

George Long Elementary Student Handbook 2019-2020

George Long Elementary

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Superintendent: Dr. Ryle Kiser

Principal: Michelle Clark

Assistant Principal: Ben Learned

Secretary: Jena Tengman

GEORGE LONG ELEMENTARY SCHOOL MISSION STATEMENT

Our mission at George Long Elementary School is to provide an environment where all can learn to their fullest potential.

Grow, Lead, Explore, Succeed

Welcome to George Long Elementary School. We are pleased to have you as a part of our school “family.” We expect about 637 students enrolled this year, Kindergarten through Fifth Grade.

Research shows an effective school has these characteristics:

- a safe and orderly environment
- positive home/school relations
- high expectations on the part of staff and parents
- time on task
- ways to frequently measure student learning

George Long Elementary School has a history of meeting the educational needs of the children in this community. We have a dedicated staff that will do everything possible to help students succeed both academically and socially. With our school’s proud tradition of academic excellence and your help, we know this will be a successful, positive and productive year for your child.

LEADERSHIP

We continue to help our students become leaders at George Long. We encourage them to become leaders in their classroom, their school, their home and their community. If you have not had an opportunity to read *The 7 Habits of Highly Effective People* or *The 7 Habits of Highly Effective Families*, by Stephen R. Covey it’s well worth the time. We teach and try to live by the 7 habits that are discussed. As a learning community we have seen very positive results from our students and have had families express that their children are living and learning by these habits. Habits 1-3 help students learn to set goals, plan, manage time, organize, take responsibility, have a vision, and live with integrity. Habits 4-6 deal with conflict management, listening with empathy, speaking skills, problem solving, teamwork, respect, manners, honesty, diversity and openness. Lastly is habit 7, “Sharpen the Saw”, which focuses on the whole person. This is something we all need to do daily. The focus is caring for our self in body, heart, mind and spirit. Making sure to take time for ourselves is hard when we live busy lives and have children to take care of and support, but it is extremely important. When we do, we can be better parents, friends and educators.

CODE OF CONDUCT

ATTENDANCE

The first bell rings at 7:50 a.m.

Tardy bell rings at 8:00 a.m. Students will be marked tardy if they are not in their class by 8:00 a.m.

If a student is ill or will be absent, parents must call the office before 8 a.m. at **867-5590 ext. 1**. The accumulation of ten or more absences or tardies per year may result in sanctions and a referral to the County Attendance Officer.

All absences or tardies will count toward a student's ten allotted absences in a year.. We will block (consider one occurrence) up to five (5) days for a vacation absence one time during the year. After five days, each vacation day will be an additional absence.

Homework requests are granted for students absent two (2) or more days. Requests require a 24-hour notice. Please contact the teacher to make arrangements. All missing assignments need to be returned. Students should look for assignments posted on schoology and stay caught up with as much as they can using technology while they are out. A student has the same number of days to make up work after an absence as the number of days they were absent.

EXCUSED ABSENCES, which the student must make up missed work, include: student illness, funeral, medical/legal appointments - a signed statement from the doctor, dentist, etc... is needed.

UNEXCUSED ABSENCES include: being too tired, overslept, missed bus, weather, excessively called in sick without doctor's notes.

SUSPENSIONS

Students must make up all work during an absence caused by a suspension. Student is not allowed on school or district property during a suspension.

BEHAVIOR/CONSEQUENCES

Our philosophy regarding student behavior is: "At George Long Elementary School, students are to treat people and property with dignity and respect." Appropriate behavior is a matter of courtesy, manners and attitude on the part of students. We expect students to come to school with a positive attitude and be willing to work hard academically and behaviorally. This helps create a safe and orderly environment that makes our school a pleasant place to work and learn and also allows each child to develop to their fullest potential. To that end, the following rules have been developed:

Fighting, "play" fighting, wrestling and/or verbal assaults at school, on the way to or from school or on the bus will not be tolerated. Students are to comply with reasonable directions or requests from school personnel. Disrespectful or non-compliant behavior is unacceptable. Appropriate language is to be used at all times.

Weapons* (as defined in Section 5772 of the Board Policy), tobacco products*, alcohol or unauthorized/illegal drugs will not be allowed at school. ("Weapons-Free Schools" and "Tobacco-Free Schools" sections found later in the Handbook.)

Classroom rules vary slightly from room to room. However, students are expected to follow the rules established by the teacher(s) to assist them in providing an environment conducive to learning. Students are to complete all schoolwork assigned by teachers and are responsible for bringing necessary materials to class. When students do not meet academic and/or behavioral expectations, the consequences may include: verbal reprimand, loss of privileges, and/or parent/guardian contact. Repeated misconduct may warrant referral to the Principal or Dean of Students for appropriate action.

Behavioral Offenses are classified into three categories stipulating the severity of offenses that carry with them appropriate consequences. Offenses are defined below with appropriate categories listed.

