

# Kelloggsville Public Schools



## ELEMENTARY PARENT & STUDENT HANDBOOK

Adopted by the Board of Education on July 28, 2020

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education (BOE) and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August, 2020. If you have questions or would like more information about a specific issue or document, contact your school principal or administration.

## **KELLOGGSVILLE PHONE NUMBERS**

Central Administration - 538-7460  
 East Elementary - 532-1580  
 Southeast Elementary - 532-1590  
 West Elementary - 532-1595  
 Middle School - 532-1575  
 High School - 532-1570  
 KECLC (Pre-School) - 532-1585  
 Transportation - 532-1574

## **KELLOGGSVILLE BOARD OF EDUCATION**

Mr. Tim Pomorski - President  
 Mr. Jane Ward - Vice President  
 Mrs. Laura Tanis - Treasurer  
 Mrs. Marie Groters - Secretary  
 Mr. Gary Marihugh - Trustee  
 Mrs. Crystal Reidzans - Trustee  
 Ms. Debra Sellers - Trustee

## **CENTRAL ADMINISTRATION**

Mr. Samuel Wright - Superintendent  
 Mr. Jeff Owen - Director of Instruction  
 Mr. Eric Alcorn - Director of Auxiliary Services

### **VISION STATEMENT**

All students of Kelloggsville Public Schools will become productive citizens equipped with a global perspective and the skills to meet their full potential.

### **MISSION STATEMENT**

Kelloggsville Public Schools will embrace and model a community that values diversity, learning, caring and respect.

### **BELIEF STATEMENTS**

All students and staff of Kelloggsville will be:

- valued, respected and supported in achieving their maximum potential
- provided with a safe and secure learning environment
- held to high learning and behavior expectations
- guided in becoming self directed, lifelong learners

Collaboration, communication, and mutual respect between families and schools are critical to student success.

