

JOHN R. RODGER

Elementary School



Student Handbook

2011-2012

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**John R. Rodger Elementary School
Dedicated February 20, 1972
In honor of Dr. John R. Rodger (1905-1988)**

**Who was Dr. Rodger?
And**

Why would a village care enough about a local doctor to name a school in his honor years before he died?

Dr. John R. Rodger and his wife Katherine drove into Bellaire in 1935 in a 10-year-old Chevy – planning to stay for one year before they would become missionaries to China. Although they never made it to China, Bellaire was truly blessed with the Rodgers’ presence for 45 years. They had three children – Mary Jean, Eleanor Jo and James Lowell Rodger. Dr. Rodger and his wife touched the lives of many and inspired them to goodness. If you ask the people who knew “Dr. John”, as he was commonly known, you will hear stories of kindness, thoughtfulness, generosity, and love that he and his wife bestowed upon the community. “He was positive, nurturing, nonjudgmental, humorous, friendly, full of concern, an advocate of peace and brotherhood,” according to Loraine Anderson, a Record Eagle city editor. Dr. John was famous for sending hundreds of typewritten notes of praise and encouragement on prescription pad paper. He delivered over 2,300 babies sometimes going back into the woods with skis and snowshoes to do so. Dr. Rodger was a dedicated Christian, humanitarian, and at one time Bellaire’s only general practitioner. “He was the kind of person who should live forever,” said Laura Dunson a former Antrim County clerk.

When he retired (at the age of 73) in September of 1978, over 1,000 residents, including some in wheelchairs, came to his doorstep to bid him farewell at midnight and to say thank you for his years of healing both body and soul. It was raining, bells were ringing, sirens blowing and the high school band was playing. He spoke about his last day of practice that started at 4:30AM with a house call to an elderly woman on Torch Lake. On the way back to the village of Bellaire he stopped at his brother-in-law’s cottage and watched the sunrise. “Going back into town, on the hill overlooking Bellaire,” Dr. Rodger said, “I could see the first glow of sunrise and it was like a new dawn, a new stage. Then I knew the recipe for retirement. You go back and live in the old days much as you look in a photo album. You enjoy it, have memories, but you don’t live in that album. You go forward and find joy in living.”

Dr. John lived what he believed – in God and family. He spoke out for civil rights and against war and the instruments of war. Just as Dr. John R. Rodger made a difference in the lives of so many, it is our hope to make a difference in the lives of all children who enter the elementary school that proudly bears his name. We hope to do that with kindness, thoughtfulness, generosity, and love, so that in some small way Dr. John can live forever.

Dear Students and Parents,

Welcome to the 2011-2012 school year at John R. Rodger Elementary School!! Through the cooperation of students, parents, staff, and the community we will continue to make Bellaire Public Schools the best place to be!!

Traditional time-tested educational techniques, new best practices, and many hands-on materials are combined with new technology in order to encourage intellectual curiosity and to build a solid foundation for future challenges. It is my hope that all children will have a sense of pride, will treat others with kindness, will be honest, will share with those in need, will care for the environment, and will have the courage to do the right thing. The community of Bellaire has a long-established history of supporting public education. As partners we will continue to work together to create a safe, caring environment where students can grow academically, emotionally and socially in order to meet an ever-changing world.

Sincerely,

Mrs. Kristi Poel, Principal
John R. Rodger Elementary School

MISSION STATEMENT

BELLAIRE PUBLIC SCHOOLS

The mission of the Bellaire Public School community is to provide an environment which develops self-sufficient and productive citizens that can adapt to a challenging and changing world

Bellaire Public Schools Calendar
2011-2012

| | |
|-----------|--|
| 9/6 | First Student Day: Full Day |
| 9/14 | Open House (6-7:30 Elem, 6:30-8:00 MS/HS) |
| 10/12 | Elem./MS/HS PT Conferences (4:30-7:45 PM) |
| 10/13 | Elem./MS/HS PT Conferences (4:30-7:30 PM) |
| 10/14 | ½ day for students and staff |
| 11/4 | End of 1 st Marking Period |
| 11/7 | No School for students: Regional Staff Development Day |
| 11/23-25 | No School: Thanksgiving Recess |
| 11/28 | School Resumes |
| 12/22-1/2 | No School: Winter Recess |
| 1/3 | School Resumes |
| 1/20 | ½ day for students; End of 1 st Semester |
| 2/16 | Elem./MS/HS PT Conferences (4:30-7:45 PM) |
| 2/20 | No School: President's Day (Mid-Winter Break) |
| 2/23 | Elem./MS/HS PT Conferences (4:30-7:30 PM) |
| 3/22 | End of 3 rd Marking Period |
| 3/23-3/30 | No School: Spring Recess |
| 4/2 | School Resumes |
| 4/6 | Good Friday (No School) |
| 5/28 | No School: Memorial Day |
| 6/4 | ½ day for Students (Exams) |
| 6/5 | Last Day of School: ½ day for Students |
| 6/8 | Graduation @ 7:00 pm |

| | | |
|------------------------------|-------|--------------|
| Regular School Day Schedule: | Elem | 8:05 - 3:02 |
| | MS/HS | 8:00 - 2:50 |
| ½ Day School: | Elem | 8:05 - 12:00 |
| | MS/HS | 8:00 - 11:45 |

STAFF
533-8916

| Bellaire Public Schools Administration | Phone Ext. |
|---|-------------------|
| Jim Emery, Superintendent / High School Principal | 223 |
| Kristi Poel, K-8 Principal | 231 |

Bellaire Board of Education

| | |
|-------------------------------|------------------------|
| Scott Steiner, President | Walt Mann, Trustee |
| Tim Underwood, Vice-President | Mike Robinson, Trustee |
| Patricia Savant, Secretary | Tony Martinek, Trustee |
| Rob Silk, Treasurer | |

This group is elected by the residents of the school district. It is their obligation to organize and direct the many activities that are entailed in the administration of the school. There are seven members of the Board of Education in the Bellaire community.

| John R. Rodger Elementary School Faculty | Phone Ext. |
|---|----------------------|
| Kindergarten: | Eleanor Holbel 273 |
| 1 st Grade | Rebecca Benson 283 |
| 1 st / 2 nd Grade | Karen Smolinski 271 |
| 2 nd Grade | Judy Schieber 280 |
| 3 rd Grade | Cindy Mason 269 |
| 3 rd / 4 th Grade | Willa Graham 292 |
| 4 th Grade | Sue Mills 267 |
| 5 th Grade | Kelli Hammond 272 |
| 5 th Grade | Kelley Halverson 252 |
| Physical Education | Ron Bindi 259 |
| Resource Room | Kim Frank 278 |
| Counselor | Dave Lewandowski 250 |
| Title 1 | Jill Beatty 293 |
| Music Education | Tom Golden 243 |
| Speech and Language Therapist | Jean McCormick 266 |
| Transportation | Rich DeGiuli 275 |

| Elementary Support Staff | Phone Ext. |
|---------------------------------|----------------------------------|
| Secretary: | Barbara Castle 230 voicemail 330 |
| Support Staff: | Alice DeGiuli 274 voicemail 302 |
| | Shelli Guthrie voicemail 306 |
| | Julie Goodwin voicemail 307 |
| Food Service: | Patty Graham 244 |

WAYS TO HELP YOUR CHILDREN LEARN

1. Stress the importance of education.
2. Show an interest in events told and papers brought home.
3. Talk things over with your child. Discuss concerns openly with the teachers and administration.
4. Provide educational materials for your child's use at home.
5. Encourage your child to succeed in school by putting forth his/her best effort.
6. Read to and listen to your child read regularly.
7. Make sure to use the public library on a regular basis.
8. Have regular eating times, sufficient amount of time for sleep, and a quiet time for reading.
9. Frequent reading at home by family members provides a good model for children. Let them see you reading and enjoying it.
10. Guide your child in the selection of television programs. Watch and discuss programs together when possible. Limit the time for television and be sure your child is active in other things: reading, arts and crafts, outdoor games and activities.
11. A child's behavior at school is quite often a reflection of his or her behavior at home. A positive parental attitude regarding correct school behavior will help a child adopt a good attitude while at school.
12. Consider yourself part of the teaching team – work with us for the best education of your child.

INTRODUCTION

This handbook contains some of the basic guidelines for students to follow to be successful at John R. Rodger Elementary School. It is intended to communicate some of the expectations that we hold for students and, in turn, provides for students an indication of what they can expect while a student at John R. Rodger Elementary School. The handbook is not a policy manual (policy manual available online on the schools website bellaire.k12.mi.us - Click on “central office” and then click on “policy manual”); it is, however, based on the policies that have been developed and enacted by the Board of Education. As a guide it provides a direction for activities and identifies the outcomes that we expect when we work together as a team of learners, parents, and educators. While it is impossible to anticipate every event that can take place in a given school year, we have attempted to address at least the major issues. Please refer to the handbook as needed to answer your questions relative to the elementary school program.

The administration will provide greater detail or information upon request. Please do not hesitate to call if we can be of assistance. We expect a great year and will do our part to see that every student is successful.

