

# Lakeview Elementary School

200 Croix Street  
Negaunee, MI 49866  
475-7803  
Negaunee Public Schools

<http://www.negaunee.k12.mi.us>

2015-2016



## LAKEVIEW ELEMENTARY PERSONNEL

Principal:	Julie Peterson	x. 103
Title I Coordinator:	Julie Peterson	x. 103
Assistant Principal:	Heather Sandstrom	x. 102
Special Education/504 Coordinator:	Kellie Boase	x. 145
Guidance Counselor:	Christine Brunette	x. 106
Secretaries:	Kathy DelAngelo	x. 100
	Kaley Lein	x. 101
Special Education Secretary:	Lisa Jacobetti	x. 110
Early On:	Kathy O'Donnell/Charise Baker	475-5527 or x. 156
	Amy Hovis	x. 155
	Tracy Spaulding	x. 150
Jr. Kindergarten:	Katie Trudgeon	x. 153
	Andrea Bourdeau	x. 152
Kindergarten:	Nikki Whitford	x. 114
	Maija Veihi	x. 123
	Amy Young	x. 115
	Chad Kemp	x. 124
	Allyson Solander	x. 151
First Grade:	Cathy Baldini	x. 119
	Joellyn Kainulainen	x. 116
	Nathan Fisher	x. 117
	Lori Bell	x. 118
	Brittanee Balbierz	x. 127
Second Grade:	Keri Bath	x. 133
	Beth Koski	x. 134
	Corrie LaCombe	x. 131
	Cindy Sue Kendall	x. 132
	Mallory McCormack	x. 136
	Chelsey Pistulka	x. 129
Third Grade:	Sabina Carlson	x. 122
	Cody Scanlon	x. 120
	Michelle Anderson	x. 137
	Elissa Beacco	x. 125
	Jodi Johnson	x. 121
Fourth Grade:	Sarah Hicks	x. 141
	Kim Bancroft	x. 138
	Karie Belanger	x. 139
	Lauren Veale	x. 143
	Bryan Solander	x. 140
Special Education:	Kathleen Hill	x. 135
	Kathy Bergh	x. 135
	Lori Waters	x. 151
	Chelsea Norton	x. 154
Technology Teacher:	Stephanie LeClaire	x. 126
Technology Coordinator:	Scott Washburn	x. 107
Speech:	Sarah Clement	x. 108
Physical Education:	Lisa Bigalk	x. 113
Library Aide:	Liz Wills	x. 107
Music:	Emily Fitzpatrick	x. 142
Art:	Laura Ross	x. 130
Health Coordinator:	Ronda Mattila/Sarah Amis	x. 105
SHINE Coordinator:	Diane Faust (entire district)	x. 109
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The Negaunee Public School District does not discriminate on the basis of race, color, national origin, sex, age disability, height, weight, religion or marital status in its program and activities.

**Grievance Procedures For  
Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Title II of the Americans with Disability Act of 1990  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975**

Any person believing that the Negaunee Public School District or any part of the school organization has inadequately applied the principles an/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the American with Disability Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the District Compliance Officer, Mark Marana, High School Principal, 500 West Arch Street, Negaunee, Michigan 49866, (906) 475-7861 or Mary Kay Johnson, Administrative Aide for Finance, 101 South Pioneer Avenue, Negaunee, Michigan 49866 (906) 475-4156.

Any person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the District Compliance Officer, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the District Compliance Officer within five (5) business days of receipt of answers to the informal complaint. The compliance officer shall further investigate, matters of the grievance and reply in writing to the complainant within five (5) days.

**Step 2**

A complainant wishing to appeal the decision of the District Compliance Officer may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Officer's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendents response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Boards disposition of the appeal shall be sent to each party within ten (10) days of this meeting.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of the Civil Rights, Department of Education, Washington, D.C. 20202. Inquiries concerning the non-discriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The District Compliance Officer, on request, will provide a copy of the districts grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the District Compliance Officer 's office.

## **Foreword**

Welcome to Lakeview Elementary School. This student handbook was developed to answer commonly asked questions during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, please contact the school.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. *This handbook is effective immediately and supercedes any prior handbook and other written material on the same subjects.*

## **Mission Statement of the School**

The primary purpose of our school is teaching and learning. Our school is built on a cooperative partnership of citizens, parents and staff working in a safe and orderly environment.

## **“Drug-Free School Zone”**

In accordance with Federal and State law, the Board hereby establishes Lakeview Elementary School a “Drug-Free School Zone.” The use, possession, sale, concealment, delivery, or distribution of an drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone (1000 feet from the boundary of any school property), or at any District-related event is prohibited. Board Policy 5530 at [www.negaunee.k12.mi.us](http://www.negaunee.k12.mi.us) contains further information.

## **Parent Involvement/S.H.I.N.E. Program**

The Negaunee Public School’s Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the parents/guardians. This partnership includes communication between home and school. Parent-Teacher conferences are held at the end of the first marking period to inform parents of their child’s progress and to work out a suitable program of activities and experiences. Additional conferences are encouraged and may be requested by the parents/guardians or teachers as deemed necessary. The Communicator, Lakeview’s newsletter, is sent home with students every other Friday. This newsletter details events and activities that are taking place in the school.

SHINE (School Helpers Investing in Negaunee Education) is the organized district volunteer program. SHINE helps coordinate the talents and availability of the volunteers with the needs of the students, teachers, and school. If interested in volunteering at Lakeview, please contact the SHINE Volunteer Program Coordinator, Diane Faust, at 475-0229.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated at school. If medical attention is required, the office will follow the School’s emergency procedures. These same procedures will be followed in the event that a student becomes ill during the school day.

## **Homebound Instruction**

The District will arrange for individual instruction to students of legal school age who are not able to attend school because of a physical or emotional disability. Parents should contact the principal regarding procedures for such instruction and expectations.

## Section I-General Information

### Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent(s) or legal guardian(s) resides, unless enrolling under the District's open enrollment policy. All students who will be five years of age on or before December 1, of the current school year are eligible to attend school that year.

Parents enrolling new students must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

A student who has been suspended or expelled by another public school may be temporarily denied enrollment pending expiration of the action, or a determination by the Superintendent.

### Morning Drop Off

Students are not to be dropped off at Lakeview Elementary until after 8:35 a.m.

Breakfast is served daily starting thirty minutes before school starts. Students eating breakfast should enter doors nearest cafeteria. They are not allowed to go to their classroom or lockers.

### Early Dismissal/After School Parent Pick Up

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parents coming to school to request the release. ***Parents must sign students out in the office. Students will be called to the office via PA announcement when their ride is at school.*** No student will be released to a person other than the custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Parents picking students up after school need to remain near the school office until the dismissal bell has rung. Parents may then meet their child at their classroom or the child may come to the office area.

### Early Closings/Inclement Weather

The Superintendent makes decisions about closings. Information will be released immediately to the news media. Local television and radio stations will be used for announcements of early closings.

Inclement weather or building maintenance problems sometimes force schools to close on short notice or to open late. It is important to plan for such emergency BEFOREHAND as to what their children should do (where to go, who to call). These plans need to be discussed with your child.

### Transfer Out of the District

Parents must notify the principal about plans to transfer their child to another school. School records may not be released if the transfer is not properly completed.

### Withdrawal from School

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

### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements. If a student does not have necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the District Health Coordinator.