## East Kelloggsville Staff

**Principal** - Mr. Jeremy Palmiter

**Secretary** - Ms. Teresa DeBoer

**Counselor** - Ms. Lori Roberts

**Student Services Coordinator** - Mrs. Serena Ritchie

**Instructional Specialist** - Mrs. Janna Schneider

**EL Teacher** - Mrs. Angie Demott

**Special Education** - Mrs. Heidi Jewell

**Media Center** - Mrs. Kari Sakshaug

**Speech Pathologist** - Mrs. Katelynn Pawlowski

### **Kindergarten -**

Mrs. Erin Sokol

Mrs. Ashley Burtchett

Mrs. Sheri Rankin

Mrs. Barb Windsor

### **1st Grade -**

Mrs. Nicole Ceja

Mrs. Cathy Cole

Mrs. Jean Estevez

Mrs. Kerri Kazmierski

### **2nd Grade -**

Mrs. Cindy Prentler

Mr. Steve Keller

Mrs. Amber Ramirez

Mrs. Ashley McKeeby

### **3rd Grade -**

Ms. Hailey Soyko

Mr. Steven Wood

Mrs. Kristine Schneider

Mr. Luke Ferrell

### **Specials -**

Ms. Elizabeth Meek- PE

Mrs. Susan Iacovoni - Music

Mrs. Lynnea Roon - Science

Mr. Jason VanderWoude - Technology

Mrs. Amber Eiko - Art

## **Southeast Elementary Staff**

**Principal** - Ms. Kelly Farkas

**Secretary** - Mrs. Kim Branagan

**Counselor** - Mrs. Amie Thurber

**Student Services Coordinator** - Ms. Justice Craft

**EL Teacher** - Mr. Chip Peterson

**Reading Teacher** - Mrs. Maureen Bradley

**Special Education** - Mrs. Sarah Dykla & Mrs. Missy Bozung

**Media Center** - Mrs. Lisa Miller

### **4th Grade -**

Mrs. Tina Brown

Mrs. Brittany Dietz

Mrs. Twylia Dykehouse

Mrs. Carrie Zylstra

### **5th Grade -**

Mrs. Jessica Champion

Mrs. Mary Ormes

Mrs. Julie Wieber

Mrs. Cindy Wolter

Ms. Brittany Zender

### **Specials -**

Mr. Steve Johnson - PE

Mrs. Susan Iacovoni - Music

Mrs. Lynnea Roon - Science

Mrs. Amber Eiko - Art

Mr. Jason VanderWoude - Technology

### **Online Teacher -**

Ms. Riley Barry - 5th

Mr. Luke MacLean - 5th

Mrs. Elizabeth Vanderkamp - 4th

Mrs. Maureen Bradley - 4th

## West Elementary Staff

**Principal** - Mr. Eric Schilthuis

**Secretary** - Mrs. Tammy Skinner

**Counselor** - Mrs. Lisa VanKampen

**Student Services Coordinator** - Mr. Justice Wright

**Instructional Specialist** - Mrs. Suzanne Schmier

**EL Teacher** - Mr. Mark Burton

**Special Education** - Mrs. Camilla Sleeman

**Media Center** - Mrs. Lynnette Keena

### **Kindergarten -**

Mrs. Denise Wass

Mrs. Sara Cinadr

Mrs. Joy Howard

Miss Morgan Micele

### **1st Grade -**

Mrs. Kelly VanderWeele

Mr. Josh Welles

Mrs. Susan Lathrop

### **2nd Grade -**

Mr. Pat Sokol

Mrs. Melissa Wilhelm

Mrs. Wendy Deur

Mrs. Amy Brace

### **3rd Grade -**

Ms. Amy Stratton

Mr. Jeff Robinson

Ms. Kendra Savara

### **Specials -**

Mr. Josh Pry - PE

Ms. Elizabeth Meek- PE

Mr. Steve Johnson - PE

Mrs. Susan Iacovoni - Music

Mrs. Lynnea Roon - Science

Mr. Jason VanderWoude -Technology

Mrs. Amber Eiko - Art

## **KECLC Elementary Staff**

**Director of Special Education and Early Childhood** - Mrs. Kim Stevens

**Secretary** - Ms. Lori Martinez

**Student Services Coordinator** - Ms. Danielle Friedman

### **Young 5's:**

Mrs. Robin Axdorff

Mrs. Emma Fogg

Young 5's provides a step between preschool for students who are kindergarten age but not quite kindergarten ready. Placement is determined through teacher recommendation and/or kindergarten screening. Class runs Monday-Friday 8:45-3:35 and follows the Kelloggsville Public Schools calendar.

### **Great Start Readiness Program (GSRP 4-year-old):**

Bonnie Baker/

Barbara Trotter/Teesha Turmell

Sarah Raymond/Dana Clarke

Danielle Richards/Linden Becker

Kristen Seabert/Patti Griffin

Marissa Jachens/Jen Johnston

Erin Willett/Kim McKeller

GSRP is a state funded free preschool program for qualifying four-year-old children. The program requires children to be age four by September 1, 2018. Class runs Monday-Thursday 7:50-2:30 and follows the GSRP calendar.

### **Early Childhood Special Education (ECSE):**

Mrs. Jenna Jobin/Ms. Cindy Chrobak

ECSE is a preschool program for 3 and 4-year-old students who are placed in the program through special education eligibility and the development of an Individualized Education Plan (IEP). Class runs Monday-Thursday from 8:25-11:31 (am session) or 12:15-3:21 (pm session) and follows the Kelloggsville Public Schools calendar.

### **Specials:**

Mr. Josh Pry - PE

Mr. Steve Johnson - PE

Mrs. Susan Iacovoni - Music

## **RULES AND SCHOOL POLICIES**

It is a requirement that school officials must ensure this student handbook and all of its rules and policies are implemented consistently for all students.

## **ANIMALS IN SCHOOL**

Prior approval is required before an animal can be brought to school for any reason. We must make sure that no students are allergic to or extremely fearful of the animal. For liability reasons, we also request that parents do not bring animals on a leash when picking up or dropping off students at school.

## **SCHOOL ATTENDANCE INFORMATION**

Regular school attendance must be a priority for parents. Students that miss as few as 2 school days per month have a much greater chance of falling behind their peers. Most students who are below grade level never “catch up.” **Do not set your child up for school failure by keeping them home from school when they are well enough to attend!** If your child is going to be absent, you may call the Attendance Line (532-7911) and record the reason your child is going to be absent or you may call the school office by 9:00 a.m. and give the reason for your child’s absence. In the event you forget to call, a secretary will attempt to contact you. If the school does not know the reason for absence, then the attendance is marked as unexcused.

### **Strive for Less Than 5**

We’re going to put a big emphasis on good attendance for all students, every day. This includes coming to school and class on time, and staying all day so we can keep students learning and making progress. The campaign is called **Strive for Less Than 5**. That means try to have no more than five absences – for any reason – for the school year.

It’s just like going to work. You have to show up every day! And it’s just as important at school. Reliable attendance is a key habit for success and we want every student to be successful.

You’ll see materials and more information about **Strive for Less Than 5** during the year. We hope you’ll even see it out in the community since all the area school districts are joining in.

After all, more days in school = more learning = more success.

#StriveforLessThan5 #everyminutematters #everydaycounts

### **Attendance Codes**

*Unexcused Absence-* When a student is absent without a call from home.

*Excused Absence-* When a parent/guardian calls the school to explain why the student is absent within 48 hours of the absence. Important Note: After 5 excused absences, a truancy referral may be made if the student has missed more that 10% of possible school days.

