

SUPERIOR CENTRAL SCHOOL DISTRICT

ELEMENTARY HANDBOOK

2007 – 2008

Don't use this one.



Home of the Cougars

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THE PARENT & SCHOOL RELATIONSHIPS

CARING PARENTS MEAN BETTER SCHOOLS

Evidence shows that parental involvement is the critical factor in a child's decision to stay in school. Furthermore, parental involvement at home with activities linked to school curriculum greatly improves student achievement. The following is an excerpt from an article by Joan Beck in the "You and Your Child" series, Chicago Tribune, date unknown.

AS A PARENT, WHAT CAN THE SCHOOL EXPECT OF YOU? WE EXPECT:

As an involved parent of a Superior Central Student, you help to make your child's time here a successful and positive experience. What you and your child see and experience outside of the school setting is important, so keep in mind the following:

- Be sure to inform Superior Central what you observe about your child's reaction to school.
- Explain what experiences your child has had that will contribute to class learning.
- Tell what events at home may affect your child's learning at school.
- Keep in touch. It is important that you make arrangements to check back after a designated time to evaluate your child's progress.
- That you send your child off to school every morning clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn.
- That you treat school as important. That you are interested in every phase of what your child does and let your child know your interest and concern by listening enthusiastically, lovingly and often to him/her, and by participating in school activities.
- That your child is ready to learn in school because you enrich his/her life with suitable experiences, by talking to him/her, by listening to him/her, by reading to him/her and by loving him/her.
- That you hold your child to reasonable standards of conduct.
- That if misunderstandings occur about something concerning your child in school, you make an honest effort to straighten matters out with the school instead of letting your anger fester or broadcasting your criticisms to your friends.
- That you be informed about current issues in education in general and the problems of your school in particular.
- That you will not hesitate to contact the school for a conference with one or all of your child's teachers.
- That you support the school in its decisions about homework, safety rules, and discipline.
- That you will be an interested, informed and intelligent partner with the school in the education of your child. The ultimate responsibility for your child is yours.

ATTENDANCE PROCEDURES

ATTENDANCE/TARDINESS RULES

State Law requires attendance in school for children ages 6-16. Routine absences will be excused by calling your child's teacher. **Please call before 8:00 a.m. to leave a message indicating that your child will not be in school.**

During the year, students may be absent for extended periods of time for illness, etc. We ask the parent or guardian to please inform the school when this occurs. The telephone number is (906) 439-5531 with the following extensions: 278-Mrs. Knaus, 274-Mrs. Hallstrom, 279-Mrs. Wiklanski, 268-Mrs. Taksey, 280-Ms. Burbach, 272-Mrs. Thompson, 271-Ms. Keenan, 270-Mrs. Tyner

The school day begins at 8:00 a.m. Students are expected to be in their classrooms and seated at that time. Students who are not (unless excused), will be marked as tardy. Consistent tardiness is not only teaching irresponsibility to the child, but is disruptive to the classroom and learning process. Parents are asked to stress being on time to their children. A morning tardy becomes an absence after 9:30 a.m. and an afternoon tardy becomes an absence after 1:30 p.m.

Regular attendance by all elementary students is expected. Students with problem absenteeism will be referred to the Department of Human Services or Probate Court.

STUDENT RELEASE DURING SCHOOL HOURS

Situations arise during the year where students must be released from school during the day. If you can call ahead, or send a note to school, we will have your child ready for you. **This is important so the teacher can arrange homework assignments or be sure the student does not miss a test, etc.**

WITHDRAWAL OF STUDENTS FROM SCHOOL

Whenever a student is being permanently withdrawn from our school, it is necessary that parents communicate this information with our office. This will allow us to make sure academic records are up-to-date, books and materials are returned, and information is correctly prepared for forwarding to the school in which the student will be enrolled in the future.

EMERGENCY SCHOOL CLOSINGS

In the event no one is at home during the school day, we suggest arrangements be made in advance for your child to be dropped off elsewhere in the event of an emergency school closing. Please be sure your child and the school is aware of the alternate plan.

If school is closed for the day or is going to close early due to inclement weather, etc., it will be announced on the following local stations: WMQT 107.7 FM -- WGLQ 97.1 FM -- WNMU 90.1 FM -- WLUC TV6. Closings are also posted on-line at cancellations.com, schoolnotes.com and through the school website listserv (you must be registered).

