan its activities and projects. Past projects have included funding for field trips, funding special assembly programs, providing supplementary educational material, such as the Weekly Reader, and presenting special student achievement awards. We look forward to your participation and support. Please feel free to attend P.T.O. meetings in order to keep you abreast of their activities. Their meeting schedule is posted above.

READING PROGRAMMING

Assistive Programming

Jamie Fulton (Reading Specialist) will be offering students the opportunity to refine and build positive reading strategies on their road to becoming independent readers. She will work closely with teachers to work with students who lack these skills to allow them to successfully build a "reader's toolbox" of successful strategies. Students who qualify will receive individualized instruction on a weekly basis to practice these skills. Mrs. Fulton will monitor students closely and collaborate with classroom teachers on how to optimize the most effective techniques.

RULES OF CONDUCT

- ❖ Be Safe
- ❖ Be Respectful
- ❖ Be Responsible

- ❖ NO: Gum
- Hats worn inside building (unless it is a special events day)
- Fighting, pushing, shoving, overly rough play
- Put-downs or name-calling
- Inappropriate language
- Hallway Conduct: Walk; Maintain reasonable noise level (especially during class time)
- Close lockers quietly

Students not complying with the above mentioned rules and those set by the Tecumseh Board of Education (listed later in this document) are subject to these possible consequences including but not limited to: lunch/recess detentions, in-school detentions, out-of-school detentions, phone call to parent/guardian, letter sent home to parent/guardian, parent/guardian conference, a verbal apology to those affected by student's actions, and/or expulsion from school.

The following items are not allowed at school:

- ❖ CD Players, MP3 Players, DVD Players, iPods, Radios
- ❖ Cell phones, electronic communication devices
- ❖ Electronic Games
- ❖ Laser Pointers
- ❖ Pokeman or other trading cards, Bokugan toys
- ❖ Roller blades, skateboards, or "heely shoes" should not be brought or worn in the building.
- ❖ No toys and/or stuffed animals should be brought to school without teacher permission.

Exceptions may be made by arrangements made in advance with the teacher. The school is not responsible for lost or stolen items; you bring these items at your own risk.

SCHOOL CLOSINGS

The following area radio stations will announce any school closings due to weather conditions or emergency situations: **WABJ 1490 AM, WLEN 103.9 FM, WQTE 95.3 FM, & W4 102.9 FM**. Television stations **WTOL Channel 11 and WTVG Channel 13** will also carry school related information. Bulletins are generally aired after 6:00 a.m. You will also be contacted by the **Blackboard Connect Alert System**; you are responsible for signing up and making any changes to your account.

Please do not call the school. We need the phone lines to handle the situation at school. **If you drive your child to school and notice very few cars in the parking lot, please check to see that school is in session before leaving your child.**

Although it is very rare, there may be occasions when school is dismissed early because of an emergency. You should instruct your child what to do if this occurs on a day when you will not be at home. You should also provide this information on the emergency information sheet, which is in the office. Your child will be sent home as usual unless the office has special instructions on file.

SCHOOL SAFETY PATROL

Students who walk to school must obey the school safety patrols. Please remind your child to cross where our safety patrollers are located and to obey their instructions. Each year the safety patrollers go through a training session. Staff will meet with the students to go over proper procedures and rules, which all safety patrollers should follow. These students will be selected based on attendance, grades, and overall positive attitude. Chesley Elliott a 2nd grade teacher is Sutton Elementary School's coordinator. Dismissal from safety patrol can be due to not following the rules of the school, setting a negative example for others, grades not meeting expectations, or other inappropriate actions.

STUDENT RELEASE (DURING SCHOOL HOURS)

No student may leave the school building or grounds during school hours, including lunchtime without permission

from the office.

In situations where it is necessary for your child to leave school during the school day, the student will be excused through the Sutton Elementary school office only. **The parent/guardian MUST stop at the office and sign the child out.** The office personnel will then call the child to the office. Teachers will not release a child to a parent/guardian except through the office approval. This policy is designed for your child's safety and parents/guardians peace of mind. Whenever possible, please notify us ahead of time with a note or phone call when your child will leave early or arrive late due to appointments or other family reasons.

