

OEHLI ELEMENTARY HANDBOOK

Oehli Elementary Web Page

<http://montague.k12.mi.us>

Principal, Jeff Henderson

231-894-9018

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HANDBOOK ACKNOWLEDGEMENT MUST BE SIGNED & RETURNED TO THE OFFICE

MISSION/BELIEF STATEMENT

It is the mission of Montague Area Public Schools to educate and inspire all students to become Motivated, Articulate, Productive and Successful citizens for today, tomorrow and forever.

Oehrli Elementary School

The Oehrli School Community will cooperate to provide the opportunity and the environment for children to become a successful life-long learner and responsible citizen. We recognize the importance of each individual and will help all students establish a sense of self-worth and concern for others.

Belief Statement

- *We believe this school exists to support our children and their families*
- *We believe this school is responsible for providing a safe, nurturing environment in order to teach children to be open-minded life-long learners who are caring, productive citizens of this democracy and the world.*
- *We believe this school is a partnership comprised of The School Board, all school employees, and the combined family and business community.*
- *We believe all partners are responsible for doing their best to strive for the success of every child.*
- *We believe proof of our success comes from independent use of LIFESKILLS, academic growth and commitment to life-long learning.*

THE ELEMENTARY HANDBOOK

This handbook is provided to you so that you can better understand our school rules and operations. In doing so, we can better work together to help our students have a great year.

INQUIRIES/CONCERNS

We would like you to know whom to contact if you have questions or concerns.

- Please contact the teacher first if you have questions about your child's classroom.
- If you still have some questions, talk to the building principal.
- If your interest is with a building level rule or procedure, then you should contact the principal directly and then appeal to the superintendent, if necessary.
- If your question relates to a district practice or board policy, you should contact the building principal. The principal may then refer you to the superintendent.
- If you have questions about transportation of students, contact our bus supervisor (893-1535).
- If you have questions regarding our food service program, please contact our food service director (894-2661).

ACADEMICS

ACCELERATED LEARNING OPPORTUNITIES

Accelerated learning opportunities are made available to students at RRO each year who demonstrate high achievement on standardized tests and classroom assessments. These programs are often dependent upon parent volunteers. If you are interested in assisting the school with accelerated programs, please contact the school office.

HOMework

Hallmarks of Homework:

1. Provides feedback to teachers.
2. Demonstrates student learning.
3. Promotes ownership by creating a personal relationship between the student and the content.
4. Is at the appropriate level of difficulty for individual students.

Characteristics of Productive Homework:

1. Purposeful.
2. Efficient.
3. Personalized.
4. Doable.
5. Inviting.

Parent's Part in Homework:

1. Parents can encourage their child and show interest but should avoid undue pressure, and avoid doing the work for their child.
2. Parents can help their child plan time to do homework and provide them with suitable study conditions (desk, light, books, and supplies). The study area should be quiet and free from distractions like the T.V., computer, telephone or other siblings.

The recommended homework should not typically exceed 10 minutes per night per grade level.

K= 10 min

1st=20 min

2nd= 30 min

3rd= 40min

4th = 50 min

5th = 60 min.

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences are held two times each year, once in the fall and then again in the spring. Parents are contacted prior to the scheduling of conferences to determine the best time for the parent to meet. Face-to-face conferences are preferred. However, in the event that a parent is unable to attend at the scheduled time; a telephone conference is also an option. Parents/guardians may also request an additional conference at any time with the teacher. Additional conference times will be set up before or after school at a time that is convenient for both the parent and the teacher.

It is our policy to schedule one conference per child. Parents who live apart are asked to discuss and coordinate dates in order for **both parents to attend together**. This assures that both parents receive the same information regarding their child's progress in school. If other arrangements need to be made due to family situations or time constraints, please contact your child's teacher.

PROMOTION / RETENTION POLICY

Children develop at different rates and we need to be flexible to meet their individual needs. At times it is in a student's best interest to give him/her an extra year to strengthen skills before promotion to the next grade. It is not a punitive action or a sign of failure, but it is a serious decision which involves careful evaluation, discussion and sensitivity to the needs of all involved. Parental input and participation in this decision is essential. Every effort will be made to reach a decision acceptable to all parties involved to ensure that students feel the support and care of both parents and staff. Retention can be a "gift of time" enabling frustrated, struggling students to grow into confident, successful students.

REPORT CARDS

Due to trimester scheduling, your child will receive 3 report cards over the course of the school year. Report cards are a document for the parents to see how their child is progressing through out the year.

TESTING

District Assessment Schedule:

Oehrli Elementary School participates in several assessments throughout the year. These local and state assessments help us to monitor any gaps in our curriculum, as well as your child's progress in attaining grade level outcomes. If you have any questions about our building assessments please feel free to contact Allison Hier, our Curriculum Coordinator at 894-9018 (Ext. 208).