STAYING AFTER SCHOOL

No students are allowed to stay in the building after school, unless they are:

1. Waiting for their bus if instructed to stay indoors.
2. Waiting for parents to pick them up. **Note: Students are not allowed to stay in the building after 3:30 unless arranged specifically with the principal.**
3. Taking part in an organized activity with an adult supervisor (scouts, basketball practice, etc.).
Students must have a note from home or they will not be allowed to stay. One note is sufficient per season.

ACADEMIC PROCEDURES

GRADING PROCEDURES

Each teacher has a grading procedure that they feel accurately reflects the student's progress. Please feel free at any time to make an appointment with the teacher to discuss their rules for grading your child.

TESTING

A variety of tests are administered in the elementary school. The results are intended primarily for use by teachers in diagnosing students' strengths and weaknesses. Parents who have an interest in learning about their child's performance in the testing programs should contact the classroom teacher. The Michigan Educational Assessment Program (MEAP) Test is administered to students in Grades 3,4, & 5 each year.

GRADE REPORTING/MAKE-UP WORK

Report cards are issued every nine weeks on the Friday following the end of a marking period. When brought home, parents should take time to review them closely and contact the teacher with any questions (special conference or parent/teacher conference). Parents should sign the report card envelope and have it returned to the teacher within a couple of days.

Occasionally a student will miss enough school so that he/she is unable to do the make-up work by report card time. When this happens, the student will receive an incomplete (I) and be given as many days as they were absent to make up the work. If the work is not done within this time period, the incomplete will be change to an "E" (failure) grade for that marking period. Since it is impossible to make-up labs, classroom lectures, discussions and cooperative learning activities, daily attendance is encouraged. If possible, please schedule appointments at the end of the school day, on scheduled early dismissal days, or when school is not in session.

ELEMENTARY RETENTION POLICY

The following procedure should be followed when considering retention in Grades K – 5:

Student Assistance Program (SAP) Team – Teacher(s); Psychologist; Principal; and others as invited by the district

SEPTEMBER: Principal will review with staff the retention procedures.

OCT – NOV: Teacher and principal will review the student's progress and alternatives.

Compensatory services (core academic areas)
Social worker, school counselor, school psychologist

NOV – FEB: The Student Assistance Program (SAP) team will meet and develop an individual education plan. Pre-assessment for special education referrals by 2nd semester.

Parents will be notified in writing of the possibility of retention.

MARCH – MAY: Progress report stating progress of student, academic deficiencies and remediation suggestions by April 15th.

Principal will notify the parents in writing of the SAP team meeting and its purpose.

SAP makes recommendation for retention.

MAY: Principal will notify the parents in writing of recommendation for retention.

The SAP team will make the decision regarding retention. The parents may appeal the decision to the Superintendent and Board of Education; however, Superior Central School District retains the right to determine grade placement for its students.

DISCIPLINE CODE

DISCIPLINE PROCEDURES

One of the most important lessons of education is discipline. While it does not appear as a subject, it underlies the entire educational process. Discipline is the training that develops self-control, character, orderliness, and efficiency, the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in school, you will form a correct attitude toward it. Doing your part will make your school an effective place of learning, by developing the habit of self-control.

Toward this goal we ask for your support for the following policy that will be enforced by school personnel:

STUDENT RULES AND REGULATIONS

- a. Gym shoes must be worn during gym class
- b. Students are to respect and take direction from all school personnel. Any disrespect will be brought to the principal's attention.
- c. Students are not allowed to leave the school grounds unless they have written permission from their parents or the office.
- d. Students must show written permission from the parent/guardian to their teacher before they may ride bikes to school.
- e. Students are not allowed in the high school unless they receive prior permission from their teacher.
- f. Dangerous objects such as knives, guns, etc. are not allowed in school, including toy knives, guns, bows, etc. **(This includes during Halloween and other holiday activities.)**
- g. Headwear will NOT be allowed in the school building, with the exception of scarves on females.
- h. Students are encouraged not to bring items of value to school. Items such as jewelry, toys, trading cards, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

SHARING/CARING RULES – GRADES K-2

1. Be Kind
2. Be Safe
3. Be Productive

The children will receive three (3) warnings before consequences occur.

Consequences:

In addition to the three (3) warnings that may be given to a child, they may be removed from the classroom for:

1. Stopping learning from happening in the classroom
2. Using physical force against another child, adult, or property

Some children may need an individual behavior plan which applies only to them. This plan will be discussed with the child's parents.