SCHEDULE

| | |
|-----------------------|--|
| 7:45 a.m. | Office Opens |
| 7:50-8:00 a.m. | Student Supervision Begins (side drop off) / Busses Arrive Breakfast Served |
| 8:00 a.m. | Bell Rings |
| 8:05 | School Starts / Tardy Bell |
| 11:00 a.m.-12:20 p.m. | Lunch |
| 3:02 p.m. | Dismissal |
| 4:15 p.m. | Office Closes (after 4:15 <u>DIAL EXT. 230 or 231 for assistance</u>) |

ARRIVAL TIME / AM PARENT DROP OFF

Elementary students who live within walking distance of the high school are required to take a bus from the high school to the elementary school. They should arrive at the high school no later than 7:45 a.m. in order to ride a bus. Due to heavy morning traffic between the school buildings, elementary students are not allowed to walk, skateboard or ride a bike from the high school to the elementary school.

Parents may transport children to the elementary school. Please use the athletic complex driveway just beyond the elementary school. Students can only be dropped off at the media center entrance. Students can only be dropped off if an adult is present. Supervision begins at 7:50am. Due to the number of students that are dropped off daily, please have your child ready to exit your vehicle when you arrive. Students should only exit from the passenger side of the vehicle. Form only 1 lane to drop off students. The circle drive will be used in the morning for buses only. Students are not allowed on the playground in the morning.

Please do not use the front door if you are bringing your child to school. For safety reasons, if you are bringing your child to school in the morning or dropping them off from now on **YOU MUST** use the side entrance. An adult is there starting at 7:50am. If you walk your children into the school in the morning – please park on the side of the building and walk your child across to where the adult is waiting. If your child eats breakfast – they may enter the building immediately. If you want to wait with your child – please feel free to walk your child across and wait with the other children or wait with your child in your car until the bell rings and then walk your child across. Otherwise the adult is there to supervise the children until the bell rings at 8:00a.m.

****If you need to come to the office in the morning for any reason please park in the side parking lot and enter through the side door so that we do not have students or parents using the staff parking lot with the number of vehicles already entering in the morning or entering the school by walking across the bus drop-off area. Thank you for your understanding and cooperation with this matter.**

DISMISSAL TIME

School dismisses at 3:02 p.m. Busses will park in the circle drive in front of the school. Please use the athletic complex driveway just past the elementary school. An adult will wait with all of the students who are being picked up. Please form one lane of cars.

ATTENDANCE

John R. Rodger Elementary Attendance Policy

We recognize the inherent value of consistent student attendance and its overall impact on learning and the educational environment. Attendance and the completion of required schoolwork leads to academic success. Regular school attendance is the responsibility of parents / guardians. Students who are absent are obligated to make up missed work. Students will generally be given one day for each day absent to make up work.

Regular school attendance is the responsibility of the parents/guardians. The school's obligation is to keep parents informed of student absenteeism. Although it is the parent's obligation to determine when and why a student should be absent, absences are best limited to times of illness. Parents are to notify the school by the end of the school day following their child's absence. This notification should be in the form of a note or a telephone call. The school telephone number is 533-8916.

Michigan's Compulsory Attendance Law recognizes the educational value in students regularly being in attendance in their classes. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline, and responsibility in students. Interaction between students and staff and involvement in the total school environment, are critical parts of the learning process and, therefore, depend on the students' presence in the classroom. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable upon graduation.

Please notify the elementary school secretary (533-8916 x330 24-hour voicemail) or send a note to school within 24 hours to excuse your student's absence.

8:05 a.m. and 9:05 a.m. - Tardy (3 tardies = 1 absence)

9:06 a.m. – Lunch - ½ Day Absent*

Students who arrive in the afternoon within the 60 minutes after their class has gone to lunch will be considered p.m. tardy. If a student arrives more than 60 minutes after their class has gone to lunch, they will be considered ½ p.m. absent.**

*Students who miss 61 minutes or more of school anytime before lunch are considered a.m. absent.

**Students who miss 61 minutes or more of school anytime after lunch are considered p.m. absent.

Attendance Awards

Excellent Attendance 0 or 1 absence (3 tardies = 1 absence)

Good Attendance 2 or 3 absences (3 tardies = 1 absence)

Excessive Absences and Tardiness

Absence Monitoring and Action: Teachers are required to inform the school secretary the names of each student who is tardy or absent from class. Parents will receive notification when their child's attendance or tardiness advances to certain levels. Parents will be encouraged to call and arrange a meeting with the counseling office or building principal to discuss the reason for the excessive absences or tardiness.

If such tardiness or absenteeism continues the school liaison officer may be notified.

Late Arrival / Early Dismissal

If your child will be arriving late or leaving early, please send a note to school. The school is responsible for the safety of all children. Therefore students will check-in late and check-out early at the elementary office. Any adult who is picking up a child early must come into the school and sign a child out with the elementary secretary. For the safety of students, only adults listed on a student's emergency form will be allowed to pick up children, unless we receive a note or phone call indicating otherwise.

Waiting By The Office At The End Of The Day

If you are waiting inside the building at the end of the school day to pick up your child we require that you wait by the office. Please do not go to your child's classroom. This is a very busy time of the day for the students and teachers and we don't want to have any distractions that would take away from the end of the day directions, bus notes, gathering of belongings, and other important activities that take place right at the end of the school day. This also makes a safer environment for all students as we monitor who is inside the building and where they are.

Divorced / Separated / Single Parent Households

If you are a single parent or are in the process of divorce proceedings and your child's mother / father is not allowed to visit, talk on the phone, have a teacher conference, receive written information from the school, or remove your child from school property we **MUST have court documentation** that specifically states that information. Otherwise we do not have the authority to stop visitation, conversation, teacher conferences, stop written information sent from the school, or pick-up by a parent.

Family Trips

Bellaire Public Schools recognizes the value of family trips and vacations. We ask that parents who plan trips during nonscheduled school breaks contact the teacher as soon as possible to notify them of the dates the child will be absent. Much of the instruction at the elementary level is discussion and teacher directed activities. Frequently daily classroom assignments will change at the elementary level, depending on the particular group's understanding of the material. **Thus, it is difficult to provide exact make-up work in advance. Teachers are not required to provide any make-up work in advance.** They will, however, keep track of what is taught during your vacation and determine what needs to be made up after your return. Some suggestions for trip activities include: scrapbook, daily diary, photography, and letters to the class. Students may also want to share an oral or written report when they return.

BEHAVIOR / CITIZENSHIP / RESPONSIBILITY

Philosophy

A safe and orderly school environment is important to the educational achievement of all children. To provide a safe and healthy school, we encourage high standards for student behavior. To achieve a safe and healthy school environment, we expect children to follow the guidelines listed below. We believe these rights and responsibilities provide students with the basis of gaining an understanding about their needs and the needs of others. It is our basic premise that students will be able to develop life-long citizenship skills.

My Rights:

- The right to be treated with respect in this school.
- The right to be safe in this school.
- The right to be told the truth.
- The right to expect the property of this school to be safe.
- The right to hear and be heard in this school.
- The right to learn and expect others to help me.
- The right to be treated with reason.
- The right to learn and grow to the best of my ability.

My Responsibilities:

- The responsibility to treat others with respect in this school.
- The responsibility to help make this school safe.
- The responsibility to tell the truth.
- The responsibility not to steal or destroy the property of others.
- The responsibility to help maintain a calm and quiet school.
- The responsibility to learn and allow others to help me.
- The responsibility to obey reasonable requests of those who have responsibility for me.
- The responsibility to do my best.

When student behavior is inappropriate, the student will be assisted in correcting the behavior and shall be encouraged to learn a better, more productive way to deal with situations. Failure to meet student responsibilities may face the following disciplinary measures: deny participation in special school activities, detention, behavior contracts, suspension, or expulsion.

DISCIPLINE

Philosophy

The objective of student discipline is to provide a safe and healthy school environment in which teachers can teach and students can learn. The Board of Education approves the use of Behavior Rubrics for students who violate the district's code of conduct.

Discipline Guidelines

John R. Rodger Elementary School places a strong emphasis on building a safe and healthy learning environment. Consequences are designed to encourage all students to adhere to their responsibilities as citizens of the school community. Every consequence is an opportunity to learn. Children will always be treated fairly. However, the same consequence may not always fit the same misconduct. A Behavior Rubric (one for grades K-2 and one for grades 3-5) will be utilized. Each incident will be dealt with individually with the following considerations:

- ✓ Student's age
- ✓ Student's attitude
- ✓ Seriousness of the misconduct
- ✓ Frequency of the misconduct
- ✓ Effect / potential effect of the misconduct on the school environment
- ✓ Requirements of Section 504 plan
- ✓ Requirements of Individualized Education Plan
- ✓ Other

Consequences may be greater based upon what the student has done relevant to Board Policy. The policy handbook is available on the school's website (bellaire.k12.mi.us). Click on "Central Office" and then click on "Policy Manual."

Minor incidents of rule breaking may be handled in the classroom and the playground with warnings and intervention steps at the lowest level to alleviate the problem. If this doesn't work we will initiate the steps of the Behavior Rubric. The Behavior Rubric will be displayed in all classrooms.

Parent Involvement

Parents are involved at every step** of the Behavior Rubric (except for Level 1 – 1st time offense) because we believe that parents will want to know about their child's behavior and consequence(s) at each level and each step. Students will be responsible for calling home / work to discuss the situation with a parent. This parent contact will make them aware of the present consequence(s) and the consequence(s) of the next step. We want parents to hear the information from the student. This phone call will also help alleviate some anxiety as students will usually worry the rest of the day about having to tell their parents when they get home.