*Verified Absence-* When some type of document explains the absence. This would include a note from a medical provider, court document etc. This type of absence will not be counted towards a truancy referral to the Kent Intermediate School District.

*Tardy-* When a student arrives after the official start of school or leaves before the dismissal bell.

### **Truancy Referral Process**

Kelloggsville Public School believes that the school and parent should work together to address attendance issues. The parent will be notified by school personnel before a truancy referral is made to the Kent Intermediate School District. Attempts will be made to help parents resolve any issues that may be affecting a student's attendance at school. However, please see the following bullet points that define the truancy process:

After a student has reached 5 excused or unexcused absences and the student has missed more than 10% of the possible school days, a truancy referral will be sent to the Kent Intermediate School District. The parent/guardian will be required to meet with school personnel to develop a plan to improve attendance in the future. Once the plan is created, school personnel will monitor attendance on a weekly basis and will have regular contact with parents to insure the student's attendance pattern improves.

If attendance continues to be an issue, the Attendance Mediation Program, which is a service of the Dispute Resolution Center of West Michigan, will be contacted. This organization will assist to help resolve barriers to regular attendance.

If attendance continues to be an issue, a 2<sup>nd</sup> truancy referral will be made to the Kent ISD. This will result in a certified letter being sent to the home which will contain very specific information concerning attendance as well as a notice of pending legal action.

If attendance continues to be an issue, a 3<sup>rd</sup> truancy referral will be made to the Kent ISD. In most cases, this will result in a referral to the prosecutor's office.

Extended absences may require a doctor's note. Absences due to family vacations are discouraged, however, parents requesting "make up school work" for vacations must request the work at least 3 days before the student leaves. Days missed due to vacations or visiting a foreign country count as part of the number of total absences for the child.

### **Lost Instructional Time**

Whether your child is late arriving to school or leaves early, there is lost instructional time. The Kent Intermediate School District requires Kelloggsville to keep track of this important issue. Lost instructional time will be converted into absences using the following table:

<b>Arrival or Departure Time</b>	<b>Absence Calculation</b>
Student arrives after 8:45 a.m.	Loss .25 of a school day
Student arrives after 10:09 a.m.	Loss .50 of a school day
Student leaves before 2:09 p.m.	Loss .50 of a school day
Student leaves after 2:09 p.m.	Loss .25 of a school day

The days missed due to lost instructional time will be included in a truancy referral to the Kent ISD.



## **When Should You Keep Your Child Home?**

### **Send me to school if...**

- I have a runny nose or just a little cough, but no other symptoms.
- I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.
- I haven't thrown up or had any diarrhea for 24 hours.

### **Keep me at home if...**

- I have a temperature higher than 100 degrees even after taking medicine.
- I'm throwing up or have diarrhea.
- My eyes are pink and crusty.

### **Call the doctor if...**

- I have a temperature higher than 100 degrees for more than two days.
- I've been throwing up or have diarrhea for more than two days.
- I've had the sniffles for more than a week, and they aren't getting better.
- I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).

## **ANTI-BULLYING/POSITIVE BEHAVIOR SUPPORTS**

Bullying behavior is a form of mean behavior that is repeated and on purpose. We have a system in place in Kelloggsville to teach and encourage appropriate behaviors as well as give consequences for inappropriate behaviors. Parents receive a letter of explanation and rubric each year in order to review these supports.

This year at the Kelloggsville Elementary Schools, we are adopting a school-wide system called **PBIS**. PBIS stands for *Positive Behavior Interventions and Support*. PBIS is a process for creating safer and more effective schools. It is a research based approach to enhancing the capacity of schools to educate all children by developing school-wide and classroom behavior support systems. The goal is to create a safe and productive learning environment where teachers can teach and all students can learn.

PBIS foundational principles state that:

- Student behavior can be changed
- Environments can be created to change behavior
- Changing environments require change in adult behavior
- Adult behavior must change in a consistent and systematic manner
- Systems of support are necessary for both students and adults

The staff and students will S.O.A.R.! These letters represent the words Safety, Ownership (of behavior), Achievement and Respect. Students will be taught that to live and learn as a community, these characteristics must be practiced regularly.

During the first few weeks of school, students will be explicitly taught expected behaviors in all school settings. These behavior expectations have been agreed upon by the staff as an effective way to be proactive in managing behaviors. When needed, students will be re-taught these behavior expectations so they can be successful.

We are also going to make an effort to focus on acknowledging students when they make good choices through small incentives and regular school-wide celebrations.

Please take this opportunity to talk to your child about the expectations at school and the importance of continuing to demonstrate behaviors that S.O.A.R.! With your continued support and involvement, Kelloggsville Elementary Schools will remain a place where students can shine.

