

East China School District

2010-11

Elementary Parent / Student Handbook



- Belle River Elementary
- Eddy Elementary
- Gearing Elementary
- Palms Elementary
- Pine River Elementary
- East China Educational Center



Receipt and Review of Handbook

Dear Elementary Parent/Guardian:

I acknowledge that I have receipt of and read through the Elementary Handbook. **Complete the information below, sign, and return this cover page to the school office** so we know you have received a copy of the handbook and have reviewed its contents with your child. Thank you.

Name of Student (please print)

Teacher's Name

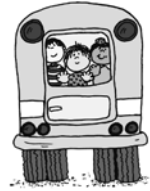
Grade

Signature of Parent/Guardian

Date



East China School District
**ELEMENTARY PARENT/STUDENT
 HANDBOOK
 2010-11**



Welcome to the 2010-11 school year! This handbook has been compiled as a handy reference to answer many commonly asked questions that may arise during a school year. Please read the contents carefully; topics are arranged in alphabetical order for easy reference.

The success of your child's education is determined by the unique partnership between home and school. We ask that you and your child review together and follow the guidelines listed in this handbook. We consider them important for order, safety, progress, and pride in our schools.

Feel free to contact your school principal for clarification about any information contained in this book. You will find his or her name and phone number below.

Belle River Elementary School

1601 Chartier Road, Marine City, MI 48039
 Phone: (810) 676-1150
 Fax: (810) 676-1160
 Attendance: (810) 676-1166
 Principal: Patti Andrea
 Secretary: Sandi Rogensues

Palms Elementary School

6101 Palms Road, Fair Haven, MI 48023
 Phone: (810) 676-1350
 Fax: (810) 676-1360
 Attendance: (810) 676-1366
 Principal: Robbie Kafcas
 Secretary: Lisa Glasgow

Eddy Elementary School

301 N. Ninth Street, St. Clair, MI 48079
 Phone: (810) 676-1550
 Fax: (810) 676-1560
 Attendance: (810) 676-1566
 Principal: John Fitzmaurice
 Secretary: Lynn Koury

Pine River Elementary School

3575 King Road, China, MI 48054
 Phone: (810) 676-1050
 Fax: (810) 676-1060
 Attendance: (810) 676-1066
 Principal: Joyce Lemmer
 Secretary: Dawn Cronce

Gearing Elementary School

200 N. Carney Drive, St. Clair, MI 48079
 Phone: (810) 676-1650
 Fax: (810) 676-1660
 Attendance: (810) 676-1666
 Principal: Lynda Crandall
 Secretary: Sue Johnson

East China Educational Center

301 North Ninth Street, St. Clair, MI 48079
 Phone: (810) 676.1630
 Fax: (810) 676.1634
 Administrator: Douglas Montgomery
 Secretary: Deborah Jones



District Mission Statement

The East China School District, a partnership with parents/guardians, students, and the community, will ensure that every child can and will learn successfully.

District Vision Statement

The East China School District will effectively prepare students for post-secondary education by:

1. Sustaining a culture of excellence and high expectations for all stakeholders
2. Providing rigorous academics through an aligned curriculum and effective instruction
3. Challenging and supporting students to perform to their highest capacity
4. Cultivating partnerships with parents and community members
5. Embracing technology and innovation for instruction, communication and operations
6. Supporting a variety of co-curricular activities

Superintendent of Schools

Dr. Rodney P. Green

Assistant Supt., Instruction

Brenda L. Tenniswood

Assistant Supt., Personnel/Operations

Ketha K. Knuth

**East China School District
Board of Education**

Michael McCartan, President

James Biewer, Vice President

Verne Westrick, Secretary

John Folske, Treasurer

Kathy Bruer

Roy Klecha

Michael McNamee

Parents/guardians are invited to attend meetings of the Board of Education. Board meetings are generally held on the second and fourth Monday of each month at the East China Administrative Offices, 1585 Meisner Road, East China, MI. District website: www.ecsd.us

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ACADEMIC ACHIEVEMENT RECOGNITION

The following criteria have been set for students to be eligible for the end-of-the-year district Academic Achievement Award beginning in third grade: Students in grades 3, 4, and 5 are eligible to receive the Academic Achievement Award. Eligibility is determined by compiling a student's English Language Arts (ELA), mathematics, science, social studies, work ethic, art, music, physical education, library media, and grades/scores/percentages. The students must achieve as follows in all subjects listed to be eligible:

- In work ethic: An O or S in each core content area (in English Language Arts, math, science, and social studies) in second, third and fourth card markings;
- For English Language Arts (ELA): A 3 or 4, (except in handwriting) and achieving at or above grade level on Standards 1, 4, and 6 as reported on the ELA insert page of the report card by the fourth card marking;
- For math: A 3 or 4 on all standards by the fourth card marking;
- For social studies: All A's and/or B's for all four card markings;
- For science: All A's and/or B's for all four card markings;
- For physical education, art, music, library media, and Spanish: All O's and S's in second, third and fourth card markings.