If the child returns to school later in the day, the parent/guardian needs to accompany the student to the office to sign back in.

When you enter the building, use only the main entrance at the front of the school and check in at the office.

TORNADO/SEVERE WEATHER WATCH/WARNING

In the event of severe weather or a tornado warning or watch, students will take shelter within the building. At intervals throughout the school year, practice drills will be held.

VISITORS

Parents are welcome to observe their child at school. To address safety concerns and to minimize disruptions, please call to prearrange visits with teachers and administrators. **All guests entering the building during regular school hours will be required to leave car keys or driver's license before being issued a building ID guest badge.** Except for unique circumstances, students from other schools are not permitted to be visitors. In some cases, prearranged visits from former students will be allowed. The school reserves the right to limit the visits due to space availability.

VOLUNTEERS

We welcome volunteers. Please check with your child's teacher to see what volunteer opportunities are available and please call the school office to be put on the volunteer calling list.

Please make sure you **sign in** and record any volunteer time on the Volunteer Sign-in sheet located in the office. You must also wear a Volunteer Badge whenever you are in the building.

In the course of their work, volunteers may learn of confidential information about students and their families. This information must be kept confidential.

All volunteers will be required to fill out a Tecumseh Public Schools Volunteer Registration Form upon their initial visit to the school. This allows the school district to complete a background check on the intended volunteer. **ALL** Volunteers must comply with this in order to participate in any activities involving students of Tecumseh Public Schools.

Sutton Elementary School Building Policies

CLASSROOM POLICY

Each teacher establishes rules for his or her classroom and will send a copy home with your child at the start of the school year. New students joining us during the school year will receive a copy as well.

LUNCH ROOM POLICY

To help ensure a safe, clean environment in which to eat, students are expected to follow these rules while in the lunchroom:

- ❖ Arrive and exit the lunchroom in a quiet, orderly fashion through the designated door
- ❖ Obey the lunchroom supervisors and the directions of the cook
- ❖ Use good table manners while eating
- ❖ Use proper language at all times and show respect to others
- ❖ Clean up their immediate area before leaving

PLAYGROUND POLICY (Lunch Hour and Recess)

These are our playground rules:

- ❖ Respect everyone on the playground
- ❖ Respect Sutton Elementary School equipment
- ❖ Only throw playground balls (No sticks, rocks, bark or snow, etc.)
- ❖ Be polite and be safe
- ❖ No fighting (real or play), no violence
- ❖ No spitting
- ❖ Stay away from cars

Students will play in the designated areas only. Areas off limits include: by the building, in the tree line, in the road, or on the circle drive. Students should obtain permission from the playground supervisor before re-entering the building if the recess time has not ended. Students are expected to stop playing and line up quietly when the bell rings or the whistle blows marking the end to the recess period. These rules are reviewed annually and parents/guardians and students will be notified of any changes and/or additions.

RECESS POLICY

Daily outdoor recess periods are scheduled for the children. All children will be expected to participate in recess. Exceptions will be made on the basis of health upon receipt of a written note or phone call to the office. One day with parent/guardian excuse, more with doctor's note. We feel that children learn more effectively if they have a chance to exercise each day. Children need to be dressed for the weather. Decisions are made to keep children in during inclement weather, based on weather and playground conditions (rain, wind chill factor of below 15 degrees, icy playground or other conditions thought to be hazardous).

Tecumseh Public Schools

District Policies

The following policies are in effect at all of the buildings in our school district. Further information may be obtained from our Board of Education Office at 517-423-2167. The address is 212 North Ottawa Street, Tecumseh, MI 49286.

ANTI-BULLYING

The Tecumseh Public School Board of Education prohibits acts of bullying, harassment, and other forms of aggression and violence. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive, aggressive or violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic.

Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or over-all well-being may be at issue.

"Bullying" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more students;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Harassment" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more students;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying or harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying or harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The Tecumseh Public School Board of Education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with students on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Tecumseh Public School Board of Education believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The Tecumseh Public School Board of Education believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The Tecumseh Public School Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of bullying and harassment.