### **ARRIVAL POLICY**

Please do not drop off your child before 8:00 a.m. No supervision is available until 8:00 a.m. In the event of an unusually cold (wind chill below 10°) or a rainy day, students will be allowed to enter the building at 8:00 a.m.

### **BIRTHDAY TREATS AND INVITATIONS**

If a parent would like to bring a treat for their child's classroom, please make sure that you contact the teacher first to arrange a time for the treat to be handed out to the students. It is the policy of the school that no food prepared at home may be consumed by the students at school parties, picnics, etc. during school hours. Wrapped candies, baked goods and vegetable or fruit trays purchased from a commercial establishment are permitted. Students are discouraged from passing out private birthday party invitations at school unless they are inviting the entire class. Please do not bring balloons into the classroom as they will disrupt the learning environment.

### **BOARD OF EDUCATION POLICIES**

Board of Education Policies are accessible online at:

[http://www.kvilleps.org/district\\_information](http://www.kvilleps.org/district_information) This site also contains links to each individual building as well as athletics and the arts.

### **BREAKFAST PROGRAM**

Kelloggsville Public Schools offers a free breakfast program for all students.

- *East/West/KECLC*: Breakfast is offered in Kelloggsville in the classroom after the bell rings at 8:45 a.m.
- *Southeast*: Breakfast is offered 8:00 a.m. to 8:30 a.m. in the cafeteria

### **BUS INFORMATION**

Any concerns or problems with bussing can be addressed by contacting the Transportation Department. The phone number is 532-1574.

### **BUS RULES**

We ask parents to instruct their children of the following rules in addition to those that they would receive from the bus driver.

1. Be on time and board the bus in an orderly manner.
2. Students must share seats, remain in them and face forward.
3. Keep voices quiet. No shouting, screaming, singing or whistling can be allowed.
4. No fighting, arguing, pushing, hitting or kicking.
5. Keep all parts of your body, and all objects inside the bus.
6. No profanity, smoking, spitting or throwing of objects.
7. Keep the aisle clear at all times. Band instruments and book bags are to be held on lap.
8. No food, candy or drinks should be consumed while on the bus.

9. Follow the driver's instructions for crossing after leaving the bus.
10. No harmful or illegal objects on the bus.
11. Do not litter, write on, or damage the bus in any way.
12. The emergency door is to be used for emergencies only.
13. All school rules apply on the bus.

### **BUS CONSEQUENCES**

Bus drivers and their aides will teach the students the behaviors expected on the bus. Students will be given the opportunity to improve inappropriate behaviors before disciplinary action is taken. However, for persistent misbehavior or misbehavior of a serious nature, students will receive bus conduct reports that will have consequences.

**1st offense** - The driver will inform the student that he or she is receiving a bus conduct report, If possible, the parent will be notified at the bus stop. The bus driver will give the bus conduct report to the building administrator and consequences will occur based on the discipline rubric for that school. Parents will be notified of the bus conduct report through U.S. mail or by phone call.

**2nd offense** - The driver will inform the student that he or she is receiving a bus conduct report. If possible, the parent will be notified at the bus stop. The bus driver will give the bus conduct report to the building administrator and consequences will occur based on the discipline rubric for that school. **Parents will be notified of the bus conduct report by phone call and will be informed that the next bus conduct report will result in a loss of bus privileges for five school days.**

**3rd offense** - The driver will inform the student that he or she is receiving a bus conduct report, If possible, the parent will be notified at the bus stop. The bus driver will give the bus conduct report to the building administrator. **Parents will be notified that the student will not be able to ride the bus for the next five school days.**

Additional bus conduct reports (beyond a 3rd) will result in a loss of bus privileges based on the discretion of the building principal and transportation director.

For incidents of a serious nature, students may be removed from the bus immediately and on a permanent basis.

### **CHILD STUDY**

Should the teacher or parent have an academic or other concern about a student, we may bring that student to the Child Study Team. This is a meeting of building professionals (such as a teacher, administrator, psychologist, speech & language pathologist, resource room teacher, previous teacher, social worker, occupational therapist) who work together to address the concerns and develop a plan to meet the needs of the child. This may or may not include testing for special education services.

### **CLASSROOM PARTIES (ECSE & Young 5's-3 Only)**

Classrooms will have two to three parties each year. Parents are welcome to attend these parties. If a parent would like to bring a treat, please consult the teacher first so that treats can be coordinated. While in the classroom, we encourage parents to be actively involved, helping the teacher whenever possible. We would prefer that younger children not accompany you to the party.

## **COMMUNICABLE DISEASES**

Whenever a case of communicable disease occurs in a room, a parent will be notified that the child has been exposed. Specific communicable diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments.

