

# **Wildcat Family Handbook**

**2022-2023**

10109 Slee Road

Onsted, MI 49265

[www.onstedschools.us](http://www.onstedschools.us)

Phone: (517) 467-7046

Fax: (517) 467-5604

Onsted Learning Center License #DC460348495

Mrs. Davis, Principal

Mrs. Upp, Guidance Counselor

Mr. Stark, Dean of Students

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Family Handbook can be found on our website at [www.onstedschools.us](http://www.onstedschools.us) along with the Board's comprehensive set of policies. It is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022, the language in the most current policy or administrative guideline prevails.

## Superintendent

Steve Head

## School Board Members

Keith Williams, President

Jason Terakedis

Ryan Reynolds

Alex Gast

Heather Ruttkofsky

Dave Van Brunt

Ray Tessier

**Inspire. Challenge. Prepare. Every Person. Every Day.**



Dear Wildcat Family,

On behalf of the entire elementary school staff, I am pleased to distribute the Onsted Elementary Handbook for the 2022-2023 school year. The intent of the handbook is to inform you about our programs, routines and activities. Most importantly, it is to encourage your involvement as a valued member of the Onsted community. If you have any questions that are not addressed in this handbook, we encourage you to talk to our teachers then the building principal.

The Onsted Elementary Staff truly believes that our school, our programs, and our outcomes will be improved by combining the talents of students, parents, staff and community. As we work together to ensure student success, all our decisions should reflect the Vision of OCS – **“Inspire. Challenge. Prepare. Every Person. Every Day.”**

We look forward to working together this year to accomplish many goals. Please look for our district, building, and classroom newsletters which will continue to provide important information.

Mrs. Davis  
Proud Principal of OES

Our complete handbook can be viewed on our website [www.onstedschools.us](http://www.onstedschools.us) Some reminders from the handbook to help us be successful this year:

- Students should not bring toys, fidgets, Pokemon/etc. cards, recess materials, electronic devices, or phones from home. We provide all of the items they will need at school. Students may not use their mobile phones during the school day.
- Student birthdays are important to us but we do not celebrate with food which includes cupcakes or other sweet treats. Please do not bring/send in these items.
- The only time we invite sweet treats into classrooms is for our four class parties (Halloween, Christmas, Valentine's Day & the end of the year celebration).
- Students should not wear revealing tops or short shorts to school. Clothing should not be a distraction. • Please do not send in invitations to parties. Each classroom has their directory information which can be provided by classroom teachers as needed.
- Please avoid picking your child up prior to 2:50 if at all possible. We realize emergencies occur but please try to schedule appointments outside of school hours. If you must change plans for the end of the day please call & email prior to noon.
- Teachers are working with students between 7:45-3:00 and do not check their email, mobile phones, or classroom phones often during the day. They have daily plan times when you can meet, call, or email. • Daily attendance and arriving at school on time are crucial to success this year! Please contact Mrs. Davis and Mrs. Upp for ideas and support to help arrive daily before 8:00 a.m.
- Please communicate with your child's classroom teacher **if you do not want** email and phone numbers shared with classmates and/or PTO for the purpose of planning school events, birthday parties.

# Kindergarten - 5th Grade Information

## Section 1---Information & General Notes

**Communication** is extremely important for our students, staff, families, and community to be successful! We encourage parents to work together with teachers to provide the best experience for each individual child. During the year, when you have questions, concerns, or if there is a classroom issue, PLEASE, contact the classroom teacher first. If you would like to meet with the building principal, please call to set up an appointment and/or send an email after you have spoken to the teacher. We all need to work together in order to ensure success for our students. We welcome parent/guardian visits but respectfully ask that a mutually agreeable time is scheduled with your child's teacher. Each teacher has a block of time available during the week to meet with parents/guardians as needed. We also schedule parent-teacher conferences two times during the school year. Please refer to the school calendar for the dates and times of conferences. Each teacher has an email address which is located on our web page. Phone calls will be put through to teachers during non-teaching times; otherwise messages will be placed on the teacher's bulletin board for pick up. Our web page is located at: [www.onstedschools.us](http://www.onstedschools.us).

We invite and encourage you to attend our PTO meetings to support student events inside and outside of school. Please follow the PTO Facebook page for updates. Email: [oespto@onstedschools.us](mailto:oespto@onstedschools.us).

### Building Information

- Buses unload on the blacktop at 7:42 a.m.
- Students being dropped off (other than buses) at 7:45 a.m. at the front door of the elementary school. • Morning latchkey is available from 6:45-7:45 as needed. Please utilize this free service to avoid the busy drop off. • Breakfast is offered daily, free to all elementary students. This will take place in the classrooms between 7:45-8:00. • To sign in or out, we ask families to use the main entry door at the front of the elementary building. There is a buzzer system. All other doors are locked.
- Please avoid picking your child up prior to 2:50 if at all possible. We realize emergencies occur but please try to schedule appointments outside of school hours. If you must change plans at the end of the day please call & email prior to noon.
- After school latchkey is available from 3:00-6:00 p.m.

### Food Service Program

- If a child wishes to carry his/her lunch, please make sure it has the student's name on it.
- Students may purchase milk in the cafeteria.
- Breakfast is served every school day from 7:45 a.m. to 8:00 a.m. **free of charge** for every student K-5<sup>th</sup> grade. Some grade levels use their breakfast items for a morning snack. Please ask your child's teacher about their class procedure. • Lunch is served every school day unless there is an 11:10 early dismissal. Student price: \$2.75 • **We need Free & Reduced Lunch Price applications filled out even though lunches are free of charge this year.** • Questions related to lunch options, payments, etc. may be directed to Mrs. Brenda Hubbard, lunch program supervisor. ***NEOLA 8531 Free and Reduced-Price Meals***

### School Volunteers & Visitors

We appreciate and welcome our school volunteers and visitors!!! Thank you for spending time with our students at school and for all of the odds and ends that you help us with throughout the school year.

All school volunteers must complete the "Volunteer Information Form" (available in the school office) annually and be approved before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. We respectfully ask that volunteers follow all building procedures and guidelines. Some of these include: dress code, emergency protocols, and classroom expectations.

Chaperones who supervise field trips are required to fill out the volunteer form and be approved by the central office prior to the field trip. Chaperones **MUST** ride the bus to and from the event. Field trips are designed to reinforce lessons from class. They are designed to be special times for our students so we respectfully ask that siblings do not accompany classes on field trips. Families are encouraged to re-visit on another day if they would like to purchase items in gift shops or take longer family outings. **MASB 7485, 9230 Volunteers, NEOLA 3120.09 Volunteers, MASB 9400 Public/Parent(s)/Guardian(s) Visitors to the Schools, NEOLA 9150 School Visitors**

#### Invitations & Gifts

Party invitations or gifts for classmates should **not** be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list provided by the classroom teacher. Classroom teachers will communicate this information with families.