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board of Education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a

rubric of bullying offenses and the associated consequences.

The Tecumseh Public School Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

The Tecumseh Public School Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Tecumseh Public School Board of Education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Tecumseh Public School Board of Education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Tecumseh Public School Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, on a school bus or other acts of bullying that occur outside the school property, (e.g., cyber bullying), which interferes with the learning process. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The Tecumseh Public School District shall incorporate information regarding the policy against harassment or bullying into each school employee training program.

COMMUNICABLE DISEASE POLICY

Any time large numbers of children are together on a daily basis, there is a risk of spreading contagious infections.

For conditions requiring prescription medication, your child needs to be on the medication for 24 hours before returning to school.

Head Lice Policy: If lice or nits (egg sacs) are found on a student, the parent/guardian of the infected student is notified. The student's classmates are given a letter to take home alerting parents/guardians to check their children's heads for lice. Information about detection and treatment of lice is given to the infected student's parent/guardian.

CONTAGIOUS INFECTIONS POLICY

Our obligation is to do whatever we can to prevent any contagious infections from spreading at school. We meet this obligation by:

1. Alerting you to types of infections and infestations that may occur in an elementary school such as chicken pox, impetigo, scarlet fever, scarlatina, pink eye, head lice, scabies and ringworm.
2. Sending children home who appear to have symptoms of a communicable disease. Children who return to school before their symptoms have cleared up will be sent home again.

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3. Alerting families to watch for symptoms of a communicable disease that has been observed or reported in their child's classroom.
 4. Reporting infectious diseases and re-occurring cases of infestations to the county health department.
- Your obligation is to keep your child home when sick and to make sure the school is provided with accurate up-to-date information about contacting you or your designee in case your child becomes ill at school.

DISCIPLINE POLICY AND CODE OF CONDUCT

Our goal is to provide a safe and orderly learning environment. Staff members work hard to establish and maintain positive discipline. We have two basic guidelines:

- ❖ Disruption of the educational process is unacceptable.
- ❖ Students may not endanger themselves or others.

When problems occur, we prefer to work with parents/guardians and students to resolve them in a way that is positive. However, ultimately, penalties may be required. Suspensions and expulsions are possible outcomes of unacceptable behavior.

Of course it is impossible to enumerate every possible infraction that our students may take part in. For this reason, Michigan law gives the Board of Education broad authority to impose disciplinary measures, including suspension or expulsion of a child guilty of gross misconduct or persistent disobedience, when, in our judgment, the interest of the school may demand it.

A discipline code has been established and is intended to serve as a guide. It is not all-inclusive. Students may be disciplined for inappropriate behaviors not listed here. We will maintain a safe and orderly environment.

MISCONDUCT	RANGE OF DISCIPLINE
1. Failure to comply with a reasonable request and/or insubordination	Warning up to 3-day suspension/Teacher may suspend up to one day: School Code §1309
2. Rude, abusive, inappropriate behavior or language	Warning up to 3-day suspension/Teacher may suspend up to one day: School Code §1309
3. Classroom disruption	Warning up to 3-day suspension/Teacher may suspend up to one day: School Code §1309
4. Falsification of documents/records	Warning up to 5-day suspension
5. Leaving building/class without permission; skipping/tardiness	Warning up to 3-day suspension
6. Possession of lighter/matches	Warning up to 3-day suspension
7. Defacing property/vandalism	Warning/Restitution/Detention/Up to 5-day suspension
8. Inappropriate use of technology/possession of electronic communication devices	Warning up to 3-day suspension; see also consequences under Tecumseh Public Schools Internet Permission and Rules
9. Theft	Up to 3-day suspension
10. Theft by use of threat, force, or extortion	Up to 10-day suspension and including expulsion
12. Setting off false fire alarm	Up to 10-day suspension and including expulsion
14. Possession/use of fireworks	Up to 10-day suspension and including expulsion.
15. Setting off false fire alarm	Up to 10-day suspension and including expulsion

