

**SAND LAKE ELEMENTARY 2009-2010 HANDBOOK
TRI COUNTY BOARD OF EDUCATION**

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SCHOOL ADMINISTRATORS

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SAND LAKE ELEMENTARY

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Office Hours: 8:00 a.m.-4:30 p.m.

SAND LAKE ELEMENTARY SCHOOL TEACHERS

KindergartenMrs. Debri
Mrs. Warren
TBA
1st GradeMrs. Birdsell
Mrs. Moline
Mrs. Overbeek
2nd GradeMrs. Gilman
Mrs. Stoll
Mrs. Vos
3rd GradeMrs. Druckenmiller
Mrs. Grinage
Miss Johansen
4th GradeMrs. Gould
Mr. Hardenburgh
Mrs. VanderVelde
5th GradeMrs. Karhoff
Mrs. Parkhurst
Mrs. Scott

SCHOOL STAFF

ArtMrs. Sedine
CI ProgramMrs. DeVries
Media SpecialistMrs. Armbrust
MusicMiss Arnold
NurseMrs. Church
ParaproMrs. Bergman
Mrs. Boden
Mrs. Powell
Miss Speed
Mrs. VanDyke
P.E.Mr. Stoll
PrincipalMrs. Sweeney
Resource RoomMrs. Flynn
SecretariesMrs. Bryant
Mrs. Fifield
Title I ReadingMrs. Hill

SUPPORT PERSONNEL

Social WorkerMr. Craft
School PsychologistMr. Soukup
Speech TherapistMrs. Rivera

DAILY SCHEDULE

8:40 a.m. First Bell Rings – Students Enter
8:42 a.m. Classes Begin
11:55 a.m.- 1:20 p.m. Lunch/Recess
3:35 p.m. Dismissal

*Please do not plan to pick up students until dismissal time.
*If you bring your children to school, do not bring them into the building until 8:40 a.m.

ATTENDANCE POLICY

Excused Absences

An excused absence will be granted whenever a student is given permission by the school principal to leave or to be dismissed from one or more classes, school-sponsored programs, or school-related activities.

Students receive an excused absence for:

1. Serious illness of a family member
2. Death in the immediate family
3. Illness, injury, dental, or medical appointments
4. An appearance in court, observance of a holiday or religious ceremony
5. Personal reasons – the student's teacher will be asked to review the request in terms of the child's academic standing and attendance record, then make a recommendation to the principal, with whom the final decision rests. If a student chooses to leave when a request has been denied, all days absent will be considered **unexcused**. Verification of excused absences may be established by a phone call, note from parents, home call, or note from a physician.
6. Verification must be made by the end of the school day in which the child returns, or the absence will be considered unexcused.

Unexcused Absences

Absence for any reason not included in the six categories listed above will be considered unexcused.

1. When a student has received five unexcused absences, parents will be notified by phone or mail.
2. When the sixth unexcused absence occurs, a parent conference with the school administrator will be required.
3. Upon the seventh unexcused absence, the county attendance officer will be notified.

Verification of Absences

At the point a student accumulates 10 excused or unexcused absences, a letter will be sent to the parent indicating all further absences will require a doctor's excuse. If a doctor's excuse cannot be furnished, a conference with the principal will be required. Excessive absenteeism may result in lower grades, retention, referral to the county attendance officer, or referral to the juvenile court.

REPORT CARDS AND CONFERENCES

Report cards are issued four times a year, once after each nine-week grading period. Twice a year we have conferences. You will be notified as to when conferences will be scheduled and be given a specific time in which you will be able to discuss your child's progress with the teacher. We urge you to attend these conferences and to continue to keep in close touch with the teacher.

REQUESTS FOR DISMISSAL CHANGES

Any student going anywhere other than home at dismissal time **must** have written permission from his/her parents. If written permission is not possible, parents may call the school office, and we will relay the instructions to the student. However, please call before 3:00 p.m.

For the safety and welfare of our students, all students not having a note or whose parents have not called the office will be sent home or to where they usually go at dismissal time.

BUS RIDER GUIDELINES

A bus rider's handbook containing detailed rules and procedures for bus usage are available upon request from each bus driver. Habitual rule violations may result in a student losing the privilege of riding the bus.

HANDBOOK LANGUAGE

The rules and policies of the Alma Mater School District apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.

VISITORS

For the protection of our students, all front doors except the entrance to the office will be locked. All visitors are asked to report to the office and sign in prior to going to any classroom.

EMERGENCIES

Should your child become ill or injured at school, we will contact you or someone you have designated to take care of your child in your absence. We ask all parents to complete an emergency card listing your address, home phone number, business phone, and the name of a friend or neighbor we can contact when you are unavailable.

FIRE DRILLS

Fire drills are held regularly to acquaint everyone with a system of clearing the building as safely and quickly as possible.