**po8330 Student Record--Please communicate with your child's classroom teacher **if you do not want** email and phone number shared with classmates and/or PTO for the purpose of planning school events, birthday parties.**

#### Bringing Items from Home

Please do not allow children to bring spinners, toys, footballs, baseballs, electronics/personal communication devices (such as phones, iPads, video games and MP3 players), or trading (Pokemon) cards to school. We encourage students to interact with one another during recess and field trips. Toys and electronic devices of any type are not permitted to be out of backpacks during school hours. Lockers are not locked. Onsted Elementary does not take responsibility for any missing or stolen items. If you have a question please contact your child's teacher then Mrs. Davis.

#### Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced via the Blackboard system. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. We will also send out an Infinite Campus mass message. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are usually canceled. **MASB 4080**

#### Infinite Campus Communication System

Infinite Campus is the new system that Onsted Community Schools uses to rapidly notify families and community members of upcoming events, changes in schedules, emergencies, etc. It is extremely important that information in our student management system is accurate and up to date. If you have had any changes in your email or telephone numbers, please be sure to update it in Infinite Campus or get the updated information to the building office for your children. If you have any questions please feel free to contact the school and we will assist you in making your changes.

#### Video Monitoring Systems

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

## **Section 2--Academic Program**

#### Attendance

<https://www.attendanceworks.org/>

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. 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.

### **General Guidelines:**

- Attendance is taken each morning and afternoon.
  - AM---A student is tardy if they arrive in homeroom class between 8:00-9:30 a.m.
  - A student is absent from the morning session if they arrive between 9:30 a.m. and 11:30 a.m.
  - PM---A student is tardy if they arrive between 11:30-1:00 p.m.
  - A student is absent from the afternoon session if they arrive after 1:00
  - Teachers will document students who consistently leave school before 3:00 p.m.
- Attendance will be entered into Infinite Campus by 8:30 a.m. each day. Mrs. Hoeft, guidance counselor assistant, is our attendance coordinator. She can be reached at 467-7046.
- When it is necessary for a child to be absent from school, the family needs to email the homeroom teacher or send a note of explanation. Notes & emails will be filed in the student's file in the guidance office. For the safety and health of staff and students, we require parents to call the nurse (or office) about communicable diseases. Teachers will forward emails that they receive to Mrs. Hoeft in the guidance office to be noted in the student's file.
- No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/legal guardian or the parent/legal guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s)/guardian without written permission signed by the custodial parent(s) or guardian.
- Bus notes for the office will be collected first thing in the morning and given to Tina Iott. Information will be documented and given back for the student/teacher to hold on to.
- All children are expected to go out for recess. If a child has an extended illness and a doctor's order to stay inside, please contact our school nurse prior to the recess time.
- All absences will count toward the allowable limit with the exception of any school related absences and medically excused absences.
- Student attendance is available for students and parents/guardians using Infinite Campus and should be monitored regularly. In addition, parents/guardians and students will be notified of attendance status throughout the semester using progress report cards.

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends a public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Michigan law includes the following exceptions to the mandatory school attendance requirement: (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.

(2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.

(3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply. (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less. (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian. (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar. *MASB 8020*

*Attendance, MASB 8030 Truancy, MASB 8090 Release of a Student During the School Day, NEOLA 5200 Attendance, NEOLA 5223 Absences for Religious Instruction, NEOLA 5230 Late Arrival/Early Dismissal, MCL 380.1561*

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:

- Funeral Visitations
- The day of a doctor's visit
- Hospitalization
- School related activity including suspensions
- Court dates

Counted absences may be recorded in blocks 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:

- Step 1: After five counted absences a letter will be mailed home to notify the parent. Staff will work with the family to find an after school option to make up time that is missed.
- Step 2: After seven absences a phone call will be sent reminding parents about the importance of regular attendance. ●
- Step 3: After nine 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 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 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.

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.

1. Please 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.
2. 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 with school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
3. 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 stomach ache can be signs of anxiety and should be communicated to school officials.
4. 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.
5. 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.

#### **Release Time for Religious Instruction/Observance**

A student will be released from school to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students

excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement. KYB is offered on Fridays from October to March in the afternoon. ***NEOLA 5223 Absences for Religious Instruction***

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Each grade level works together to develop a homework policy. As a rule of thumb, we assign reading practice and basic math fact practice for homework. Occasionally, special projects may need to be finished at home as well. Work that is missed during an extended absence will be given to the student when they return. Each student has 24/7 access to online math and reading programs. Please contact your child's teacher for passwords. If you have questions or concerns please contact the child's teacher. ***MASB 7580, NEOLA 2330***

### **Homebound and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact: Sharon Upp, Guidance Counselor. ***MASB 8860 Homebound Instruction, NEOLA 2412 Homebound Instruction Program***

### **Education of Students with Disabilities**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year. For the purposes of complying with Section 504, a "student with a disability" is a person who: A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the guidance counselor's office. ***NEOLA 2460 Special Education NEOLA 2460.02 Least Restrictive Env.***

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures. ***MASB 7173 Students with Disabilities IDEA & Section 504, MASB 8350 Student Suspension & Expulsion, Application to Students with Disabilities, NEOLA 5605 Suspension/Expulsion of Students with Disabilities***

### **Academic Integrity Policy**

Onsted Community Schools encourage academic success of all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. Definition: Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/assignment, or using or providing unauthorized materials during an exam/test/quiz/assignment, and other acts, such as theft or falsification of records and files. **FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):**

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz



- Copying any work assigned to be done independently or letting others copy one's work
- Providing or selling exam, test, quiz, or assignment information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while completing any kind of assignment
- Note: For any violation, including the first, the consequences range from administrative intervention to expulsion.

### Standardized Assessment

Students and parents/guardians should be aware that students in grades 3-5 will take the M-STEP state of Michigan standardized test. Students in grades K-5 will take the online MAP test from NWEA in fall, winter, and spring. Students in Kindergarten-5<sup>th</sup> grade will be assessed using Acadience throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year including good sleeping and eating habits
2. Remind students to work hard to learn every day and ask questions of their teachers when they do not understand;
3. Teach students the importance of honesty and ethics during the performance of these and other tests;
4. Encourage students to relax on testing day.

**MASB 7650 Testing Program, NEOLA 2623 Student Assessment**

## Section 3---Transportation & Parking

### Bus Transportation

The district provides bus transportation to and from school for students living one mile or more from the school. Pick up and drop off times will be available **by calling the Transportation Department 1 week prior to the start of school**. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved first thing each morning by the building secretary and transportation department. If you have questions please contact the transportation department at 467-7761.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation supervisor and/or building principal. Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.

3. Keep all parts of the body and all objects inside the bus. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency doors only in an emergency.
8. In the event of emergencies, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
10. Keep the bus neat and clean.
11. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
12. Eating is not permitted on the bus.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Students may be suspended from riding the school bus for engaging in misconduct. For questions regarding school transportation issues, contact: Phil Stark, Transportation Director 517-467-7761. **MASB 4300**



### **Parking**

Parking is available in the paved parking lot on Slee Road next to the cemetery and in the paved church parking lot. The school is not responsible for vehicles, any possessions left in them, or anything attached to the vehicles. There is no parking in the circle drive between the middle school and the elementary school. This area is a pick up and drop off area. Please do not leave your vehicles.