### **Emergency Cards**

Emergency cards are distributed annually to parents or guardians of all students. Emergency cards must be filled out completely for each student upon enrollment and filed in the office for use in emergency situations. Parents/Guardians are asked to update this card when there is a change in name, home/work phone numbers (unlisted phone numbers will be held in privacy), address, or doctor. Parents should have people that are generally at home during the day for emergency contacts.

### **Use of Medications**

If necessary for a student to take any form of medication at school, the following guidelines are to be observed:

- ***Parents must assume responsibility for safe delivery of the medication to the school.***
- ***Parents are required to personally bring prescription/nonprescription medications to the principal's or nurse office. It is against policy for students to transport medications. Exception to this would be prescriptions for emergency medications for allergies/reactions, or inhalers for asthma with proper authorization.***
- ***A refill of each prescription is the responsibility of the parent upon notification by the school.***
- ***A signed medication form with the parent/guardian signature suggesting permission to receive non-prescribed medications must be present in the school office in order for the student to obtain/administer the medication. If the student is found with a medication in his/her possession, his/her record will be checked to determine proper authorization is on file. If not, disciplinary actions will take place.***
- The medication form authorizing your child to receive nonprescription or prescription medications are available in the office. This will be filed in the District Health Coordinators office.
- ***All prescribed medications must be kept in a pharmaceutical container, labeled as to name of pupil, name of medication, dosage and time to be administered. These containers will be properly secured. The supply of medication should be for a minimum of two weeks if possible.***
- ***All over-the-counter medication/nonprescription medication must be in its original container.***
- Parents are to notify the District Health Coordinator or school office by phone or in writing before starting or when there is a physician ordered change in the student's medication program.
- ***Forms authorizing the possession and use of asthma inhalers or other emergency medications, such as epi-pens, shall be completed and signed by a physician and parent.***
- If parents authorize the use of medications while at school, such as non-prescribed medications or prescribed medication ordered by the physician, then parents/guardians must agree to hold the Board of Education, it's officials and it's employees harmless from any and all liability foreseeable or unforeseeable for damage or injury resulting directly or indirectly from their authorization in accordance to the Negaunee Public School Board Policy.

### **Illness/Casual-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures for the health and safety of the group. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. ***If your child has a temperature or symptoms such as vomiting or diarrhea, keep him/her home. Students will not be permitted to attend school if they are acutely ill, and/or have a fever (greater than***

**100.0 degrees F), a severe cough, infectious rash, diarrhea or vomiting. If a child has had recent diarrhea, vomiting, or fever greater than 100 Degrees please keep him/her home for 24 hours after the symptoms have subsided.** Communicable diseases must be reported to the school. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, conjunctivitis (pink eye), mononucleosis, head lice, scabies, Methicillin resistant staphylococcus aureus (MRSA), fifth disease, and influenza.

### **Noncasual-Contact Communicable Diseases**

In the case on noncasual-contact, communicable-diseases, the school has an obligation to protect the safety of staff and students. The person in question will have his/her status reviewed by a panel, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will attempt to keep students and staff in school unless there is evidence to warrant exclusion. Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex(condition), HIV (Human- immuno-deficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Health Services**

In compliance with law, the Board of Education may require students to submit to periodic health examinations, including, but not limited to vision or hearing screening and scoliosis testing. In the event that a non-emergency invasive physical examination is needed, parents will receive notification. More information can be viewed at [www.negaunee.k12.mi.us](http://www.negaunee.k12.mi.us), Policy 5310.

### **Individuals With Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the District Special Education Coordinator to inquire about evaluation procedures and programs.

### **Student Records**

The School District maintains many student records including both directory and confidential information. Directory information includes a student's name, address, telephone number, and awards received. Confidential information includes test scores, psychological reports, behavior data, disciplinary records, and communications with family and outside service providers.

#### **Release of Information**

- Only directory information shall be released to any person other than a parent, without the written consent of the parent except as stipulated by Board policies or specified in the law.
- Parents and eligible students may refuse to allow the District to disclose any or all of such directory information upon written notification to the District within ten days after receipt of the District's public notice in this handbook.
- Information necessary for educational planning will be shared with the professionals working with your child. School personnel are not permitted to share information regarding a child with another person without the written consent of the legal custodial parent.
- If a parent wishes to delegate his/her responsibilities concerning any information exchange of his/her child (with the child's teacher or other school representatives) to another person, the



school must obtain a consent release form, prior to the disclosure of information, from the legal custodial parent. These forms are available in the school office.

Only student records mandated by the State or Federal government and necessary to the function of the Lakeview Elementary School or specifically permitted by the Board will be compiled. The following records may be collected:

- Membership record as required by law
- Observations and ratings of individual students by professional staff members acting within their sphere of competency
- Samples of student work
- Information from professionally acceptable standard instruments such as: interest inventories, aptitude tests, achievement tests, standardized intelligence tests
- Verified reports of serious or recurrent behavior patterns
- Rank in class and academic honors earned
- Psychological tests
- Attendance records
- Health records
- Custodial arrangements

Parents have a right to review and receive copies of all educational records. Costs for copying of records may be charged to parents. To review student records, please provide a written notice identifying requested student records to the principal. An appointment will be given to review the records and answer questions.

Parents have a right to amend a student record when they believe the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of the student record in writing and if the request is denied, the parent will be informed of their right to a hearing on the matter.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. For more information regarding student surveys, please see Board Policy No. 2416.

Individuals have a right to file a complaint with the United States Department of Education if they believe the District has violated the Family Education Rights and Privacy Act. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington D.C. 20202-4605  
([www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco))

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail address: FERPA@ed.gov

### **Student Fund-Raising**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with District Policies. Fund-raising activities at Lakeview must be approved through the principal and not interfere with other educational activities. All fund-raising must be under supervision of approved staff.

### **Student Supplies and School Equipment/Facilities**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or conserve the limited resources for use by others. A suggested supply list is distributed at the beginning of each school year. Textbooks will be distributed to students in the classrooms. Books are loaned to the students free of charge, however lost or damaged books must be paid for at the following rates:

100% of the cost-New Books	80%-1 year old books
60%-2 year old books	40%-3 year old books
20%-4+ years	

School buildings and equipment are constructed and maintained through taxpayers' money. Students who lose, destroy or vandalize school property will be required to pay for losses or damages. The fine will be used to pay for the damage, not to make a profit. If students willfully destroy school property, suspension and/or more serious consequences will be necessary.

### **Student Valuables**

The school is not responsible for lost, broken, or stolen personal valuables. Students are strongly advised not to bring money or valuable articles to school unless needed for that day. If it is necessary to send money with your child, parents are requested to send the exact amount in a sealed envelope with the child's name and teacher's name on it.

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

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials must contact the principal prior to coming to school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limitations.

### **Fire, Tornado, and Lockdown Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the building and the building secured will occur each school year. Specific instructions on how to proceed during each type of drill will be provided to students by their teachers.

### **Preparedness for Toxic and Asbestos Hazards**

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Preparedness for Toxic Hazard and Asbestos Hazard Policy 8431 is available at [www.negaunee.k12.mi.us](http://www.negaunee.k12.mi.us).

### **Pesticides**

Parents have the right to be informed before any pesticide application is made to the school property. Pesticides may periodically be applied to school property. Parents (or guardians) have a right to request prior notification of such pesticide applications. In the case of an emergency, pesticides may be applied without prior notice, but those parents who request notification will be notified of the emergency application after it occurs.

## **Lost and Found**

The lost and found area is in a designated storage cabinet near the cafeteria. Unclaimed items will be given to a local charity on a quarterly basis.

## **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must sign in at the office upon entering the school. Our main entrances have video cameras to help with the process of monitoring.