We will send a note home with each child, giving the name of the disease and some of the symptoms to look for, as soon as the office is notified of the illness. The only way this plan can be effective is for each caregiver to call the school when their child contracts a disease. The County Health Department must have a record of all diseases.

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Any removal will only be for the contagious period. Administration may require doctor documentation upon return.

## **DISMISSAL POLICY**

- Our expectation is that a student will take his/her normal method of going home unless we get a note or phone call from a parent indicating a change. We do not deviate based on what a child may tell us.
- Students will be dismissed at specific doors around the building. This is done to insure a safe, supervised hand-off between teacher and the person picking up the child.
- All adults picking up a student are expected to walk to the door assigned to each classroom. There are no exceptions to this policy.
- We do not dismiss students through the office at the end of the day. Please make sure that you tell anyone picking up your child about our dismissal policy.
- We must have notification from you if your child is going to be picked up by anyone other than the approved adults on each registration form.
- You also must notify the office if an already approved adult will be picking up a child before the 3:35 p.m. dismissal.
- If you elect to pick up your child before the 3:35 p.m. dismissal, they will be marked tardy for the afternoon session.
- Children are expected to be picked up at the designated pick up time. In the event a parent will be late due to some unforeseen circumstances, we expect the parent to notify the school as soon as possible. If the school receives no communication by 4:00 p.m. and all emergency contacts have been attempted without success, the school may call the police department and/or Child Protective Services to resolve the situation.

## **DISCIPLINE**

All Kelloggsville Elementary Schools have adopted and follow a school wide discipline rubric. Violations of any school rules and guidelines may result in disciplinary action up to and including any of the following: verbal warning, written warning, loss of recess, in-school suspension, out-of-school suspension, restriction of privileges, or expulsion. Section 1310d, among other things, requires school officials to consider seven factors before suspending or expelling a student under sections 1310, 1311(1), 1311(2) or 1311a (except for students in possession of a firearm in a weapon free school zone).

## **DISOBEDIENCE**

If given a reasonable direction by a staff member, the student is expected to comply. School staff, not just teachers assigned to a student, may act “in loco parentis.” The term **in loco parentis**, Latin for “in the place of a parent” refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Chronic disobedience can result in suspension.

## **DRILLS**

Fire, severe weather, and lockdown drills will occur throughout the school year. The drill practice is necessary to ensure the safety of everyone in the event that a real emergency occurs. Teachers and administrators will explain drill procedures to students and directions for the drills will be carefully worked out through repetition.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

- **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charge. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing or a phone call within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal. The request of the appeal must be in writing. Suspension from co-curricular and extracurricular activities may not be appealed.

## **ELECTRONICS**

Our policy is to keep cell phones, Ipods, game systems, etc. at home. If they are brought to school, they are to stay in backpacks and be turned “off” at all times unless a teacher has designated a special electronics day. We take no responsibility for lost or stolen electronics. The school prohibits the use of any video device to take or transmit images. Any reasonable suspicion that a communication device has been used to violate District policies or administration guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

## **EMERGENCY SCHOOL CLOSING**

In the event that school is not going to be in session due to an unexpected emergency or inclement weather, a robo-call will be made to the homes of all students. It is essential that parents keep the school updated if phone numbers have been changed. In addition, parents can watch local television stations to find out if school is closed. **Look for Kelloggville Public Schools not Thornapple Kellogg Schools.**

## **FIELD TRIPS**

Parents will be notified when their child’s classroom is going on a field trip. There may be opportunities for parents to accompany the classroom on these trips. A criminal background will be required before any adult accompanies the classroom on a field trip. The criminal background check must be filled out at least 2 days prior to the trip. If you go with the class,

please do not bring younger or older children along with you.

### **HEAD LICE**

Kelloggsville Public Schools routinely checks students for head lice. Students containing live lice or nits that are within  $\frac{1}{4}$  of the scalp will be sent home and then re-checked by school personnel prior to being admitted back to school. We ask that if a parent finds live lice on their child's head they contact the school so the entire class can be checked.

### **HEARING AND VISION TESTING**

Kindergarten students are required to have hearing and vision testing done before starting school. Hearing and vision testing for other grade levels will be determined per State of Michigan/County funding.

### **ILLNESS/INJURY AT SCHOOL**

Children that have diarrhea, are vomiting or have fever above 100 degrees, should STAY HOME from school and be fever free for 24 hours before returning to school. In general, if your child is too sick to go outside and play, they are too sick to attend school.

If your son or daughter has any health problems (allergies, asthma, etc.) that we should be aware of, please let us know as soon as school begins and make sure this information is on emergency forms each year.