*** FALL-SPRING**

Developmental Reading Assessment

DRA's are given to all students two to three times per year. This assessment provides information on your child's independent and instructional reading level. DRA assessments allow teachers to dig deeper into what strengths and weaknesses individual children bring to the reading process. All trade book sets used at the elementary for small group instruction are coded according to DRA levels. This allows teachers to pull books for small group instruction that are of interest to your child while being assured they are at an appropriate reading level.

*** FALL-WINTER-SPRING**

Dynamic Indicators of Basic Early Literacy Skills

DIBELS is a collection of 1 minute universal screening assessments. They provide classroom teachers with information on students who are not on target to meet grade level reading outcomes. The data is used to make instructional decisions in the classroom. It is also used to identify program needs for those students who may need extra assistance in reading.

Math Screeners

Short math screeners are given to students to assess their proficiency in essential grade level knowledge and skills prerequisites for success in their current grade level. Skills groups are developed based on results from these assessments to ensure student success of essential grade level objectives.

Language Arts Benchmark Assessments

These assessments mirror the state standardized MEAP assessments at each grade level 2-5. This allows students to experience the testing conditions and kinds of assessments they will encounter in state assessments. The data generated from these assessments is used to locate gaps in our curriculum and instruction, as well as identify students who may need additional reading and writing instruction.

Math Unit Assessments

At the end of each mathematics unit of study, students are given an assessment that determines whether or not they are proficient in the grade level outcomes that have been taught. These assessments provide information to the teacher on his/her instructional practices, potential gaps in curriculum and any re-teaching needs.

*** SPRING**

Michigan Educational Assessment Program

MEAP and MI-Access are state standardized assessments used to measure student proficiency across the state. These assessments are required by state law. They provide valuable information to school districts about curriculum, instruction and student performance. Parents are provided reports that detail their child's strengths and weaknesses. Schools are provided information on the performance of individual students and various subgroups of students.

TITLE I PROGRAMS

The Oehrli Elementary school Title I program serves first through fifth grade students. It is designed to support students in all content areas who struggle to meet grade level state standards. A universal screener is given three times a year in math and language arts to assist in identifying students who are not on track to meet grade level outcomes. This assessment information, combined with other local assessment data is used to identify the most at risk students. Identified students are invited to participate in the Title I program. This added instruction is designed to support classroom instruction and is provided during the school day by a certified teacher or trained paraprofessional using researched based strategies and intervention programs.

In addition to the support offered during the school year, Title I provides summer programming. The summer Title I program serves kindergarten through fifth grade students. The goal of the program is to provide additional time for students to master grade level concepts, skills and strategies. This allows students to begin a new school year better prepared to meet the challenges of the next year's curriculum.

Two parent days at every grade level, sponsored by the Title I program offer opportunities for parents to learn how to help their children be successful at school. Our website provides many resources for parents including links to county and state agencies and fun educational sites. Parents are invited each fall and spring to a Parents As Partners meeting to learn more about the Title I program and offer input to strengthen programming for Title I students and their families. Invitations to the Parents as Partners meetings are sent to all families within the Principal newsletters and posted online at the school website. If you are interested in being part of the Parent Advisory Group, please contact the school office.

TEXTBOOKS/LIBRARY BOOKS

Textbooks/library books and other materials issued to students are the property of the school. Library books are to be returned on the day the student has library. If the book isn't returned on that day, your student will not be allowed to check another book out until the book is returned. Loss of or damage to textbooks will result in a fine. Books are to be returned when withdrawing from school or at the end of the school year. If books are not returned, students will not receive their report cards or placement for the following year. Any outstanding fees due to the school i.e., lunch account or fundraising money will also result in not receiving report cards or placement for next year.

ATTENDANCE

REGULAR DAILY SCHEDULE

8:28 AM Buses and Walkers Arrive
8:28 AM Students Enter the Building
8:38 AM Classes Begin-Breakfast in Classroom
11:10 AM -1:20 PM Lunch Periods
3:48 PM Classes Dismissed

*****Students who are late to school must be signed in at the office by their parents or a responsible adult.*****

ABSENCES

The State of Michigan requires parents and/or guardians to send their children to school between the ages of 6 - 18. The law says that the child's attendance shall be continuous and consecutive for the school year. In the case of an absence, the parent or guardian **MUST CALL OR PROVIDE A SATISFACTORY WRITTEN EXPLANATION from a doctor, dentist or other professional (appointment) TO THE SCHOOL TO BE CONSIDERED A SATISFACTORY EXCUSED ABSENCE.** A student's attendance pattern and punctuality in the early elementary grades sets his or her future attitude toward school and work obligations. If we do not receive a phone call or a written note for an absence the day the student returns to school, it will be considered an unexcused absence. It is important that you can help verify why your child is absent from school. If you have to make an appointment for your child during the school day, please send a copy of the doctor/dentist/etc. slip to school the following day so we have it on file. If for some reason your child exceeds 10 absences, this will help us determine if there is a concern with truancy. Parents/guardians are reminded that there is compulsory education in the State of Michigan until the age of 18.