### **To Enter Lakeview Elementary**

- \*Press the security buzzer
- \*Identify yourself
- \*Look up at the camera
- \*The door lock will release for you to enter
- \*Report immediately to the school office for assistance
- \*All visitors must sign in and out in the school office

Please look at entrance doors and any office postings when entering the building for any updated policy change or special announcements. Bringing other children, particularly younger children, onto the playground during school hours/recess is not permitted unless a special Lakeview event is taking place. Any children that are brought onto campus are the responsibility of the party that brought them. Negaunee Public Schools is not liable for any injury that may occur. Student classroom visitors are discouraged due to safety concerns.

## **Use of Telephones and Electronic Devices**

Classroom and office telephones are not for personal use, but for emergency use only. *Students should come to school equipped for the day and should not have to call home for forgotten items. Students may not use the phone to arrange transportation, visits, etc.* Parents should only call students at school for emergencies. Radios, portable TV's, electronic toys/games, MP3 players, laser pens, etc. are not permitted in school. Possession of these items is against Board Policy. This property may be confiscated and disciplinary action may take place.

A student may possess a cellular telephone or other electronic communication devices and electronic storage devices in school, on school property, at after school activities and at school related functions, provided that they **remain off**. The unauthorized use of cellular phones and other communication devices to communicate or access information during school hours is prohibited. Unauthorized use of a cellular telephone or other electronic communication devices and storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or communication device. The student who possesses one of the above items shall assume all responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to items brought onto its property.

## **Food Service**

The Federal Wellness Program, which requires schools to serve well-balanced and nutritious breakfasts and lunches, is followed daily at Lakeview. Lakeview menus will be posted monthly on the Lakeview web page and a copy is sent home with students. Nutritional analysis for Lakeview menus is available to anyone upon request by contacting the School Food Service Director. Because nutrition is the focus of the lunch program, please do not send soft drinks or candy when packing a bag lunch.

Families that meet income guidelines are eligible for free or reduced rates. Applications for free and reduced meals are sent home at the beginning of each year. If a family's financial situation changes during the school year, they may apply for free or reduced meals at any time. Our school district does not participate in the Special Milk Program so students who want to drink milk with their cold lunch must purchase the milk.

To purchase breakfast or lunch meals, families are encouraged to send money with their student to be deposited in their account first thing in the morning or they can deposit money on line at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). A "reminder note" is no longer sent home with a student when their account has insignificant funds available. Parents may sign up for email balance reminders at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) or by contacting the Food Service Director. Student balances are updated daily through [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). The Negaunee Public School program guidelines prevent us from allowing students to charge meals. Therefore, DEPOSITS MUST BE MADE IN ADVANCE. IF A STUDENT DOES NOT HAVE MONEY IN THEIR ACCOUNT THEY WILL NOT RECEIVE BREAKFAST OR LUNCH UNTIL DEPOSIT IS MADE.

Breakfast is served daily starting thirty minutes before school starts. Students eating breakfast should enter doors nearest cafeteria. They are not allowed to go to their classroom or lockers.

### **Snacks**

Teachers may provide a time during the morning or afternoon for snacks. In an effort to prevent allergic reactions, students should not bring snacks containing nuts to school. Snacks should be healthy. Soft drinks, red juice and chewing gum are not allowed in school. Students are permitted to bring clear water bottles containing water to keep with them during class time.

## **SECTION II-ACADEMICS**

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

### **Grades**

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students receive grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the school year. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Parents of all students are able to access their child's grades through PowerSchool on the Internet. A username and password will be provided to all students at the beginning of each school year.

### **Promotion, Retention, and Placement**

Promotion to the next grade level is based on current level of achievement, potential for success at the next grade level, and emotional, physical, and/or social maturity. Conferences with the parents/guardians and professional staff will be scheduled prior to any retention. The decision to retain or promote rests with the school principal. An appeal process is available should concerns arise.

The principal, in conference with the classroom teachers, assigns students to create classes that are balanced in relation to a variety of factors. Parents can provide input and information about their child's

learning style, behavior, physical, emotional needs, through Placement Consideration Forms available at the school office by May 15<sup>th</sup> each year. This information will be taken into consideration during the placement process, but class placement is a school decision. Lakeview Elementary School does not take parental requests regarding a specific teacher. Several factors will be weighed before classroom assignments are made. They include:

- Reading level
- Overall academic level
- Work habits and learning styles
- Social relationships
- Any special academic, social, or emotional needs that affect student success.

### **Title I Services**

Title I is a federal program that provides general education instructional support. The purpose of Title I is to help increase the achievement of those students that are at risk of not meeting Michigan's Grade Level Content Expectations. The four content areas in which students might receive additional support include Language Arts, Math, Science, and Social Studies.

Students are recommended for Title 1 service based on assessment information and progress monitoring. Each marking period updated assessments are given. Students who make adequate progress may be moved out of Title 1 service and a student who is making less progress may be moved into the program.

Title 1 students receive their primary instruction from their classroom teacher. Title 1 staff reinforces skills related to this instruction. This additional instruction is provided when other students are working independently, or the classroom teacher is working with another small group of students.

Lakeview School has instructional aides that provide academic support to students. Language Arts and Math skills are the main focus in early elementary. Science and Social Studies support is also added in later elementary.

*Two copies of the School/Parent/Student Compact are included at the back of this handbook. Please sign both and keep one copy for your reference at home and send the other back to school with your child. **All** parents and students are asked to sign and return the form.*

### **Homework**

The assignment of homework can be expected. Homework provides practice and the opportunity for parent support. It is also a part of the student's preparation for the Michigan Educational Assessment Program and a tool to teach organizational skills and strategies. A Homework Planner, provided by the Lakeview Parent Teacher Partnership, is given to every student in grades 3 through 4.

The following is a guideline for parents regarding homework to expect per evening. Please remember this is approximate and the amount may vary between students, classrooms, and the topic being studied.

- K-1<sup>st</sup> Grade                    10-20 minutes
- 2<sup>nd</sup> Grade                        15-30 minutes
- 3<sup>rd</sup> Grade                        25-45 minutes
- 4<sup>th</sup> Grade                        30-60 minutes

Homework will not generally be used for disciplinary reasons, but only to enhance the students' learning. Homework completion is always expected. No detention will be assigned if the teacher determines that a sincere effort has been made to complete the work. To be considered acceptable, assignments must be finished, handed in on time, relatively neat, and show sincere effort. Grade levels

have progressive plans of sanctions when homework completion does not meet standards. It is understood that occasional problems arise with homework completion, so procedures for dealing with resolution of problems are established at each grade level. Sanctions for homework incompleteness may include:

- Academic Lunch Detention-parents are notified through a “green slip” confirming date and stage on consequence rubric. Further details and rubric will be sent home one week prior to the first day of Academic Detention. Academic Lunch Detentions are not issued until the first Tuesday in October.
- Use of privilege time, recess periods, Specials classes to address substandard homework.
- Restriction of recommendations for rewards and special activities
- Parent-Teacher Conference

### **Computer Technology and Network/Acceptable Use Agreement**

Negaunee Public Schools believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities, which support teaching and learning. The following are our agreements about the use of technology in the schools of Negaunee.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- I promise to use all computer equipment carefully.
- I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
- I promise not to share my password.
- I promise not to damage or tamper with the hardware, software or the network.
- I promise to obey copyright laws.
- I promise to tell my teacher if I read or see something on the computer that is inappropriate.
- I promise never to use the computer to be hurtful to others. I will not view, send or display inappropriate messages or pictures.
- I promise to print only when my teacher tells me to.
- I promise to only use my own file or my own folder on the student server.
- I understand that if I break any of my promises, I might not be able to use the computers.
- I will sign my name to show that I will follow these rules.