In the event your child should become ill or injured at school, every effort will be made to contact you or the emergency numbers indicated on your enrollment forms. It is essential that the school be notified of any changes to contact information. The staff will pay close attention to any injury involving the head. When in doubt, parents will be notified to evaluate the condition of their child.

### **IMMUNIZATIONS**

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

### **INSURANCE**

A health insurance plan is offered by the school district to parents at the beginning of the school year. This health insurance plan must be purchased when school starts. Forms are available in the school office.

### **LIBRARY**

Students will have the opportunity to check books out with the librarian to assist the student. We ask for parent cooperation to have the students return the books in one week. A child may check another book out when each book is returned. If a book is lost or damaged, the student is responsible. With Kelloggsville's partnership with KDL, KDL books can be returned to any Kelloggsville building and they will be brought back to KDL for your convenience.

### **LOST AND FOUND**

Lost and found boxes/racks are located in the hallway of each building. Your child may check for any lost articles. Parents may also come in and check for missing items. Please make sure that you stop by the office to pick up a visitor's pass before going to the lost and found. All items including coats, hats, boots, and gloves, lunch boxes, etc. should be labeled with your

child's name. Items not claimed from the lost and found will be donated to a local charity.

### **LUNCH PROGRAM**

Kelloggsville Public Schools offers a free lunch program for all students.

### **LUNCHROOM RULES AND PROCEDURES**

- Students must be quiet and polite at all times. General noise must be kept to an acceptable minimum.
- Students are not to leave their seats for any reason unless authorized by an adult.
- They should raise their hand if they have a question or problem.
- Students are responsible for taking care of and properly disposing of all materials before they are excused.
- Students must always demonstrate proper respect for the lunch supervisors and hallway monitors.
- All food and drinks must be consumed in the lunchroom.

### **MEDICATIONS**

Elementary school students may not self-administer medications at school. If a child is to receive any medication during the school day, the parent or guardian should bring the medication and the doctor's signed instructions to the school office. **Never send medication with your child to school.**

- Prescription medication containers will carry the pharmacy label with the patient's name, doctor's name, name of medication, dosage and instructions.
- All medications will be accompanied by a letter of authorization signed by the parent and doctor. Forms are available from the school office. The above instructions will be kept by the person responsible for giving the medication with a copy in the school office.
- The medication will be kept in a safe place in the school office which is convenient to the adult administering the medication but not accessible to students.
- The school principal may designate an adult employee to administer the medication. The medication will be administered in the school office. The designated adult may be a teacher, school secretary or aide. The designated adult will insure that the medication is taken in accordance with the written instructions and pharmacy label. Such designated adult, when acting within the scope of his/her instructions, will be considered an agent of the principal for purposes of legal authority and responsibility.
- In order for over the counter medication to be taken at school, the parent must fill out a form giving permission for school personnel to administer the medication.

### **PARENT CONCERNS**

If you have any concerns about your child, a teacher, or a specific incident at school, please talk with the teacher immediately to bring about increased understanding and a quick resolution. Issues which are not satisfactorily resolved with a teacher may then be addressed with the principal.

### **PARENT RESPONSIBILITIES**

Please keep the school informed as to your current:

- Address
- Telephone number
- E-mail
- Place of employment and telephone number
- Doctor's name

- Child Care
- Friends, neighbors or relatives who can be reached when you are away

Instruct your child as to where to go or what to do when he or she arrives home and finds no one there. This is especially important in case school should be dismissed early due to inclement weather or for some other reason.

Send a note or call the office when:

- You are taking a trip.
- You are picking your child up after school.
- Your child is riding a different bus.
- Your child has a dental and/or doctor appointment.
- You are giving permission to stay for an activity.
- Any situation exists that might cause anxiety for your child or change in his/her normal routine as it relates to school.

### **PARENT/TEACHER CONFERENCES**

Regularly scheduled parent/teacher conferences are held in the fall and the winter of each school year. These conferences are held by appointment and you will be notified well in advance of your appointment time. We hope you will make a special effort to attend, as a conference with your child's teacher is of great importance to the child, and hopefully to you as well. Additional conferences are welcomed by the staff at Kelloggsville. Arrangements can readily be made by calling, writing, or stopping in at the office. Please make appointments with a teacher for any special conference in advance by calling or writing a note to the teacher. Interpreter will be available upon request.

*If you have any questions or concerns about your child's academic progress or behavior, please contact the teacher immediately to schedule a conference at any time during the school year. Don't wait until parent/teacher conferences if you have concerns.*

### **PARENT/TEACHER GROUP**

The PTG exists to support educational enrichment and a sense of community at Kelloggsville Public Schools. By promoting active communication between parents, students, staff and the community at large, we seek to establish positive relationships between home, school, and community and serve as a platform to get involved in your child's elementary experience at East, Southeast and West Elementary schools. We encourage parent involvement in our monthly meetings and special events like the school carnival.