SAFETY DRILLS

Tri County Area Schools recognize that there are certain types of emergencies other than weather-related that can occur in our society today. Therefore, we will conduct periodic safety drills.

TORNADOES

The occurrence of a tornado during regular school hours is extremely unlikely. However, since the possibility exists, reasonable safeguards will be taken.

The weather bureau issues the following tornado alerts:

1. Tornado Watch – indicating conditions exist that may result in a tornado.
2. Tornado Warning – indicating that a tornado has been sighted in the area.

In case of a tornado watch, children will remain at school until the normal dismissal time. In case of a tornado warning, children will remain in school until the warning is lifted. If the warning extends beyond normal dismissal time, dismissal will be delayed, and busses will not run until the warning is lifted.

RECESS

Recess is an integral part of the day, providing the students with fresh air, a break from their studies, and an opportunity to be with friends. It is held outdoors whenever weather permits.

Students must wear boots when there is snow or excessive mud. Not only do boots provide protection for your child, but they also help to avoid tracking snow or mud into the classrooms. Students must always have a dry pair of shoes to change into during inclement weather.

Should your child need to stay in for recess due to illness, send a signed note stating why. Students needing to stay in for longer than three days must have a note from the doctor.

HOMEWORK

Homework for elementary children can be productive when properly planned. Our teachers assign homework so the children can complete regular classroom assignments and help build basic skills. Homework may be given so a child can make up work missed during absences. We hope that you will encourage your child to complete all homework assignments.

If you wish to have make-up work sent home, please contact the school in the morning to allow sufficient time to collect the daily assignments.

DRESS AND GROOMING

Students need to be dressed appropriately for school. The failure of a student to present himself/herself at school in a presentable manner or the wearing of attire of an extreme or disruptive nature, as judged by teachers and principal, may result in the student being sent home to change and face possible suspension from school. All shorts, culottes

that look like shorts, tank tops, short skirts, tops, or pants that do not cover appropriately are not allowed. Students may not wear clothing that advertises alcohol, tobacco, nudity, or drugs, or that displays gang symbols. Any buttons or clothing with off-color or suggestive writing and/or pictures are not considered appropriate school dress. Students may wear shorts from the start of school until the end of October and from April 1 until the end of the school year. The shorts need to be long enough so that they come down to the children's fingertips when their arms are held down at their sides. Hats are not to be worn during class or lunch time.

In purchasing shoes, please consider non-marking soles. This type of soles help keep our halls cleaner. **We do not encourage students to wear sandals/flip flops to school. If your child chooses to wear this type of footwear, please make sure he/she has a pair of covered shoes (athletic, etc.) to change into for recess/gym class.**

CURRICULUM

- Reading
- Language Arts
- Technology
- Social Studies
- Science
- Math
- Art
- Music
- Physical Education/Health
- Writing

SCHOOL SUPPLIES AND TEXTBOOKS

All textbooks are provided by the school. They should be returned in as good of condition as when they were received, taking into account normal wear. Should a book be lost or damaged, a charge will be made to cover the cost of replacement.

MEDICATION

If your child needs to take medication at school, have it brought to the nurse's office in the original bottle. All over the counter medication must be accompanied by a note including your child's name, the dosage, the time of day it is to be taken, and expected duration of treatment, along with your signature authorizing us to dispense it.

All prescription medication must be accompanied with the completed permission form by the prescribing physician. These forms are available in the school office.

MONEY

All money sent to the school should be in a sealed envelope with your child's name, his/her teacher's name, and the purpose of the money written on the outside of the envelope.

PHONE USE

Children may use the school phone for emergencies. Phone calls asking to remain after school are discouraged. Please help us keep the phones available for school business and emergencies only.

NEWSLETTERS

Periodically, newsletters are sent home with students to keep families informed of school activities. We hope you will read them and note the coming events.

BREAKFAST AND LUNCH

If your student has money left in his/her account, the money will remain in the account and will move with him/her if he/she moves to a new building. Minus balances will follow your student, as well as bad check fees that are left unpaid. Please take care of these as soon as possible.

Students who are eligible for free and reduced-price meals at the end of the school year will remain eligible for free and reduced-price meals for the new school year until September 30th. Please fill out your new papers right away. You will only be required to fill out one form per family.

LOST AND FOUND

Every year we accumulate many unclaimed articles of clothing. If all articles were labeled, it would help us to return them to the owner.

DANGEROUS WEAPONS POLICY

Weapons: A student will not use any device or instrument in a threatening manner that could cause injury or bodily harm. **First Offense:** Notify parent, notify police, suspension or up to 180 day or permanent expulsion.

Weapons (dangerous instruments): A student will not possess, handle, transmit or use a dangerous instrument. Dangerous instruments include, but are not limited to: chemical mace, pepper gas, stun guns, air guns, BB guns, pellet guns, razors or box cutters. **First Offense:** Notify parent, notify police, suspension or up to 180 day expulsion.