On the 4th and 5th offense level you will notice that parents or another adult may be required by the classroom teacher or principal to come and spend some time in the classroom with the student before he / she can return to school independently. This is designed for parents or another adult to become an integral part of the transition process back into the regular school day. If a student is on the 4th or 5th offense at a particular level, we believe some adult guidance and assistance may be needed in order for the student to gain confidence in the educational setting.

While they may, NOT all consequences always occur at each level on the behavior rubric. (For instance a student on the second step may only have to call his/her parents and fill out a responsibility sheet, but not have to miss recess.)

**There may be some infractions that may only require a visit to the office without a phone call home. These will be at the principal's discretion. A visit to the principal may result in a warning, a short discussion, an apology, a missed recess, a responsibility sheet for a student to fill out and have a parent sign, or another minor consequence.

| Level | Behavior | First Time | Second Time | Third Time | Fourth Time | Fifth Time |
|-------|--|--|---|--|--|---|
| 1 | Teasing, Mild Harassment, Minor Property Damage, etc... (name-calling, insulting, insubordination, rumors, mean faces, interfering with learning time of others, obscene gestures, writing on desks, cheating, provocative behavior, lying, stealing, or other behavior or language that would hurt others' feelings or make them feel bad about themselves) | <ul style="list-style-type: none"> ✓ Warning | <ul style="list-style-type: none"> ✓ 1 inside recess ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 2 inside recesses ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 3 inside recesses ✓ Student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the school day ✓ Student calls parents ✓ Responsibility sheet ✓ In order for student to return to class, a parent may need to spend 2 hours transition in classroom with student ✓ Parent conference ✓ Behavior plan |
| 2 | Mild Physical Contact (hitting, pushing, slapping, spitting, grabbing, throwing objects, etc...) | <ul style="list-style-type: none"> ✓ 1 inside recess ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 2 inside recesses ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 1 after school detention or 3 inside recesses ✓ Student goes home for the rest of the school day ✓ Student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the school day + 1 day suspension ✓ Student calls parents ✓ Responsibility sheet ✓ In order for student to return to class, a parent may need to spend ½ transition day in classroom with student ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Multi-disciplinary team referral ✓ Behavior plan |
| 3 | Severe Physical Contact, Severe Harassment, Destruction of Property (punching, biting, kicking and similar behavior that may injure others; racial, ethnic, sexual or other forms of harassment behaviors that create a "fearful climate"; destruction of property) | <ul style="list-style-type: none"> ✓ 2 inside recesses or ½ day suspension ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 2 after school detentions or 4 inside recesses ✓ Student goes home for the rest of the day + 1 day suspension ✓ Student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the day ✓ Plus 2 day suspension ✓ Student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the school day ✓ Plus 3 day suspension ✓ Student calls parents ✓ Responsibility sheet ✓ In order for student to return to class, a parent may need to spend 1 transition day in classroom with student ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Multi-disciplinary team referral ✓ Behavior plan |

| Level | Behavior | First Time | Second Time | Third Time | Fourth Time | Fifth Time |
|----------|---|--|--|---|--|---|
| 1 | <p>Teasing, Mild Harassment, Minor Property Damage, etc...</p> <p>(name-calling, insulting, insubordination, rumors, mean faces, interfering with learning time of others, obscene gestures, writing on desks, cheating, provocative behavior, lying, stealing, or other behavior or language that would hurt others' feelings or make them feel bad about themselves)</p> | <ul style="list-style-type: none"> ✓ Warning | <ul style="list-style-type: none"> ✓ 1 inside recess ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 2 inside recesses ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 1 after school detention ✓ Student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the school day ✓ Student calls parents ✓ Responsibility sheet ✓ In order for student to return to class, a parent may need to spend 2 hours transition in classroom with student ✓ Parent conference ✓ Behavior plan |
| 2 | <p>Mild Physical Contact</p> <p>(hitting, pushing, slapping, spitting, grabbing, throwing objects, etc...)</p> | <ul style="list-style-type: none"> ✓ 1 inside recess ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 2 inside recesses ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 1 after school detention ✓ Student goes home for the rest of the school day ✓ Student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the school day + 1 day out of school suspension ✓ Student calls parents ✓ Responsibility sheet ✓ In order for student to return to class, a parent may need to spend ½ transition day in classroom with student ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Multi-disciplinary team referral ✓ Behavior plan |
| 3 | <p>Severe Physical Contact, Severe Harassment, Destruction of Property</p> <p>(punching, biting, kicking and similar behavior that may injure others; racial, ethnic, sexual or other forms of harassment behaviors that create a "fearful climate"; destruction of property)</p> | <ul style="list-style-type: none"> ✓ 2 inside recesses ✓ 1 after school detention or ½ day suspension ✓ Student calls parents ✓ Responsibility sheet | <ul style="list-style-type: none"> ✓ 2 after school detentions ✓ Student goes home for the rest of the day + 1 day suspension ✓ Student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the day ✓ Plus 2 days suspension student calls parents ✓ Responsibility sheet ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Student goes home for the rest of the school day ✓ Plus 3 days suspension ✓ Student calls parents ✓ Responsibility sheet ✓ In order for student to return to class, parent may need to spend 1 transition day in classroom with student ✓ Parent conference ✓ Behavior plan | <ul style="list-style-type: none"> ✓ Multi-disciplinary team referral ✓ Behavior plan |

Inside Recess

Assigned inside recess time will be a quiet time for reflection, writing apologies, filling out a responsibility plan, developing a plan for success, or working on classroom assignments.

Detention

Parents will be given 24 hours notice (by phone) if their child has been assigned an after school detention.

Responsibility Sheet

The responsibility sheet will be filled out by the student and may need to be signed by a parent / guardian. Younger students may need to draw pictures or give oral answers to the teacher, an adult aide, a parent, a counselor, or the principal to write down. These responsibility sheets will be kept in the principal's office and / or CA60 file.

Multidisciplinary Team

On Levels 2 and 3 of the Behavior Rubric the fifth step may be calling together a multidisciplinary team to create a plan for success. This team may include some or all of the following: parent, teacher, student, a behavior specialist from TBAISD, principal, school liaison officer, school social worker, school psychologist, school counselor, Mancelona Family Resource Center representative, Antrim Kalkaska Community Mental Health representative, and any other resource person that may be needed to help complete a plan for success. Referral to an out-of-school agency may be made whenever it is felt that such an agency or person will be of assistance in the solution of a discipline problem. Bellaire Public Schools is not responsible for any payments for services outside of school.

Unacceptable Behaviors

Consequences for unacceptable behaviors may result in a suspension from school or recommended expulsion with due process, and monetary reimbursement where appropriate. The severity and frequency of failure to meet responsibilities as a student will determine the length of suspension.

Unacceptable Behavior: Failure to meet Student Responsibilities:

1. The Board may suspend or expel a student from school for up to 180 days when a student:
 - a. is deliberately disobedient or deliberately disorderly
 - b. possesses, on District property, a firearm
 - c. who, with the use of any other dangerous weapon, intentionally or knowingly causes injury or accompanies use of the weapon with a threat to cause injury
 - d. commits a physical assault against another student
 - e. commits a verbal assault against a School District employee, volunteer, or contractor
 - f. makes a bomb threat or a similar threat directed at a school building, other school property, or a school-related event
 - g. violates the code of student conduct regarding violent behavior.
 - h. Violates the computer/internet acceptable use policy.

Unacceptable behaviors may include, but are not limited to the following list:

- A. Destruction of school property / Vandalism
- B. Fighting
- C. Throwing / Possession harmful objects (snowball, stones, sticks, etc...)
- D. Insubordination – intentional defiance of authority as related to student welfare and conduct
- E. Physical attack
- F. Foul / Abusive language
- G. Extortion / Threats
- H. Possession / Sale / Use of explosives

- I. Illicit Substances: manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:
 - Tobacco products or tobacco products of any form or substance
 - Alcohol or any alcoholic beverages
 - Illicit drugs
 - Substances purported to be illegal, abusive, or performance enhancing, including but not limited to, “look-alike” drugs, steroids, etc...
 - Other mood altering chemicals which can hinder the student’s ability to learn or participate and which could cause damage to the student’s health
- J. Possession and / or use of a weapon or threat to use a weapon to harm
- K. Theft
- L. False Alarms / Arson / Bomb Threats
- M. Inappropriate sexual contact / harassment
- N. Bullying (physical and verbal)
- O. Possession / Use of weapon-like objects
- P. Cheating / Lying
- Q. Hazing / hazing-type behaviors
- R. Misuse of electronic devices
- S. Misuse of Internet privileges
- T. Possession / Use of a Lighter or matches

Conduct at athletic contests/extracurricular activities, pep assemblies, or functions held on school property or property used by the school for events

1. All rules of student conduct apply while in the building, on the grounds, or on property used by the school for events regardless of function sponsorship. Students are reminded that respecting others and others’ property is part of the learning process. Failure to show respect is a form of disrespect and this is unacceptable behavior.
2. Failure to adhere to rules of student conduct during these events will result in disciplinary action as determined by the administration. Students may be asked to exit the school grounds.