ACADEMIC INTEGRITY POLICY

It is the East China School District's intent to maintain and encourage high standards of personal conduct at all levels. These standards include personal honesty, discipline, and integrity. It is the belief that all students should complete their own work. At the elementary level, while parental support is acknowledged and encouraged, it is assumed that schoolwork turned in is a result of the efforts of the student. Academic dishonesty occurs when a student turns in work that is not his or her own.

ACADEMIC INTERVENTION

Academic intervention is designed to provide our students academic support, when necessary, in order to meet the vigorous academic standards of the district curriculum.

Students may be assigned to an academic intervention program at the discretion of building staff. Students may be assigned to the intervention program before, during (lunch), and/or after school.

ACCOMMODATING UNIQUE NEEDS



The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability.

Students with unique needs may be served within the regular education program with an accommodation plan developed by a Student Success Team. Parents/guardians should contact their child's teacher if they believe their child may have unique needs that substantially limit the child's ability to function successfully in school.

AFTER-SCHOOL ACTIVITIES

A variety of after-school activities are available at various elementary schools during the school year. There may be a fee associated with some of these activities. Notification of planned activities is sent home in advance. It is the parent's/guardian's responsibility to provide transportation home.

ARRIVING AT SCHOOL

- Punctuality is a life skill. All students are expected to arrive at school on time because valuable instruction is missed when students are late for school.
- All students may enter the school building when the first bell rings. Supervision is not provided prior to the first bell. Students who are eating breakfast at school may enter earlier than the first bell.
- **Student safety is paramount. As no supervision is available prior to the beginning of the school day, students are not to arrive at school any earlier than five minutes prior to the start of school.**
- Latchkey Program services are offered at each elementary school from 6:30 a.m. until the start of the school day and from the end of the school day until 6:00 p.m. for parents/guardians who need their children to arrive prior to the start of the school day or remain after dismissal time. For information about Latchkey services, please contact the director at the program office at (810) 676-1640.
- Take Your Child to Work Day is counted as an excused absence if appropriate documentation is provided in advance.
- Students who are not picked up at the end of the school day will be assigned to the Latchkey Program. All applicable fees will be charged (registration and daily rates).

ATTENDANCE

Students who attend school regularly and on time for classes benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. Research shows that attendance is highly correlated with academic achievement and helps develop valuable personal habits. School attendance is the responsibility of parents/guardians and students, with the students accepting more responsibility for appropriate attendance as they grow older.

It is important that parents/guardians and students assume responsibility for students' punctual arrival at school.

Any student who arrives between 8:45 a.m. and 9:00 a.m. is considered "tardy". Any student who is tardy is expected to report directly to the office to obtain a tardy slip for admission to class.

Any student who arrives after 9:00 a.m. but before 10:30 a.m. is considered a "late arrival" for that day.

Any student who arrives after 10:30 a.m. or leaves prior to 2:00 p.m. is considered in attendance for only half a day.

Any student who leaves after 2:00 p.m. but before 3:15 p.m. is considered an "early dismissal" for that day. A student is to attend school all day in order to participate in extra-curricular activities during the same day or evening.

Absences: Your child's safe arrival at school is important to us. Parents/guardians are expected to report their child's absence on their school attendance line before 9:00 a.m. each day their child is absent from school. All schools have a separate attendance line for reporting student absences. Please see page 1 of this handbook for your school's attendance number.

A student is to attend school all day in order to participate in extra-curricular activities during the same day or evening.

Truancy: The Michigan Compulsory Attendance Law requires every parent/guardian, or other person in the state who is in control of a child of the age 6 to 16 to send the child to a public school during the entire school year unless a statutory exception applies. Failure to comply with the compulsory attendance law is a criminal misdemeanor.



ATTENDANCE (continued)

Records are kept of all absences and tardies. Parents/guardians receive written notification when their child is absent for 10, 15, and 20 days or has excessive tardiness. The St. Clair County Truancy Officer may be contacted when a student reaches 20 absences. Parents/guardians will be asked for documentation to prove that a student's absences comply with the law. Parents/guardians should save physician appointment receipts and other documentation should a student's attendance be questioned.

Family Vacations: Vacations during the school year should be discouraged and should be scheduled on dates that do not interfere with the school calendar. Advance work is generally unavailable and such absences may affect student progress.

CHILDCARE SERVICES

Various childcare services for elementary students are available for a fee through the East China School District:

- The Latchkey Program provides before and after-school sessions for elementary school students. Registration is required and is handled at each Latchkey site or at the Latchkey Office located at the East China Educational Center, 301 North Sixth Street, St. Clair, MI.
- *KinderAcademy* is a parent-paid, educational, childcare program that is provided on the days children are not participating in the kindergarten session. *KinderAcademy* is provided in each school, subject to enrollment.

Additional information is available by contacting the program office at (810) 676-1640.