School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Video cameras may be active in parking lots. Please do not pick up or drop off students in the driveway between the high school and the elementary building.

***MASB 4090 Traffic and Parking Controls, MASB 8130 Searches of Motorized Vehicles, NEOLA 5514.01 Student Use of Motor Vehicles, NEOLA 5771 Search and Seizure, MASB 4090 Traffic and Parking Controls***

## **Section 4---Health & Safety**

### **Student Illness**

Children can only do their best in school when they are healthy and well rested. Our policy at Onsted Elementary School is to send sick children home to minimize exposure of possible contagious illness to others. Therefore, children with any of the following symptoms will be sent home from school:

- Temperature of 100.0 degrees or higher This may be changing (100.0) Waiting for guidelines from the State • Severe vomiting or diarrhea
- Rash with a fever
- Or any other condition thought to be contagious

When it is suspected that your child has a condition that can be transmitted to others, we ask that you notify the school office and keep the child home until the contagious period is over. Consult your family physician if you have any doubts. In the event that a child presents with symptoms of a suspected contagious illness, the parent will be contacted.

After your child has been ill we request the following before they return to school:

- Absence of fever for at least 24 hours (without the use of fever-reducing meds)
- Antibiotic therapy for at least 24 hours (if prescribed)

### **Immunizations**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances: • A valid medical contraindication exists to receive the vaccine. The child's physician must provide written certification of the contraindication.

- The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit a written statement before a waiver is granted.
- The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet. **\*\*Please**

***contact the health department or School Nurse regarding questions. In the event of an exclusion being directed by the Health Department, students who have a waiver may be excluded from classes and school sponsored functions\*\* MASB 8480 Immunization, MASB 8480 Vision Testing, NEOLA 5320 Immunization***

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Ensuring that medications are administered safely is a priority to everyone. In order to achieve this, the following procedures will be enforced.**

- Both the parent/guardian and the physician must sign the Medical Authorization Form. This form is required for both prescription as well as non-prescription medications.
- A new Medical Authorization Form must be completed for any change in medication and/or dosage. • Prescription medications must be supplied to the school office in the original properly labeled bottle. (The pharmacy will divide your child's medication into two bottles)
- Over-the-counter medication must be supplied in the original container and be labeled with the child's name. **Please do not send medication in baggies with your child, as it will not be given. All medication must be delivered to the school office by the parent/guardian. Medication cannot be sent in a child's backpack or pocket for safety reasons. In an emergency, alternate arrangements can be made, but must be done in advance through the school nurse.**

Please remember that these procedures are in place for your child's safety, as well as the safety of the other children.

***MASB2780 Administration of Medication by School Personnel, MASB8670 Administration of Medication by School Personnel, NEOLA 5330 Use of Medications, MCL 380.1178, MCL 380.1179***

### Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

***MASB 5370 Communicable Diseases, MASB 8510 Communicable Diseases, NEOLA 8450 Control of Casual-Contact Communicable Diseases, NEOLA 8453 Direct Contact Communicable Diseases***

### Head Lice

The school will observe the following protocols regarding head lice:

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students may be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian has treated the child following the directions provided. The school nurse will follow up and provide support as needed. ***MASB 8515 Head Lice Policy***

### Bed Bugs

Please visit the Michigan Department of Education website for guidance.

[https://www.michigan.gov/documents/emergingdiseases/Bed\\_bugs\\_schools\\_293498\\_7.pdf](https://www.michigan.gov/documents/emergingdiseases/Bed_bugs_schools_293498_7.pdf)

The school will observe the following protocols regarding bed bugs:

1. Infested students may be sent home following notification to the Parent/guardian will be notified if bed bugs are found

on their child's items.

2. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

### **Emergency Medical Authorization**

Each year, it is necessary to update your child's medical record. You will receive a medical form at the beginning of the year. We ask that you provide us with your child's most current medical history so we are better able to care for your child during school hours. Emergency contact phone numbers are vital to expedite care for your child in the event of an illness or injury. It is imperative that parents keep this information current. Please contact the school office to make any changes. In an emergency situation, the child will be transported to the nearest medical facility able to render appropriate care. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. In the absence of the school nurse, the most qualified person available handles injuries that occur during the school day. Minor injuries are treated using basic first aid principles and the child is returned to class. If the injury appears to be more serious, a parent will be notified. Parents and guardians will be notified if any head injury occurs. ***NEOLA 5341 Emergency Medical Authorization***

### **Nut Allergy Aware Spaces**

- All classrooms will be designated as Nut Allergy Aware Spaces. There will be no classroom projects with peanut butter, peanut shells or bird seed for example.
- We will encourage hand washing.
- Children are free to bring what they would like in their lunches but our hope is that families will choose not to send foods containing peanut butter or nuts.
- Students will be asked to not share food with other classmates unless a teacher gives approval. • BIRTHDAYS ARE SPECIAL! But food isn't what makes them special at school. Each teacher has a list of ideas and a procedure in place for their classroom. We do not celebrate birthdays with cupcakes. Thank you in advance for respecting and working with our team to make our students' special day a wonderful experience. We request that families celebrate with non-food items at school such as stickers, pencils, themed erasers, or other trinkets, rather than food.
- Holiday class parties will be communicated to you by your child's teacher. Information will be provided. • ANY food item sent in to share with students should be pre-packaged and contain an ingredient label. Food without labels will NOT be distributed. Please check with your child's teacher before bringing any celebration treat to school. If you have questions, or would like suggestions for "allergy safe" foods, contact the school nurse at 467-7046 ext. 2222.

### **Guidance Counselor**

The school provides a guidance and counseling program for students. Mrs. Upp, the elementary school's counselor, is available to those students who require additional assistance. Please call 467-7046 to speak with Mrs. Upp. The guidance program is available to assist students in developing peer relationships, improving problem solving skills, increasing self-esteem, and increasing responsibility, among many other issues. ***MASB 7500 Guidance Program***

### **Safety Drills**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at Safety Drill Requirements---Tornado: 2 per year (1 in March), Fire: 5 per year (at least 1 prior to Dec. 1), Emergency: 3 drills (1 by Dec. 1 & 1 after Jan. 1) There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students. ***MASB 4040 Safety, NEOLA 8420 Emergency Evacuation of Schools, MCL 29.19***

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. ***NEOLA 8390***

### **Pesticide Application Notice**

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. To be added to the list, please contact:

Steve Head

10109 Slee Road  
Onsted, MI 49265

**MASB 4056 Pest Management, NEOLA 8405 Environmental Health and Safety Issues, MCL 324.8316**

### Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

**MASB 8580 Child Abuse and Neglect – Duty to Report, NEOLA 8462 Student Abuse and Neglect, MCL 722.621**

## Section 5---Discipline & Conduct

Our team works together to teach students how to interact and behave in positive ways. Each teacher creates a class set of expectations and rules with their students. These are reviewed often. In the elementary, we address misbehavior through time in our office and opportunity room to discuss behaviors and alternatives to negative behaviors. Teachers and supervisors have a procedure to follow when behavior concerns arise. Most important to this process is communicating with families! If you ever have questions or concerns please contact Mr. Stark, Mrs. Davis, or Mrs. Upp in the elementary office.