Lockers

Lockers are provided for students in grades K-5. The students are responsible for keeping their locker clean and neat. School lockers are the property of the district. Students are not allowed to use locks or padlocks of any kind on their lockers. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by the school administration for any reason at any time, without notice, without student or parental consent, and without obtaining a search warrant. The district reserves the right to have any law enforcement agency having jurisdiction over the school assist in conducting searches of lockers.

Students may be fined if their locker needs more than average maintenance during the summer.

Weapon Free Zone Policy

A State / Federal Law regarding possession of a weapon on school grounds went into effect on January 1, 1995. The Bellaire Board of Education, concerned with and interested in projecting the health, safety, and welfare of students, employees, and visitors, has adopted a Weapon Free School Zone Policy to comply with this law as follows:

“Any student in possession of a dangerous weapon / firearm, or who commits arson or rape on district grounds, in a district building or at a district or school sponsored event, shall be expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services and / or community mental health agency. The parent, legal guardian and / or student shall be notified of the referral.”

A “weapon” or “dangerous weapon” includes: a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

A dangerous weapon, firearm, or replica may also include a starting pistol which will, or is designed to, or may readily be converted to expel a projective either by explosive, gas or air.

Pupils expelled pursuant to this policy may petition the Board for reinstatement to school. An individual who is in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 90 school days subsequent to the date of expulsion. Individuals who are in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 180 school days subsequent to the date of expulsion.

Each student subject to expulsion shall have his / her case reviewed by the superintendent on a case-by-case basis prior to recommendation to the Board of Education.

This policy is in full compliance with current law. However, may be subject to revisions by State / Federal Laws.

Bullying Policy

Bullying (verbal or physical) will not be tolerated by Bellaire Public Schools. Classroom teachers are responsible for setting the tone with their classroom rules and will attempt to alleviate a problem at the lowest level of intervention. However, when a student acts in a way that is intimidating to another student or staff member, the Behavior Rubric will be followed.

*Consequences may be greater based upon what the student has done relevant to Board Policy.

Harassment Policy

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It is a violation of law and school rules for a student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy. If a student is the victim of any sexual actions or comments, or of derogatory statements or actions concerning his / her gender, religion, race, ethnic group, or disability, the student should report such behavior to a teacher, counselor, or principal.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is frequent, severe, ongoing, or pervasive. Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual discrimination
- Sexual jokes, posters, cartoons, etc...
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of duties
- In addition, any form of retaliation against the complainant or witness is, in itself, a form of sexual harassment.

All reports of harassment shall be kept confidential and will be handled per board policy.

Nondiscrimination Policy

In compliance with Title VI of the Civil Rights Act of 1964, Title XI of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bellaire Public Schools that no person shall, on the basis of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Inquiries regarding the nondiscrimination policy shall be directed to the Superintendent.

Due Process

Students have a right to due process of law. This means a student is entitled to be advised of the charges against them and to have an opportunity to present their version of the incident. This could include a hearing with the principal and parent. In certain situations of a more serious nature, suspension may be immediate with a hearing arranged as quickly as possible.

Hazing

The act of *hazing is a crime in the state of Michigan and will not be tolerated by the district. The district will comply with Michigan law regarding any hazing incidents. Students engaging in any hazing or hazing-type behavior will be subject to disciplinary action that may include, but is not limited to, detention, suspension, or expulsion.

*Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organizations. Further the term “organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Dress Code

Children’s clothing should not distract from the educational setting. The personal appearance of students should be neat and clean. Good personal hygiene skills are expected.

The following guidelines for clothing have been established:

1. Shoes are required at all times. For safety reasons no flip-flops or open-toed shoes are allowed during recess. Students must bring an alternate pair of shoes for recess or stay on the sidewalk if they are wearing flip-flops or open-toed shoes during the day.
2. Students need a pair of tennis shoes for physical education class. These shoes can be left at school.
3. Boots, hats, mittens, snow pants, and jackets are essential during the cold weather / winter months due to the amount of time the children spend outdoors. If you are unable to provide any or all of these items for your student, please contact the principal for confidential assistance.
4. Shorts are permitted when the weather is consistently warm (in the 70’s). The principal will determine when the weather is consistently warm and notify parents / students.
5. Halter-tops, bare mid-riffs, tube tops, tank tops and dresses with spaghetti straps (less than 1” across), tank tops with arm holes that expose the torso, pajamas, and mesh shirts are not appropriate. All shirts / blouses must cover to the waist.
6. Skirts / dresses/ shorts must be an appropriate length. When a student is standing with his / her arms at their side, their skirt, dress, or shorts should not be higher than the end of their fingertips.
7. Inappropriate language / signs / symbols worn on clothing are not acceptable. This can include, but is not limited to attire with offensive, innuendos, or sexual language, or language which promotes, pertains to, or symbolizes tobacco, alcohol or other drug use.
8. All gang identifying symbols, chains, and other items determined by the administration to be unsafe, illegal, or inappropriate for school are prohibited.
9. Pants or shorts worn below the waistline are not appropriate.

10. Hats must be placed in lockers and worn only before or after school or at recess.

We keep some extra clothing at school. If a student needs to change clothes and we don't have the proper sizes at school, parents may be called to bring in appropriate clothing.

Electronic Devices and Trading Cards

Due to the value of electronic / battery-operated devices, trading cards (Pokemon, baseball, football, basketball Yu-Gi-Oh, etc...), and other expensive toys, we suggest that these to be left at home. Cards may not be sold or traded at school or on the bus. If any of these items are brought to school we are not responsible for any theft or damage that occurs. Students must follow classroom rules regarding these items and most likely will need to leave them in their lockers during the school day, which do not have locks on them. Thus it is best to keep them at home. If any item that a student brings to school becomes a problem in the classroom, hallway, lunchroom, playground, bus or elsewhere he/she will not be allowed to bring it back to school.

Toy / look-alike weapons (toy guns, Nerf guns, plastic bow and arrows, plastic knives, etc...) are not allowed at school. Toy weapons should not be part of any costumes and are not be brought as gifts to be traded at Christmas time. Laser pointers / lights are not allowed at school.

Cell Phones

While it is discouraged at the elementary level, students may be in possession of a cellular phone, pager / beeper, or other electronic communications device. Use of the device shall be limited to before and after school only. Cell phones must be kept in a child's locker or backpack during the school day. Bellaire Public Schools is not responsible for theft or damage to student cell phones. Such devices shall not be used during instructional time unless there is a serious health or safety emergency. In no case will any personal communication device be allowed that provides capability to take photographs of any kind. Students who use any electronic communication device to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be disallowed from carrying any personal communication device. Violation of rules regarding electronic devices will result in disciplinary action that may include, but is not limited to, confiscation of the device, detention, suspension or expulsion.

Ipods / MP3 Players

Due to the value of Ipods and MP3 players we suggest that these items be left at home. Students in possession of these items may only use them before and after school. They must be kept in lockers during the school day. Bellaire Public Schools is not responsible for damage or theft of these items.

Expulsion

Any student whose behavior seriously disrupts the learning of other students or is harmful to the health and well being of the school community may be eligible to be expelled from school. When corrective disciplinary action has not resulted in improved behavior or the student repeats a severe violation the school's operating code, then the principal may recommend to the school board that the student be expelled from school. Expelled students are not allowed in the school buildings or admitted to any school function.

The student has a right to be informed of the charges against him or her. The student has the right to legal counsel of his / her own choice and to receive the advice of counsel or other persons the student may select. The student has the right to have parents or guardians present at the hearing. The student and his / her counsel or advisor has the right to hear or read a full report of testimony of witnesses against the student. The student and his / her counselor have the right to confront and cross-examined witnesses who appear in person at the hearing. The student has the right to present his / her own witnesses. The student has the right to testify in his / her own behalf and give reasons for his / her conduct. The student has the right to an orderly hearing. The student has the right to a fair and impartial decision based on substantial evidence.

Suspected Substance Abuse

When a school employee notices a change in behavior, suspects a student is under the influence of an illegal substance, or suspects the student may have a substance use / abuse problem, the student will be to the principal. The district acknowledges that some students have physical, emotional, social, alcohol or other drug problems, including look alike and non-prescribed use of inhalants/solvents, which interfere with learning. The District may refer students to outside agencies on an individual basis.

Disciplinary Records

In accordance with Michigan Law and the No Child Left Behind (NCLB) Act the disciplinary record (including any suspension or expulsion action) of any student who transfers to another school district will be sent as part of the school records.

TRANSPORTATION

State Guidelines

Bellaire Public Schools provides bus transportation using the guidelines of the State of Michigan. Bus routes and bus stops are established within the guidelines to provide the greatest safety for all riders.

Bus Privilege

Riding the bus is a privilege. The bus driver is responsible for making and enforcing reasonable rules on the bus and may assign seats for students. We believe that with the cooperation of students and parents the trip to and from school will be a safe and enjoyable experience for all students. Thank you in advance for your cooperation.

Riding from the High School

Elementary students who live within walking distance of Bellaire High School are asked to take a bus from the high school to the elementary school. Students should arrive at the high school no later than 7:45 a.m. in order to ride a bus to the elementary school. Bus transportation is also provided after school between the buildings for students who live within walking distance of the high school.

Extra Riders

In order to avoid exceeding legal bus seating capacity, please do not have extra children ride the bus to your home for parties or meetings. This also leads to hurt feelings of the students who don't get invited. If you are planning a group party or meeting at your home, please make other travel arrangements.