CIVIL RIGHTS

Info about the district Civil Rights compliance officer:

Mrs. Ketha Knuth, Assistant Superintendent for Personnel and Operations
1585 Meisner Road
East China, MI 48054
810.676.1033

CLASSROOM PLACEMENT

A student's classroom placement is determined through a collaborative process that considers each child's unique educational needs. Parents/guardians may have thoughts or suggestions on how those needs might be met. In the spring of each year, a placement consideration form is available to parents for input as one aspect of the decision making process. Observation for classroom placement purposes is not allowed.

CODE OF CONDUCT / STUDENT DISCIPLINE

A major component of school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to abide by local, state, and national laws, as well as the rules of the school and policies of the school district.

Reasonable efforts will be made by students, parents/guardians, and staff to solve student conduct problems within the school setting. Strategies may include, but are not limited to, the following:

- discussion with students about appropriate behaviors

CODE OF CONDUCT / STUDENT DISCIPLINE (continued)

- development of behavior intervention plans
- positive reinforcement of appropriate behaviors
- involvement in a student support/friendship group
- time-out
- reprimands
- parent/guardian notification
- loss of privileges
- work projects
- loss of recess
- detention (during or after school)
- parent conferences
- in-school suspension
- out-of-school suspension
- transfer to another school
- expulsion by Board of Education action



The Michigan School Code authorizes local Boards of Education to enact reasonable rules and regulations relative to the proper establishment, maintenance, management, and functioning of public schools. This includes regulations relative to the conduct of pupils, concerning their health, welfare and safety while in attendance at school-sponsored activities, on school property, and while in transit on school buses. Supreme Court rulings support reasonable search of students and belongings when school officials have reasonable cause to suspect a student has violated or is violating rules of the school or policies of the district.

The following behaviors are prohibited during school hours, at school-sponsored events, and while riding on school buses. These behaviors will result in formal disciplinary action against any student involved in:

1. act of physical violence to self or others
2. threat of physical violence to self or others
3. harassment and bullying
4. any conduct that endangers students, staff, or self
5. attempting to set and/or setting fires in or on school property
6. bomb threats
7. cheating
8. extortion: use of threat, intimidation, force or deception to take or receive something from someone else
9. forgery
10. inappropriate use, or dispensing, of prescription or over-the-counter medicines
11. insubordination
12. misuse of school equipment and property damage, including textbooks and technology
13. offensive and/or inappropriate language
14. possession and/or use of illegal substances including alcohol and drug paraphernalia
15. possession and/or use of weapons, look-alikes, or weapon-like objects, including toy weapons and laser pens
16. possession or distribution of pornographic materials
17. possession, use, or sale of matches, lighters, and/or explosives
18. sale of items for personal gain

CODE OF CONDUCT / STUDENT DISCIPLINE (continued)

19. smoking or the possession of tobacco in any form
20. theft

A student charged with a violation will have an opportunity to explain his/her actions regarding the charge. If, in the opinion of the administrator, the charge is considered valid, appropriate disciplinary action will be ordered. If the action ordered involves suspension, written notice shall be given to the parents/guardians.

An administrator may order the immediate removal of a student whose conduct endangers fellow students, staff, themselves, or damages property.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973.

COMMUNICATION BETWEEN HOME AND SCHOOL

As with most organizations and institutions, the East China Schools function best when channels of communication are kept open.

The East China School District newsletter is published several times a year and is available on the district website at www.ecsd.us. This newsletter contains articles of interest about the entire district. Additionally, individual schools may either send home or post school and/or classroom newsletters on their websites.

Other communication methods to include parent-teacher conferences, report cards, emails, and phone calls help maintain communication with parents/guardians. Student planners are also used with students in grades three, four, and five to increase home-school communication.

Local newspapers and our district web site (www.ecsd.us) are other important sources of information regarding the activities of our schools. *The Times Herald*, *The Voice*, and the local cable station cover school events as well as Board of Education meetings.

Parents/guardians are encouraged to contact the school about any matter of concern. Staff and administration want to resolve your concerns promptly. Please follow the line of communication outlined below:

- The first essential step is to go to the immediate source and establish the facts.
- If your concern is directly related to your child and the teacher, please call or arrange to meet with the teacher first to discuss the matter. If more information is then needed or if you have additional questions or concerns, please contact the school principal.
- If your concern is directly related to school bus transportation, please contact the Director of Transportation at (810) 676-1100.
- If your concern is directly related to Latchkey, please contact the program director at (810) 676-1640.



DRESS CODE



Neatness and cleanliness are important to health as well as appearance. Clothing should be clean and neat in appearance and hair should be neatly groomed. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The building administration shall make the final decision on the appropriateness of dress.

Students may be asked to modify their attire (e.g., put on sweatshirt, unroll pant legs) if student dress is determined to be inappropriate. Parents/guardians may be contacted if dress modifications cannot be made at school. The student may be detained in the school office or removed from class for the day if a change of attire is not possible.