- Level 1: Misconduct
- Level 2: More Serious Offenses
- Level 3: Dangerous and Illicit Substances

Level 1

Cheating
 Confrontation
 Disrespect
 Disruptive behavior
 Dress code violation
 Leaving class without permission
 Theft or possession of stolen property
 Unauthorized use of school equipment
 Violation of Classroom rules

Level 2

Insubordination
 Obscenity/profanity
 Skipped Detention
 Bullying
 Food Fight

Level 3

Fighting
 Drug use
 Falsifying School Records
 Use/poss. of tobacco, alcohol
 Use/possession of weapons
 Sexual harassment
 Vandalism
 Verbal Assault
 Harassment

Consequences for the above choices include the following. Students must be aware that repeat offenders will be handled more severely:

- Parental contacts (made by student, administration and/or teacher)
- Counseling
- Lunch detentions (assigned by teacher or administration)
- In-School Suspension (ISS)
- Exclusion from school activities
- Contact Legal Authorities
- Student placed on probation. Any violation of discipline policy could result in expulsion
- Out-of-School Suspensions (OSS) for up to 10 days (loss of privileges to attend or participate in after-school activities including but not limited to sports, club activities and PTO events).
- Expulsion from school (Must be approved by Board of Education)

All of the above consequences can be assigned by the administration.

Behavioral Offense Definitions

- **ALCOHOL USE/POSSESSION** – Possession or use of alcohol by students is a deterrent to learning, disruptive, and detrimental to the health and safety of our students.
- **ASSAULT (Physical)** – Intentionally causing or attempting to cause physical harm to another through physical force.
- **ASSAULT (Verbal)** – Any statement or act, oral or written, which can cause another person apprehension or danger of bodily harm. Any words or acts that encourage acts of violence, insubordination, assault, or unruliness that interferes with the education of others.
- **BOMB THREAT** – Any verbal or written communication that indicates that any incendiary/explosive device will/may be located and/or detonated on school property or at school sponsored events.
- **BULLYING** – Consistent behavior designed to torment another individual through name calling, verbal teasing or threats, or through physical threats. This type of behavior may include subjecting another person to insults, taunts, or challenges, which are intended to intimidate or provoke an adverse response.
- **CHEATING** – Copying another student’s work or doing someone else’s work.

- CONFRONTATION – A verbal exchange of hostilities.
- DISRESPECT - disrespectful behavior, including speech, tone, or gestures towards school personnel.
- DISRUPTIVE BEHAVIOR- Behavior that disrupts the educational process of other students in the classroom or on school grounds.
- DRESS CODE - Refer to dress code policy. Any items not included are at the discretion of building staff/administration.
- DRUG AND MEDICATION USE – All authorized medication must be kept in the Office and be dispersed only by authorized school personnel. Use or possession of any medicines, drugs, and drug paraphernalia, narcotics or “look a like” substances.
- FIGHTING - willfully engaging in physical contact, such as hitting, pushing, or grabbing with the intent to cause discomfort or harm.
- FOOD FIGHT - Planned or spontaneous action of throwing food during lunch period or other school functions by an individual or group.
- FORGERY - falsifying school forms or signatures of teachers, school officials, or parents.
- HARASSMENT - threatening, taunting, or provoking with verbally abusive language or behavior. This includes unwelcome sexual advances, sexual remarks, physical contact, racial slurs, or any verbal or physical action that creates a hostile, intimidating, or offensive learning environment.
- IN SCHOOL SUSPENSION (ISS) - Administrator’s decision to remove a student from his/her daily academic schedule.
- INSUBORDINATION - refusal to obey a clear and reasonable directive from a teacher or school personnel, both in and out of the classroom.
- OBSCENITY - inappropriate language or obscene behavior in school or at school sponsored events.
- POSSESSION OF A WEAPON - this includes any object capable of causing injury, or any object that looks like a weapon.
 - The district follows the State of Michigan’s Weapons Free School Law. Weapons are considered to be any object capable of causing injury, or an object being used in a threatening manner. Students found to be in violation of this law will be suspended and/or subject to expulsion by the School Board, and the police will be contacted.
 - Do not bring or have in your possession any object that would be classified as a weapon. For purposes of this policy, a dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife, pocket knife, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- POSSESSION/USE/SALE OF TOBACCO - All district buildings are considered smoke free. Violators will be subjected to criminal misdemeanor penalty punishable by a fine. The legislation affects all persons-students, employees and visitors. Students 18 or older may not use or possess tobacco or any tobacco products on school grounds or at any school sponsored event at any time. Smoking paraphernalia will be treated the same under the policy.
- THEFT OR POSSESSION OF STOLEN PROPERTY - The act of taking, possessing, or acquiring the property of others without their consent.

- **UNAUTHORIZED USE OF SCHOOL EQUIPMENT** - Use of school equipment without staff or administration approval.
- **VANDALISM** - The willful or malicious destruction or defacing of school property or the property of others. This includes but is not limited to writing on desks, lockers, bathroom stall walls, bulletin boards.