AM Pick Up / PM Drop-Off

As a way to establish consistency with the student, teacher, and driver we will allow a maximum of two drop off points in the afternoon during the school year. A form will be sent home at the beginning of each school year for you to specify a.m. pick up points and p.m. drop off points.

Transportation Information

Please contact the transportation coordinator (Rich DeGiuli 533-8916 x275) or the assistant transportation coordinator (Kari Sieniarecki 533-8916 x275) with questions regarding bus transportation.

Bus Passes

If students need to ride a different bus home other than the one they are assigned, a parent / guardian must send a note indicating:

- 1.) Name of homeowner where student is to be dropped off
- 2.) Exact street address of homeowner
- 3.) Phone number of homeowner
- 4.) Drop off dates

*The office must have all of the above information in case the homeowner needs to be contacted. Busses cannot drop students off at some locations in our district due to State Laws requiring a safe area to turn the bus around.

If you forget to send a note in the morning, please try to have all of this information to the elementary office no later than 1p.m. each day so that sufficient time is available to get the information to your student.

Video Surveillance

The use of video surveillance cameras may be used on school vehicles in order to enforce school rules and regulations.

Bicycles, Skateboards, Scooters, Rollerblades, etc...

Due to heavy traffic between the school buildings, students must ride a bus. For safety reasons riding bicycles, skateboards, rollerblades, scooters, etc... from the high school to the elementary is not allowed.

Bus Guidelines

Parents are asked to review these guidelines with their children.

Students riding the bus are expected to:

- Be on time to the bus stop in the morning (**10 minutes before scheduled pick-up time**)
- Watch the driver for a hand signal to indicate a safe crossing and look both ways before crossing the road
- Obey directions given by the driver
- Maintain appropriate behavior at all times (at the bus stop, while the bus is moving and at stops)
- Refrain from rowdy behavior (pushing, shoving, fighting, etc...)
- Use appropriate language and volume
- Treat everyone with respect and dignity
- Refrain from eating and drinking
- Keep arms, legs, head inside the bus
- Remain seated at all times

Bus Drop-Off

K-2 students will not be dropped off by a bus driver unless an adult is visible. If there is a sibling in 3rd grade or older getting off the bus with a younger student no eye contact with an adult is needed and the students will be dropped off. A 2nd grader (with no younger siblings) will also be allowed to get off the bus without an adult visible if a waiver is signed by a parent. K-2 children with no adult visible at the bus stop will be transported back to the elementary school for a parent to pick up.

Bus Violations

When there has been a violation of rules, the student will be given a slip notifying parents and the following procedures will be followed:

1st Warning

The parents must discuss the problem with their child; sign the slip and return it to the driver.

2nd Warning

The parents must sign the slip and the student must have a meeting with the driver and the principal.

3rd Warning

It will be necessary for the parent to contact the transportation supervisor to arrange a meeting to discuss the problems. The child may be suspended from riding the bus for up to three days.

4th Warning

The child may be suspended from riding the bus for the remainder of the year.

***For behavior deemed flagrant by the transportation supervisor, the incident steps will not apply and suspension may be immediate. Additional consequences may occur.**

HEALTH AND SAFETY

Enrollment Requirements*

(*Please check with the health department as requirements change annually)

In order to enroll at John R. Rodger Elementary School, we need the following documents on file:

1.) Copy of the student's actual legal birth certificate (not the hospital's record of birth)

2.) Copy of current immunization records

The Michigan Department of Public Health requires the following immunizations for public school attendance:

- 4 doses of DTP (diphtheria, tetanus, pertussis)
- 3 doses of OPV (oral polio vaccine)
- 2 doses of MMR (measles, mumps, rubella)
- 3 doses of Hepatitis B
- 1 Varicella or Chicken Pox

*Failure to meet the basic immunization requirements, in the absence of a valid waiver, requires the administration to exclude a child from school.

3.) Completed enrollment forms

4.) Pertinent medical information (allergies, daily medication, diseases, etc...)

Please notify the elementary school office of any major or significant health changes so that we can keep our records current.

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Medication

This is an abbreviated version of the school district's medication administration policy. For the complete document visit the school's website (bellaire.k12.mi.us). Click on "central office" and then click on "policy manual."

Definition: Medication includes both prescription and nonprescription medications and includes those taken by mouth, inhaled, injected by epi-pen or other form of injection, applied as drops to eye or nose, or applied to the skin.

Procedures:

1.) The student's parent / guardian must provide the school with written permission and request to administer medication.*

2.) Written instructions that include name of student, name of medication, dosage, time to be administered, method of administration (oral, applied, injected), duration of administration, and physician's signature must be sent with the medication.**

3.) A parent / guardian **MUST** bring medication to school **at the beginning of the school year and when refills are needed.**

4.) All medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.

5.) No dosage or time administration changes will be instituted except by written instruction from the physician after the initial request.

6.) Prescription and medication supply renewal will be the responsibility of the parent / guardian.

7.) Parental or guardian request / permission and physician's instruction will be filled out annually, or more often if necessary (when prescriptions / dosages are updated / changed).

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8.) The parent / guardian will pick up medication left over at the end of the school year or the school will appropriately dispose of the medication, and record this disposal in the medication log.

*Required by Section 1178 of the Michigan School Code

**Recommended when medication is a Schedule II controlled substance (i.e. Ritalin)

Procedures for Student Self-Administration / Self-Possession

Definition: Self-administration means that the student is able to consume or apply prescription and nonprescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his / her person. This allows for immediate and self-determined administration.

Procedures:

1.) The student's parent / guardian must provide written permission and request to the school to allow student to self-possess and self-administer medication.*

2.) Keep all medications in a labeled container as prepared by a pharmacy, or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.

Liability clause from Section 380.1178 of the Michigan School Code: Administration of medication to pupil:

"A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct."

*Required by Section 1178 of the Michigan School Code

Vision / Hearing Examinations

The Health Department provides vision and hearing testing for elementary students. Vision testing is provided at school for students in grades K, 1, 3, and 5. Hearing testing is provided for students in grades K, 2, and 4. The Health Department will also provide this service for students in other grades on a referral basis from the teachers or parents.

First Aid

Emergency phone numbers must be available in the elementary office in the event we cannot reach you at home / work. For the health and safety of all students, students who are sick will need to be picked up. Please update the emergency information as family situations, addresses, and phone numbers change.

Normal first aid, such as washing and bandaging cuts and abrasions, can legally be administered by school personnel. However, no medication, including aspirin, can be given to a student, unless there are both the parent's and the physician's signature on a medication form. These forms are available in the office. Medication must be in the original container with both the physician's name and the dosage clearly visible. Only the prescribed dosage will be administered.

Please keep the office updated of any allergies, illnesses, or handicaps which may require special treatment (bee stings, asthma, diabetes, allergies, etc...)

Home Health Practices

Children need to develop appropriate health practices in order to function at the highest possible levels physically, mentally, emotionally, and socially. A nutritional breakfast is the most important meal of the day. Please encourage your child to eat breakfast either at home or at school. It is difficult to concentrate on school tasks with an empty stomach. Also important are healthy snacks, lunches, and dinners.

Children also need an adequate amount of sleep.

Grades K-3 at least 10-11 hours nightly

Grades 4-5 at least 9-10 hours nightly

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Emergency Drills

Fire and tornado drills are held periodically throughout the school year. Escape routes and safe areas are posted in each classroom. In the event of an emergency school closing, information will be available on local TV and radio stations. Please make sure your child knows what to do in the event that you are not home if school is dismissed early.

Emergency Information

Emergency forms are distributed at the beginning of the school year. One form must be filled out for each child. In case of an emergency or illness, we must be able to contact someone who can make decisions in the child's best interest. Please keep the office informed of any changes.

Safety

Students need to use the sidewalks when they're available and cross the street at corners. They should not walk on private property. Students are reminded to go straight home after school if no other arrangements have been made ahead of time.

Doctor / Dental / Other Appointments

Please try to make doctor and dental appointments for your child after school whenever possible. When this is not possible, late in the day appointments are appreciated so that your child can participate in most of the school day activities.

Illnesses / Communicable and Other

School work missed during short-term illnesses will be made up upon return to school. Children will complete the work within a reasonable time period as determined by the classroom teacher (generally 1 day for every day absent). In the case of a long-term illness, please contact the teacher and appropriate homework arrangements will be made.

We want to provide a safe, healthy environment for your child. In order to protect your child and other children, we will contact you to pick up your child if he/she has the following symptoms:

Diarrhea

Severe Coughing

Difficult / Rapid breathing

Suspected Pinkeye

Sever Itching

Sore Throat / Trouble Swallowing

Fever (100 degrees and above)

Vomiting

A child may return to school 24 hours after symptoms are gone or if a physician indicates, in writing, that the child is not contagious. If your child comes down with any contagious such as Chicken Pox, Measles, etc... please inform the school so that we can inform other parents (note) about symptoms to look for.