### General Building Conduct

The following rules are in place for the safety:

- **Water guns, play guns, real guns, any type of knife are not permitted at school. Please do not bring any toy weapons, objects that could be used as weapons, or real weapons to school at any time.** Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon is prohibited.
- Skateboards are not permitted at school.
- Using, possessing, distributing, purchasing, or selling illegal substances is prohibited.
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and in their locker during the regular school day.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Students shall not deface or destroy school property. When school property, equipment, or supplies are damaged, lost, or taken by a student a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fine may result in loss of privileges.

**MASB 8990 Fines, MASB 8990 Fees, NEOLA 5513 Care of District Property, NEOLA 6152 Student Fees, Fines, and Supplies, NEOLA 9160 Charges for Industrial/Technical Projects**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an

attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

**Disciplinary measures may include:**

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
8. Notifying parents or guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period.
11. After-school detention provided the student's parent or guardian has been notified.

**Due Process Procedures**

Definition of Suspension: "to exclude a student from school for disciplinary reasons for a period of fewer than 60 days".

Definition of Expulsion: "to exclude a student from school for disciplinary reasons for a period of 60 or more days".

**MANDATORY FACTORS**-Section 1310d---Before suspending or expelling a student, the following must be considered by the school:

1. Student's Age
2. Disciplinary History
3. Disability
4. Seriousness of Behavior
5. Whether Behavior Posed a Safety Risk
6. Restorative Practices
7. Whether Lesser Interventions Would Address Behavior

School officials must consider these factors BEFORE suspending or expelling for these offenses:

- Physical Assault on Student

- Gross Misdemeanor or Persistent Disobedience
- Weapons, CSC, Arson
- Assault on Staff, Bomb Threat

**Restorative Practices**

The school "shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the school suspends or expels a student, the school "shall consider using restorative practices in addition to suspension or expulsion."

Examples of Restorative Practices include: Apology, Community Service, Restoration, Counseling, and Restitution. **MASB 5205 Weapons, MASB 8220 Alcohol, Inhalants, Steroids and Drug Abuse, MASB 8230 Tobacco Products, MASB 8245 Gangs, MASB 8280 Electronic Communications Devices – Students, MASB 8350 Student Suspension and Expulsion, NEOLA 5136 Cell Phones and Electronic Communications Devices, NEOLA 5530 Drug Prevention, NEOLA 5500 Student Conduct, NEOLA 5520 Disorderly Conduct, NEOLA 5532 Performance-Enhancing Drugs/Compounds, NEOLA 5600 Student Discipline,**

**NEOLA 5610 Emergency Removal, Suspension, and Expulsion of Non-disabled Students, NEOLA 5610.01 Permanent Expulsion, NEOLA 5611 Due Process Rights, NEOLA 5772 Weapons, MCL 380.1303, MCL 380.1311 , MCL 380.1313**

**Recess and Playground Expectations**

It is expected that everyone goes outside for recess. Fresh air and play are integral to social development. If your child is too ill to go out to recess, they should stay home and recover. Exceptions are made for asthma related needs. • **Three loud whistle blasts is our signal for immediate attention. If an adult blows the whistle 3 times everyone is expected to stop what they are doing and run to that adult immediately, silently waiting for directions.** • Walk to and from the playground

- Follow directions the first time they are given
- Stay in the assigned areas—please do not go into the parking lots without permission
- Use the playground equipment properly: slide down the slides on your bottom, don't walk up them, don't jump off the equipment
- Name calling, teasing, pushing, rough playing, and fighting are not allowed
- Football and other rough sports are not allowed. **Please do not bring footballs or other toys to school. We provide items for students to use.**
- Please do not eat or drink on the playground
- Students need a coat, snow pants, gloves, and boots to be allowed to play in the snow. Students will walk the assigned path if they do not have these items at school.

### **Sporting Events**

Elementary students must be supervised by an adult during school sporting events and any extra-curricular event on campus. Elementary students are expected to stay with a parent/guardian during all sporting events. Footballs are not permitted at JV and Varsity football games. We respectfully ask students to sit with their parents during athletic contests. Students and younger siblings should not be in hallways, etc. during athletic contests.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration and/or other reasons as determined by the school.

Parents may be asked to chaperone field trips. Chaperones are expected to ride the bus to and from the location and supervise their assigned group. Siblings may not attend with chaperones. Students are expected to ride the bus to and from the location. Any student being signed out needs pre-approval and written parent documentation.

***MASB 7490 Field Trips and Excursions, NEOLA 8640 Transportation for Field and Other District-Sponsored Trips***

### **School Dress Code/Student Appearance**

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. Any student who violates the Dress Code will be required to change to appropriate attire before being allowed back in class. Student dress should follow the following minimum guidelines:

- No clothing is to be worn with reference to drugs, alcohol, gangs, profanity or sexual connotations. ● Clothing that exposes a bare midriff, bare back, or cleavage is prohibited. This includes but is not limited to low cut and plunging v-neck tops, spaghetti straps, halter tops, and strapless tops.
- Hats, hoods, bandannas, and other head coverings are prohibited.
- Sunglasses are prohibited.
- Undergarments are to be worn and unnoticeable at all times.
- Footwear is to be worn at all times. Flip flops are not recommended.
- Dresses, skirts, and shorts must be at least finger-tip length.

***MASB 8240 Student Appearance, NEOLA 5511 Dress and Grooming***

### **Bullying, Intimidation & Harassment**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**Nondiscrimination Coordinator:**

Steve Head  
10109 Slee Road  
Onsted, MI 49265  
467-2174

***MASB 8018 Discriminatory Harassment of Students, MASB 8260 Bullying, NEOLA 5517 Harassment of Students, NEOLA 5517.91 Bullying and Other Aggressive Behavior Toward Students, MCL 380.1300***

**Sexual Harassment**

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to Steve Head who has been designated as the school's sexual harassment grievance officer.

***Cross-reference: MASB 8018 Discriminatory Harassment of Students NEOLA 5517 Harassment of Students MCL 380.1300a***

**Section 6---Rights & Notifications**

**Search and Seizure**

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

**School Property and Equipment, Personal Effects of Students:** School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

**Students:** School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

**Seizure of Property:** If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken.



### **Student Privacy Protections**

**Surveys Requesting Personal Information**---School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may inspect the survey or evaluation upon request, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Student Records**

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent 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 parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official 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, or under the provisions of FERPA which allow disclosure without prior written consent.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office

U.S. Department of Education

400 Maryland Ave, SW

Washington, DC 20202-4605

[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov and PPRA@ED.Gov

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 the Superintendent. 6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent 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. PLEASE CONTACT YOUR CHILD'S TEACHER IF YOU DO NOT WANT TELEPHONE AND/OR ADDRESS SHARED FOR CLASSROOM EVENTS/PURPOSES.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. Please advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to: Corrie Hoeft, 467-7046. **MASB 8940 Student Records, NEOLA 2416 Student Privacy and Parental Access to Information, NEOLA 5780 Student/Parent Rights, NEOLA 8330 Student Records**

### Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met state certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which, State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Beth Boughton in the Board of Education building.

### Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either: 1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. The school district's designated families in transition coordinator is Tanya Anderson, 467-.2168. You can also contact Mrs. Upp at 467-7046.

**MASB 8045 Homeless Children, NEOLA 5111.01 Homeless Students, McKinney-Vento Homeless Assistance Act**

### Reproductive Health Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class. Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment. The Elementary follows Michigan Model Curriculum K-5th grade. **MASB 7115 Sex Education, NEOLA 2414 Reproductive Health and Family Planning, MCL 380.1169, MCL 380.1170, MCL 380.1507, MCL 380.1507a**

### **Title I--Family Engagement & Student Support** [\(click for presentation\)](#)

Our team encourages parental involvement and provides opportunities for parents and guardians to get involved in the education of their children. We encourage you to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents and guardians to be fully involved in the educational process. We encourage you to get involved with our School Improvement Meetings, contact: Marsha Davis, 467-7046 and District Improvement Meetings, contact: Steve Head, 467-2174.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Additionally, teachers are available regularly to meet with parents and guardians to discuss the success of their child. Parents and guardians are encouraged to inquire about available meeting times, and to work with

teachers. We ask that you help us educate children by monitoring attendance, homework completion, and amount of screen time;; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time. Questions should be directed to Gina Gemalsky or Marsha Davis at 467-7046.

**The school provides parents/guardians with access to:**

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and (d) timely responses to suggestions.

***MASB 7175 Parent(s)/Guardian(s) Involvement Policy, NEOLA 2112 Parent Involvement in the School Program***

**English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs. We have teachers on staff with training in the SIOP model. For questions related to this program or to express input in the school's English Language Learners program, contact Sharon Upp at 467-7046. ***NEOLA 225 Students with Limited English Proficiency (LEP)***

**Retention, Promotion, Assigning Classes**

Each grade level team (homeroom teachers, the guidance counselor, special education teachers, and the principal) will assign each student to the appropriate classroom and program. Any questions or concerns about the placement should be discussed with your child's teacher. It is very difficult to balance classrooms when requests for specific teachers are made. Please discuss concerns with your child's teacher as they arise. Our team creates class lists in early June. School progress reports are issued to students on a semester basis. For questions regarding your child's academic and social progress, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and observations. The process for retaining a student starts early in the year. Retention is not well supported in the research of effective practices. There are many considerations before a team would decide to have a student repeat a grade. If you have concerns or are wondering about requesting that your child repeat a grade please contact your child's teacher, Mrs. Upp, or Mrs. Davis. ***MASB 5010 Grading, NEOLA 5410 Promotion, Placement, and Retention, NEOLA 5421 Grading, NEOLA 5420 Reporting Student Progress***

**Accommodating Persons with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting. ***PRESS 8:70, Accommodating Individuals with Disabilities***

**Equal Opportunity/Nondiscrimination Statement**

The Onsted School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. Steve Head, Superintendent, has been designated to handle inquiries regarding the School District's non-discrimination policies. ***MASB 8010 Equal Educational Opportunity, MASB 8015 Non-Discrimination & Complaint Procedures, NEOLA 2260 Nondiscrimination & Access to Equal Educational Opportunity***

**Section 7---Internet, Technology, & Publications**

We do not allow students to carry personal communication devices with them during the school day. If you need to contact a student, please call the Elementary Office at 467-7046 and we will make sure they receive the information. Students are

discouraged from bringing mobile phones to school. If a mobile phone is sent to school, it must be completely turned off and kept in the student's locker during school hours. We ask that students not use their devices until they leave school grounds.

Cyberbullying concerns have risen in recent years with students outside of school hours. If this should happen, please contact authorities so that concerns can be handled to protect our students. The U.S. Department of Health and Human Services-run website [www.stopbullying.gov](http://www.stopbullying.gov) as a resource. **OK2SAY Phone: 855-565-2729 Text: 652729 OK2SAY@mi.gov 7540.03**

## **STUDENT TECHNOLOGY ACCEPTABLE USE & SAFETY 5136 PERSONAL COMMUNICATION DEVICES**

### **Internet Acceptable Use**

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. MASB 4250 Computer Software Copyright, MASB 4510 Computer Network, NEOLA 2531 Copyrighted Works, NEOLA 7540.01 Technology Privacy, NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety, NEOLA 7540.05, 7550 Electronic Mail**

### **Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district. **MASB 4250 Computer Software Copyright, MASB 4510 Computer Network, MASB 9370 Free Materials Distribution in School, NEOLA 2531 Copyrighted Works, NEOLA 7540.01 Technology Privacy, NEOLA 7540.03 Student Network & Internet Acceptable Use & Safety, NEOLA 7540.05, 7550 Electronic Mail**

### **Personal Communication Devices (PCDs)**

1. For purposes of this policy, "personal communication device" includes computers, tablets, iPads, electronic readers, Kindles, cell phones, beepers, pagers, and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.
2. Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.
3. Students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day when a parent/guardian picks it up, and may be directed to delete the audio and/or file while the parent or guardian is present. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

4. The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.
5. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. 6. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
7. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.
8. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.
9. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. 10. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use **school phones** to contact parents/guardians during the school day.

## Tuition Preschool Information

### Statement of Philosophy

The Onsted Preschool will implement evidence-based strategies based in strong child development and early childhood education. We believe that children develop emotionally, intellectually, physically and socially. We also believe that all areas of development are interrelated and are of equal importance. Children develop in these areas because of interactions with other people and their environment. Development occurs in a predictable order with all children, yet the rate at which they progress through the various stages differs with each child. Children develop at their own pace. The early childhood years represent a critical period in children's lives during which they are most receptive to developing either positive or negative perceptions of themselves. These early years are a time when children are naturally curious and exploratory; they continually strive toward competence.

We offer a child-centered and developmentally appropriate program for preschool age children. Our curriculum includes the GELN Essential Literacy Practices and Creative Curriculum. Classroom observations and assessments become important tools for the teachers to communicate with parents.

Play allows children to learn about the world and themselves. As children play, they learn new skills,



develop coping mechanisms, test new ideas, and master their bodies. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas. Our curriculum offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the preschool community. Based on these beliefs of development, the Onsted Preschool will:

1. Create a classroom in which children will feel safe and secure.
2. Children will have opportunities to use play to translate experiences into understanding.
3. Children will have opportunities to learn things that are important to them at the moment.
4. Activities will be designed to teach children information and skills through hands-on manipulation of objects.
5. Activities will be designed so that information, skills and concepts are represented repeatedly and in various ways.
6. Children will experience individualized instruction, rather than being required to move as a group from one learning objective to the next.
7. Their progress is systematically assessed and used as a basis for future instruction. To help implement these beliefs of development, we follow the Essential Literacy Practices and Creative Curriculum developmental pacing. Specifically, we use many materials and base our learning activities on the [Early Childhood Standards of Quality](#), the [GELN Literacy Essentials](#), and Teaching Strategies Gold.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our preschool curriculum and most importantly give children a successful start in school.