The following expectations will help parents/guardians and students in making clothing decisions:

1. Shoes are to be worn at all times. Flip-flops, heeled shoes and other footwear that may cause injury are not permitted at school.
2. Inappropriate language/signs/symbols worn on clothing is prohibited. This shall include, but not be limited to, any message that expresses profane or obscene language, attitude, makes derogatory comments about any race, creed, religion or national origins, and/or encourages illegal substance use/abuse.
3. Bare midriffs, halter tops, tank tops, spaghetti straps, and open-armed shirts should not be worn. All shirts and blouses must modestly cover upper portion and mid-section of the torso; no undergarments should be visible.
4. Spandex and low cut pants (such as hip huggers) and skirts that reveal bare skin in the midriff or lower back should not be worn.
5. Students should dress adequately for the weather conditions and outdoor recess play.
6. Sunglasses, sweatbands, hats, and fashion head scarves (e.g., triangle bandanas) should not be worn in the school building.
7. Short and dress/skirt length is acceptable only if it is mid-thigh length or longer.

At the discretion of the principal, these guidelines may be altered due to unusual circumstances.

ELECTRONIC DEVICES

Cell phones and personal electronic devices/toys (such as DVD players, ipods, CD players, MP3 players, electronic pets, etc.) may not be used during the school day. The school is not responsible for the loss or theft of these items.

EMERGENCY INFORMATION

The school office **must** have an emergency telephone number on file for each student. The emergency information should include someone who could come for your child and provide care until you return home.

Emergency information is requested each year on an emergency card, which is kept on file in the office. It is the parent's/guardian's responsibility to contact the school office as soon as possible should the emergency information change at any time during the school year.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the East China School District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, religion, national origin or ancestry, age, sex, marital status, disability, or other protected characteristics, as well as place of residence within District Boundaries, or social or economic background, has the right to file a complaint. A complaint can be made in writing to the School District's Compliance Officer:

Mrs. Ketha Knuth
Assistant Superintendent for Personnel and Operations
(810) 676-1000

FOOD SERVICE

East China School District's food service provider is Chartwells.

- Menus are sent home with students at the beginning of each month.
- Breakfast and lunch are served daily.
- The breakfast program is available to students each morning for a nominal fee.
- Children may purchase a lunch each school day or bring a sack lunch from home.
- Milk and snack may be purchased separately.
- A super lunch (additional entree) is also available for additional charge. If you do not wish to have your child purchase a super lunch, a request must be made in writing. Contact the school office.



Our food service program uses a point-of-sale computer system called Meal Magic. All elementary students are issued a hard plastic Meal Magic card containing their student ID number and their picture. Meal Magic cards remain at school and are used only for the purpose of charging against the student's food service account.

Chartwells will provide the initial card free of charge. Any additional lost or damaged cards will be replaced at a cost to the student of \$3 per card. The cost will be charged to your child's Meal Magic account. Please encourage your child to take proper care of his/her card to avoid having to pay any replacement fees. Your child's Chartwell account should not have a negative balance.

Parents/guardians whose students purchase lunch at school are encouraged to make deposits into their child's individual Meal Magic account on a weekly or monthly basis. All checks for meals should be made payable to Chartwells. Parents/guardians are notified regularly of any outstanding balances. Should you have any questions about Meal Magic, please call the Chartwells office at (810) 676-1112.

Free and reduced lunch application forms are sent home at the beginning of each school year and are available throughout the year in the school office. East China School District receives federal funding for many programs based upon the number of families eligible for free and reduced lunch. Therefore, we encourage all families to return a completed application form. If you have questions about this process, contact the business office at (810) 676-1004.

HARASSMENT AND BULLYING

The Board of Education recognizes that every individual deserves to be able to come to school without fear of demeaning remarks or actions or “put downs”. The harassment or bullying of other students, members of the staff, or any other individuals is not permitted. This includes any speech or action (including electronically transmitted acts – i.e. internet, cell phones, personal digital assistant, or wireless hand held device) that creates a hostile, intimidating, or offensive environment. The harassment or bullying of an employee, agent or student of the District is strictly prohibited whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Anyone who has allegedly been exposed to such behavior by any student, employee or agent of the Board is encouraged to report the harassment **or cyber bullying** to the appropriate principal or Assistant Superintendent for Personnel and Operations.

HEALTH EDUCATION AND HIV/AIDS AWARENESS

Student hygiene, health education, and HIV/AIDS awareness are taught in fifth grade. Parents/guardians are notified in advance of the classroom presentation.

HEALTH SERVICES

Although the home and family carry the primary responsibility in providing for the child’s health, the school contributes to the health development and total health education of your child.

Hearing and vision screening is available to each elementary school at no cost through the St. Clair County Health Department. Fluoride treatments are also available once a year to interested parents/guardians at a cost determined by the St. Clair County Health Department. Each of these services takes place at the school. Parents/guardians are notified in advance concerning details and dates.