PLEASE SEE THE STRIDES HANDBOOK FOR GRADES 3-5

LUNCHROOM RULES

1. Gum is not allowed in the lunchroom.
2. All food is to be eaten at the lunch table.
3. Saving places, cutting in line, excessive noise in line or in the cafeteria is not permitted.
4. Students are to clean up after themselves.

PLAYGROUND RULES

1. Be kind. Be safe. Share.
2. Treat equipment and each other with respect.
3. One at a time on space trolley, tarzan and swings. Keep hands away from trolley cable.
4. Do not grab onto the hose when another person is on the tarzan swing.
5. No sitting or walking on the top beam of the ship.
6. Do not walk up the slide. Sit when coming down.
7. Sit on the swings straight. One person may push.
8. The following are not allowed: climbing trees, tackle football, king of the mountain, red rover, throwing snowballs, bark chips, or any other objects.

Playground supervision is provided at all times. Students are to report any accidents or unsafe or unkind actions they may see to the supervisor immediately.

PLAY AREAS

1. Any area to the north of the elementary building is off limits.
2. The woods and fence are the boundaries. Students are not allowed in the woods or on the fence at any time.
3. The sidewalk in front of the elementary building is off limits.
4. The parking area is off limits at all times.
5. The ditch is the boundary to the east. No student is ever to cross the road or be on or near the road.

LUNCHROOM PROCEDURE

Students are to pick up their milk, silverware, napkins, and straws as they go through the lunch line. Students are to be seated quietly and in an orderly fashion. Lunchroom supervisors will direct the students to the proper table. General rules are as follows:

- a. Students are to remain seated while eating lunch.
- b. Students are allowed to talk at a normal tone while eating. Yelling, food throwing, etc., will not be tolerated and a student may lose lunchroom privileges.
- c. Students are to quietly raise their hand if they need help.
- d. Students are expected to leave the table clean, and scrape their plates in the garbage can provided.
- e. Second servings are provided on some foods.
- f. Students who bring their own lunch are seated with their classmates and can get utensils from the lunch line.

- g. When students leave the lunchroom, they are expected to get their coats, etc., and go immediately outside to recess, unless instructed differently. **Students should use the bathroom at this time.**
- h. No food is to be taken from the lunchroom.
- i. Students are not allowed to borrow from each other's lunch accounts.
- j. No pop or candy is allowed for lunch. **This applies to students eating either hot or cold lunch.**
- k. All students must eat hot or cold lunch daily. A menu is provided; please go over it with your child.

Parents are encouraged to stress the need of good lunchroom conduct and respect for the cooks with their children. Parental support is the key ingredient for discipline and respect in any school.

WEAPONS/FIREARMS AND EXPULSION

Students in possession of a dangerous weapons/firearms, who commit arson or rape on district grounds, in district buildings or at district or school sponsored events may be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency.

A dangerous weapon is defined as “a firearm, dagger, dirk, 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 designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

The board directs the building principal to suspend from school for a period of ten days, any student in violation of this policy. As the board reserves to itself the authority to expel students, the board will schedule a special meeting within the ten-day suspension period to proceed with the expulsion process. Each student subject to expulsion shall have his or her situation reviewed by the superintendent on a case-by-case basis.

BOMB THREATS

If a student actively participates in or is an accomplice in a bomb threat, it will result in an automatic ten-day suspension. In addition, the School Board will meet during the suspension to determine if expulsion is appropriate.

STUDENT HEALTH & IMMUNIZATIONS

COUNSELING/GUIDANCE

Occasionally there is a need for counseling/guidance services for an elementary student. When this occurs, a program can be worked out between the teacher, principal, counselor and parents. Any parents who feel their children may be in need of counseling or would like to have more information are asked to call the principal.

HEALTH, ILLNESS, FIRST AID, HEALTH RECORDS, PERSONAL HYGIENE

A school nurse is provided on an as needed basis through the school year. He or she checks for symptoms of illness, makes routine health inspections and is available for conferences with school personnel and parents. The elementary school teachers emphasize a regular health program for children – care of skin, teeth, hair, proper rest, foods, etc.

The school has the responsibility of keeping up to date health records for all students. We ask parents to notify the school of any major change in health that occurs with their child. **A medical authorization/emergency conditions form** has been given to all students. We ask that this form be updated as soon as possible, if necessary.