### **Program Goals**

We believe that the family plays a primary role in children's education. You know that you, the parents, are your children's very first teachers. The function of our school is to support families in this endeavor. The following list of goals directly relates to this basic belief:

1. We will do everything in our power to maintain the health, safety and well-being of the children in our care.
2. In order to protect children we will not release them to any unauthorized person.
3. The information families share with the teacher and staff will be kept in strict confidence.
4. In order to maintain sensitivity to individual children we will not discuss them with staff or parents in the children's presence.
5. Children and families will be treated with respect regardless of variations in ethnic background, lifestyles, gender or religion.
6. We will strive to enhance the overall development of each child in the program.
7. We will communicate with families about children's development and progress in the program.
8. We will provide opportunities for parents to increase their understanding of child development in general and their own child's development in particular.
9. We will willingly assist families in locating appropriate child and family life resources available in the community.
10. We will consistently strive to enact programs based on sound child development principles as well as relevant research in the field.

### **Licensing Notebook Policy**

Parents are given notification of the Licensing Notebook. Parents have the ability to view and review our licensing notebook whenever they would like. This notebook will be placed in the classroom with easy

access to use.

### Admission Criteria

1. Children eligible to participate in the Onsted Little Wildcats Preschool Program must: → **3 Year Old Tuition Preschool Classroom**--To enroll as a 3 year old, a child must be at least 33 months old.  
→ **4 Year Old Tuition Preschool Classroom**--To enroll in a 4 year old classroom, a child must be at least 45 months old.
2. All children will need the following documentation before the first day of school:
  - a. A legal birth certificate
  - b. A certificate of immunization
  - c. Proof of a comprehensive health appraisal conducted within 120 days of enrollment, developed by the Department of Public Health and approved by the Department of Education.

### Parent Teacher Communications

The Onsted Preschool is very interested in providing you with information about your child's development and progress through the program. We will make a very special effort to have contact with parents in the following ways:

- Class Newsletters---Group information is provided via newsletters and overviews. Parents will also be notified of upcoming events by a monthly calendar. In this way, parents can be notified about upcoming field trips, cooking projects, special visitors and themes that we will be working on.
- Conferences---At different times during the school year, the teacher will hold individual conferences with parents. This is generally once in the fall and again in the spring. In addition, the teacher will try to make personal and telephone contacts at various times throughout the year. The teacher is available to talk to you at any point when you feel this would be important! We want to emphasize that calls are welcome at any time. Your questions, concerns, and suggestions are both welcomed and needed.
- Parent-Teacher Learning Opportunities---Twice a year we will hold a parent-teacher forum to provide a more structured means by which families can provide input into the program. These meetings offer an excellent opportunity to ask questions about the happenings in your child's class, to offer ideas about themes, activities, visitors, or field trips. Your observations or questions related to child development issues are also invited.

### Volunteer Policy

Each volunteer will understand and sign the CPS Reporting Policy and complete the state Central Registry Form. Volunteers are not allowed to help a child use the bathroom or clean up bathroom accidents unless it is their own child. Volunteers are not allowed to discipline the child.

A volunteer may not have unsupervised contact with children without documentation from the department of human services that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect. **All visitors to our classrooms are required to complete the volunteer application.**

### Discipline Policy

Young children are just learning how to get along in a group. The role of the teacher is to help children learn acceptable ways to achieve the goals they seek. Teachers give children cues about which behaviors may be more successful. The overall discipline policy is aimed at helping children learn to develop internal behavior controls. We also want them to learn how to follow the Onsted Student Code of conduct. Teachers use the following positive guidance techniques to help children move toward



self-control:

1. Helping children become aware of their own behavior.
  - a. Teachers offer specific praise and encouragement for positive behaviors. (Ex. "Wow, you cleaned this up all by yourself! Doesn't that make you feel proud of yourself?")
  - b. Teachers tell children what to do, instead of what not to do. (Ex. "Walk" vs. "Don't run.")
  - c. Teachers redirect children's behavior. They consistently suggest alternatives to unacceptable behavior. (Ex. A child is throwing blocks, the teacher redirects to throwing bean bags at a safe target.)
  - d. Teacher gives suggestions or directions in a positive manner. (Ex. "Ride on the cement." Vs. "Don't ride on the grass.")
  - e. Teachers focus on the children's behavior rather than on the attitudes or personality characteristics. Teachers explain the behavior to the child that is either unacceptable or inappropriate. (Ex. "It upsets me when children hit each other." vs. "It upsets me when children are so mean to each other.")
2. Teachers develop rules that are implemented to protect the safety of children, to protect the property of children, and to protect the rights and feelings of others. Teachers avoid excessive rules or inappropriate rules. (Ex. "Girls can't play with trucks." This would be an inappropriate rule.)
3. Rules in the classroom must meet three criteria:
  - a. Reasonable—children must know how to follow the rules.
  - b. Definable—the child must know exactly what the teacher expects.
  - c. Enforceable—adults must know when the rule is being broken.
4. Teachers develop consequences that are immediate, consistent, and logical.
  - a. Immediate—can be enforced as soon as the rule is broken.
  - b. Consistent—consequences can be enforced almost every time the rule is broken.
  - c. Logical—consequences help children learn how to follow the classroom rules and how they are expected to act. They also learn how personal actions affect others.
  - d. Teachers do not threaten the children.
  - e. Teachers give the children warnings of what consequences will result if they continue to break a rule. (Ex. "Either keep the sand in the sand table or you will have to find a different place to play.")
  - f. Teachers will always follow through on the stated consequences if children continue to break the rule.
5. Teachers will use a rational, calm approach in problem situations. They will interact with speed in a crisis and use their voice as a tool. The voice will sound firm but not harsh and panicky.
6. Teachers will use positive restraints. They may put their hand on a running child as a way to remind children to walk in the classroom, or they may put a hand on a child's shoulder as a way to help the child focus on a teacher's message.
7. Children can experience very intense feelings such as anger, sorrow, or excitement. Sometimes these feelings are so strong that children can no longer control their behavior. A teacher may remove a child from the classroom who is crying uncontrollably, screaming, kicking or hitting until he is ready to rejoin the group. Teachers use painless removal from the situation as a last resort. The teacher may bodily remove a child from the scene of a fight until the child is calm enough to discuss the situation.
8. The purpose of removing a child from the group or classroom is to help children gain control, not to punish, shame, or blame children in any way. Teachers do not spank, hit, or ridicule children or deprive them of snack, rest, or bathroom breaks in an effort to maintain control in the classroom.