### **PARKING LOT PROCEDURES**

Parents are expected to follow the designated traffic flow in each of our parking lots. Please drive slowly in the parking lot. This is to ensure the safety of our children. Please walk your children to and from your vehicle in order to avoid car-student accidents. Parents should only park in designated parking spots. Parents are expected to be patient and courteous and realize that it may take some time to get out of the parking lot at dismissal. Parents that use profanity and/or obscene gestures in our parking lot will not be allowed in our parking lots.

### **PERSONAL APPEARANCE, DRESS AND CLEANLINESS**

The state of Michigan school laws require a student to attend school in appropriate dress. We want to encourage appropriate dress for school as a place of learning. Since it is sometimes difficult to predict in advance what clothing might be questionable, we cannot set up a policy



which will cover all situations. We do like to rely on the good judgment of parents; neatness, cleanliness, and good taste should be evident at all times. We do recommend that the following guidelines for dress should always be followed:

- You may wear mid-thigh length shorts/skirts/dresses. When your arms are hanging down, the bottom hem of the shorts needs to go past your fingertips.
- Shirts must be waist length and **no bare midriff areas may be exposed.**
- **Tank tops, spaghetti strap tops, open back halter style tops or dresses may not be worn. All straps must be at least three adult fingers wide.**
- Clothing with inappropriate pictures and language are not considered proper school dress.
- Head coverings (hats, do-rags, scarves, bandanas, skull caps) are not permitted in school.
- “Sagging” jeans are not allowed, **belts must be worn with extra-large pants.**
- **No “healy” shoes are allowed.**

If your child arrives at school wearing inappropriate clothing, the parent will be called and a change of clothing must be brought to school. If parents or students have any questions regarding the dress code, please feel free to discuss your concerns with the building principal.

Students should also be taught good grooming and hygiene procedures. We assume that parents know what their child’s personal appearance and cleanliness is for school that day. Label all your child’s personal items such as lunch boxes, school bags, backpacks, sweaters, jackets, boots and mittens. Please send your child in clothing that will take lots of play and work.

### **PLAYGROUND AND SCHOOL RULES**

Students in Kelloggsville Public Schools are expected to be positive role models for others to follow at all times. With regard to behavior at school, students should know and practice keeping hands and feet to themselves, listening carefully, following directions, working quietly, walking (not running in hallways), being kind, being polite, being helpful and honest, and taking care of school property. We take the issue of a productive, safe learning environment very seriously. School rules as well as playground, lunchroom, and individual room rules will be discussed at length with students at the beginning of the school year.

We also expect students to abide by the following guidelines:

- Respect for school property!
- **REPORTING INJURIES** – Encourage your child to report minor bumps and bruises to the playground supervisor or to a teacher.
- Certain games and activities are too dangerous to permit on the playground, including:
  - “King of the Mountain” games or any other games involving riding on each other’s backs.
  - Tackle football
  - Use of baseballs
  - Throwing snowballs
  - Using bikes, skateboards or roller blades
  - **NO** personal electronic devices, cell phones, laser lights, electronic games, etc., at school unless authorized by the teacher
  - Using playground equipment inappropriately- running up slides, sitting on top of the monkey bars etc.

Students who do not follow school rules including recess and hallway incidents will be warned

but may receive behavior reports for future infractions. Students may lose all or part of their recess privileges for one or more days due to attending the supervised recess room.

### **POSSESSION OF A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as “a firearm, dagger, dart, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designated to inflict bodily harm, including but not limited to, air guns and explosive devices. A student shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault.

- **Criminal Acts**

Any student engaging in criminal acts or related to the school will be reported to law enforcement officials as well as disciplined by the school. Student should be aware that State law requires that school officials, teacher and appropriate law enforcement officials be notified when a student of the District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **RECESS**

- The recess period is given to provide a change of pace, exercise and release of tension.
- If your child is well enough to come to school, we can generally assume he/she is well enough to go outside for recess.
- All children are expected to go outside where there is supervision, unless the principal declares the weather is not suitable for children to be outside. This will occur when it is raining or when the wind chill factor is 10 degrees or below.
- A written request from the parent asking that a child remain inside for recess will be honored one day at a time. Requests for extended periods inside (more than three days) may require a statement from your doctor.
- Tag or clearly mark all articles brought to school.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards or progress reports are distributed each semester – twice a year.

### **RESTORATIVE PRACTICE**

Restorative Practice is an approach that proactively builds positive school communities while reducing discipline referrals, suspensions, and expulsions. According to research, Restorative Practices works to:

- Encourage accountability and responsibility through personal reflection within a collaborative planning process.
- Understand the harm and develop empathy for both the victim and the offender.
- Listen and respond to the needs of the person harmed and the person who harmed.
- Supports the healing process.
- Allows individuals to learn the impact of their actions and take responsibility.
- Creates a caring climate in schools.