Students and parents must sign a permission form before using the school computers. This form can be found at the back of this handbook. Failure to abide by the terms of the agreement may lead to the termination of the student’s computer account and possible disciplinary action.

### **Student Assessment**

**The Michigan Student Test of Educational Progress (M-STEP)** or alternative MI Access, are state mandated tests for all students in grades 3 through 4. These tests are given to students to monitor progress and determine educational mastery levels. Information regarding this test will be provided before the testing period. The results of this test will be provided to parents.

Classroom tests will be used to assess student progress, guide educational planning, and assign grades. These are selected and prepared by teachers to assess how well the students have achieved specific objectives.

Students in grades Jr. Kindergarten through 4 will receive a report card at the end of each trimester indicating their progress in academic learning and social growth. When there is a concern that adequate progress is not being made, teachers will notify parents and a Child Study may be scheduled

### **Limited English Proficiency**

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

## **SECTION III-STUDENT CONDUCT**

### **Attendance**

Regular attendance is essential to learning. State law requires school attendance until the age of sixteen. Lakeview expects students to attend at least 95% of the school days. Students must arrive at their classroom on time every morning.

Lakeview will monitor each student's attendance and tardiness on Power School each marking period. Parents may receive a letter regarding any concerns. Attendance and tardy concerns will be monitored for improvement. If there is no improvement, a parent meeting with the Attendance Board may be arranged and an action plan created.

If absences and tardies continue to be a problem, one or more of the following may occur:

- Notification Letter sent home
- Referral to Attendance Board-Possible results may include referral Protective Services and/or Probate Court

***If a student is absent, parents must excuse their absence by contacting the teacher by 9 am the day of the absence. All absences must be verified through parents either by phone, email, or notes.*** When an absence will exceed three days, parents should contact the teacher to request make-up assignments. After five consecutive absences, any illness should have a physician's statement.

Students that arrive after the start bell will be marked tardy. If a student is tardy, they must check in at the office and have a written or verbal excuse from their parent/guardian. Tardies in excess of one hour will be counted as a half-day absence. Students being picked up an hour or more before the closing bell will be counted as a half-day absence. *Whenever possible, appointments need to be made outside of school hours.*

### **Vacations During the School Year**

*Parents are encouraged not to take their child out of school for vacations.* When a family vacation must be scheduled during the school year, the parents should contact the student's teacher to make necessary arrangements. The teacher should be notified at least one week in advance in order to make appropriate plans. Assignments should be obtained before the vacation. It is the family's responsibility to keep the student up with class work during the vacation.

### **Student Attendance at School Events**

The school encourages students to attend school events held after school. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students that arrive without an adult chaperone. Students must comply with the Code of Conduct at school events, regardless of location. Disruptive and inappropriate behavior may result in removal of the student and/or family from the event or restrictions on future attendance. Additional consequences may apply based on circumstances of the Code of Conduct violation.

### **Code of Conduct**

A major component of the educational program at Lakeview is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Students are expected to follow Lakeview's "*Minor Traits*," **Respect, Responsibility, and Remember Safety**. Students can demonstrate these traits in several ways:

- Respecting People & Property
- Finishing Work on Time
- Listening & Following Directions
- Interacting Appropriately in Groups
- Working appropriately on Their Own
- Showing Organization
- Exercising Self-Control

### **Expected Behaviors**

*Each student shall be expected to:*

- help maintain a safe school environment;
- act courteously to adults and fellow students;
- follow the directions of the person in charge;
- keep hands, feet, and objects to him/herself;
- respect school and personal property;
- complete assigned tasks on time, as directed;

### **Dress and Grooming**

Proper school attire is a parental responsibility and it is expected that all students will be sent to school properly dressed. It is inappropriate to wear clothing or any fashion that disrupts the educational process or presents a safety risk. The following styles or manner of dress are prohibited:

- Unnatural hair color
- Headwear of any kind in school buildings, including synthetic hair pieces
- Clothing which exposes bare midriffs or underclothing
- Clothing advertising alcoholic beverages, tobacco, drugs, or those with obscene or sexually suggestive printing or ethnic slander on them
- Mutilated clothing
- Jackets and book bags in classrooms
- Sunglasses in school buildings
- Tank top with straps less than two inches in width/halter top without undershirt
- Chains/studded jewelry
- Flip-flop type shoes – Shoes must fasten behind the ankle



- Shorts and skirts shorter than your fingertips when arms are fully extended at your side

Children should be properly dressed for the weather. Boots and snowpants need to be worn on the non-plowed areas of the playground. Winter clothing is worn/taken with to the cafeteria. Children are not allowed to go back to the hallway or classroom to get winter clothing. It is best to send children to school in layers so that they would be able to put on and take off clothing depending on whether they are outside or inside. Parents will be notified by phone or incident report if their children are improperly dressed.

Failure to comply with the above conditions may result in but not limited to the following consequences:

- Student may be asked to turn clothing inside out
- Student may be asked to change into appropriate clothing
- Parent may be called to bring in appropriate clothing
- Student may be sent home

### Safety Concerns

Students may not use roller blades, skateboards, scooters, Heely tennis shoes, or any other form of personal transportation device on school campus. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within the building and on the grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Bicycles are permitted, but must be walked on school campus to avoid injury. Bikes must be parked in provided bike racks and should be secured with a locking device.

### Student Discipline Code

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff’s responsibility to provide a safe and orderly learning environment. Discipline is within the discretion of the school’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. *Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.*

### Discipline

In all cases, an attempt will be made to make discipline prompt and equitable and to have the consequence match the severity of the incident. Below are guides that state possible consequences for various behaviors.

#### EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

#### Stage 1 Behavior Rubric

	First Time	Second Time	Third Time	Fourth Time
<b>Grades K-2</b>	<ul style="list-style-type: none"> <li>• Incident Report/ Written Warning</li> <li>• Loss of Recess</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• One Quiet Room</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Three Quiet Rooms</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> <li>• Parent Conference (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Five Quiet Rooms</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> <li>• Parent Conference</li> <li>• Behavior Plan</li> </ul>
<b>Grades 3-5</b>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• One Quiet Room</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Two Quiet Rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Four Quiet Rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• One Day ISS</li> </ul>

	<ul style="list-style-type: none"> <li>• Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> </ul>	<ul style="list-style-type: none"> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> <li>• Parent Conference (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Parent Conference</li> <li>• Behavior Plan</li> </ul>
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**NOTE:**

- Consequences may vary based upon severity, circumstances and requirements of Board Policy and State or Federal Law.
- The above rubric is based upon guiding principles of effective and progressive consequences and Lakeview School's unique needs and resources.
- Further incidents may result in, but not limited to, additional days of Quiet Room, In School Suspension, Out of School Suspension, Expulsion, etc.