Weapons (dangerous): A student will not possess, handle, transmit or use a dangerous weapon. A dangerous weapon means: firearm, dagger, dirk, stiletto, knife with a blade over three inches, pocketknife opened by mechanical device, iron bar or brass knuckles. **First Offense:** Notify parent, notify police, suspension or up to 180 day or permanent expulsion.

TOBACCO

As of September 1, 1993, it is illegal to use tobacco products on school property. A person who violates the law is guilty of a misdemeanor and subject to a \$50.00 fine. It is also the policy of the school that possession or use of tobacco products is prohibited. The first violation of this policy will result in a two-day in-house suspension from school. A second violation will result in a three-day in-house suspension and possible notification of authorities. A third offense will result in a five-day in-house suspension and mandatory notification of police. A fourth violation will result in recommendation for expulsion.

ALCOHOL AND DRUGS

Alcohol and drug policies apply to anywhere in the school, on school grounds, and at any school event at Tri County or away. Any sale or promotion of drugs, look-a-like drugs, or alcohol will result in an immediate ten-school-day suspension from school and all school activities, notification of law enforcement officials, recommendation for extended suspension pending disposition by court, and expulsion upon establishment of guilt. Any use or possession of drugs, look-a-like drugs, or alcohol for a first violation will result in an immediate ten-school-day

DISCIPLINE

Gallup polls on education have listed discipline as parents' number-one concern regarding public schools. We want you to know that we share your concern. School is a place where boys and girls go to get an education. We believe they should be able to learn in a school that is safe and orderly, where children respect their teachers, themselves, their classmates, and the school's property. We also believe that all students must be responsible for their actions. At Sand Lake Elementary we insist on this kind of attitude. We ask you to support us in this by reviewing with your child the following school rules.

Generally speaking, any behavior that infringes on the ability of the teacher to teach, that keeps others from learning, or threatens the safety of any person will not be tolerated.

1. Play only in playground areas, not in the fields or parking lot. Never leave the school property.
2. Throw only playground balls, not sand, rocks, snowballs, or any other object that could hurt others.
3. Take turns on swings and using other playground equipment. Do not jump from swings, slide, and bars.
4. Walk in a safe and orderly fashion in classrooms, hallways, and on sidewalks outside.
5. Follow the instructions of all staff members.
6. Show pride in yourself and school by keeping the building and grounds litter-free.
7. Do not use bad language.
8. Do not play dangerous games – tackling, chicken fighting, pushing, tripping, or rough play (includes karate kicking).
9. Remain outside for recess until the bell rings or permission is given to go inside the building.
10. Settle differences or disagreements peacefully without fighting, threats, name-calling, insults, or put-downs.
11. Keep restrooms neat and tidy.
12. Keep your hands to yourself.
13. Complete all classroom assignments within the specified period of time.

DISCIPLINE PLAN – (SEE ENCLOSED) SAND LAKE BOOSTERS

The Sand Lake Boosters is a well-organized and active group that supports a variety of school projects and activities. We urge you to attend its meetings. You will be warmly welcomed.

EMERGENCY SCHOOL CLOSINGS

Classes will be held whenever possible. If, however, weather conditions make it unsafe to transport children to school, the office of the superintendent will notify area radio and TV stations by 7:00 a.m. If it is necessary to dismiss early, the radio and TV stations will again be notified. The following stations will normally be notified of school closings:

TV Stations	AM Radio	FM Radio
WOTV (8)	WOOD (1300)	WOOD (105.7)
WZZM (13)	WODJ (1380)	WODJ (107.3)
		WLAV (97)

STUDENT INSURANCE

Parents will be offered the opportunity to purchase insurance coverage for their children. Forms are available from the school secretary.

ELASTIC CLAUSE

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the final list should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

The policies and regulations within this handbook apply to all school-sponsored activities, including those held before or after school and those held away from Tri County Area Schools.

STATEMENT OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Tri County Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs, activities, or policies. Any person having inquiries concerning the Tri County Schools' compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact: **Mr. James Scholten**, Tri County Area Schools, 94 Cherry St., Sand Lake, MI, 49343. Discriminatory harassment of any form is unacceptable to this school district and subject to disciplinary action.

SEXUAL HARASSMENT

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, independent contractor, or volunteer (subsequently "employee"), male or female, to sexually harass another employee, student, or volunteer. The complaint procedure is available in the principal's office, superintendent's office, and/or guidance office.

HAZING PROHIBITED

The act of "hazing" is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any "hazing" incidents.

Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State Law.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Tri County Area Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

DIRECTORY INFORMATION

During the year we may have photographs or pertinent information of students and activities published in various news media. If you do not wish to have your child's information published, please notify the school in writing. Your written notification will remain in effect for the current school year.

PARTY INVITATIONS

Party invitations may be distributed at school if the entire class is invited. Past experience has shown that many children have hurt feelings when excluded from the party.

PETS/ANIMALS

For health and safety reasons, no animals shall be allowed at our school.