Students who are repeat offenders may be subject to elevated consequences and/or suspension. all disciplinary issues are subject to administrator's discretion.

PLAYGROUND BEHAVIOR

Outdoor recess is designed to allow students to take a much-needed break from the rigors of schoolwork. To ensure safe play, the following rules have been established:

Students are not to throw inappropriate objects (woodchips, stones, snowballs, etc.).
 Playground equipment is to be used as designed (no standing on swings, slides, etc.).
 Students are not to re-enter the building without permission from an adult.
 Students are to stay in the designated areas at all times.

Food is to be consumed in the lunchroom. On occasion, students may eat in the classroom with teacher permission for special events such as a classroom party, birthday treats, etc. For safety and cleanliness purposes, food is not allowed on the playground.

Students are to remain on school grounds, within sight of an adult, during school hours.
 Electronics devices and other toys are to be left at home. Some of these items are dangerous while others can be lost and/or broken. They can also be a distraction from instruction.

CELL PHONES & PERSONAL DEVICES

Students are **not permitted** to use their cell phone during school hours. Students have access to school phones during the day and will be permitted to call home with teacher permission. If your student is using their cell phone they will be given a warning to turn it off and put it away. The second offence will result in the phone being taken and a parent will need to pick it up at the office.

Guiding Principle: Technological advances are changing every day. The following policy was written with the intention of providing guidelines for the usage of personal electronic media devices during school hours. This policy may be updated during the school year as technology issues arise.

Restrictions: Students use electronic devices during school hours is limited to academic purposes. Electronic devices should not be used for personal reasons during school hours. At no time should electronic devices cause classroom disruption or distraction. Any personal electronic equipment causing a disruption or distraction to the educational environment will be confiscated by school personnel. The school is not responsible for equipment that is lost, stolen, confiscated, or damaged on school property. **Exclusions:** Personal headphones are permitted only in conjunction with school computers, teacher instruction or teacher permission. Amplified speakers are never permitted.

The rules above are designed to protect the children attending George Long Elementary School, to reinforce student respect for one another, the staff and for the building, and to maintain a safe, productive learning environment. Parent/guardian support is essential in maintaining this code of conduct.

BICYCLES

Students who wish to ride their bicycles to and from school must follow these guidelines for their safety and the safety of others. Students are to walk their bike across the road(s) and cross with the Crossing Guard on S. Union

Street in front of the school. Once on school grounds, bicycles are to be walked to the bike rack and neatly parked. Bikes are to remain in the bike rack until dismissal.

Students who usually ride the bus must have written permission from their parent/guardian to ride their bicycle rather than the bus. Any violation of the above rules or Michigan Law governing the operation of a bicycle may result in students being denied permission to ride their bike to school.

BUS INFORMATION – Doug Moeckel, Transportation Supervisor 867-5544

Grass Lake Community Schools provides bus transportation to about 80% of our school population. Parents/guardians are asked to review the “Transportation Policy and Procedures” handbook provided online on the school district’s website to become familiar with the rules and procedures of our bus system.

It is a privilege for students to ride the school bus, and it is the goal of the District to provide a safe, timely, and uneventful ride to and from school on a daily basis. Failure to observe the bus rules may result in the student being issued a “Bus Misconduct Report” that will be sent home with the child for the parent/caregiver to sign and have the child return the signed form to the driver or the school office. Grass Lake Community Schools uses a progressive discipline policy. If misbehavior continues, possible suspensions from the bus may occur, which will be communicated directly with the parents/caregivers.

Because of limited space on our buses, Grass Lake Community Schools only allows transfers to other buses in emergency situations, such as the parent/caregiver cannot be home for a child too young to be home alone. Transferring to another bus for play dates, or other similar situations will not be allowed.

The school district will make every effort to inform parents of delays of more than 10 minutes in our bus runs through our automated calling system. While these situations are extremely rare, they do happen due to road obstructions, mechanical breakdowns, etc.

CHANGE OF ADDRESS/TELEPHONE NUMBER/E-MAIL

Parents/guardians are asked to keep enrollment information up-to-date. It is important that the school has current information on the Student Emergency Form. Call the office at **867-5590** or send an email to jena.tengman@grasslakecommunityschools.com

CHILD CARE

Grass Lake Community Schools sponsors Little Warriors Preschool & Child Care. This program provides a preschool program with childcare for children ages 33 months to 5. The latchkey program provides before and after school care for school age children. Childcare is also offered for toddlers aged **12** months and above who are walking/toddling and have progressed from the bottle to a sippy cup. Please contact Christie Orban, Child Care Director at **867-5650**.