16. Bullying/threats/intimidation/inappropriate physical contact/harassment/verbal assault	Up to 10-day suspension and including expulsion
17. Possession /use/distribution of tobacco or tobacco products	3-day suspension/police notification/mandatory tobacco education
18. Possession/use of alcoholic beverages, including any beverage with alcoholic content. Student may be asked to take a personal breathalyzer test. Refusal to submit to test may result in disciplinary consequences.	1 st Offense: Mandatory screening, up to 5-day suspension—may be reduced by 2 days by successfully completing an educational program. 2 nd Offense: Mandatory screening, up to 10-day suspension. 3 rd Offense: Expulsion
19. Possession/use of controlled substance or other substances prohibited by law, including but not limited to: marijuana, illegal pills, narcotics, look-alike drugs, and drug paraphernalia.	Up to 10-day suspension and or recommendation for expulsion, police report
20. Possession of weapon (which is not a “dangerous weapon” under state law), look-alike weapon, or an object which may be used to cause or threaten harm to others.	Up to 10-day suspension and including expulsion.
21. Possession of a dangerous weapon (“firearm, dirk, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles”) defined by State Law	Mandatory permanent expulsion: School Code §1311
22. Threat of school employee, volunteer, or contractor (“any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm”)	Suspension or expulsion
23. Bomb threat or similar threat directed at a school building, or other school property	Mandatory suspension or expulsion: School Code §1311a
26. Arson in a school building or on school grounds (including school vehicles or at school events off school grounds).	Mandatory permanent expulsion: School Code §1311
27. Criminal sexual conduct in a school building or on school grounds (including school vehicles or at school events off school grounds).	Mandatory permanent expulsion: School Code §1311
28. The foregoing list of inappropriate behavior, which may result in student discipline, is not considered all-inclusive. The Michigan School Code authorizes The Tecumseh Board of Education to suspend or expel from school a student guilty of “gross misdemeanor or persistent disobedience when, in its judgment, the interest of the school may demand it. School officials may also refer matters to local law enforcement.”	
30. Firearm possession - handgun	Mandatory permanent expulsion: School Code §1311
31. Firearm possession – rifle or shotgun	Mandatory permanent expulsion: School Code §1311
32. Physical violence without injury	Up to 10-day suspension and including expulsion
33. Physical assault of a student causing injury. (“intentionally causing or attempting to cause physical harm to another through force or violence”)	Mandatory (up to 180 days) suspension or expulsion: School Code §1310
34. Physical assault of school employee, volunteer, or contractor	Up to Mandatory permanent expulsion: School Code §1311a (for students in grades 6 and higher)

DUE PROCESS FOR STUDENTS

The following due process procedure is used for students involved in a violation of the Tecumseh Public Schools Discipline Code:

- ❖ The student is notified of alleged misconduct.
- ❖ An administrator investigates and the incident is discussed with the student.
- ❖ The student is given an opportunity to explain his/her conduct.
- ❖ If necessary, further investigation will be conducted.
- ❖ If a penalty is in order, the student is advised of that fact and the parent/guardian is notified in writing and an attempt is made to contact parent/guardian by phone.
- ❖ Parents/guardians and/or student will have an opportunity to appeal the decision to the principal, Superintendent, and the Board of Education, in that order.

Note: Penalties may include but are not limited to: Parent/guardian escort, no extracurricular activities including field trips, class parties, field day, etc.

- ❖ Repeat of any of the above offenses is subject to more severe consequences.
- ❖ Suspension occurring on an “Act of God” day will be implemented on the next regular school day.
- ❖ Suspension means loss of privilege to attend school activities on school grounds or to be at school activities for the duration of the suspension.

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- ❖ Other behavioral acts not addressed by this discipline code may provide just cause for disciplinary consequences.
- ❖ Details of consequences in regards to Michigan School Law may be obtained from the principal and/or the Superintendent.

DISTRIBUTION OF OUTSIDE MATERIALS

Handing out pamphlets, flyers, etc. on school property, is prohibited unless permission has been received from the Board Office. Please take anything for distribution to the Board Office and it will be sent out to the school(s) if distribution is approved.

DRESS CODE

Students are to exercise discretion in dress and grooming. However, grooming or dress that infringes on health or safety or is disruptive to the educational environment is not allowed.