In the event of accidents, we notify parents as soon as possible, and in the case of minor bumps, bruises, scrapes, etc., we administer first aid in the elementary office. Parents are expected to pick up their students when they need to be returned home.

Daily outdoor recesses are valuable in promoting healthy classroom conditions. **Reasonable requests for your child to stay indoors during recess will be honored. Simply “not wanting to go out” is not a valid reason.**

IMMUNIZATIONS

Michigan Department of Public Health Immunization for School Age Children:

2 months	DTP, H. Influenza type B, Polio, Hepatitis B
4 months	DTP, H. Influenza type B, Polio, Hepatitis B
6 months	DTP, H. Influenza type B, Polio, Hepatitis B
15 months or later	DTP, Polio, MMR, Varicella
4-6 years	DTP, Polio, MMR, Hepatitis B
7-18 years	DTP, Polio, MMR, Hepatitis B, Varicella

DTP – Diphtheria, Tetanus, Pertussis

MMR – Measles, Mumps, Rubella

PEDICULOSIS (HEAD LICE)

Upon report of a known case of pediculosis, all members of that student’s class will be examined by the school nurse and/or designated trained aides. If a student is identified with pediculosis, these steps will be followed:

- Parent/Guardian will be notified and the student will be sent home for treatment.
- Parent/Guardian will be given information regarding the treatment of the affected student, other family members, and the home.
- A head lice alert letter will be sent home with all students in the affected class or classes. The letter will:
 - encourage the parent to check his/her child’s head frequently
 - provide information about pediculosis
 - ask the parent to notify the student’s school if head lice is suspected
- An affected student may return to school after:
 - treatment with a special pediculosis shampoo or rinse
 - removal of all nits
 - the school nurse or designated aide examines the student’s head to ensure that the student is free of nits

SCHOOL DRESS

We ask parents to please see that your child is dressed appropriately for school. Shoes must be worn in the classroom at all times (with exception for special occasions). Students are required to go outside for recess during the school day, and must be **dressed properly, particularly during the winter**. Students will remain indoors for recess when the temperature is +5° or below.

Roller shoes (heellies) are not permitted.

BREAKFAST/LUNCH PROGRAM & FREE/REDUCED MEALS

All students will be allowed adequate time for lunch followed by recess. We ask parents to encourage their children to eat slowly, taking at least 15 minutes. *Students always seem to be in too much of a hurry to get outside.* The school breakfast and hot lunch programs are available to all elementary students, grades K-5. Students may be eligible for free/reduced prices on meals. Each student is given an application at the beginning of the school year. Please complete the application and return it to the school even if you do not think you qualify. The data from the application impacts other school district funding such as Title I and At-Risk. Please call the school at (906) 439-5531 if you have any questions or if you need an application. If you become eligible during the school year, please notify the school and a new form will be sent home. Students who bring their own lunch may purchase a carton of milk.

TRANSPORTATION RULES

ARRIVAL/DEPARTURE FROM SCHOOL

School begins at 8:00 a.m. Students are not allowed in the building until 7:30 a.m. Students are to report to the Elementary Gym until released to their classrooms at 7:50 a.m.

School is dismissed at 3:25 p.m. Students who are involved in activities that begin right after school are to report to their room immediately and remain there unless otherwise instructed. Students are not allowed in the building or on the school grounds to wait for evening school functions to begin. The reason for this is that there is no after-school supervision.

BUS TRANSPORTATION

It is the school's responsibility to maintain a safe, economical and convenient transportation system. There are times when infractions of rules will require disciplinary action, and serious infractions could result in temporary or permanent loss of bus privileges. **See Transportation Handbook.**

Any student needing to ride a different bus for the day or a short period of time **must provide a written note** from a parent/guardian to the appropriate driver before he/she is to board a different bus. These arrangements should be made with your child before they depart for school. **Emergency situations** may come up during the day which will make it necessary for a student to ride a different bus or get off at a different stop. When this happens, we ask that you call the school at (906) 439-5531 and give the student's name and teacher, along with the message. These calls need to be limited to emergency situations only. We ask that you try to call as early in the day as possible. Bus stops are arranged both for safety and for bus fuel economy. Anyone having questions about bus routes should contact the bus garage by letter or by calling (906) 439-5995.