Inclement Weather Days

Please listen to the following stations to carry messages about schools delays, early dismissals, and cancellations:

Radio Stations

| | |
|------------------------|---------------|
| WTCM AM 580 / FM 103.5 | Traverse City |
| WKPK FM 107 | Traverse City |
| KHQ FM 106 | Petoskey |

TV Stations

| | |
|---------------------|---------------|
| WGTU / WGTQ TV 29&8 | Traverse City |
| WWTB / WWUP TV 9&10 | Cadillac |
| WPBN WTOM TV 7&4 | Traverse City |

*Please be sure your child knows where to go in the event of an early dismissal. Students will be placed on their normal bus routes, unless we have written or oral directions to do otherwise.

Insurance

Bellaire Public Schools does not carry insurance (health, injury, or otherwise) for students. It is the responsibility of parents / guardians to secure their own insurance policies.

Head Lice

Head lice are tiny insects that feed on the human scalp. They infest people regardless of social and ethnic status. Common methods of head lice transfer is by direct head contact (camping, slumber parties), shared combs, brushes, hats and other headgear. Please examine your child weekly to catch an infestation as early as possible. Symptoms include intense itching of the scalp, lice on the scalp and eggs on the hair shaft. The eggs appear as tiny white specks firmly attached to the base of the hair shaft.

Several nonprescription treatments are on the market to eliminate lice and their nits. Kill the lice by following all the steps as directed. Removing all the eggs is the most important step in ending lice infestation.

Bellaire Public Schools adheres to a "No Nit" policy. This means that all nits must be removed before returning to school. Your cooperation in notifying the school when your child has head lice helps us to remain proactive and preventative.

Recess

Recess is time for free and creative play. Outdoor recess for students in grades K-5 is provided daily (except during inclement weather). All children are expected to participate and need to be dressed appropriately for the weather. Staff may require students to wear jackets and other outerwear (boots, hats, mittens, etc...) in order to participate in outdoor recess. Indoor recess will be held during inclement weather. This will be determined by the principal.

*If you cannot provide warm winter outerwear for your child, please contact the principal and arrangements will be made to obtain or borrow warm outerwear for your child.

Please have your child leave a pair of shoes at school during the winter months so that boots aren't worn throughout the school day.

Students Who Need to Stay in During Recess

- 1.) If a child has been out of school due to illness, he / she may stay inside for 1 day upon his / her return to school if a note is sent to school.
- 2.) Requests for additional inside recess time must be accompanied by a physician's note stating why the child needs to stay inside for a particular length of time.

Recess Guidelines

For the health and safety of everyone, the following rules need to be followed:

- 1.) Listen, respect and obey the adults in charge of the playground at all times.
- 2.) Be kind and share.
- 3.) Use appropriate language.
- 4.) Practice safe play
 - ✓ One child on a swing at a time. NO standing, twisting, jumping out of, or throwing swings over the bars.
 - ✓ Use soft balls (Nerf, rubber, tennis, etc...).
 - ✓ Play with balls away from the building and playground equipment.
 - ✓ Leave snow, sticks, dirt, pinecones, stones, etc... on the ground and out of your hands.
 - ✓ Keep pets, food, guns, knives, battery and electrical games and toys at home
 - ✓ Use ONLY plastic roll-up sleds (labeled with your name) for sliding down the hill.
 - ✓ Use equipment properly.
- 5.) Stay at the back of the school in sight of the adults on the playground at all times.
- 6.) Stay out of the woods.
- 7.) Stay away from classroom doors, and entryways
- 8.) Keep your hands / feet to yourself.

Most children's outdoor games, toys, or sporting equipment (jacks, jump ropes, Hula-hoops, Frisbees, etc...) are welcome. Please label all personal property with the child's full name. However, the school cannot be responsible for damage or loss of any student's personal property.

Permission Slips for Field Trips

Field trips are an excellent extension of the total school program. Classes may take educational field trips related to the curriculum throughout the school year. One permission slip to cover all field trips will be sent home at the beginning of the school year. This slip must be signed and returned to school before students may participate in any field trip. Notes will be sent home at least 24 hours in advance about the nature and purpose of the field trip. The note will also include any other special information that parents need to be aware of (cost, time of departure, time of return, whether a sack lunch is needed, etc...). Students can always purchase a school sack lunch if it is ordered 1 day in advance. The price for a bag lunch is the same as the price for a regular lunch (free, reduced, or full price).

Field Trip Chaperones

Field trips are schedule for the educational benefit of our students. A generic policy across all grade levels is not possible due to the wide variety of field trips that we offer. Each teacher sets different goals for each field trip - educational, social, etc... Therefore teachers take different numbers of chaperones on different types of trips depending upon the individual situation. Please understand that not every teacher has the same policy regarding field trips. Younger / older siblings are not allowed to attend field trips. Generally field trip chaperones are limited to parents, guardians, and grandparents. If you are chosen as a chaperone that doesn't necessarily mean that there will be room available on the bus. Sometimes chaperones will be asked to drive to the field trip destination. All chaperones must pass a background check.

Chaperone Guidelines:

- ✓ Please make sure that you are on duty at all times.
- ✓ Please stay active, involved and help guide the students.
- ✓ Please make sure that the students in your group stay together.
- ✓ Please be on time and punctual as the groups move from location to location.
- ✓ Please remember that this is a class trip – no younger / older siblings are allowed.
- ✓ Monitor all purchases – no weapon look-alikes, fake cigarettes, or other inappropriate items.
- ✓ Please do not smoke on school field trips.

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PROGRAMS
Curriculum

The following educational opportunities are provided to students:

Reading
Math
Language Arts
Science
Social Studies
Physical Education
Vocal Music Education
Art Education

*When specials teachers are reduced at the elementary school it is the classroom teacher who provides the special class instruction (examples: art, music, physical education)

Textbooks and Basic Supplies

Textbooks are provided by the school for each child. If a book is damaged or lost, a replacement cost is charged.

Basic supplies required for each classroom such as pencils, crayons, rulers, etc... are furnished by the school. If these are used carelessly or lost, your child may have to replace missing or damaged items. Additional items may be suggested by the teacher, but are not required. Please label all supplies that your child brings to school.

Human Sexuality

The Board of Education has approved certain instructional programs in the area of human sexuality. Books, videos, DVD's, and other resource material used in instruction have been approved by the Board of Education and are available for viewing upon request. Please contact your child's teacher to determine what is covered at that grade level.

A permission slip will be sent home at the beginning of the school year giving permission for your child to participate in human sexuality instruction. At the elementary level most of this information is incorporated into daily activities with a few units being taught separately. A child excused from human sexuality instruction will study a science or health unit of a different topic.

Title 1

Title 1 is a federally funded program to provide extra assistance in all core content areas to those students with an academic need who qualify for services. Placement in the program depends on test results, teacher recommendation and availability of services. Services are provided by certified teachers or qualified aides who work closely with the classroom teachers to meet the needs of each student. Bellaire Public Schools receives Title 1, Part A funds and therefore you have the right to request the professional qualifications of your student's classroom teacher. If your child is receiving instructional services from a paraprofessional, you may also request the qualifications of the paraprofessional.

**Traverse Bay Area Intermediate School District
(TBAISD)**

Services are available to Bellaire students by a team of specialists from TBAISD. Teacher recommendation, parental consent and testing are necessary before any child works with a team member. These recommendations are based on behavioral and/or academic achievement.

The team of TBAISD specialists include:

Social Worker, School Psychologist, Teacher Consultant, Speech / Language Therapist, Physical Therapist, Occupational Therapist

Resource Room / Special Programs

The purpose of special education programs within the public schools is viewed as an approach to compliment and supplement the regular school program. The special education teacher develops a supplemental program for each student who qualifies for services. This individual program utilizes the student's strengths to supplement the regular school day. It is our intent that through Resource Room services that the student will be able to meet their goals and attain appropriate skills.

Students are referred through a team (TASC – Team Addressing Student Concerns) initiated by parents or teachers. It is determined through this process whether formal or informal testing is necessary after a pyramid of interventions has been put in place. If formal testing and observation of the student is recommended, parental consent must be obtained. TBAISD specialists will conduct testing and observations. Parents will participate in an Individualized Educational Plan and help plan an appropriate program to meet their child's needs. The child's individual program and the academic growth are reviewed on a yearly basis. Students are formally retested every 3rd year by the TBAISD team.

When appropriate programs, services, or facilities are not possible within the District's schools, the Board shall make every effort to provide these students with access to schools where such instruction and accommodations are available.

Administrative responsibility for special education programs in the District shall be the responsibility of the Superintendent who shall work closely with the Intermediate School District in providing special education services. All diagnostic, evaluation, and placement procedures established shall be in accordance with state and federal guidelines.

Severe Learning Disability

With consideration of federal guidelines and state requirements, specific learning disability eligibility is evaluated using a pattern of strengths and weaknesses. 'Pattern of strengths and weaknesses' method is based on both assessment and review of achievement scores and performance in a variety of academic areas, with documentation of a pattern of strengths in one or more areas as compared to other areas where the student demonstrates a pattern of significant academic weaknesses.

Guidance and Counseling

We realize that students may need counseling during their elementary years to deal with various situations that can arise. Counseling services are available to all students at the elementary school. If additional outside counseling services are requested by parents a list of agencies that are available outside of the District will be given. The District is not responsible for any counseling costs.

Testing

In an effort to continually update curriculum and assess student progress John R. Rodger participates in the following testing programs:

Grades 3, 4, 5 Michigan Educational Assessment Program (MEAP)

We also use Michigan Literacy Progress Profile (MLPP), Qualitative Reading Inventory (QRI), AIMSWeb, and quarterly assessment results during the elementary school years to make education decisions.