Parents/guardians will be contacted if their child becomes ill or is injured at school. It is, therefore, most important that all emergency information is updated on a regular basis. In rare instances when a child needs hospital care, he/she will be transported to the nearest hospital. The hospital must have prior approval from the parent/guardian before treating a minor.

East China School District provides Emergency Medical Transportation to a hospital for its students. However, East China School District does not carry health insurance on students. Any costs resulting from an illness or injury are the sole responsibility of the parent/guardian.

The school does not diagnose illness; however, we do exclude any child suspected of having a contagious disease. It is the parents/guardians’ responsibility to notify the school office concerning any specific health problems that their child may have. **Students may not attend school if they have had a fever within the last 24 hours.**

To ensure the safety of your child, if your child has a broken limb and is in a cast, please provide a doctor’s note that lists what activities your child may and may not participate in at school.

See the **HEALTH CHART** on page 12 for information on common contagious diseases.

HEALTH CHART: CONTAGIOUS DISEASES

The following information may help in understanding common infectious diseases. If any of these occur, please inform the school:

Disease & Incubation Period	Important Symptoms	Readmissions to School
Chicken Pox 2-3 weeks	Fever, skin lesions in three (3) stages, successive crops of eruptions, multiple small blister lesions	After no less than seven (7) days; skin clear of lesions, scabs dry and crusted
Fifth's Disease 4-5 days	A red rash (slapped cheek appearance) may spread to extremities and trunk	When fever free for 24 hours
Head Lice (Pediculosis) 6-10 days	Appearance of lice and eggs (nits) in the hair, commonly at the nape of the neck and/or behind the ears. (Nits are firmly fastened to the hair; dandruff is loose.)	When head is free of lice and nits; child will be checked by school personnel upon return to school
Impetigo 2-5 days	Itchy lesions, blistered at first but soon crusted and moist, (often on existing insect bites) spreading rapidly to other areas and other children through discharge from lesions	When blisters are dried with treatment; note from doctor
Measles and Rubella	Generalized rash, may have fever	Rarely seen due to current immunization requirement. Notify school and the St. Clair County Health Department if contracted.
Mononucleosis 30-50 days	Severe sore throat with marked enlargement of glands in neck; weakness and tiredness	Note from doctor
Mumps	Swelling around the ears and sides of neck	Rarely seen due to current immunization requirement. Notify school and the St. Clair County Health Department if contracted.
Pink Eye 2-5 days	Redness and irritation of the eyes, sensitivity to light, watery or yellow discharge; very communicable	After at least 24 hour treatment; eyes clear; note from doctor
Ringworm of skin and scalp 10-14 days	Circular patches of dry skin on any part of the body and/or scalp that are slowly spreading	When all areas are covered; note from doctor stating child is under doctor's care; child may be excluded from p.e. class, if severe
Scabies 7-14 days	Itchy red lesions commonly appear on the fingers and forearms or around the waist	After recovery; note from doctor
Scarlet fever, Scarletina, and Streptococcal infections 2-7 days	Sore throat and fever; may be a bright red rash on the neck, chest, and extremities	After taking antibiotics for 24 hours; no fever; note from doctor
Staph Infection	School must be notified	Note from doctor
Whooping Cough	Persistent cough tending to come in paroxysms, perhaps with vomiting	Rarely seen due to current immunization requirement. Notify school and the St. Clair County Health Department if contracted.

A complete list is available from the St. Clair County Health Department, 3415 - 28th Street, Port Huron.

INSURANCE

East China School District does not provide health or accident insurance for students. The district does not pay medical bills for students who are injured while involved in school-sponsored activities. However, optional student accident insurance is available at the start of each school year for interested parents/guardians.

INTERNET AND TECHNOLOGY ACCEPTABLE USE GUIDELINES

Elementary students may use technology resources, the Internet, and on-line services to support and enhance learning. To do so, a signed Acceptable Use card must be on file in school. In signing the Acceptable Use card, the student agrees:

- Not to damage computers and other technology in a deliberate or willful manner.
- To use Internet / on-line resources / programs only with permission from the teacher.
- To use appropriate language and good manners when communicating with others.
- Not to give out his/her name or anyone else's name, address, phone number, email address, or personal information while on the Internet.
- To follow the rules set by the principal and teachers when using technology or the Internet / on-line resources.

Parents/guardians also sign the Acceptable Use Guidelines indicating they understand their child must abide by the aforementioned rules or accept appropriate discipline. In granting permission for a child to use the Internet or on-line services, parents/guardians recognize that Internet access provides connections to computer systems worldwide and that the District cannot control the content of information available from these other systems. Although site filters are in place, some of the information accessed may be illegal, offensive, controversial, or inappropriate and parents/guardians accept responsibility for guiding their child in the appropriate use of the Internet. The District assumes no responsibility for actions of users that could result in possible criminal or legal sanctions.



KINDERGARTEN / KINDERACADEMY

Children must have reached their fifth birthday on or before December first to be eligible for kindergarten enrollment.