CLASSROOM PLACEMENT

A great deal of thought and effort go into the classroom placement of students. Placement meetings are held with the teacher(s), Principal, and other concerned staff members to construct classes for the following year. To insure classes are divided and as evenly balanced as possible, we look at the following: academic ability, class size, work habits/citizenship, special programs, teacher recommendations, parent concerns, boy/girl ratio, student combinations and learning styles. The welfare of the entire group is considered, and a balanced class is a benefit to all parties involved. If, as parent/guardian, you have a specific concern for the next school year, please put the concern in writing, and submit a letter to the Office with a copy to the child’s teacher by April 30. Since a number of factors are considered for classroom placement, this becomes an adult decision made by the school.

Due to students enrolling and/or leaving our school throughout the summer, as well as potential changes in teaching assignments, class lists are not finalized until one to two (1-2) weeks before the start of school in the fall.

COMMUNICATION

Ongoing communication between the home and school is essential for the success of a child and for positive home-school relations. Therefore, regular communication is encouraged. Teachers regularly send home individual notes and/or classroom bulletins. The office will also send frequent emails detailing important events. If you don't have access to email please let the office know and we can send a paper copy with your child. In addition, the District newsletter, "Smoke Signals," or the website, www.grasslakeschools.com, is published regularly to help keep our families informed of events at the District level. All of these publications are made available to communicate with our school families and the community. Parents/guardians are encouraged to read the information sent home by school personnel and to contact the appropriate person if questions arise.

From time-to-time, questions or concerns arise about something that happened at school. Parents/guardians are encouraged to contact the staff member involved before involving the Principal. Often these kinds of misunderstandings can be cleared up with a simple phone call. Also, it is important to support the school in front of the children even though the parent/guardian may not agree with the school's position. By supporting the school, the parent/guardian is giving the child the message that the home and the school are working together.

COUNSELOR

Our students and parents have access to a qualified social worker/counselor. She is available to work with children in classroom groups, specialized groups, as well as individually. She will also provide a social skills class in conflict management to our first through third grade students to help them in their social development. Parents/guardians will be notified of situations, which require their attention. Contact Information: Sarah Pennewill **867-5552**.

CURRICULUM/SPECIALS CLASSES

ART

Art is part of the weekly schedule for all students grades K-5. This program provides experience and knowledge that may not be found in other areas of the curriculum. Students are exposed to a variety of art media throughout the school year. In the fall & spring an art fair exhibits students' work.

TECHNOLOGY

Our school has fully implemented 1:1 technology for every student. Students K-2 will be given an iPad and students 2nd – 3rd will be provided a Chromebook. These devices are to be used at school and home for educational purposes only. Please refer to the Technology Initiative Student Handbook located on the school web page. You can also ask for a copy in the office.

LIBRARY/MEDIA CENTER

Classes are scheduled to visit the media center with their teachers weekly. Small groups of children, with adult supervision, are allowed to go to the Library throughout the day as the schedule allows, to do individual work and group projects.

MUSIC

The music classes provide an opportunity for students to participate in and appreciate music. Basic concepts related to singing, vocal techniques, rhythm, and music theory, are combined to form a basic understanding of music. Major emphasis is placed on the students' enjoyment of music through the many activities in which they partake. Students grade five have the opportunity to take band as part of music appreciation. Concerts are presented throughout the school year and feature the talents of our children.

PHYSICAL EDUCATION/FITNESS/HEALTH

The physical education classes provide an opportunity for students to participate in guided physical exercises, fitness and health education. Each student will participate in a variety of physical activities at a level of skill to produce a feeling of satisfaction and achievement. Many youngsters also participate in the "Jump Rope for Heart" program,

which allows students to improve their conditioning while, at the same time, raise money for medical research. Children in the upper grades are also given the opportunity to excel on an individual basis by striving for the “Presidential Fitness Award.”

RTI PROGRAM

We have the resources and interventions in place for students that need minimal to extensive assistance with reading and math. Students who are below grade level in reading and math achievement get help on a more individualized basis. Reports are sent home regularly to keep parents informed on the progress of their child.

STEM

The STEM (Science, Technology, Engineering and Math) classes provide hands on learning experiences for students Kindergarten - grade 5. Students have opportunities to experience real world situations and hands on problem based learning.

SPANISH

Spanish is part of the weekly schedule for student’s K-5. Students have the opportunity to learn the basic knowledge of the Spanish speaking and culture.

DIVORCE AND CUSTODY

We encourage the active participation of both parents in the education of their children, whether the parents are in the same household, separated or divorced. The involvement of both parents toward a common goal of having their children successful in school is in the best interest of everyone involved. We encourage both parents to attend school activities (Open Houses, Parent-Teacher Conferences, PTO events, etc.) and to support their children's education as much as possible.

As mentioned earlier, communication between home and school is very important. It becomes a bit more challenging, however, in situations where the parents are separated or divorced. Sharing of information (student work, notes from the teacher, school newsletters, etc.) between two or more households can be difficult. Therefore, the non-custodial parent may want to make arrangements with the school to have information sent through the mail so he/she can be made aware of the child’s progress and school events. In such cases, the parent is asked to contact the child’s teacher(s) and provide them with stamped, self-addressed envelopes so the information can be mailed.