**DISHONESTY**-deceitfulness shown in someone's character or behavior

**DISRESPECT**-lack of respect or courtesy

**DRESS CODE VIOLATION**-fashion (dress, accessory, or hairstyle) that disrupts educational process or presents a safety risk

**GAMBLING**-playing games of chance for money

**HORSEPLAY**-rough, boisterous play

**LITTERING**-making the school grounds untidy with rubbish

**PUBLIC DISPLAY OF AFFECTION**-any display of affection in a physical way

**TEASING**-making fun of someone in an unkind manner

**Stage 2 Behavior Rubric**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<b>Grades K-2</b>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• One Quiet Room</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Two Quiet Rooms</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Half Day ISS</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> <li>• Parent Conference (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• One Day ISS</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Parent Conference</li> <li>• Behavior Plan</li> </ul>
<b>Grades 3-5</b>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Two Quiet Rooms</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Four Quiet Rooms</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Reflection</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• One Day ISS</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Parent Conference (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Two Days ISS</li> <li>• Student Calls Parents</li> <li>• Loss of Recesses</li> <li>• Parent Conference</li> <li>• Behavior Plan</li> </ul>

**NOTE:**

- Consequences may vary based upon severity, circumstances and requirements of Board Policy and State or Federal Law.
- The above rubric is based upon guiding principles of effective and progressive consequences and Lakeview School's unique needs and resources.
- Further incidents may result in, but not limited to, additional days of Quiet Room, In School Suspension, referral to Police, Out of School Suspension, Expulsion, etc.

**ASSAULT**-any physical aggression where one individual is attempting to do bodily harm to another

**BULLYING**-gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This includes electronically transmitted acts that harass through unpleasant or aggressive messages.

**CHEATING**-acting dishonestly or unfairly in order to gain an advantage

**DISORDERLY CONDUCT**-unruly behavior outside of the classroom

**DISRUPTIVE CONDUCT**-any act or conduct that is disruptive of the educational process or conduct that will endanger the physical and/or emotional well-being of students or staff

**ENDANGERMENT**-an action that places another at risk or in danger

**EXTORTION**-the act of borrowing or attempting to borrow any money or items of value from a student unless both parties enter into agreement freely and without the presence of either an implied or expressed threat

**FIGHTING**-the act of quarreling involving bodily contact

**FIRE PROTECTION SYSTEM**-tampering with the fire protection system in any manner

**FORGERY**-producing a false copy of a document, signature, grades, addresses, or other data on school forms

**HARRASMENT**- inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being

**HAZING**-the act of harassing by ridicule or criticism or the playing of abusive tricks on fellow students

**INAPPROPRIATE TOUCH**-violation of an individual's personal space

**INSUBORDINATION**-defiant of authority; disobedient of others

**OBSCENITY**-the state of being obscene; behavior, language, or images

**PROFANITY**-offensive words or language

**SNOW RELATED**-the use of snow/ice that may endanger other students

**SPITTING**-ejecting saliva forcibly from one's mouth, sometimes as a gesture of contempt or anger

**THEFT**-the action or crime of stealing; taking something that does not belong to you

**THREAT**-verbal or written statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done

**VANDALISM**-the act of willful destruction of property belonging to another or others

**WEAPON-LIKE OBJECTS**-possession of a potentially dangerous object; using an object as a weapon to inflict bodily harm or physical damage

### Stage 3 Behavior

	First Time	Second Time	Third Time
<b>Grades K-2</b>	<ul style="list-style-type: none"><li>• Incident Report</li><li>• One Day OSS (minimum)</li><li>• Criminal Charges (optional)</li></ul>	<ul style="list-style-type: none"><li>• Incident Report</li><li>• Three Days OSS (minimum)</li><li>• Criminal Charges (optional)</li></ul>	<ul style="list-style-type: none"><li>• Incident Report</li><li>• Ten Days OSS</li><li>• Referral to Board</li><li>• Expulsion (optional)</li></ul>
<b>Grades 3-5</b>	<ul style="list-style-type: none"><li>• Incident Report</li><li>• Three Days OSS (minimum)</li><li>• Criminal Charges (optional)</li></ul>	<ul style="list-style-type: none"><li>• Incident Report</li><li>• Five Days OSS (minimum)</li><li>• Criminal Charges (optional)</li></ul>	<ul style="list-style-type: none"><li>• Incident Report</li><li>• Ten Days OSS</li><li>• Referral to Board</li><li>• Expulsion (optional)</li></ul>

#### **NOTE:**

- *Consequences may vary based upon severity, circumstances and requirements of Board Policy and State or Federal Law.*
- *The above rubric is based upon guiding principles of effective and progressive consequences and Lakeview School's unique needs and resources.*
- *Further incidents may result in, but not limited to, additional days of In School Suspension, Out of School Suspension, referral to Police, Expulsion, etc.*

**ARSON**-the act of deliberately setting fire to property

**DRUGS/ALCOHOLIC BEVERAGES**- (includes imitation and non/prescription) possession, sale, transfer, use of drugs

**EXPLOSIVES**-use of any substance that can be made to explode

**WEAPONS**-things designed or used for inflicting bodily harm or physical damage

## EXPLANATION OF CONSEQUENCES

**AFTER SCHOOL DETENTION**-student works on class work during scheduled time after the school day

**BEHAVIOR PLAN**-a written document/instrument used to promote positive behavior

**EXPULSION**-student is permanently removed from school because of a gross misdemeanor or persistent disobedience; determined by the Board of Education on the recommendation of the Superintendent

**IN SCHOOL SUSPENSION**-student remains secluded from other students throughout the day; completes assignments in designated room with one adult; eats lunch in that room

**LOSS OF RECESS(ES)**-student does not receive recess for the day

**OUT OF SCHOOL SUSPENSION**-student is not allowed on the school grounds during school hours or at school events; re-admittance may require parent conference; missed daily work will need to be made up; length of suspension is determined by severity of incident

**PARENT CONFERENCE**-parent(s) meet with school personnel to discuss incidents and possible solutions

**QUIET ROOM**-student eats lunch in a room with an adult and does not receive any recess

**REFLECTION**-student completes a four-question worksheet regarding incident

**STUDENT CALLS PARENTS**-student calls a parent/guardian to explain incident and consequences

**WRITTEN WARNING**-parents are notified of incident; warning needs to be signed by a parent/guardian and returned to school the following school day

## EXPLANATION OF HARASSMENT/BULLYING AND PROCEDURES

### HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

### PROCEDURE

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report directly to the Superintendent at the District Office, 475-4156. Complaints will be investigated in accordance with AG5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents,

guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**Individuals wishing to report incidents of harassment should contact the District Anti-Harassment Compliance Officers.**

Mr. Dan Skewis  
Negaunee Public Schools  
Middle School Principal  
906-475-7866  
102 West Case Street  
Negaunee, MI 49866

Ms. Michelle Morey  
Negaunee Public Schools  
High School Guidance Counselor  
906-475-7866  
500 West Arch Street  
Negaunee, MI 49866

**BULLYING**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**NOTIFICATION**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the

extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **IMPLEMENTATION**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **PROCEDURE**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

**NON-RETALIATION / FALSE REPORTS** – Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## DEFINITIONS

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following.

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress:
- having an actual and substantial detrimental effect on a student’s physical or mental health
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical** – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
- **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion.), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

**INCIDENT REPORT**  
**Lakeview Elementary**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date/Time of Incident

\_\_\_\_\_  
Grade/Teacher

\_\_\_\_\_  
Reporting Staff Person

**1. Behavior Expectations**

In order to keep Lakeview safe and orderly, a few basic rules have been established. The basic rule stated in the Parent/Student Handbook that was not followed was:

- \_\_\_ Help maintain a safe school environment.
- \_\_\_ Act courteously to adults and fellow students.
- \_\_\_ Follow the directions of the person in charge.
- \_\_\_ Keep hands, feet, and objects to him/herself.
- \_\_\_ Respect school and personal property.
- \_\_\_ Complete assigned tasks on time and as directed.