RESPONSIBILITIES OF TRANSPORTATION

1. The Board of Education is responsible for the efficiency and economy of the school bus system as determined by the selection of bus routes, the scheduling of bus trips, and the authorization of bus stops.
2. The Administration is responsible for establishing proper standards of safety in the operation of buses and shall ensure their enforcement by the supervisor.
3. The Administration shall be responsible for the execution of the transportation policy and regulations adopted pursuant thereto. They may delegate this duty to the Transportation Manager.
4. Parents are responsible for the safety of their children while walking or riding in vehicles other than school buses. Parents are also responsible for the behavior of their students while waiting at the bus stop.

5. Bus routes will be established so that an authorized bus stop is available within a reasonable walking distance of the home of every resident pupil entitled to transportation.

RULES GOVERNING PUPILS RIDING BUSES

It is the objective of the Superior Central School District to provide safe, pleasant transportation to and from school for all of the eligible students in the District. In order to do this, we must operate under a set of rules and regulations.

When a student steps on a bus, he/she is under the authority of the School District. The principal is responsible for the conduct of the students from the time they get on the bus in the morning, until they get off at night. The bus driver has the same authority in the bus that a teacher has in the classroom. Any breach of rules that the drivers deem as serious enough will be referred to the student's principal. The driver has the authority to suspend a rider until the principal has ruled on the case. The rules for riding buses at Superior Central are:

1. All students will sit in seats as assigned by the driver. No one will move after they are seated.
2. Use normal tone of voice. No shouting.
3. All students will obey the driver's command properly.
4. Students shall wait in designated places for buses.
5. It is each student's responsibility to help keep the bus clean.
6. Students lining up to board the bus must avoid pushing and crowding, and the lead student in line must not move toward the door of the bus until the bus has come to a complete stop.
7. Never leave the bus by the rear door.
8. Always cross in front of the bus when crossing the highway.
9. Each student must ride the bus to his or her own stop. If a student rides to a place other than their usual stop, **they must have written consent of their parents.**
10. Keep hands and head inside the bus at all times.
11. Inform the driver when absence is expected from school.

BASIC RULES FOR BUS STOP CONDUCT

1. Stay off the traveled roadway at all times while waiting for the bus.
2. Wait until the bus has come to a stop before attempting to get on or off.
3. Leave the bus only at the consent of the driver.
4. Enter or leave the bus only at the front door after the bus has come to a complete stop; except in the case of an emergency.
5. When crossing the traveled highway, after leaving the bus, do so in the following manner:
 - a. Make sure bus is stationary.
 - b. On alighting, go to the front of the bus within sight of the driver and wait for proper signal before crossing.
 - c. Look both to the right and left and proceed across the highway in front of the bus.
 - d. Walk (not run) in front of the bus when crossing the highway.

DISCIPLINARY PROCEDURES

- | | |
|---------------------------|--|
| 1 st Violation | Driver/student conference with parent/guardian contact. |
| 2 nd Violation | Driver revokes student bus privileges for one (1) day with notice to parent/guardian and |

- | | |
|---------------------------|--|
| 3 rd Violation | school building principal
Driver revokes student bus privilege for up to three (3) days with notice to parent/guardian and school building principal. |
| 4 th Violation | Driver notifies principal of continuing problem. Principal may remove student from bus for remainder of semester with notification of parent/guardian. |

THE MICHIGAN LAW – STOPPING FOR BUSES

1. You are required to stop when overtaking or meeting a school bus which has stopped and is displaying two alternative flashing red lights.
2. Stops must be made at least ten (10) feet in front of or to the rear of the bus and you may not proceed until:
 - a. School bus resumes motion (or)
 - b. Visual signals on the bus are no longer actuated.
3. You need not stop for a stopped school bus at an intersection controlled by a police officer or stop-and-go signal, but may pass the bus at a speed not greater than 10 miles an hour and with due caution.
4. The driver of a vehicle upon any highway that has been divided into two roadways by leaving an intervening space, or by a physical barrier, or clearly indicated dividing sections so constructed as to impede vehicular traffic, need not stop upon space, barrier or section.
5. The school bus driver is required to actuate two amber flashing lights for the purpose of receiving or discharging school children.

Cars may pass, with caution, a school bus preparing to stop, while it has amber lights flashing. Upon stopping the school bus, the driver is required to actuate alternate flashing red lights until children are safely on and off the bus. Vehicle traffic from both directions must stop for buses when red lights are flashing.