Non-custodial parents may pick up their children during school hours with the consent of the custodial parent. The teacher and office must have current, accurate written documentation regarding custody concerns.

DRESS CODE

We ask the parents/guardians and students select clothing appropriate for school. Not only should clothes be comfortable and conducive to learning, but also attire should not be offensive or distracting to others. Our school dress code includes the following:

Clothing should be appropriate for the weather. Children are to come to school dressed in such a manner as to be prepared to go outside for recess. Hats and mittens/gloves are suggested during the winter months. Shoes are to be worn at all times. Outdoor footwear, such as boots, are required during the winter months. During inclement weather students are to have a pair of indoor shoes to change into once inside the building. (This helps keep feet warm and dry and the carpet in the classroom clean.)

For safety purposes, on the days when students have Physical Education, children are to wear appropriate footwear (gym shoes) and clothing to allow children to participate in all planned activities.

Bare midriffs or ‘short-shorts’ are not allowed. (Shorts are to be “fingertip” length.)

Suggestive or profane slogans or pictures on clothing are not appropriate. Also, clothing displaying or advertising drugs, alcohol or tobacco is not acceptable school attire.

Hats, sunglasses, visors, etc. are to be worn outside the building. Once inside the building, coats, jackets, hats, backpacks, etc. are to be hung in the closet or locker. In warmer weather flip flops are discouraged as flip flops are not safe for the playground.

EMERGENCY PROCEDURES

From time to time, school must be delayed or closed due to weather-related or emergency conditions. Every attempt is made to make the decision before 6:30 a.m. On rare occasions school may be delayed for two hours. The following local stations will be contacted for announcements: WLNS TV 6, WILX TV 10, WSYM TV 47, and W4 Country 102.9 FM. In addition, announcements will be made through the school district's automated calling system, on our website at, www.grasslakeschools.com, on our Facebook page by searching for Grass Lake Community Schools, and on our Twitter Page @GrassLakeCS.

If a tornado watch has been issued, school will not be dismissed, and principals shall be notified to periodically check weather conditions and listen for radio or TV bulletins. In the event of a tornado warning, school will not be dismissed, and children will remain at school. They will take cover, as per tornado drills. Parents may pick up their children from school. Unless the administration is reasonably certain that children can be transported home safely, there will be no attempt to do so until the warning is lifted.

In the event of other severe weather warning or conditions, such as power outages, the superintendent's office shall make a decision regarding the dismissal or retention of students. Parents/guardians are encouraged to devise a plan for early dismissal of school and to share this plan with their children and the teacher to help ease the anxiety that often is a result from this kind of day. Children will be sent home unless other arrangements have been made by the parent/guardian in advance or indicated on the Student Emergency Form. Children will not be released to neighbors, baby-sitters, friends of the family, etc. without parent/guardian permission or unless the person's name appears on the Student Emergency Form.

FIRE, TORNADO, & LOCKDOWN DRILLS

State Law requires schools to hold fire, tornado and lockdown drills regularly. Each of our classrooms has an emergency plan with specific procedures to follow and drills and held on a regular basis to make sure students and staff are prepared for all emergency situations.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. The parent or eligible student may ask Grass Lake Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement 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 or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his/her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- In the view of the Michigan Dept. of Education, the “school record” includes a student’s disciplinary record, including any suspension or expulsion action against the student.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Notice of field trips will be sent home well in advance of the trip date. The parent/guardian will be asked to sign the field trip permission as part of the Student Emergency Form at the beginning of the school year or at the time of enrollment. Parents/guardians are encouraged to attend field trip outings with their child when transportation space is available. If serving as a chaperone, parents/guardians are asked to give their full attention to the safety and well being of students in the classroom they are accompanying. Chaperones will also be required to have a background check performed by the school. For this reason, other children (siblings, neighbors, etc.), are not allowed as visitors on field trips.

FUNDRAISING ACTIVITIES

From time to time, our school and/or PTO are involved in fundraising activities. Monies raised supplement District funds to provide equipment and activities that otherwise may not be available to our students. Participation in fundraisers by our families is voluntary, and door-to-door sales by students are discouraged.

HOMEWORK

The following guidelines are provided to assist teachers, parents/guardians, and students in maximizing the potential of homework assignments as a learning process. Parents/guardians play an important role in the success of homework as a learning tool by instilling in their child an attitude that homework is an important and necessary part of the learning process. Parents/guardians can establish legitimacy to homework by:

- providing a quiet, well-lit place for their child to work along with adequate supplies.
- establishing a regular “homework time.”
- helping to explain homework, if necessary, but avoiding doing the work for the child.
- setting aside a special time to review their child’s homework by checking for accuracy and neatness.
- encouraging their child to seek help or to ask questions of the teacher.