SATISFACTORY EXCUSED ABSENCES: A note or parent phone call stating that the student is ill and the symptoms, A professional appointment w/ a doctor, dentist, counselor etc. A note from a doctor for a medical condition (Must be specific to the number of days absent.) Also if the school sends your child home for one of the following conditions: a fever of 100 degrees or higher within 24 hours, a heavy/hacking cough, a rash that might be contagious, diarrhea or vomiting, a sore throat with a fever, or head lice.

ABSENCE PROCEDURES

- **To report an absence, please call 894-9018 by 9:10 am. If a call is not received, we may attempt to call the home or parents' place of employment. This policy is to make certain no child has encountered difficulty in route to school. It is much easier for each parent to make one call than for a secretary to make as many as 30 calls to account for absent children. Please help us keep track of your child.** If you wish to pick up homework, please let us know. Generally, we need 24 hours notice.
- Prolonged Absence - extended absences should be reported immediately to enable teachers to assist in scheduling of student assignments. **If you know that it is going to be longer than a week due to a medical condition, please contact the principal to discuss the situation.**
- Leaving School Early - parents/guardians are encouraged to make prior arrangements when early release from school is necessary. It should be possible to arrange for extra activities such as shopping trips, doctor and dentist appointments, etc., after school hours in most cases. If you are picking your child up early we require a note stating such along with the time you will be picking your child up.
- Tardiness - tardiness causes an interruption in the school day. Please be sure your child arrives at school on time. Promptness is important. The student should bring a written excuse from his/her parents/guardians telling the date, time, and reason for tardiness. The student should report to the office upon arriving.

The following descriptions will be used to define an absence or tardy:

- **Absence** - If a student is not present for a major part of the AM or PM., he/she is absent for that half day. A student will be considered absent for the morning if they arrive at school after 10:25. If a student leaves before 1:55 they will be considered absent for the afternoon.
- **Tardy** - If a student comes to school late, but is present for a part of the A.M. or P.M classes, he/she is tardy. Tardiness on 10 or more separate occasions will be considered as school non-attendance. If a pattern of tardiness occurs parents or guardian will be expected to come to school to discuss the problem and seek legal solutions. Chronic tardiness will be referred to the truancy officer. Tardies will be excused if a parent calls or writes a note with a satisfactory excuse. (Satisfactory excuse for a tardy is the same list as a satisfactory excuse for an absence.) All other tardies are considered unexcused.
- The school does not encourage prearranged absences for family vacations or trips. **However, when these are necessary, parents are asked to present a written request to the principal's office prior to such an absence.** It is the student's and parents responsibility to see that work missed, is completed and turned in to the teacher.
- Any student absent **6 days, whether you have an excused absence or not,** will receive a letter home letting parent know the number of days missed. If this is not in agreement with the parent's records, they are asked to contact the school office about this. A truancy referral form must be completed by the school office after 10 days of absence.
- After a student is absent **10 days, whether you have any excused absence or not,** school personal may contact the parent, and send a second letter. Depending on the circumstances of the students absences, parents may be required to come in and meet with the principal, and a representative of the Family Resource Center to discuss the students absences and see how we can partner together to ensure that the student's attendance improves. In the case where attendance issues are still a concern, the case may be referred to the Muskegon County Prosecutors Office. This is in accordance with the Muskegon Area Intermediate School District's procedures.

ARRIVING TO SCHOOL

Please do not send your child to school early without parent supervision. They should not arrive at school until 8:20 AM. There are no doors open at school before this time and there is no supervision until 8:28 AM. Parents are asked to let the children walk by themselves from the office to the classroom. **If students are constantly dropped off well before the designated time, parents will be contacted to discuss enrolling the students into to the Lighthouse Learning Center.**

Parents needing child care before/after school hours should consider enrolling them in the Child Care Program "Lighthouse Learning Center" at 231-893-0515. Located within the school building

DISMISSING FROM SCHOOL

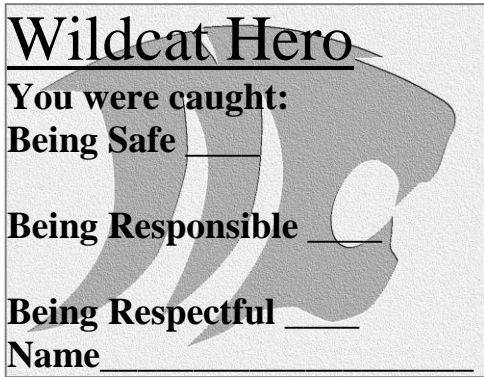
Parents picking students up after school are asked to wait outside the front door. This alleviates congestion at the end of the day for our students who are exiting the front doors. Having fewer people in the hallway at this crucial time of the day is less disruptive and confusing for the classroom teacher and students. This also reduces potentially unsafe situations.