### Program 2022-2023 Program Cost

- 3 or 4 year old
  - full day program 8:00am-2:30pm
  - Monday-Friday following the OCS calendar
- \$4700 plus
- initial \$50 registration fee
  - or returning student fee of \$25

- A completed immunization record, physical form and proof of birth certificate prior to the first day of school.
- Children **must be** potty trained to attend.
- Please communicate with our billing staff if any special arrangements need to be made. We understand emergency situations occur and we want to work with each of you to ensure that children can continue learning and interacting in our program.
- A minimum of two weeks written notice (ten full school days) will be given if Parents/guardians intend to withdraw their child/children from the program. If a two week notice is not given, a full tuition payment for the final two weeks will be paid.
- This program will follow the Onsted Community Schools Policies and Guidelines posted on the website. I also understand that my child is being accepted on a two week trial basis. During this time, the staff will make observations and evaluations pertaining to the child's ability to adapt to the program surroundings.
- Unless otherwise notified, the child/children will be accepted and permanently enrolled. I further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the program.

### Health and Safety Policies

1. Children are only released to his/her parent or legal guardian, unless written notice is given to the teacher.
2. Each child should have a complete change of clothing stored at school, including underwear and socks. Each garment should be marked with the child's first and last name. Large bags are provided for each child's clothing.
3. A physical exam is required for all children enrolled in preschool. The appropriate health forms are provided by the school at the time of each child's acceptance into the program. This form is to be completed by a physician and remains valid for two years from the date of the exam. Each child's records must be complete; failure to update health records within one month after notification by Onsted Schools constitutes a basis for withdrawal from the program.
4. Consultant Information: Lenawee County Health Department 263-2131.

### Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receive the vaccine. The child's physician must sign a State of Michigan Medical Contraindication Form.
- B. A parent or guardian holds a religious or philosophical ("other") belief which precludes receipt of vaccination(s). **These are nonmedical exemptions and require certification at the local health**

## **department.**

- C. The child has received at least (1) dose of each immunizing agent and the next dose(s) are not due yet.

**\*\*If a parent elects to obtain a non-medical waiver for their child, the child may be subject to exclusion from the school, if the local and/or state health authority advises exclusion as a disease control measure. Please contact the health department or school nurse regarding questions.**

## **Head Lice**

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian will notify the school nurse if their child is suspected of having head lice.
2. If an active case of head lice is found on a student, the parent/guardian will be contacted and encouraged to pick their child up. Written instructions on the appropriate treatment will be given to the parent/guardian. The student may return to the classroom, but restricted from activities including close head-to-head contact or sharing personal items with other children in the event a parent can't pick their child up.
3. Prior to the student's return to the classroom the following day, the parent/guardian must accompany their child to the school office with confirmation of treatment. The parent should contact the school nurse to schedule a time for examination of the student's hair.
  - a. The student will be readmitted to school if no live lice are found.
  - b. If live lice are found and not removed, the student may not be readmitted to class.
  - c. The parent/guardian should continue to check for lice/nits for the next two to three weeks and re-treat as necessary according to the product label.
4. Periodic checks of the student's hair will be done by the school nurse over the next few weeks to assure successful treatment.

## **Health and Safety**

If your child is not well enough to be in school, we will call you to pick them up. We want the child to be able to enjoy the activities during the day without being fatigued or ill.

Children can only do their best in school when they are healthy and well rested. Our policy at Onsted Elementary School is to send sick children home to minimize exposure of possible contagious illness to others. Therefore, children with any of the following symptoms will be sent home from school: ●

Temperature of 100.0 degrees or higher

- Severe vomiting or diarrhea
- Rash with a fever
- Or any other condition thought to be contagious

When it is suspected that your child has a condition that can be transmitted to others, we ask that you notify the school office and keep the child home until the contagious period is over. Consult your family physician if you have any doubts. In the event that a child presents with symptoms of a suspected contagious illness, the parent will be contacted.

- After your child has been ill we request the following before they return to school: Absence of fever for at least 24 hours (without the use of fever-reducing meds)
- Antibiotic therapy for at least 24 hours (if prescribed)

## **Handwashing Policy**

Staff, volunteers and children will be encouraged to wash their hands multiple times during the school day. Hands will be washed before breakfast, lunch, and snack. After returning from the bathroom, children and staff will wash their hands. We want to reinforce healthy living habits to our students during

the school day. When soap and water are not available, hand sanitizers or single use wipes will be used.

### **Snack Policy**

It is necessary to serve the children a variety of foods from the different food groups: fruits, vegetables, meat and alternates (eggs, peanut butter), breads and cereals (whole grains), and milk and milk products. Also, a variety of texture, color and shapes of food are necessary for young children to experience.

- Fresh Fruits and vegetables should be served at least once a week.
- Bread Products (crackers, buttered toast, bread sticks, muffins, pizza, and pretzels) should be served often.
- A beverage (juice, milk, and water) is to be served daily with a snack.
- It is good to encourage your children to prepare their own food. For example, they will pour their own drinks (from child sized pitchers), butter their own toast and select the correct numbers of crackers they may have for that day. Let your children practice all of the serving skills as much as possible.

### **Injury/Accident Policy**

In the event of a child having an accident at school (injury or sickness) the parents will be notified by the lead teacher. If a child has an injury that injures their head or face, the parents will be contacted immediately by phone call. Given the suggestion of the school nurse/teacher, along with the parent, a decision will be made whether the child needs to be picked up from school. A parent will receive a note home that day in their child's backpack and an email in the event of the child getting hurt at school such as falling and skinning his or her knee.

Parents will be notified by phone call, text message or email if there is: a change in the child's health, a child has an accident or injury, or when a child is too ill to remain at school. This contact will be made by the lead teacher.

In the event of incidents such as: child on child sexual touching, physical discipline by a caregiver, sexual contact by a caregiver or volunteer, and a lost or unsupervised child---the parent will be contacted immediately by phone by the principal, director, or lead teacher.

### **Attendance Policy**

**Preschool Attendance Matters:** Showing up on time, every day is important to your child's success and learning from preschool through high school and beyond. Your child will learn more and be better prepared for Kindergarten if he/she has good attendance in preschool. Every moment of the preschool day is full of learning opportunities that we don't want your child to miss. Even simple activities such as arrival routines and snack time are designed to help your child learn and practice important skills. High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout elementary, middle and high school. You can make the most of preschool by encouraging your child to attend every day! By deciding to send your child to preschool, you are supporting their growth today and their success in the future! Did you know that children who attend preschool (with strong attendance) are: - more likely to develop early reading skills - more likely to be ready for kindergarten and first grade - more likely to develop good attendance patterns for school and future employment - more likely to finish elementary school without being held back to repeat a grade level Missing 10% of preschool (one or two days every few weeks) can make it harder to accomplish all of the goals listed above.