In some instances where a school bus can stop without interrupting traffic flow; buses may be stopped only with amber lights flashing. Motorists may pass a stopped school bus with amber lights flashing. The key for motorist is simple: *Amber lights mean caution – red lights mean stop!*

Michigan law now requires new school buses to be equipped with a stop arm in addition to flashing lights. This arm will project from the driver’s side of the bus and will be another indication that all traffic should stop.

The law says that children alighting from a school bus who must cross the roadway shall do so in front of the bus. But children are unpredictable and impulsive and won’t always do what the law says. So just as you must depend on other motorists to protect your children or your friend’s children, please protect theirs by being especially careful and expecting the unexpected when a school bus is stopped.

Rear end collisions occur all too frequently when vehicles strike other vehicles when they have already stopped for stopped school buses. Such accidents often happen when the motorist is inattentive or driving too fast for conditions.

This means the presence of a school bus is a warning that preceding traffic may come to a stop and you should be prepared to do likewise.

STUDENT RECORDS & ACCESS

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 governs student records. Students' records are to be confidential in nature. Access to student records will be governed by the following procedures:

1. Parents are to be notified of their rights accorded to them by this act.
2. Parents, upon written request, will have the right to inspect any and all official records, files and data directly related to their child.
3. Upon receiving a written request from parents desiring access to student's records, permission to do so will be granted within four to five days after receiving the request. Requests will be submitted on forms provided by the school.
4. Parents may challenge the content of the records by requesting a hearing at the next regularly scheduled meeting of the Board of Education. Any records proven to be inaccurate, misleading, or otherwise inappropriate will be corrected or deleted.
5. Whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, their permission or consent required of these rights accorded to the parents of the student shall, thereafter only be required of and accorded to the student.
6. In accordance with this act, the following information is considered directory information:

Name of student, address of student, phone number, date of birth, name of parent, year in school, classes taken, G.P.A., class rank, honors received, previous education institutions attended, and participation in recognized activities and sports. In the case of sports, heights of players may be published.

Parents are to notify the district by the beginning of a semester if they do not want any information published on their child. Notification should be made at the Principal's office.

SENDING AND RECEIVING STUDENT RECORDS

The new school in the new locality requests student records. Parents must sign the request for records to be mailed from Superior Central. The reverse of this situation is true also. Incoming parents must sign a request for records that we then mail to the school the student is leaving.

ACCESS TO RECORDS WITHOUT CONSENT

The following individuals are allowed to access a student's records without consent:

1. School officials, including teachers.
2. Officials of other schools or systems in which the student intends to enroll. Parents will be notified of the transfer.
3. Authorized representative of Comptroller General of the U.S., Secretary of HEW, administrative head of an education agency, and State educational authorities.
4. Persons working in connection with a student's application for financial aid.
5. Any others must have written consent of the parents.

A record of request for a file will be kept in each student's file. With respect to the section above, all persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form that shall be kept permanently with the file of the student, but only for inspection by the parent or student. The form is to indicate the legitimate education or other interest that is being sought.

GENERAL INFORMATION

CHILD PROTECTION LAW

The Michigan Child Protection Law (PA 1975, No. 238, Sec. 8) requires that schools cooperate with the Department of Social Services during the investigation of reported cases of child abuse and/or neglect. This cooperation includes a private interview with the child without parental consent or knowledge. The access is deemed necessary to complete the investigation and to insure future protection for the victim. Although the law requires parental notification of the contact with the child, it does not specify responsibility for notifying the parent or guardian.

It is agreed by the school district and Department of Human Services that the Department of Human Services will assume complete responsibility for notifying the parent or guardians of any contact that its employees might make with students in any of the facilities of the Superior Central School District. School personnel are not responsible for notifying parents or guardians of any such contact.

SCHOOL VISITORS

We like to indicate that parents/guardians are always welcome to visit the school, however, it is important that all visitors report to the office first. It is not permissible for students to bring guest students to visit for the day.

MONEY/VALUABLES BROUGHT TO SCHOOL

The school cannot be held responsible for lost/stolen money or valuables.

CONFERENCES

Two regularly scheduled Parent/Teacher conferences will be held each school year. They will take place after the first and during the third marking periods. Notification will be sent home via a school newsletter. We hope parents will make every effort to attend these conferences.

Often times, special conference with teachers and parents will be necessary. We ask you to please call the teacher so a time can be set up and information gathered. Throughout the year, situations occur where parents would like to call the principal or teacher. We stress that you do so even if you believe your concern isn't very important. All parent concerns are important to us, and communication is what keeps our school running smoothly.