By the same token, there are some things students can do to increase achievement and to help develop the skills for independent learning and study outside the classroom that will be needed as they enter high school and college. The student must be responsible for:

- taking home (and returning) the materials necessary to complete the assignment(s).
- asking the teacher for assistance or clarification, if needed.
- completing the assignment neatly and on time.
- developing good work and study habits such as -
 - setting aside a special place and time to do homework,
 - organizing time to avoid last minute work and
 - carefully checking assignments when complete.

ILLNESS OR ACCIDENTS

PLEASE CALL **867-5590 ext. 1** TO NOTIFY THE OFFICE IF YOUR CHILD WILL NOT BE IN ATTENDANCE AT SCHOOL.

At the elementary level illness tends to spread through the building quickly. To avoid this and keep all children healthy we ask that you follow these rules:

Teach your children to wash their hands, keep them off their face and out of their mouth, and cough into their elbow.

1. Students must be fever free for 24 hours without Motrin or Tylenol.
2. If your child has been throwing up they may not return for 24 hours after the vomiting has stopped.
3. If your child is sent home from school they may not return until they are well for 24 hours.

In the event of a serious illness or accident at school, temporary care will be given in the office, and immediate contact will be made to the parent/guardian to take the child home. Children will not be sent home alone. In the event the child is in need of immediate medical attention, and the parent/guardian cannot be located, the Principal or her designee will decide if the child should be taken to the hospital. For this reason, parents are reminded to sign the portion of the Student Emergency Form, which authorizes the school to take such action, if necessary.

If your child is out sick, he/she will also not be allowed to attend after school classes.

LOST AND FOUND

We encourage parents to put their child's name on personal articles so, if misplaced, they can be returned to the rightful owner. Unclaimed items often wind up in the "Lost and Found" box located outside the cafeteria. Students and parents are asked to check this box regularly and to look there first should items come up missing. Periodically (when storage becomes a problem), unclaimed items are given to a charitable organization. Parents will be informed before this takes place.

LUNCH PROGRAM AND PROCEDURES

Grass Lake Community School provides a nutritious lunch program daily. To assist parents and/or guardians, a School lunch menu is published monthly on our school website. Our program offers two main meal choices and a third choice of salad bar everyday. All of our meal choices include fresh fruits, fresh vegetables and milk.

George Long Elementary also provides a breakfast program every morning except on Wednesday morning delayed starts and 2 hour delays called due to bad weather. Breakfast will be available at 7:40 am to 8:10 am in the cafeteria. The breakfast menu is also published monthly on our website.

Prices for the Elementary meals are as follows:

Student lunch : \$2.70

Reduced price lunch : \$.40 cents

Extra Milk : \$.65 cents

Student breakfast : \$1.65

Reduced price breakfast : \$.30 cents

Extra Milk : \$.65 cents

Students purchasing breakfast and lunch will need to deposit money into their own personal accounts through the Meal Magic Accounting System. This system is a prepaid account system that allows students to purchase their meals with funds available in their account. Parents can make deposits into their student's accounts by check (preferred) or cash. Payment by check should be made out to Grass Lake Community School. When sending your student's deposit, please put it in an envelope with the student's legal name and student ID number. For your convenience, you may also make credit card payments online through our PaySchools website. The PaySchools website can be located on the Grass Lake Community Schools website. Please note that there is a fee that is charge for the use of this website and that deposits will be available in your students' account **one business day after** the deposit is made with PaySchools. You can also view your child's lunch account balance by going to the Food Service Department on the Grass Lake Community Schools Website and clicking on the web link provided there. This will allow you to view your child's account balance at any time.

Some of our families prefer to send a sack lunch to school with their child. Please be advised that the school does not have the capacity to either store cold lunches or warm items brought from home. Parents and/or guardians are asked to plan sack lunches accordingly. For safety purposes, please do not send glass containers. Milk (1% white, skim white, and skim flavored milk) and bottled water can be purchased by children who bring a cold lunch from home **with cash only**. Please send your student's milk or water money in their cold lunch. Milk and water can be purchased right in the cafeteria for \$0.65. Our Lunch program does not provide eating utensils, napkins or condiments for our sack lunch students. Please make sure you pack any spoons, forks or napkins that your students might need to eat their cold lunch.

New this year, we will be offering A La Carte items for sale during the last few minutes of each lunch **for cash sales only**. Items such as juices, healthier snacks and baked cookies will be offered to all students if they wish to purchase. All items sold will meet the new Smart Snack requirements that go into effect this school year.

The lunchroom is not only a place for children to eat, but it is also a time for students to take a break from their classroom work. Students are allowed (30) minutes for their entire lunch period. The following rules have been established to help us maintain an orderly lunch program to allow students to eat and socialize in a safe environment:

- Students are to enter the lunchroom in a quiet and orderly fashion and sit at their designated class tables.
- Socializing is of course permitted with children next to or across the table from where the student is sitting. Shouting, screaming or turning around in their seats is discouraged.
- Students may raise their hands at ask for assistance with their lunches.
- Students are asked to remain seated at all times. This decreases the number of spills and accidents.
- Trash cans are made available to students. Students will be asked to clean up their own spills and any food accidentally dropped on the floor.
- Administrators will be addressing and providing consequences to students who choose to misbehave during their lunch period. Parents will be notified if consequences are needed.