**2. Miner Traits**

We follow our Miner Traits at Lakeview School. The trait(s) not followed was (were):

- \_\_\_ Respect                      \_\_\_ Responsibility                      \_\_\_ Remember Safety

**3. Location:**

- \_\_\_ Playground                      \_\_\_ Classroom Instruction                      \_\_\_ Restroom  
\_\_\_ Gym                      \_\_\_ Classroom Free Time                      \_\_\_ Hallway  
\_\_\_ Cafeteria                      \_\_\_ Before/After School Program                      \_\_\_ Other \_\_\_\_\_

**4. Incident**

**Details:** \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*Administrative Intervention\*\*\*\*\*

**Consequences are based on the Student Discipline Code in the Parent/Student Handbook.**

**Student(s) Interview:**

\_\_\_\_\_  
\_\_\_\_\_

**Administrator Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Infraction:** \_\_\_\_\_

**Consequences:**

- Yellow Caution Slip/Written Warning  
Pink Slip      \_\_\_ Loss of Recess(es) \_\_\_\_\_      \_\_\_ Quiet Room(s) \_\_\_\_\_  
                    \_\_\_ Reflection Sheet                      \_\_\_ Parent Phone Call  
                    \_\_\_ ISS/OSS \_\_\_\_\_                      \_\_\_ Counselor Referral  
                    \_\_\_ Other \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*NOTE\*\*\* Please sign this incident report and return it to school the following day. Failure to do so will result in a Quiet Room.**

**Parent Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Due Process Rights**

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- Students subject to short-term suspension:  
Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.
- Students subject to long-term suspension and expulsion:  
A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

## **Search and Seizure**

The Board of Education permits the search of a student and his/her possessions at any time if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. Searches may include school property used by students such as lockers and desks and student property such as book bags. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

## **Student Rights of Expression**

The school recognizes the right of students to express themselves. With this right of expression comes the responsibility to do it appropriately. The expression cannot be obscene, vulgar, insulting, or harassing. It may not promote violence, disruption of school, or violate any school regulation.

## **SECTION IV-TRANSPORTATION**

### **Bus Transportation to School**

School Districts are NOT required by law to transport regular education children. Negaunee Public Schools has elected to provide transportation. Therefore, "*School Bus Transportation is a Privilege, Not a Right*".

Pupil Transportation will operate according to the following Criteria, listed in order of priority:

1. Safety of pupils
2. Economy of operation
3. Convenience of pupils

Transportation to and from school will be provided to students who live more than 1.5 miles, by the shortest route, from the school property in which they attend. If under 1.5 miles, parents may provide transportation or the student may walk to school. Elementary students may be expected to walk up to,

but no more than ½ mile to reach their designated bus stop. Secondary students may be required to walk up to, but no more than 1 mile to reach their designated bus stop.

There is NO maximum riding time in the law for children in kindergarten through grade 12.

Many factors are taken into consideration when establishing the placement of school bus stops. The primary concern is visibility of the bus to other traffic and the consideration of stopping distances necessary for other motor vehicles in order to accomplish safe loading and unloading of the children. In general, State Law requires 400 feet of clear and continuous visibility on a highway or roadway where the speed limit is more than 35 miles per hour and 200 feet where the speed limit is less than 35 miles per hour. The alternating overhead lights on a school bus, which are used to notify other traffic of an upcoming stop, must by law, be activated 200 feet before the stop. Thus, bus stops must be at least 200 feet apart.

Students must ride their assigned bus and get off at their regular stop unless other arrangements are made in advance. Written requests from the parent/guardian is required for the bus driver and teacher. Such a written request is to include the child's name, date the change is to occur, and the person's name and address of the destination.

Parents should call the Transportation Supervisor at 475-4156 between 7:30 a.m. and 3:30 p.m. (or 475-4714 before or after that time) whenever there are permanent changes, problems or questions. The bus drivers are not allowed to make route or stop changes without prior authorization.

### **Parental Responsibilities Regarding the Bus Stops**

1. Parents are responsible for the safety of your child while going to or from the bus stop & while waiting at the stop for the school bus.
2. Parents are also responsible for any damage by your child to school buses, personal property of others, or public property.
3. Parents are to advise the child that the bus driving is the sole authority on the bus while they are being transported.

If at any time, parents feel that it is unsafe for their children to ride because of inclement weather or road conditions, they may keep their children home. Also, parents are authorized to pick their children up from school and take them home if they feel that it would be unsafe for them to ride the school bus home at the regular school dismissal time. Parents are expected to notify the school and follow appropriate sign out procedures in such instances.

### **Bus Conduct**

Every bus rider must abide by the following rules, or be subject to disciplinary action, which may entail loss of bus riding privileges. The bus driver is in charge of the bus & MUST be obeyed.

1. Students are expected to be at their designated bus stop 10 minutes before the scheduled pick-up time. Buses cannot wait for tardy pupils.
2. Stay off the roadway while waiting for the bus. Form a line to get on the bus. *Behavior at the bus stop is the parent's responsibility.*
3. Bus riders should not move to board the bus until it is completely stopped and the bus door is open. Riders shall follow an orderly procedure when getting on or off the bus.
4. The driver has the right to assign seats. Keep your feet on the floor, out of the aisle and off the seats.
5. All riders shall remain seated when the bus is in motion.
6. Keep all body parts & items inside the bus when the window is open.

7. Shouting, fighting, horseplay & obscene language is forbidden.
8. All riders are expected to help keep the bus clean & sanitary inside.
9. Any damage to the bus, seat covers (\$50 each), etc, shall be paid for by the rider inflicting the damage. A billing will be sent to the home.
10. No smoking or chewing tobacco will be permitted on the bus. Lighters and matches are forbidden.
11. Students must ride their assigned bus and get off at their regular stop unless other arrangements are made in advance. A written request from the parent/guardian is required. Such written request is to include the child's name, date change is to occur, person's name and address they are going to. In case of an emergency, the written request may be waived.

### **Penalties for Infractions**

Riders who violate the bus rules will receive a School Bus/Student Discipline Report Form indicating the infraction. This form will be sent home with the student to be signed by the parent/guardian & is to be returned to the school office the next school day. Bus suspensions are not arranged for the convenience of the parent/guardian. The days designated are not negotiable according to when the parent/guardian can transport their student. This suspension would be from ALL Negaunee buses on the day(s) designated.

#### **First Offense**

- In most cases a verbal and/or written warning will be given to the rider, unless the bus driver judges the offense severe. In this case, the rider will lose riding privileges as outlined in the Second Offense.

#### **Second Offense and Succeeding Offenses**

- The student will be suspended from bus riding privileges, usually starting with 1 day off, however, if deemed severe may be for a longer period of time. The suspension time will progressively increase with each additional infraction, to 3 days off, 5 days off and finally a 10-day suspension. After being suspended for the 10 consecutive days your student will be denied bus riding privileges from all Negaunee Public School buses for the remainder of that school year.

All riders who violate the bus rules will receive a School Bus/Student Discipline Report Form indicating the infraction. This form must be signed by the parent/guardian before the student is allowed back on the bus. Bus suspensions are not arranged for the convenience of the parent/guardian. The suspension days designated are nonnegotiable.

## Lakeview Elementary Parent Involvement Policy

The Lakeview Staff, School Improvement Team, LPTP (Parent Organization), School Helpers Investing In Negaunee Education (S.H.I.N.E.) (Volunteer Organization) and Title I staff continually investigate and implement ways to involve parents and assist them with ways to help their children at home throughout the school year.