Parents may see and discuss the results of these tests by contacting their child's classroom teacher or the principal.

Library

The John R. Rodger Elementary School library is maintained by volunteer parents and other community members. If you are interested in being a library volunteer, please contact the elementary school office. A background check is required for all school volunteers. Pick up a background check form at the elementary office.

Library Guidelines

1. Books may be taken home. Students will need special permission from a teacher to check out reference books.
2. One or two items may be checked out for one week.
3. An additional item may be checked out with special permission from a teacher.
4. Items may be renewed if returned to the library for renewal.
5. Please give your best care to library books. If a book gets damaged take it to an adult for repair.
6. Use a bookmark rather than turning down the corners of pages to mark your place.
7. Remember to keep food and drink away from the books.
8. If books are overdue too many times, the privilege of taking home books may be lost.
9. When books are lost or damaged, see an adult to pay the replacement costs.
10. To instill responsibility, report cards will not be presented to a child who has not paid for a lost book.

HOME / SCHOOL CONNECTIONS

Notes

For the health and safety of all students, we stress the importance of having parental permission (written is preferred) if a child's schedule is going to change from the normal routine. It is best to send a note to school in the morning. However, sometimes during the day schedules can change. We ask that any changes be made through the elementary office telephone by 1pm. **Please do not send email or leave voicemail for any changes.**

Possible situations:

- 1.) A child may need to leave early or is arriving late.
- 2.) A child needs to get off the bus at a different location other than the normal destination.
- 3.) If someone other than a parent will be picking up the child at school.
- 4.) If a child needs to stay in at recess (see recess guidelines in handbook).
- 5.) If a child needs medication (see medication guidelines in handbook).

Visitors

We welcome parents and community members as visitors in our school. We simply ask that all visitors (even if we know who you are and where you're going☺) begin their stay at the elementary office. You will be given a visitor's pass so that other staff members are aware that you have checked in with the office. If you need a conference time with a teacher, please call ahead to arrange a convenient meeting time. If you are planning to visit / observe your child's classroom you will need to make prior arrangements with the principal in writing 2 days in advance (per board policy). Please see our district policy for exact regulations for parents / visitors.

If you know of someone who would like to tour the school, please set this up in advance with the elementary secretary. Due to the disruption that it can cause, students are not allowed to have friends / relatives visit them in their classrooms during the school day. We appreciate your cooperation.

Lost and Found

Please label (first and last name) all clothing, toys, and other articles that your child brings to school. Please check this area each time you visit our school. At the end of each marking period the clothing will be disposed of or donated to Nifty Thrifty or Goodwill.

Money

Please send all money to school in a sealed envelope with: your child's name, your child's teacher, the amount of money enclosed, and the purpose of the money (book order, lunch, damaged book, etc...).

Birthday Treats

If your child would like to bring a birthday treat to school for his/ her class, please contact your child's teacher ahead of time so that appropriate plans can be made. Birthdays are very special days and we would encourage you to provide

healthy snacks (fruit slices, celery sticks, cheese, crackers, etc...) or an alternative (pencils, erasers, party favor, etc...) if possible.

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Party Invitations

Please do not send individual party invitations with your child to be passed out on the bus or at school. This causes so many hurt feelings for those students who do not receive one. If you are planning an after school party at your house, please make personal arrangements for transporting students. Bus capacity does not always allow for extra students. Thank you for your understanding.

Classroom Parties / Birthday Treats

Schools can play a major role in helping students become fit, healthy, and ready to learn. One way to accomplish this is for foods offered in schools to support lessons learned in the classroom regarding nutrition and physical activity. When you are planning snacks for classroom parties please consider these or other healthy choices: fresh fruit / veggies, yogurt, bagels with low fat cream cheese, baby carrots with low fat dip,

Trail mix, nuts and seeds, fig cookies, animal crackers, baked chips, low fat popcorn, granola bars, soft pretzels and mustard, pudding, string cheese, cereal bars, etc.... Other alternative ideas include: new pencils for each student, erasers, a book for the classroom, a game for the classroom, or party favors instead of snacks.

Classroom Parties

School class parties are held throughout the year (generally Halloween, Christmas, and Valentine's Day). Teachers will contact parents if assistance will be needed – either with the party itself, with snacks, or with supplies. Please do not send treats for a party unless there has been a specific request to do so. Learning experiences of cooperation, problem solving, and attending to details are strengthened as children assist their teachers in planning for these occasions. Parents who assist with parties will need to pass a background check.

Telephone

Students may have permission to use the office phone for illnesses and emergencies. After school plans with friends need to be made at home so that a note signed by a parent can be sent with the child to school.

Piano / Dance / Special Lessons

In order to provide the best educational experience for your child, please schedule special activities after school hours.

Homework Philosophy

Homework is an integral and necessary aspect of the educational development for all students. It is our belief that well-planned homework assignments are important in contributing to the lifelong habit of study and responsibility. Homework increases parental awareness and participation in a child's educational process. It is intended to be a useful extension of the school day designed for specific instructional purposes. In the elementary grades homework may be one of the following forms: reinforcement, support, review, practice new skills, extension, a special project, or incomplete daily work. Homework shall be assigned on a need basis and shall never exceed a student's capacity to complete within a reasonable time (not to exceed 10 minutes per grade level – for example, 3rd grade – no more than 30 minutes per night).

Retention / Promotion Information

*complete policy available on the school's website

It is important that each child achieve certain criteria before progressing to the next grade level. There are many reasons why some children experience more difficulty in achieving standards. The following criteria need to be considered before grade level placement is made:

- ✓ Academic achievement and ability as indicated by standardized test scores
- ✓ Academic achievement and ability as observed by the classroom teacher or teachers involved
- ✓ Chronological age of the student
- ✓ Size and physical development of the student
- ✓ Social maturity of the student
- ✓ Emotional maturity of the student

- ✓ Input and desire of parent / guardian / student

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Notification to the parent / guardian will be made as soon as the teacher feels that retention may be appropriate so that a conference can be held to discuss the possibilities. Final recommendation of retention shall be made to the principal at least 6 weeks before the end of the school year. At that time a conference needs to be scheduled with the principal, teacher(s), and parent / guardians in attendance. Grade level placement shall be the responsibility of the building principal. A written statement of parent approval / disapproval needs to be obtained and included in the student's permanent record file.

Promotion – Administrative discretion is used for advanced grade placement.

Requesting Teachers

Students will be placed in classrooms with several educational needs / considerations in mind which may / may not include: even balance of boys and girls, equal number of students with special needs, student achievement levels, teacher recommendation, behavioral considerations, etc... Only in extenuating circumstances will teacher requests be honored. Parents will need to state their concerns in writing. However, final class lists will be determined by the Principal. We are a small school with only 1 or 2 teacher choices per grade level. Bellaire Public Schools hires quality teachers to meet the educational needs of students. Your cooperation with this matter is appreciated.

Parent-Teacher Conferences / Other Concerns

Parent-Teacher conferences are held in the fall and spring with a scheduled time for each parent. Parents are also encouraged to meet with the teacher at any time when they have questions about their child's progress or have any other concerns. Please call to schedule a convenient meeting time.

Before and after school are times that teachers are extremely busy. Please let your child's teacher know in advance if you need to schedule a conference with them and they will be happy to meet with you.

If you have any teacher / classroom concerns it is important that you meet with the teacher first in order to share your concerns. Face-to-face meetings are the best option as email / voicemail / notes can be difficult to interpret. If you still have any questions or concerns please let the principal know.

Parent Involvement Opportunities

John R. Rodger elementary School offers parents several opportunities to participate in the education of our children. Some of the opportunities include: Library Volunteer, Picture Person Volunteer, Field Trip Chaperone, Classroom Celebration Helper, Parent Teacher Organization, Recess Volunteer, Classroom Helper (when requested by teacher), 5th Grade Graduation Committee, School Improvement Committee, Guest Speaker and others!! All volunteers / chaperones must have a background check. Background check forms are available in the elementary office.

Classroom Visitor/Volunteers

Parents and guardians are asked to understand the Board's responsibility to safeguard the learning environment for all students. The Board has an obligation to protect the privacy rights of all students and their families. If you are a visitor or volunteer it is important that you refrain from discussing the behaviors or achievement of other students with anyone. You may be asked to sign a form stating that you will keep all information that you observe in the classroom confidential in order to protect the privacy of the children that you are helping.

Weekly Work

The weekly work that your child completes will be sent home on a timely basis. Work envelopes are provided for each student and are designed to make it easier for you to monitor your child's progress. Most teachers send these envelopes home on Fridays, some send them home on Mondays, while other teachers send home work on a daily basis. If you have any questions about your child's work, please contact the teacher. The work envelope provides an opportunity to praise accomplishments, finish incomplete work, and discuss the concepts with your child. Remember, as a team, we make a difference!!

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Report Cards

Report cards are sent home with students at the end of each 9 week marking period. Please review your child's progress, work on challenging concepts, celebrate success, and contact the teacher if you have any questions or concerns.

Divorced / Separated / Single Parent Households – A report card will be sent home every 9 weeks to each address that we have on file. However, due to the number of divorced / separated / single parent households we cannot make copies of weekly work to send home to each household. We kindly ask that you share notes and weekly work. Thank you for your understanding.