Financial assistance through the Federal Government is available through the Free or Reduced Breakfast/Lunch Program. To apply for assistance contact the office for an application or go online to our School Website to download an application **or online at www.lunchapp.com**. Contact the Food Service Director at **867-5597** if you have question. By law, applications are required to be processed 10 business days after the Director receives the application. All inquiries are kept confidential.

MEDICAL AND OTHER APPOINTMENTS

We ask the parent/guardian to make every effort to schedule appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. If children are to be picked up from school before the end of the day, the parent/guardian is asked to come to the office to sign out and pick up the child. Parents are asked to send a note to the child's teacher or call the office so arrangements can be made in advance to have the student ready and have homework prepared, should there be any.

MEDICATION

From time to time, it becomes necessary for students to take medication at school. In such cases, we encourage the parent/guardian to make arrangements for an adult to come to school to administer the medication. However, with working families and busy schedules, this is not always possible. In order for school personnel to administer medication to any student during school hours, a Medication Control Form (available from the school) or signed consent form, must be completed by the parent/guardian and if a prescription it must also be signed by a physician. Only medication in its original prescription bottle, labeled with the date of the prescription and the student's name and the exact dosage on it will be administered. "Over the counter" medication must be accompanied with a signed note from the parent, and the medication and note are to be brought to the school office. For everyone's safety, all medication at school is to be kept secured in the office.

NONDISCRIMINATION ACT

It is the policy of the Grass Lake Community Schools that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and employment as required by Title VI Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1972; or American Disabilities Act of 1990.

OPEN HOUSE/BACK TO SCHOOL NIGHT

Each fall, George Long Elementary School offers an opportunity for parents/guardian to visit the school to meet the staff and to hear a little bit about our school programs. It's a great opportunity to receive important information, meet new teachers, and visit classrooms.

PARENT TEACHER ORGANIZATION (PTO)

We have an active PTO, which meets once a month. PTO projects include the planning and sponsoring of student activities, programs and fundraising events. PTO is a great way to support the school while, at the same time, meeting new friends. Parents/guardians are encouraged to support PTO by attending meetings and helping with special school events. For more information go to the Grass Lake Schools website.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences, student led conferences and or exhibition is held in the fall and spring. Ongoing communication regarding student progress is valuable, and it is our goal that every child be represented by a parent/guardian at conference time. Should questions arise that need to be addressed at times other than Parent Teacher Conferences, parents/guardians and teachers are encouraged to contact each other to address the concerns.

PARKING

The east parking lot is designated for parents/caregivers of students grades K-2 and the west parking lot is designated for parents/caregivers of student's grades 3-5. If a parent, guardian, or caregiver needs to wait, we ask you to park in the designated parking area so the flow of traffic is not obstructed. Parents/caregivers are not to use the bus parking lot (west lot) for morning or afternoon arrival or dismissal.

RECESS

Students are provided recess throughout the school day to allow them a break from their schoolwork. Decisions to have outdoor recess during cold weather depend upon the temperature and the wind chill factor. However, children are to come to school dressed in such a manner as to be prepared to go outside for recess. In addition, students well enough to attend school will be expected to go outside unless the school has been provided with a note from their doctor.

REPORT CARDS

Progress reports are sent home at regular intervals throughout the year for students in all grades. Parents/guardians with questions about the progress of their child at other times are encouraged to contact the teacher at any time. If you have access to the internet you can check your child's grades regularly using Powerschool.

SCHOOL HOURS

The elementary schedule for the school year is as follows:

Monday- Friday 7:50 A.M. – 3:11 P.M.

Late Start Wednesdays (3rd Wednesday of each month) 9:50 A.M – 3:11 P.M.

As mentioned earlier, students are to arrive no earlier than 7:40 A.M. Students who ride the bus are to enter and exit the building via the west parking lot doors. Students being driven to school should be dropped off and picked up in the designated parking lots; K-2 student's east parking lot and 3-5 students west parking lot closest to the building. FOR SAFETY REASONS, PARENTS ARE NOT TO USE THE BUS LOOP AT THE WEST END OF THE

BUILDING FOR DROPPING OFF OR PICKING UP THEIR CHILD AS THIS IS WHERE THE BUSES ASSEMBLE. All other students (walkers, students who ride bikes, etc.) are to enter and exit via the front doors. Children are to leave the building promptly at dismissal.

The school office hours are from 7:30 A.M. until 3:30 P.M. The telephone number is **867-5590**. In the event there is an emergency, and the school telephone line is busy, call the Superintendent's Office (**867-5540**), and the school will receive the message.