Each spring, all students who are eligible for kindergarten are invited to attend Kindergarten Round-Up. This orientation allows parents/guardians and students to learn about school and school services and provides an opportunity for parents/guardians to complete the necessary registration forms.

ECSD offers all-day alternate day kindergarten. Students attend three full days a week: two and a half with a certified teacher; one-half day with a trained paraprofessional. (See **CHILDCARE SERVICES** on page 6 for information about *KinderAcademy*.)

MEDICATION

Parents/guardians are encouraged to give medicine before or after school hours. Students may not self-medicate or use over-the-counter medications including cough drops, cough syrup, and aspirin. If necessary, parents/guardians may come to the office to administer medication to their child.



- **For the school to distribute any medication**, a Medical Authorization Form must be on file in the school office.
 - This authorization form requires the signatures of both the parent/guardian and the physician. **Under no circumstances will any drug be dispensed without a completed Medical Authorization Form.**
 - The Medical Authorization Form details the name of the drug, dosage, and time interval for the medication that the student is to receive.
 - All medication must be handled through the school office. Teachers may not hold or dispense any medication.
- The prescribed medication must be brought to school in the original container appropriately labeled by the pharmacy or by the physician.
 - Transporting medication to and from school is to be done by the parent/guardian, or an adult approved by the parent/guardian.
 - School personnel will destroy any unused medication unclaimed by the parent/guardian at the end of the school year.
 - Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

PARENT INVOLVEMENT POLICY

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. As such, the Board has adopted a policy to support parent involvement, and it is implemented through a Parent Involvement Plan. Summarized here, the plan includes:

- hosting an annual open house meeting that encourages parent/guardian participation and informs parents/guardians of their right to be involved in the educational process of their child;
- establishing effective two-way communication with all families through conferences and other meetings, while respecting diversity and various needs. Maintaining an on-going effort to communicate through such media as building and district newsletters, Channel 6, district website, voice mail, email, etc., and sending a positive invitation to parents/guardians to participate in various activities;
- providing student progress results through report cards, parent conferences, progress reports, etc., as needed;
- providing support and coordination to implement and sustain appropriate parent/guardian involvement from kindergarten through graduation, including parent/guardian information sessions, as well as parent/guardian involvement in advisory groups and committees; and
- developing strategies and learning experiences for parents/guardians to enable them to actively participate in their children's education and utilizing schools to connect students and families with community resources that provide education enrichment and support

PARENT INVOLVEMENT POLICY (continued)

Relations with Parents

The Board feels that it is the parents/guardians who have the ultimate responsibility for their student's behavior. The Board, through its designated administrators, recognizes the school's responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents/guardians in matters relating to conduct. For the benefit of the child, the Board believes that parents/guardians have a responsibility to encourage their child's career in school by:

- supporting the schools in requiring their child observe school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior;
- sending their child to school with proper attention to his/her health, personal cleanliness, and dress;
- maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- reading all communications from the school, and signing and returning them promptly, when required; and
- cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled in the fall to provide an opportunity to discuss your child's progress. Conferences encourage a good working relationship between the home and school.

Additionally, parents/guardians may contact the school at any time during the school year to arrange an individual conference with their child's teacher.

PARENT-TEACHER ORGANIZATION (PTO)

Parents/guardians are encouraged to become actively involved in the support of their child's school. The Parent-Teacher Organization is the major service organization for each elementary school. It spearheads family events and fund-raising activities.

Parents/guardians who serve as part of the PTO Board meet regularly to help plan school activities. Meetings are scheduled throughout the year and parents/guardians are notified in advance.



PARTIES

Class parties are specifically planned during the school year with the approval of the principal and under the coordination of the teacher. The type of activities may vary from building to building.

Students may be excused from parties for religious reasons provided that the parent/guardian notifies the school in advance of the scheduled date.

PETS AND ANIMALS IN SCHOOL

Animals may be brought into the classroom for educational purposes with prior permission from the classroom teacher and building principal. An adult must transport the pet/animal to and from school and remain with it during the visit. For safety and health purposes, animals may not be brought onto school grounds during the school day including arrival and dismissal.



PLANNERS



In grades three, four, and five, a life-long skill of organization and planning is fostered through use of student planners.

- Each student is provided with a planner at the beginning of the school year.
- The planner is designed to provide daily communication between home and school.
- Parents/guardians are asked to support the use of the planner by reviewing and signing it each day.

Students are responsible for their planner. A fee may be charged for replacement of a lost or damaged planner.

RECESS

Outdoor lunch recess is scheduled daily. Students should come to school appropriately dressed for the weather. During inclement weather or when the temperature/wind chill falls below zero, children remain indoors.

Recess supervision is provided and students are expected to obey staff members for the safety and welfare of themselves and others.

A doctor's note is required for a child to be excused from outdoor recess.



REGISTRATION

Parents/guardians may enroll new students at the East China School District Administrative Office on 1585 Meisner Road, year round from 7:30 a.m. to 4:00 p.m. Students are expected to attend school within their identified attendance area unless registered under the School of Choice Program. (See School of Choice information on page 18.)