Grading System

In grades K-2 and for nonacademic subjects (music education, art education, physical education), the marking code consists primarily of these marks:

- + Consistently does well
- ✓ Meets expectations
- X Needs Improvement
- I Improving

In grades 3-5, the marking code generally corresponds to the following:

| Letter Grade | Percentage | |
|---------------------|-------------------|-------------------|
| A | 95%-100% | Outstanding |
| A- | 90%-94% | |
| B+ | 87%-89% | |
| B | 83%-86% | Good |
| B- | 80%-82% | |
| C+ | 77%-79% | |
| C | 73%-76% | Satisfactory |
| C- | 70%-72% | |
| D+ | 67%-69% | |
| D | 63%-66% | Needs Improvement |
| D- | 60%-62% | |
| E | Below 60% | Failing |

FOOD SERVICES

Meal Prices

| Regular Price | | Reduced Price | |
|----------------------|--------|----------------------|-------|
| Breakfast | \$1.25 | Breakfast: | \$.30 |
| Lunch | \$2.05 | Lunch: | \$.40 |
| Milk | \$.40 | Milk: | \$.35 |

Computerized Food Services

Elementary students will be provided lunch envelopes in their Friday folders. Parents will pay lunch and breakfast money in advance in any amount by the week, two weeks, monthly, etc...) Parents will fill out the envelopes and send them back to school to their child's teacher. The total amount will be logged into each student's account. When the student goes through the breakfast line, lunch line, buys milk, buys juice, or orders an extra piece of pizza, the amount will be subtracted from the balance. Students who do not have money in their account will not be able to charge a lunch. However, they will be allowed to have a sandwich and a milk.

A nutritional breakfast is the most important meal of the day. It is easier for a student to concentrate when they have the proper daily nutrition.

Nutritional breakfasts and lunches are offered to all students each day. Participation in the breakfast program is optional. Breakfast is served between 7:50am and 8:00am.

Lunchtime is a time of relaxed conversation while enjoying one's meal. Students are encouraged to eat enough food to nourish them for the remainder of the school day. Elementary students who purchase a hot lunch must have at least 3 items on their plate (milk counts as one item). All food and beverages are to be consumed in the cafeteria. Students are expected to respect the rights of others during this time and to exhibit appropriate manners and behavior.

Students are expected to prepay for their lunch through the electronic pay system that is provided to everyone. Parents may pay for all the students in the family with one check, cash, or via the credit card option. Students must pay for their lunches in advance. Generally, deposits made prior to 10:00 a.m. will allow the student to eat for that day. Students may also bring their lunch from home and use the cafeteria during their lunchtime. Parents are encouraged to provide plenty of food to nourish the student for four + hours.

When packing a cold lunch for your child, please try to use packages and containers that the children can open themselves. Cutting a notch in packages such as string cheese and fruit snacks helps the children to open them without assistance and without spilling the items. Students are asked not to bring soda pop or energy drinks to school.

Free and Reduced Breakfasts and Lunches

Information for free or reduced price breakfasts and lunches may be obtained from the Superintendent's office (533-8141). Forms are provided at the beginning of the school year or upon request at other times. A child wishing to carry a cold lunch, and who qualifies for free and reduced lunch, will need to purchase milk at the current price. If your child's class is going on a field trip, they can order a cold lunch one day ahead. It will be prepared on the morning of the field trip and sent to the elementary school.

Lunchroom Rules

- 1.) Talk quietly – using a soft classroom voice.
- 2.) If you have a hot lunch you must have at least 3 items on your tray.
- 3.) Listen and respect all lunchroom supervisors.
- 4.) Walk at all times.
- 5.) Stay seated during the lunch hour and wait to be dismissed.
- 6.) If you need help raise your hand.
- 7.) Eat only your own lunch. Leave other people's food alone.
- 8.) Use good manners.
- 9.) Take care of your own garbage.

Bellaire Public Schools Internet / Computer Acceptable Use Policy

Students, parents, and teachers who use district computers and who are responsible for setting up and using an internet account through the Bellaire Public Schools must read the following terms and conditions. After having read the conditions and terms and signing an agreement to the conditions and terms set forth, an individual may begin using the computers and internet at the Bellaire Public Schools. Violation of the agreement may result in any or all of the penalties listed:

1. Loss of computer/internet privileges for a semester or a school year
2. Suspension from school
3. Payment for damages, in replacement dollars, including servicing of equipment for damages by misuse and violation of this agreement
4. In extreme cases, such as deliberately planting a virus or worm, expulsion may be a consequence.

Goals

The goal of computer usage and access to the internet is to establish collaboration and exchange of information between and among individuals and between other schools and institutions. Bellaire Public School District, through the use of computers and the internet, encourages personal growth in technology, information gathering skills, and communication skills.

Responsibilities

Each user must recognize the responsibility in having access to vast services, sites, systems, and people; therefore, the user is responsible for his/her own actions in accessing network services.

Users have a responsibility to other users of the network to be as knowledgeable as possible about the computer and areas of the internet that they are using. The user will abide by the policies and procedures of all networks and systems that are accessed.

It is the user's responsibility to keep a log of all time spent on the internet using his/her account and should include the date, time, and description of his/her activity.

It is the user's responsibility to periodically check his/her e-mail and delete messages as soon as possible to avoid overloading the network system. The network administrator will clean the system every two weeks.

Penalties

The use of the Bellaire Public Schools computers and the internet is a privilege, not a right, which may be revoked at any time for abusive conduct. The penalties listed above will apply to all abuses of the computers and the internet. Such abuses include, but are not necessarily limited to:

- Placing unlawful information on a system
- Use of abusive or objectionable language in either public or private messages
- The sending of chain letters or broadcast messages to lists of individuals which would cause congestion or interfere with the work of others
- The sending or receiving of any pornographic or inappropriate materials or test files or files dangerous to the integrity of the network
- The use of another user's account without the proper authorization of the user and the network administrator
- Users have the responsibility for all materials used under their accounts. Failure to report any of the above violations will result in the termination of their account and other possible penalties.
- The deliberate downloading of or implantation of a computer virus or worm.

All users will be expected to obey the copyright laws

**Handbook Agreement / Internet and Computer Usage
Right To Privacy Act
John R. Rodger Elementary School
2011-2012 School Year**

A handbook is sent home with the oldest student in each family. However, each student needs to sign a handbook agreement form and return it to their teacher. Please return this form by **FRIDAY, September 16, 2011**. Thank You!!

Parent/Guardian:

I have read, understand and agree to abide by the terms and conditions of the John R. Rodger Elementary School student handbook and internet/computer acceptable use policy. I understand that my student must comply with the terms and conditions of the handbook.

PLEASE PRINT (We only need one form per family.)

Student 1 _____ Teacher _____ Grade _____

Student 2 _____ Teacher _____ Grade _____

Student 3 _____ Teacher _____ Grade _____

Student 4 _____ Teacher _____ Grade _____

Parent / Guardian Signature _____ Date _____

Print Parent / Guardian Name _____

Email Address _____

Student:

I have read, understand and agree to abide by the terms and conditions of the John R. Rodger Elementary School student handbook and internet/computer acceptable use policy.

Date _____ Signed _____ (Student 1)

Date _____ Signed _____ (Student 2)

Date _____ Signed _____ (Student 3)

Date _____ Signed _____ (Student 4)

****Failure to sign the handbook in no way alleviates the student's / parent's responsibility in adhering to any of its contents.**

After reading the handbook, remove this form, sign and return it to your teacher.

Bellaire Public Schools
School / Parent / Student
Compact for Student Achievement

We believe that high student performance and improved student achievement is a responsibility shared by school staff, parents, and students. A partnership agreement is one way to share responsibilities.

As a teacher, I will maintain:

- ✓ High quality curriculum and instruction.
- ✓ Help your child develop self-discipline and respect.
- ✓ A safe, caring, and healthy learning environment.
- ✓ High expectations for your student to support learning.
- ✓ A supportive environment to provide the opportunity for all children to meet state and local performance standards.
- ✓ Ongoing communication regarding student progress including:
 - Regularly scheduled Parent-Teacher Conferences
 - Progress reports as needed
 - Access to staff
 - Opportunities to be involved in school programs.

Signed _____ Date _____

As a parent, I agree to support my child's education by:

- ✓ Providing a place and time each day for my child to do homework.
- ✓ Sending my child to school well rested, nourished, prepared, and on time every day.
- ✓ Asking about his / her day.
- ✓ Praising my child's progress, no matter how big or how small.
- ✓ Encouraging my child to solve problems in a positive way.
- ✓ Reading daily with or to my child.
- ✓ Communicating with the teacher on a regular basis.
- ✓ Monitoring television viewing (quality and quantity).
- ✓ Participating in classroom activities and special events.
- ✓ Attending parent-teacher conferences.
- ✓ Take an active role in decisions involving my child's education and extra-curricular activities

Signed _____ Date _____

As a student, I will:

- ✓ Attend school regularly with a positive attitude.
- ✓ Complete all assignments and homework with quality.
- ✓ Do my best work.
- ✓ Ask for help when I need it
- ✓ Work cooperatively with parents, school staff, and friends.
- ✓ Follow all rules.
- ✓ Tell my parents about school each day.

Signed _____ Date _____