Parents are given many opportunities to participate in their child's education at Lakeview Elementary. Lakeview has a parent group called LPTP and this group is integral in planning and implementing many evening and day activities for students and their families. These activities include: Rock n' Read, Open House, Family Reading Night, Title I Parent Workshops, Friendship Festival, Talent Showcase and Ice Cream Social, Book Fair, Field Trip Opportunities, 4th grade Transitional Meeting, YMCA Before and After School Program, Trimester Awards Assemblies, Family Picnic, Grade Level Plays, LV Chorus, and LV Orchestra. There are opportunities for parents to join the volunteer organization. This group is diverse and committed. It welcomes all parents and community members to participate. Parents are encouraged to observe and interact with their children in the classroom and Title I learning environment. Childcare is provided for parents during LPTP meetings.

A School-wide Open House is held annually to welcome parents and students. It allows a face-to-face visit with each classroom teacher to hear about the upcoming school year. An annual Title I Parent Meeting is also held, prior to the Open House. The purpose of Title I is explained, staff introduces themselves and explains how they support students at each grade level. Title parents are told about the curriculum and receive information on how to access guides and websites to help support their students learning. The School-Family Compact is provided which outlines how parents, staff, and students will share the responsibility for improved student achievement. Handouts on literacy and math websites are provided, so parents can access information and activities to support their child's progress in the curriculum.

Parents are encouraged to participate in parent/teacher conferences held in November of each school year. Additional parent/teacher meetings are held when needed. Parents are also encouraged to attend Title I activities when offered. Summer Send Off folders are provided to parents with activities to work on over the summer with their children. Each year the School Improvement Team strives to develop more opportunities for parents and community members.

Communication is encouraged between parents and the school through newsletters. *The Communicator* is a bimonthly newsletter meant to review what is happening at Lakeview and to inform parents of upcoming events. Additionally, a school website will be developed with a specific link for Title I parents. This link will include literacy, math, science and social studies apps and websites to help parents work with their children. Teachers also send home classroom newsletters making connections to curriculum, which encourage parents to volunteer and make the home school connection. When parents cannot attend meetings regarding Title I or Special Education, school members reach out and perform home visits to increase positive communication between home and school.

Parents are encouraged to email teachers and Title I staff with ongoing specific questions or concerns. Phones and computers are available in every classroom for easy access to teachers and Title I staff. Parent-teacher conferences for all students are held at least annually. Additional meetings are scheduled, as needed, for students experiencing difficulty at school, either academically or behaviorally. The compact is discussed and specific student recommendations are shared between staff and parents to meet the needs of the students

When students are having difficulty beyond what Title I services can address, a Child Study Process begins. This begins with a meeting that involves parents. At these meetings, all stakeholders provide input and develop a plan to address the student's needs.

Program implementation ultimately rests with the Principal, Title I Coordinator, Special Education Coordinator, School Improvement Team Co-Chairs, Volunteer Coordinator and LPTP President. All stakeholders work cooperatively and communicate effectively to maximize parent involvement. Annual primary activities are: Rock n' Read, Open House, Family Reading Night, Title I Parent Workshops, Friendship Festival, Talent Showcase and Ice Cream Social, Book Fair, Field Trip Opportunities, 4th grade Transitional Meeting, YMCA Before and After School Program, Trimester Awards Assemblies, Family Picnic, Grade Level Plays, LV Chorus, and LV

Orchestra. Families with children in early childhood programs are encouraged to participate in Head Start, district playgroups, family picnics and all other evening and afterschool events. We have one parent with limited English proficiency and an interpreter available when needed to allow for full opportunities for participation. We don't have parents with disabilities or parents of migratory children but we do have an advocate available and will provide full opportunities for participation of such parents if this were to come to actuality.

Parents are given opportunity to respond through surveys each year. They provide feedback regarding what information they need to support their child's learning and how to become involved in school activities. Parents are encouraged to attend all Title I meetings to review and make changes on the Target Assisted Plan each year. Meeting agendas always include a review of what Title I services provide and how parents can be involved. Parents are encouraged to complete the surveys and ask their children their opinions on how Title I services could improve.

Parents are connected to PowerSchool, which is our student management system. They have complete access to monitor their children's grades and progress throughout the entire year. Progress reports are provided to parents in grades 3-4 in the middle of each trimester. Progress reports are provided to parents on all Title I students at the end of each trimester. Progress reports include current assessment data and indication of whether the student will continue to receive Title I support or be exited from the program. Progress reports break down the assessments used, the current level the student is functioning at, and the end of year goal for the student's grade level. State assessment data is given to parents when the state allows such release. This data is accompanied by an explanation of how to interpret the data. In the school newsletter parents are encouraged to contact the teacher and/or principal if they would like further clarification. Parents review report cards and progress report structures and provide feedback as to its usefulness via surveys and communication with the School Improvement Team.

Parents, through annual Title I meetings, parent group meetings, surveys, and participation on the School Improvement Team help develop the School-Parent Compact by providing ideas and changes they feel will better serve their children. Although the parent number is low the ideas have been beneficial to forming the compact and suggestions are implemented in a timely manner. The School/Parent/Student Compact is included in the Parent/Student Handbook. Title I staff and teachers encourage signing of the compact by each student and parent at the beginning of the school year. This compact is reviewed at Parent Conferences for each and every parent and student at Lakeview. Additional evening learning opportunities will be made available to our parents in the 2015-16 school year with our Title I aides a minimum of three times.

The parent involvement components of the targeted plan are evaluated in the following ways: parent group meetings in the fall and spring, Title I meetings in the fall, winter, and spring, and surveys of Title I parents. Suggestions and comments submitted are reviewed by the Lakeview Staff, School Improvement Team, LPTP (Parent Organization), and Title I staff. Through LPTP our parents also provide input and suggestions for teacher trainings and professional development.

Survey results revealed that parents were very satisfied with the additional opportunities to interact in their child's education but would like even more opportunities. It showed that would like more opportunities to learn skills to help their students. These results are used to guide our plans and presentations for parents each school year specific to Title I students. We respond to suggestions and concerns when they occur.

A current schedule of what is happening at Lakeview can be viewed by reading *The Communicator* online at <http://www.negaunee.k12.mi.us/lakeview-elementary/communicator>.

Reviewed: May 2015

## **School/Parent/Student Compact**

Two copies are included. Please sign both. Please keep one copy for your reference at home and send the other to school.

### **School Responsibilities:**

- Provide all students with high quality curriculum and instruction.
- Promote enthusiasm for reading and writing on a regular basis.
- Provide a supportive learning environment and maximum opportunity for all students to successfully meet grade level content expectations.
- Maintain regular communication regarding student performance.
- Model, teach, and help students follow school and classroom rules.
- Provide opportunities for parents to volunteer, participate, and/or observe in school activities.

\_\_\_\_\_  
Classroom Teacher Signature

\_\_\_\_\_  
Principal Signature

### **Parent Responsibilities:**

- Be supportive of my child's learning.
- Encourage my child to complete all homework assignments and provide support as needed.
- Encourage our family to read and write regularly with enthusiasm.
- Monitor attendance, healthy eating habits, and proper amounts of sleep.
- Volunteer in my child's classroom and/or participate in school activities, as I am able.
- Stay informed about my child's education and communicate with the school.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

### **Student Responsibilities:**

- Attend school regularly, be ready to learn, and do my best work.
- Respect my family, teachers/school staff, and fellow students.
- Complete and turn in my assignments on time, and ask for help when I do not understand.
- Read and write regularly with enthusiasm.
- Give my parents all letters/notices received by me from school every day and keep them informed of school activities.