### **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school always or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within building and on grounds by other than generally accepted practices where appropriate is prohibited. Student violating this expectation will be subject to disciplinary action.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide that lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or returned over to the police. The school reserves the rights to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against policy.

### **SCHOOL SCHEDULE**

- Entry Bell: 8:43 a.m.
- Instruction Begins: 8:45 a.m.
- Lunch Begins: 11:50 a.m.
- Lunch Ends: 12:30 p.m.
- P.M. Recess Begins:
  - *East/West*: 2:10 p.m.
  - *KECLC/Southeast*: 3:05 p.m.
- P.M. Recess Ends:
  - *East/West*: 2:30 p.m.
  - *KECLC/Southeast*: 3:25 p.m.
- Dismissal: 3:35 p.m.

### **SPECIAL CLASSES**

Students will have the following elective classes:

Music

Art

Technology

PE- Please make sure that students have tennis shoes on the days they have PE

Science (3rd, 4th & 5th grades)

### **SUGGESTION BOX**

Each elementary building has a suggestion box located in the entryway or office. Parents are welcomed to make suggestions to improve our schools.

### **TARDIES**

Another important component to attendance is being on time. Please make every effort to have your child to school by 8:45 a.m. If your child arrives after 8:45 a.m., they must report to the office to pick up a tardy slip before they will be allowed into class.

### **TOYS AND CARDS**

Please do not let your child bring toys and cards to school. These items may get lost, stolen or broken. The school will not be responsible for investigating incidents involving these items.

### **TECHNOLOGY**

It is our expectation that students will use technology appropriately as outlined in the Acceptable Use Policy agreement signed by parent and student. Students are not given access to online communications (instant messenger, email, Snapchat, Facebook, etc.) at school. Concerns about these student to student exchanges on the internet are expected to be handled outside of school by the parents of students involved.

### **TELEPHONE CALLS**

- The office is staffed from 7:45 a.m. to 4:15 p.m.
- While class is in session, we do not interrupt the classroom so that a parent can talk to their child's teacher. A message will be taken so that the teacher can return the call at an appropriate time.
- If you need to get a message to your child during the school day, please contact the appropriate elementary office your child attends. In order to ensure that the message gets delivered to your child, we ask that you contact the office no later than 2:30 p.m. as the office gets very busy at the end of the day.

### **TEXTBOOKS**

Textbooks and other instructional materials are provided for use by the school and should be returned upon request. Students are expected to keep all books in good condition and **pay for lost or damaged books.**

### **VIDEO RECORDINGS**

The Board of Education has installed video cameras on district property (Buses, Buildings, etc.) If a student misbehaves and it is recorded, the recording may be used as evidence of the misbehavior. Recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **VISITORS**

**ALL** visitors **MUST** report to the office when they arrive at the building. Any adult visitor walking in our hallways must have a visitor's pass. Parents are asked to come into the building only, through the main entrance. Please do not come into the building at the door where your child comes into the building.

### **VISITING THE CLASSROOM**

- We encourage parents to be involved in their child's education. If a parent would like to observe in a classroom, we ask that they sit in a location that will not be distracting to students and observe quietly without interrupting the lesson.
- We do not allow parents or other visitors to interrupt the classroom to speak to the teacher while school is in session. The office will make sure that the teacher gets a message indicating the parent would like to speak with them either in person or by phone.

## **VOLUNTEERING IN THE CLASSROOM**

To insure the safety of our students in Kelloggsville, we require a criminal background check before parents/guardians can work with students in the classroom. The necessary form can be obtained in the office.

## **WEATHER**

In the event of a tornado/severe weather warning we will keep all students in school, away from windows and near an inside wall, even if the warning is in effect at dismissal time. At any time, parents may pick up their own children. We must have written authorization from parents if other adults will pick them up. Please **DO NOT** call the school during a tornado warning except in a most serious emergency. It is a time when teachers, principals and building secretaries are already fully occupied.

## **NON-DISCRIMINATION POLICY**

Kelloggsville Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, religion, marital status, national origin, sex, age or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504. Any person believing that the Kelloggsville Public School district or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Kim Stevens or Eric Alcorn, the local Coordinators at the following address: 242-52<sup>nd</sup> Street Kentwood, MI 49548, 538-7460

## **FERPA**

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

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
  - Parents 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 of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes are inaccurate.
  - Parents may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment.
  - Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information

contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. This includes a student's disciplinary record including any suspension or expulsion action against the student.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.
  - The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605