When enrolling, the following information is required:

- a birth certificate or similar document
- two proofs of residency
- proof of immunizations
- custody papers from a court, if applicable

As part of the registration process, student records will be requested from the previous school attended.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

The safety of all children is our prime concern. It is important that we have on file in the school office a record of the names and addresses of those persons to whom your child may be released during the school day. Parents/guardians provide this information by completing an emergency card that is sent home at the start of each school year.

When your child needs to be released from school during the day, it will be **ONLY** to one of the persons whose name appears on the emergency card. **It is the parent's/guardian's responsibility to update the emergency card if the information changes during the school year.** A written note from parent/guardian is required in advance if the child is to be released to an individual under the age of 18.

Instruction is important, so we discourage having students leave during the school day. However, if your child does need to be released from school during the instructional day, please notify the school office staff in writing. Students will be called to the office when you arrive. Sign out your student in the school office at time of pick-up. To assist with a smooth and orderly dismissal, there are no early dismissals after 3:15 p.m.

School personnel will not be responsible for the supervision of students after dismissal unless the child is enrolled in an after-school program. You may be assessed childcare fees if your child is not picked up at dismissal time.

In the event of a crisis requiring evacuation of the school, children will be instructed to go home in the usual manner unless the parent/guardian has noted otherwise on the child's emergency card. Bus students will be transported by bus as usual.



REPORT CARDS

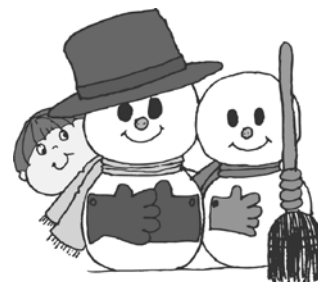
Report cards are sent home with all students four times during the school year. Each report includes academic performance, citizenship, work habits, and attendance information. Report cards for the fourth marking period are mailed home in June.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents/guardians may review teaching materials and instructional activities subject to reasonable restrictions and limits. Contact your principal to make these arrangements.

SCHOOL CLOSINGS AND STARTING DELAYS

Inclement weather: Unscheduled cancellations or delays of school may occur at any time. If the school must be closed or the opening delayed because of inclement weather or other conditions, announcements will be made on radio stations WHLS AM 1450, WPHM AM 1380, WHYT AM 1590, WGRT FM 102.3, WSAQ FM 107.1, and WBTI FM 96.9 and on television channels 2, 4, and 7. Information may also be accessed through the district website at www.ecsd.us, as well as on the district weather advisory school closing line at (810) 676-1101. This advisory line is available 24 hours a day. If schools are closed, all after-school activities are cancelled.



Early or late dismissal: Every precaution is taken to ensure the safety of all students and adults within the school building. In the case of severe weather conditions, dismissal may be delayed until the storm warning is lifted. In case of emergency and an early dismissal is required, the information provided by the parent/guardian on the child's emergency card will be referenced.

Fog delay: If a fog delay is announced, both Latchkey childcare services and the start of school will be delayed two (20) hours from regular starting time.

“Main Roads Only” transportation announcement: During the winter months, the East China Schools may implement a main roads only transportation schedule. This schedule is sent home with bus students in late fall. A main roads only announcement indicates that bus transportation will be provided on pre-identified roads only. NOTE: Students picked up on main roads only schedule will also be delivered home to the same main roads only location.

SCHOOL OF CHOICE

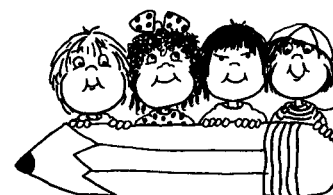
Students are expected to attend school within their identified attendance area unless registered under the School of Choice Program. Parents/guardians requesting to have their child attend another school in ECSD, agree to transport their child to and from school. Additional information and timelines for application for School of Choice is available in the Student Enrollment Office at (810) 676-1033.

SCHOOL SAFETY

The safety of all students, staff, and guests is of utmost importance. Safety drills are held throughout the year to ensure students and staff are prepared for emergencies. To support these efforts, all guests (parents/guardians, volunteers, other visitors) are required to report to the office upon entering the building. In the office, they will sign in and receive a Visitor's Pass.

SCHOOL SUPPLIES AND MATERIALS

According to ECSD Board policy, “The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own



SCHOOL SUPPLIES AND MATERIALS (continued)

supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.”

Students are required to wear or bring their own gym shoes for physical education class.

Textbooks, library books, and other equipment are on loan to the students. Students are expected to exercise reasonable care in using these items. To ensure that all materials remain in good condition, students may be assessed a fee for lost or damaged items.

SECURITY CAMERA

Security cameras have been installed in certain areas of the school campus to assist in maintaining a safe and orderly learning environment.

SPECIAL EDUCATION

The East China School District provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student may access special education services if eligible as a result of proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant in this process. To inquire about the procedure or programs, contact your child’s teacher or principal.