Students who fail to follow the guidelines of appropriate dress, **in the opinion of the administrator or designee**, will be required to change or will be sent home.

Certain clothing will not be permitted to be worn by students. This includes: hats (inside), revealing tank tops, muscle shirts, cut-off tops, halter tops, crop tops, short shorts or spandex shorts or t-shirts with inappropriate sayings (beer ads, bad language, pictures in bad taste, etc.) Distracting hair color and face painting will not be permitted. Shoes must be worn at all times. Shoes with wheels are prohibited. We also discourage open-toed footwear, especially flip-flops, due to student safety concerns. Coats and backpacks are not to be worn in the classrooms. No chains or other such items are allowed which hang from pockets or backpacks.

We appreciate parent/guardian cooperation in enforcing appropriate dress. Parents/guardians are urged not to allow their children to wear expensive clothing to school. Kids sometimes come in from recess with grass stains and/or dirt on their clothing. Dress your children in clothes designed to withstand this kind of wear and laundering.

HIV/AIDS EDUCATION

Tecumseh Public Schools Board of Education has established prevention programs of instruction in Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) education and other serious communicable diseases. Your child is eligible to participate in these programs. Please refer to the Serious Communicable Disease Prevention Program section for further information.

IMMUNIZATIONS

- ❖ **To enter School:** State law prohibits admitting new entrants to school without a record of having received at least one dose of each of the following immunizations: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B and varicella (chicken pox).

- ❖ **To stay in School:** You must provide the school with a record showing that your child has received all of these immunizations.

Before school starts, parents/guardians are urged to check their child's immunization records to make sure it is up to date. Immunizations are required to be up to date for each student who attends school.

Exceptions include situations in which immunizations are contrary to the beliefs of the parent/guardian, or where immunizations are contraindicated by the child's health. In either case, signed waivers must be on file with the school office. If there is an outbreak of a communicable disease at school, and your child has NOT been immunized against that disease, that child will be excluded from attending school until the danger has passed, or your child has been immunized.

MEDICATION ADMINISTRATION

We recognize that some children require medication to be administered during the school day. To ensure that all medications are administered safely and appropriately, our school policy requires that the following procedures be followed by all parent/guardians:

- ❖ An authorization form must be completed and on file in the office of the school your child attends before medication can be administered.
- ❖ **The authorization form is required for both prescription and non-prescription medications (including cough drops).** If your child is to receive prescription and/or non-prescription medication, the form must contain **both** a parent/guardian **and** physician signature.
- ❖ Prescription medication must be supplied in a properly labeled prescription bottle. Most pharmacists will gladly label extra containers for this purpose if asked. Non-prescription or over-the-counter medications must be supplied in the original container and labeled with the student's name and correct dosage. **Medications will not be accepted in any other containers or baggies.**
- ❖ **All medications are to be delivered to the school office by a parent/guardian.**
- ❖ A new authorization form must accompany any change in medication or medication dosage.
- ❖ Because of the young age of our students, only authorized personnel must dispense all medications. **Any questions may be directed to the Board Office at 517-423-2167.**

NON-DISCRIMINATION

Tecumseh Public School District adheres to a policy of non-discrimination with regard to employment and educational placement. No person shall, on the basis of race, color, national origin, sex or disability, be excluded from participating in, being denied the benefits of, or be subjected to discrimination during any program or activity. The district complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973. Administrative guidelines have been developed for the processing of concerns regarding these acts.

PESTICIDE APPLICATIONS

Public Act 131-93 requires school administrators to notify parents/guardians of children attending school, of their right to be informed prior to application of pesticides at the school. The notice shall contain information obtained from the person applying the pesticides, and a statement that a pesticide will be applied, approximate location of the application and the date of the application. Notes will be sent home informing parent/guardian anytime pesticides are to be applied on the school grounds.

REPRODUCTIVE HEALTH

Michigan law regulates certain topic areas offered by school districts. Tecumseh Public Schools has determined that reproductive health is an essential component of a comprehensive health curriculum, and therefore chooses to

offer reproductive health instruction. Parent/guardian shall be notified in advance by letter/permission slip when a student is to receive instruction in reproductive health. According to State Law 1507, a parent/guardian must sign and return the permission slip in order for a child to receive the reproductive health curriculum.