\_\_\_\_\_  
Student(s) Signature

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- Encourage our family to read and write regularly with enthusiasm.
- Monitor attendance, healthy eating habits, and proper amounts of sleep.
- Volunteer in my child's classroom and/or participate in school activities, as I am able.
- Stay informed about my child's education and communicate with the school.

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Parent(s)/Guardian(s) Signature

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- Respect my family, teachers/school staff, and fellow students.
- Complete and turn in my assignments on time, and ask for help when I do not understand.
- Read and write regularly with enthusiasm.
- Give my parents all letters/notices received by me from school every day and keep them informed of school activities.

\_\_\_\_\_  
Student(s) Signature

## Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems
- Double vision
- Blurry vision
- Sensitivity to light
- Sensitivity to noise
- Sluggishness
  - Hazziness
  - Fogginess
  - Grogginess
- Poor concentration
- Memory problems
- Confusion
- "Feeling down"
- Not "feeling right"
- Feeling irritable
- Slow reaction time
  - Sleep problems
- Appears dazed and stunned
- Disoriented or confused
- Forgets an instruction

**UNDERSTANDING** Information for parents and students (Content meets MDCH requirements)

# CONCUSSION

## What is a concussion?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. It can also be caused by the shaking or spinning of the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away.

## If you suspect a concussion

**1. SEEK MEDICAL ATTENTION RIGHT AWAY** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports.

## 2. KEEP YOUR STUDENT OUT OF PLAY

Concussions take time to heal. Don't let the student return to play the day of the injury and until a health care professional says it's OK. Students who return to play too soon-while the brain is still healing-risk a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime.

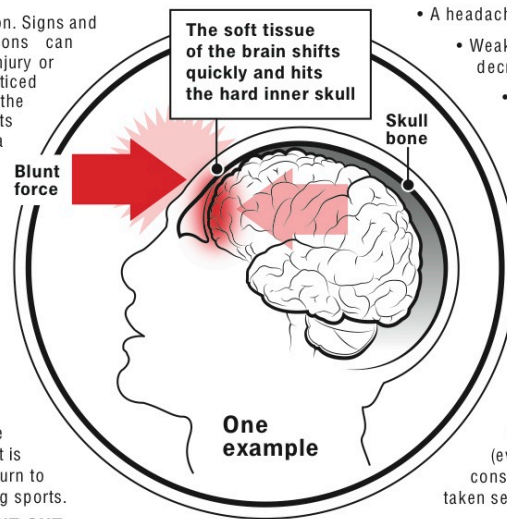
## 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION

Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

## Concussion danger signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)



## How to respond to a report of a concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion.

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

Sources: Michigan Department of Community Health and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

# !!! WHEN IN DOUBT...SIT OUT !!!



***Advisory To Parents / Guardians  
Pest Management***

Dear Parent or Guardian:

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Lakeview Elementary School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school. The second method will be by the method(s) checked below:

- Posting in a public, common area of the school or day care center, other than an entrance. We will post in the main entrances of the specified school building.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian of a student of the school / day-care center or a message is recorded on an answering machine.
- Providing the students of the school or children of the day-care center with a written notice to be delivered to their parents or guardians.
- Posting information on the school's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

**REQUEST FOR ADVANCE NOTIFICATION BY FIRST CLASS MAIL**

Dear Parent / Guardian:

Complete this form **ONLY** if you are requesting advance notification of a pesticide application by United States Postal Service first-class mail.

Please be advised that you **WILL** receive notice via the methods identified in the annual advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail, postmarked at least 3 days prior to the planned treatment, please complete the information on the following form and submit it to:

Lakeview Elementary School      200 Croix Street      Negaunee, MI 49866

\*\*\*\*\*

**I wish to receive a prior notice of any pesticide application to the school or day care center by first-class mail.**

PARENT NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, ZIP \_\_\_\_\_

DAY PHONE # \_\_\_\_\_

EVENING PHONE # \_\_\_\_\_

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school building.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PERMISSION TO GIVE OVER THE COUNTER MEDICATION**

**Lakeview Elementary School**

**(RETURN THIS FORM)**

**Student Name:** \_\_\_\_\_ **Grade/Teacher:** \_\_\_\_\_

- Occasionally a child may require first aid treatment or may experience mild discomfort due to a mild ailment or injury while at school. It may not be necessary to leave school for this and may be easily treated with over the counter medications.
- In order to keep students comfortable while in school with minor complaints such as a headache, minor cuts, scratches, stomachaches etc., there are over the counter remedies that *may* be available in the nurse’s office.
- If an oral medication is administered, you will be notified by a note suggesting the time given and reason for giving it. However, in order to give your child any medication we must have your permission.
- We use generic Tylenol or Motrin as an aspirin substitute because Aspirin is not safe for students under the age of 18 years.
- Other over the counter treatments that *may* be available are: Antibiotic ointment, Hydrocortisone cream, Benzocaine oral pain relief, cough drops, Benadryl, Vaseline/Aquaphor, antiseptic wash, aloe vera gel, Visine eye drops, first aid eye wash, and TUMS (antacid tablets).

**PERMISSION TO GIVE OVER THE COUNTER MEDICATIONS**

I have discussed this with my physician and I am giving permission for my child to be given the over the counter medications that are listed if regarded necessary by the school nurse or a staff member trained to administer medication/first aid. I will be notified if my child’s complaints are more severe.

I release and agree to hold the Negaunee Board of Education, it’s officials, and it’s employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

I understand that if my child requires/requests frequent use of these medications, the school may request that I supply the medication.

**Please check one of the following:**             **I DO**             **I DO NOT**

By signing you acknowledge and agree with the choice and terms listed above.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Name

\_\_\_\_\_  
Phone

Please complete this form and return to school. All policies and rules apply even though they are not cited.

Student(s) Name \_\_\_\_\_ Parent(s) Name \_\_\_\_\_

CODE OF CONDUCT

I agree that I have read and reviewed Lakeview Elementary School's Parent/Student Handbook, including the Code of Conduct, and that I will abide by the rules and policies as set forth in the code.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

PERMISSION TO PHOTOGRAPH

Please check one ONLY:

- I grant permission for Negaunee Public Schools to photograph and/or videotape my child and my child's work as part of the educational program produced by the district. This may include, but not limited to, newsletters, media releases, and website information. I understand that my child's image, name, school, and grade may be revealed.
I DO NOT grant permission for Negaunee Public Schools to photograph and/or videotape my child and my child's work as part of the educational program produced by the district. CHECKING THIS BOX INDICATES THAT YOUR CHILD WILL NOT APPEAR IN LAKEVIEW'S YEARBOOK.

Approval by Guardian \_\_\_\_\_ Date \_\_\_\_\_

FIELD TRIP PERMISSION

I grant permission for my child to participate in field trips sponsored by Negaunee Public Schools, which will take my child away from the school premises. I understand this approval is for the school year and my child's teacher prior to each field trip will notify me.

Approval by Guardian \_\_\_\_\_ Date \_\_\_\_\_

COMPUTER TECHNOLOGY AND NETWORK/ACCEPTABLE USE AGREEMENT

I agree to follow the rules outlined in the Lakeview Elementary School's Computer Technology and Network/Acceptable Use Policy as included in the Parent/Student Handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

LUNCH POLICY ACKNOWLEDGMENT

I have read and understand the Lakeview Elementary School lunch policy.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and Students Provided by Lakeview Elementary.

Guardian Signature \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_