STUDENT RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), both parents/guardians have access to their child’s educational records. FERPA regulations presume equal access for both parents/guardians unless a court order or legal document to the contrary is on file.



TITLE I SERVICES

Two East China Schools: Belle River and Theo V. Eddy Elementaries, are eligible for Title I funding in 2010-11. Title I is a federally-funded program that provides academic support for children. Services are provided by Title I teachers and paraprofessionals in each building. They work with classroom teachers to provide support for identified students in the general education classroom setting.

TRANSPORTATION

The East China School District provides bus service for students outside designated walking distance from the school. This service is a privilege. It may be withheld for causes that jeopardize the safety and well being of other passengers and the driver.

Students who ride to and from school on school district transportation are required to follow basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

TRANSPORTATION (continued)

Responsibilities of Parents/Guardians:

1. Ensure that their children arrive at the bus stop on time.
2. Provide necessary protection of their children when going to and from the bus stops and when at the bus stops.
3. Be responsible for proper conduct of their children on the way to and from bus stops and while at the bus stops.
4. Cooperate with those responsible for pupil transportation.

Responsibilities of Students:

1. Be at the designated stop in the morning ready to board the bus at the designated time.
2. Stay off the traveled roadway at all times while waiting for the bus.
3. Observe safe conduct while waiting in line, getting on or off the bus, and while riding the bus.
4. Enter or leave the bus only at the front door after the bus has come to a full stop, except in case of emergency.
5. Obey the driver. Report promptly to the school when instructed to do so by the driver.
6. Occupy the seat assigned by the driver.
7. Remain seated and refrain at all times from moving around while the bus is in motion.
8. Keep hands, head, all body parts, and personal belongings inside the bus at all times.
9. Leave the bus only with the consent of the driver.

When riding a school bus, cell phones and other electronic devices must remain off and be stored away out of sight. Skateboards, roller blades or collapsible scooters are not permitted on school buses.

When an infraction occurs on a school bus, the following disciplinary actions will be taken:

First Offense: Bus ticket will be issued to the student which must be signed by a parent/guardian prior to reinstatement of transportation privileges. The bus ticket must be returned to the school bus driver.

Second Offense: A letter will be sent to the parent/guardian regarding student behavior on the school bus. (If the second offense is of a serious nature, a second bus ticket will be issued instead of a letter to the parents/guardians.)

Third Offense: Second bus ticket issued. Bus transportation privileges are suspended for a five-day period. The bus ticket must be signed by a parent/guardian and returned to the bus driver prior to the reinstatement of transportation privileges. A meeting may be scheduled with appropriate school administrators to review concerns as they relate to student's behavior.

Fourth Offense: Third bus ticket issued. This may result in an indefinite suspension from all transportation privileges.

Parent/Guardian Appeal Procedure: If requested by a parent or guardian, a student will have an opportunity to explain his/her actions regarding the charges to the Transportation Administrator. Parents/ guardians have the right to appeal all decisions by the Transportation Administrator.

The aforementioned procedures do not apply when the offense is of a nature such as the use of alcohol, drugs, opening of back emergency exit, smoking, use of fire in any form, or malicious destruction of school property. Offenses such as these will result in an indefinite suspension upon occurrence.



TRANSPORTATION (continued)

Students are assigned to a bus and are not permitted to ride to or from school on any other bus. Students may, however, be released at an address other than their home, when the following procedures are followed:



- A student **MUST** have a permission letter from his/her parent/guardian to be released at a different stop/address. The letter should indicate the student's teacher's name, student name, telephone number, date and name of receiving parent/guardian.
- The information must be forwarded to the school office upon arrival at school.

For information about bus routes and times, you may contact the Transportation Department at (810) 676-1100.

VISITS TO THE SCHOOL

We welcome parents/guardians and visitors to our school and school grounds. To ensure safety, to maintain a focus on learning, and to minimize classroom interruptions:

- visitations in your own child's classroom should be arranged in advance with the principal
- whether visiting classrooms, playgrounds, lunchroom, or anywhere on school grounds, all parents/guardians and visitors are to stop by the school office to sign in and get a Visitor's Pass
- only students who are currently enrolled in the school may attend classes. We are unable to honor requests for siblings and/or out-of-town students to attend school with your child

VOLUNTEERS



Volunteers are a very valuable resource. Not only are their services helpful but involving parents/guardians and other family and community members in the work of the school helps to build a closer relationship between the school and the community. We are grateful to the many volunteers who take an active role in our schools each year.

Persons interested in volunteering should contact their child's teacher or the school office. Volunteers report to the office, sign in upon arrival, put on a visitor's badge, state purpose of visit, and sign out when they leave.

WITHDRAWAL FROM SCHOOL

The parent/guardian of any student who withdraws at any time during the school year should notify the school office at least one day in advance of the student's withdrawal. Please return all school materials including textbooks, pay any outstanding fees, and provide the school office with a forwarding address at time of withdrawal.