SCHOOL LOCKERS

Lockers are School Property

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

Legitimate Use of School Locker

The school assigns lockers to its students for the student's convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose unless specifically authorized by school board policy or the principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge lockers combinations to other students, unless authorized by the principal or his/her designee.

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Search of Locker Contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or student consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

Seizure

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified by the principal or his/her designee of items removed from the locker.

THE LOCKERS ARE THE PROPERTY OF THE SCHOOL AND NOT THE STUDENT'S PRIVATE PROPERTY. THEY MAY BE OPENED AND SEARCHED BY SCHOOL AUTHORITIES AT ANY TIME. THIS STATEMENT IS 'PRIOR NOTICE' OF LOCKER SEARCHES. ANY UNAUTHORIZED ITEMS FOUND IN A LOCKER MAY BE REMOVED.

SERIOUS COMMUNICABLE DISEASE PREVENTION PROGRAM

The Tecumseh Public School Board of Education has established programs of instruction in reproductive health, HIV/AIDS and other serious communicable disease prevention education. A listing of the HIV/AIDS and growth and development topics are available upon request at your child's school building. Your child is eligible to participate in these programs.

According to the State School Aid Act for FY 1994, you have the right to review the materials and curricula content to be used in teaching these programs. You also have the right to observe the actual instruction. Please call the school office to set up an appointment for this review if you so desire.

Also, State Law allows you to excuse your child from participation during the class period(s) when this instruction is taking place. If you wish to excuse your child, without penalty, from this instruction, please send a written notice to the attention of the principal before, October 1st. Failure to file a signed excuse notice with the principal by the October 1st deadline indicates approval for your children to be included in this instruction.

SEXUAL HARASSMENT

Any kind of harassment of another person is inappropriate. Any sexual harassment or threat of violence whether of a school employee, another student, or a visitor at the school, is a serious health and safety issue for the school, and may be dealt with by referral to local law enforcement agencies and/or appropriate school discipline.

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WEAPONS

Weapon-Free Schools

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- ❖ Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.
- ❖ As a matter of School District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB guns, pellet guns, look-alike guns, knives with blades three inches or less in length, razor blades, box cutters, chains, nunchucks, or mace or pepper spray.
- ❖ PA Act 211 of 1987 requires a school district to report a dangerous weapon violation to the local law enforcement agency and the Michigan Department of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

Each year the Tecumseh Public Schools is required to give notice of the various rights accorded to parents/guardians or students under the Family Educational Rights and Privacy Act ("FERPA"). In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT**: You have the right to inspect and review your education records maintained by or at the District. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older.

2. **RIGHT TO REQUEST AMENDMENT**: You have the right to seek to have corrected any part of an education record which you believe is inaccurate, misleading, or otherwise in violation of your rights. This includes the right to a hearing to present evidence that the record should be changed if a designated official of the District decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure (and which may be disclosed under Michigan law), or under the provisions of FERPA which allow disclosure without prior written consent.

The Michigan Freedom of Information Act specifies that school districts must exempt from disclosure under the Freedom of Information Act any "directory" information, as defined by the Family Educational Rights and Privacy Act, which is requested for the purpose of surveys, marketing, or solicitation, unless the school district determines that the proposed use is consistent with the educational mission of the public body and beneficial to the affected students.

One exception under FERPA which permits disclosure without the consent of a parent/guardian (or eligible student) is where disclosure is made to school officials with a legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official. A school official has a "legitimate educational interest" if there is a need to review an education record in order to fulfill his or her professional responsibility by or on behalf of the District.