SCHOOL PARTIES

BIRTHDAY PARTIES

These are left up to the discretion of the teacher. At most, only a "treat" should be given, and should not interfere with the instructional process. If you are not inviting the entire class to a party in your home, please invite by phone or mail. The reason for this is to avoid hurt feelings.

HOLIDAY PARTIES

Room parties for this occasion are usually held the last afternoon of school prior to a holiday vacation. In this case, the teacher does planning of the party.

STUDENT SUPPLIES

The school and the law both believe in keeping costs in check. Therefore, pencil and paper, textbooks and other needed supplies are provided. This does not imply that supplies beyond the basics would be provided, nor does it mean that supplies beyond the basics that are lost or wasted will be replaced. Costs to everyone must be kept in check.

TELEPHONE

A telephone is located in each classroom. It is available for student use for **emergencies and sickness only**. *It is not for use to call home to ask permission to go to a friend's house, etc.* That type of thing must be planned before school, and a note brought from home written by a parent or guardian.

SCHOOL ISSUED SUPPLIES/BOOKS MATERIALS

A student is responsible for the care of school issued books and materials, and for the return of such to the proper school official. Failure to return such items or returning them in an unsatisfactory condition, will result in a fee being charged equal to that of a suitable replacement of the item. Classroom library books will be assessed at the value of the book.

FIELD TRIPS

Occasionally a class may take a field trip in conjunction with an area of study in the classroom. When this is planned, information will be sent home to parents.

PETS/ANIMALS BROUGHT TO SCHOOL

Before any pet or other animal is to be brought to school, permission must be granted from the teacher. If a student wishes to share an animal with classmates, the animal must be brought in and shared by an adult and taken home immediately after.

TITLE I

Title I is a federally funded reading, math, science and social studies program. Parents are notified of their child's eligibility and must sign a consent form if service is desired.

SPECIAL EDUCATION PROGRAM

The purpose of special education is to provide an individual educational program to meet the needs of students who have learning disabilities, handicaps, and other problems, which make it difficult for that student to perform successfully in the regular classroom.

SPECIAL SERVICES FROM MARESA

The Marquette-Alger Regional Educational Service Agency currently serves our district in the following areas:

1. Physical Therapist
2. Occupational Therapist
3. Psychologist
4. Teacher consultant
5. Other consultants (Special Education and Grant Writing)

LOST AND FOUND

If any parent has a sure way of securing a child's mittens and hat to their coat, please call us immediately! Each winter, large numbers of mittens, hats and boots are turned into the lost and found. If you believe your child is

missing an article of clothing, please call or send a note to school. **Placing your child's name on the clothing will help in identification.**

ATHLETIC CONTEST POLICY

Students are expected to remain in the gymnasium during all home basketball games, except to purchase concessions. The concession stand should be visited only during half time and between activities. When attending functions in the gym, students are encouraged to remain in their seats. **Students are encouraged to display good sportsmanship at all school functions.** *Any misbehavior will result in the loss of the privilege to attend the next home game. Students in kindergarten through third grade must be accompanied by an adult when attending any Superior Central sporting event.* We ask parents to please go over this policy with their child, as we expect students who come to a game to watch it.

FIRE AND LOCK DOWN DRILLS

Throughout the school year, we are required to have fire drills. Your child's teacher will go over the evacuation procedure for their classroom at the beginning of the year. We ask parents to remind their child that the evacuation must be done quickly, quietly and orderly, and to follow their teacher's orders completely.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two times each school year.

BAKE SALES/OTHER FUND RAISERS

Bake sales and candy sales, sponsored by the middle and high school students will be allowed during recess. Fund raising events, such as selling raffle tickets, etc., can be done before and after school, during recess and any other time upon permission from the principal.

SCHOOL PICTURES

Each year, we arrange for school pictures to be taken early in the school year through a photographer offering the best cost/package. Information is sent home approximately one week before the sitting. Pictures are usually in by the end of November.

SCHOOL NEWSLETTER

Several newsletters are mailed to residents containing information about upcoming events and newsworthy items happening at school. Please watch for it! If you do not receive one, please call the school. Items of interest to elementary and secondary students are welcome, as well as information on community activities and programs for students.

SCHOOL WEBSITE

Superior Central School District has a website that can be accessed at www.superiorcentralschools.org Information will be periodically updated and current news items will be maintained at this sight.