**Challenge 5, Strive for Less than Five Days Absent:** We know that there are times when your child is not able to attend preschool. Young children get sick, especially when they first start school. Other absences occur because families face real barriers, whether it's a serious health problem, a sudden move to a new home or a problem with transportation. We understand that "life happens". Please let us know if you are

experiencing anything that is preventing your child from attending preschool. As partners in your child's learning, we want to support you and your family in addressing challenging situations and help to create strong attendance habits for your child's success! We ask families to "Strive for Less than Five!", meaning that you try to help your children not miss more than five days of preschool in one school year. This goal helps to maintain high levels of learning and development for your child and still leaves room for circumstances that cannot be avoided.

### **Important Definitions:**

- Absence: any time your child is not present for a scheduled day of preschool (does not include school cancellations due to snow days, power outages, etc.)
- Chronic Absenteeism: when your child misses 10% (one or two days every few weeks) or more of scheduled preschool days

**What to Expect:** Should attendance become a concern for your child, preschool staff will contact you in order to identify the best ways in which to partner with you and support your child's success in preschool.

Your child's attendance is important to us. We look forward to seeing your child at school every day!

**Please drop off your preschooler in the circle loop between the elementary and middle school at 8:00. Your child's teachers will meet you to sign your child in/out. You will pull up to the cones in the driveway.**

- 3 and 4 year old full day preschool 8:00 am to 2:30 pm Monday through Friday following the Onsted district calendar.

**If your child is going to be absent from school, please contact the office at**

**517-467-7046.** There is a voice mail at the number listed which you can leave a message if no one is available in the office. When children attend sporadically or on a day-to-day basis they: ● Learn poor school/work habits

- Disrupt the normal routine of the classroom
- Deny other children who would more fully participate with that experience

The purpose of our preschool is to help prepare your child for kindergarten. Regular attendance helps your child to become comfortable with a consistent schedule and provides your child with a high quality preschool experience. Our preschool provides social interaction, hands-on and group activities and promotes independence. These activities are hard to "make-up" at home. Please make your child's attendance a priority so that he/she can benefit the most from the program.

### **Schedule of Operation**

1. The Onsted Preschool will be in operation Monday through Friday during the months of September through June, following the Onsted Community School Calendar. This will include all holidays, half-days and in-services that the school has scheduled.
2. Students must be signed in and out.
3. **If your child is not picked up within ten minutes after the end of the day, your child will be escorted to our Latchkey program. Daily fees are \$7.00 if picked up by 4:30 pm and \$11 if picked up by 6:00 pm.**
4. Rainy Days: Teachers will plan indoor activities on rainy days. If the rain stops, we will still go outside. When it is damp or misty, children may go outside for a short time. Please send boots and coats appropriate for rainy days.
5. Snowy Days: Children will remain indoors in extreme temperatures (low or high). However, on most snowy days the children will go outside. Families are asked to dress their child appropriately for cold weather. (Mittens or gloves, hats, boots, heavy coats, and snow pants).
6. The Onsted Preschool will be open, unless Onsted School District officially closes for the day. Closings and delays will be announced on the local radio stations.

### **Our Typical Daily Schedule**

8:00 Arrival/ Sign in/Breakfast  
8:20-8:40 Group Meeting/Read Aloud  
8:40-8:50 Story- predicting and retell  
8:50-9:00 Handwriting/Cutting  
9:00-9:05 Clean up and wash up (job)  
9:05-9:15 Snack  
9:15-9:40 Free Choice then Clean up  
9:45-10:10 Motor Room  
10:10-10:30 Recess  
10:30-11:50 Centers then Clean Up  
12:00 Lunch  
12:30 Rest Time  
1:30 Choice Time  
2:00 Recess  
2:30 Read Aloud & Clean up for Dismissal

### **Rest/Quiet Time**

- Centers that operate five or more hours must have a written rest or quiet time policy. The policy must comply with rest requirements of the LARA, Child Care Licensing Division.
  - A time period no longer than one hour, while accommodating for the individual needs of children.
  - Adults will allow alternate activities for children who do not sleep.
  - Parents and staff will support the developmentally-appropriate rest/nap needs of each child.
- Transition into rest time---Children assist with getting their own blanket(s) and transition item(s); and turning off lights and turning on soft music. Adults can assist in transition by moving among children in an unhurried fashion, having quiet conversation and providing soothing touches such as backrubs.
- Transition out of rest time---Staff turn on soft music, open blinds, turn on lights, and gently awaken children with a touch and conversation. Children can assist in transition by putting away cots, blankets and transition items.

### **Confidentiality Statement**

All information given on forms and in discussions will be treated as confidential. Information in children's files, including, health, family needs, behavior, etc. will only be made available to staff and the child's parents. If you have any questions or problems regarding our policies or program, your child's development or any other issues, please feel free to contact our staff.

### **Extra Support**

We believe that home and school together form a positive support system for the growing child. Parents are always kept informed of their child's progress. If a referral is needed for additional support, the family will be involved in contacting their local school district and creating a plan and setting specific goals for the child. Families will be informed at any point that the child is receiving one-on-one support services, and classroom teachers will partner with support staff to create an inclusive and supportive environment. We also have speech services, occupational services, and behavior supports which are provided by our LISD staff as determined by student need.

### **Withdrawal Policy**

When children are enrolled in the program, it is expected that they will complete the school year. If unforeseen circumstances occur and you must withdraw your child, please let the teacher know as soon as possible. Formal withdrawal involves written notification to the program director. It is also important to remember that a preschool environment is not the best place for all children. When a situation arises

where a child is having chronic adjustments or misbehavior problems, a meeting between the teacher and the parents will be arranged to discuss the possible solutions.

## GSRP Preschool Information

Onsted Community Schools offers several GSRP classrooms for 4 year olds. Please see the attached [LISD GSRP Handbook](#) with information about our program.

Our **Monday-Thursday** SAMPLE Daily Schedule:

8:00 Arrival

8:20-8:35 Sign in/Jobs/Handwashing/Breakfast

8:35-9:00 Group Meeting/Read Aloud

9:00-10:00 Plan Time/Choice Time

10:00-10:15 Clean up/Recall

10:15-10:45 Outdoor Choice Time

10:45-11:15 Table Setting/Handwashing/Lunch/ Clean up

11:15-11:45 Gym/Motor Room

11:45-12:30 Choice Time

12:30-1:00 Read Aloud/ Yoga

1:00-2:00 Nap Time

2:00-2:30 Snack/Afternoon Meeting/Get ready to go home

2:30 Dismissal

**Please drop off your preschooler in the circle loop between the elementary and middle school at 8:00. Your child's teachers will meet you to sign your child in/out. You will pull up to the cones in the driveway.**

### Appendix---Additional Details

***Please visit our website for a complete listing of all board policies and procedures***

➤ <https://go.boarddocs.com/mi/onst/Board.nsf/vpublic?open>

➤ **Board of Education dropdown menu**

➤ **Policies and Guidelines**

### Registration

Please call the office at 467-7046 or 517-467-2174 with any registration questions. No appointment is necessary. Documents that are needed:

- Official birth certificate (not the hospital keepsake)
- Driver's license of parent or guardian
- Immunization records
- Proof of residency (i.e. utility bill)
- IEP and/or any special needs information (if applicable)