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4. RIGHT TO COMPLAIN: You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the District to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Superintendent of Schools
Tecumseh Public Schools
212 North Ottawa Street
Tecumseh, MI 49286

6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent/guardian of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":

- ❖ Student name, address, telephone listing;
- ❖ Student's date and place of birth;
- ❖ Name, address, and telephone listing of parent/guardian;
- ❖ Student participation in officially recognized activities and sports;
- ❖ Weight and height of members of athletic teams;
- ❖ Student's dates of attendance, honors, degrees, and awards received; student's grade level placement;
- ❖ Most recent previous school attended;
- ❖ Information generally found in yearbooks;
- ❖ Student photographs and video; and

❖ Audio-visual materials.

Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information that has been designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent/guardian or eligible student.

7. Two federal laws and one state law require the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of its secondary school students. The student or the student's parent/guardian may request that the student's name, address, and telephone listing not be released unless prior written consent is obtained.

8. You have seven (7) days from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to:

Superintendent of Schools
Tecumseh Public Schools
212 North Ottawa Street
Tecumseh, MI 49286

9. DISCLOSURE TO OTHER SCHOOL DISTRICTS: Upon request, the District discloses education records of students, without consent, to officials of another school district in which a student seeks or intends to enroll. For students enrolling in another Michigan school district, Section 1135 of the Revised School Code requires the District to forward a copy of a transferring student's record to the new school within thirty (30) days after receipt of the request, unless otherwise notified by law enforcement authorities.

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- **USE YOUR OWN BUILDING POLICY – (Based on Title I Status)**
PARENT/GUARDIAN INVOLVEMENT POLICY

In conjunction with Tecumseh Public School's parent involvement policy, [redacted] Elementary School will provide information regarding grant programs through:

- Back-to-School Night/Open Houses/Curriculum Night
- Parent/Teacher Conference Meetings
- Personal contacts by teachers
- Mid-trimester progress notes
- Newsletters/Emails
- Annual Grant Needs Assessment meeting

We will provide parents timely information about:

- Student, teacher, and parent expectations through the Student/Teacher/Parent Compact
- Types of assessments
- Results of assessments
- Program curriculum and expectations
- Student graduation requirements

We will:

- Allow contribution of suggestions and revisions of programs by parents.
- Allow parent contributions through the allocation of time at all meetings involving parents.
- Include parent representation at the Grant Needs Assessment Meeting.
- Do our very best to provide all reasonable support for parental involvement activities as parents may request.
- Confer once per year with families about the expectations listed on the

Student/Teacher/Parent Compact

Each Building Administrator shall:

- Annually review the Parent Involvement Plan with a parent advisory group
- Ensure that a parent representative of students receiving Title I or 31A services be included in the parent advisory group.
- Minutes of such meetings will be kept on file in each building with copies sent to the administration office.

The annual review at the building level must be completed by April 1 for inclusion in the Building Handbooks for the upcoming year.

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***Sutton Elementary Receipt of Handbook
Acknowledgment of Policies 2015–2016***

Please sign and return by September 11, 2015. Thank you for your prompt attention to this matter. Receipt of Handbook Acknowledgment of Policies for 2015–2016 School Year.

Student Name: _____ **Grade**
(please print)

Home Address: _____ **(number and street name)** _____ **(town)** _____ **(zip)**

Telephone Number: _____
(area code) xxx-xxxx

Signature indicates that I have received a copy of the _____ Elementary School Family Handbook. I have shared this information with my child(ren) and understand that questions regarding any information in the Family Handbook should be posed to an appropriate school employee.

Parent/Guardian Signature

Date

Student Signature

Date

FOR 2015-16 SCHOOL YEAR

The Sutton office and PTO will be communicating important information to families through email whenever possible in order to be more cost effective and efficient. In order to be sure that you do not miss any important information, please provide us with a working email at which you will receive communication, such as newsletters, building updates, reminders, etc.

Most often used home/office email addresses:

(1st email – by whom: _____)

(2nd email – by whom: _____)

SUTTON HANDBOOK IS NOW ONLINE!

We will not be handing out paper copies of the Family Handbook. Please go to the District website at: <http://www.tps.k12.mi.us/index.html>

**You will find it under: Schools, Sutton Elementary , Handbook
We ask that you please read it there and sign this “*Receipt of Handbook*” form.
Return it to school by *Friday, September 11, 2015.***

If you do not have access to the Handbook online, please stop in the school office to pick up a copy.