SEXUAL HARASSMENT

Sexual harassment by students or staff will not be tolerated. Sexual harassment, as defined by Title IX and the Michigan Civil Rights Act, "unwelcome advances, requests, and other verbal or physical conduct of a sexual nature." Any student or staff who feels he/she has been a victim of sexual harassment should report the incident to school officials immediately. Any harassment will be subject to disciplinary action, according to the terms of this handbook and the District's sexual harassment grievance procedures.

SPECIAL SERVICES

From time to time youngsters experience learning difficulties requiring more services than the classroom teacher and perhaps the reading consultant can provide. In such cases, children may be referred for testing to see if they qualify for help through the Department of Special Education at the Jackson County Intermediate School District.

Often additional help can be provided right here at our school, depending on the nature of the difficulty. Communication between the teacher and parent/guardian occurs before any testing is considered, and parent consent is required before the process begins. An I.E.P.C. (Individual Educational Planning Committee) meeting is held with the parent after testing is completed, and decisions are made based on the results of the testing.

SPEECH AND LANGUAGE

Students with speech and/or language impairments may be eligible for speech therapy at our school through staff provided by the Jackson County Intermediate School District. Speech impairment is often characterized by the student having difficulty with pronunciation (articulation) while language impairment may have more to do with a communication problem. To be eligible for services, the problem must be severe enough it impairs the child's learning. If you feel your child may be in need of speech or language therapy, contact your child's teacher, the Principal or the Speech Therapist for our school.

STANDARDIZED TESTS

A standardized test is a way of measuring student learning and/or ability. Its name comes from the fact that every student takes the same test at the same time. At George Long Elementary School, we have our students participate in the state standardized test to help determine the strengths and weaknesses of our individual students, to measure the effectiveness of our curriculum and to help students learn to take a test of this nature.

STUDENT RECORDS

Schools are required to forward a student's school records either to another school or to a third party. Therefore, we request parents sign a request form when either enrolling or withdrawing their child(ren) from school.

STUDENT TEACHERS

Because of the quality of our teaching staff and the close proximity to major universities, George Long Elementary School often receives requests from universities and college students to have student teachers placed in our building. Student teachers normally are nearing the completion of their college studies and usually remain in their assignment anywhere from 10-16 weeks, depending on the university. Under the watchful supervision of the classroom teacher and a consultant from the university, student teachers are given the opportunity to ease into instruction as they are able and as their term progresses. The ultimate goal is to have the student teacher assume as much of the responsibilities as possible to give them an accurate picture of what it's like to be an elementary teacher. We have an excellent relationship with the colleges in our area and have found having a student teacher in our building can be

a very rewarding experience for all parties involved. It also can lead to our District being able to hire a quality certified teacher in the future.

TELEPHONE/CELL PHONE

Students may use the telephone at school if they have permission from their classroom teacher. The classroom and office phones are to be used for emergency purposes only. At **NO** time will students be allowed to use their personal cell phones during the school day. Students are expected to turn them off and keep them in their backpack.

TEXTBOOKS AND SUPPLIES

The school supplies all textbooks, workbooks, paper, and pencils. Other classroom supplies such as crayons, markers, folders and any other supplies necessary for students to use in their studies are supplied by parents. If assistance is needed with this please call the office or speak with your child's teacher. If a textbook or library book is damaged or lost, a replacement cost will be assessed to the family.

TOBACCO-FREE SCHOOLS

Grass Lake Community Schools is a "tobacco free" zone. Tobacco in any form - cigarettes, chewing tobacco, cigars, snuff, etc. - is prohibited from being used at any time. The school buildings, parking lots, private vehicles on school property, athletic fields, and school vehicles are included. The Board of Education passed this policy on October 11, 1993. It is not the District's intent to restrict anyone's rights, but to protect the health and safety of all. Community cooperation in this matter is greatly appreciated.

USE OF BUILDING/FACILITIES

Grass Lake Community Schools makes available the use of its facilities by citizens during non-school hours. George Long Elementary School is utilized heavily during the afternoon and evening hours by various groups for activities such as sports, karate, dancing, scouts and so on. Arrangements for such activities must be made in advance by calling Doug Moeckel at **867-5544**, Community Education Director. Unsupervised children and "drop-in" groups are not allowed due to security, liability and custodial considerations.

VISITORS TO THE SCHOOL

Visitors must check in with the main office on the west side of the building. Parents/guardians are welcome to visit our school and are encouraged to be actively involved in the education of their child. As a courtesy to the staff, classroom visits or individual parent conferences are to be arranged in advance. The Principal and classroom teacher must approve student visitors from other schools in advance. Please ask at least two (2) days prior.

WEAPONS-FREE SCHOOLS

Effective January 1, 1995, the Michigan School Code has been amended by Legislative action that requires the mandatory expulsion of any student who possesses a firearm or any other dangerous weapon or who commits rape or arson while on school property (including vehicles) or at a school-related activity. Minor exceptions to this mandate exist, but are very limited in scope.