EARLY PICK UP FROM SCHOOL

Students will not be permitted to leave the school during school hours, except with a parent/guardian or with another responsible adult when the parent or guardian has given verbal or written permission. When you come to pick up your child, we ask that you come to the school office and sign the child out.

BEHAVIOR

Students are expected to promote good citizenship. Students are recognized at Oehrli for displaying positive behavior by being **Safe, Responsible and Respectful** throughout the year. Staff members recognized students either verbally or with a "Wildcat Hero Ticket" (See below) throughout the year to encourage and promote good behavior. Student's names are drawn for prizes each week and monthly. (See Appendix A: Behavior Matrix For a list of all of the Behavior Expectations throughout the school)

A rectangular form with a background image of a wildcat's head. The text on the form is as follows:

Wildcat Hero
You were caught:
Being Safe _____
Being Responsible _____
Being Respectful _____
Name _____

Wildcat Hero Ticket:

Name: _____ Gr. ____

BEHAVIOR OFFENCE GUIDELINES FOR STAFF

The teacher in the classroom handles most discipline. The playground aides handle playground discipline. Severe or persistent misbehavior is written up for the principal to handle. Students receiving write ups will be dealt with as follows:

When a behavior offence occurs our staff will do the following:

1. Observe the situation if present.
2. Investigate / Problem solve with students / Discipline (OR)
3. Decide if offence requires further discipline, and if so it will be written up on a Behavior Report Form (BRF).
4. If behavior is serious enough to be written up on a BRF it is turned over to the principal or counselor. Please look at the behavior rubric below for possible consequences.

Students can be suspended from school for the following behaviors as well:

- A pattern of failing to comply with a classroom teacher's request.
- A student injures another student or staff member in some physical/emotional way or leaves physical marks.
- A student is disrespectful to a staff member.
- A much older student abuses a much younger one, or tells him/her to do something that would be harmful.
- A student has served numerous detentions for the same infraction, i.e. physical assault.
- Stealing.
- Threats to others, including verbal assaults. A verbal assault is any statement or act, oral or written, which causes another person to fear bodily injury or harm.
- Deliberately pulling a fire alarm or making a bomb threat.
- Destruction of school property.

IF A STUDENT IS SUSPENDED FROM SCHOOL, THE PARENTS AND STUDENT MUST MEET WITH THE PRINCIPAL BEFORE THE STUDENT WILL BE ADMITTED BACK TO SCHOOL.

BEHAVIOR RUBRIC

Continuum of Consequences

MAJORS	1 st Offense	2 nd Offense	3 rd Offense
Disruption Name calling Abusive/Inappropriate Language Insubordination/Defiance (Work refusal) Harassment/Bullying Wrestling	*Parent Contact *Recess detention (1 day) - Apology Letter - Assigned seat at lunch (1-2 days) - Recess tether (1-2 days)	*Parent Contact *Recess detention (2 days) - Think About it Form - Assigned seat at lunch (1 wk) - Recess tether (3-4 days)	*Parent Contact *Recess detention (3 days) - Assigned seat at lunch (2 weeks) - Recess tether (1 week) - Parent Meeting (Discuss contract) - Detention (After school)
Physical Aggression (anger) Fighting, hitting w/ anger	*Parent Contact *OSS (ISS)	*Parent Contact *OSS (ISS)	*Parent Contact *OSS (ISS) - Visit w/ Police officer
Property Damage or Vandalism Theft	*Parent Contact *Restorative Justice (service project)	*Parent Contact *Restorative Justice (service project)	*Parent Contact *Restorative Justice (Service project) - Contact Police
MINORS (all)	*Verbal warning (depends)	*Recess Detention (1 day)	*Parent Contact *Recess Detention (2 days) - Tether at Recess - Recess School

Rubric Definitions

- Recess Detention is generally served during lunch recess.
- Recess Tether is where the child must stay within in a 15 foot radius of an adult while outside.
- After School Detention is served from 3:50 PM - 4:20 PM.
- ISS - In School Suspension
- OSS - Out of School Suspension

BULLYING

Bullying is defined as repeated intimidation of another person by acts, such as but not limited to:

- * Threatening or actual physical harm
- * Unwelcome physical contact
- * Threatening or taunting verbal or written
- * Damaging or destroying another students personal property
- * Blocking or impeding a student's movement.

Bullying is taken very seriously at school. If we are aware of bullying happening, we will contact parents to set up a meeting to discuss the problem and prevent the behavior from happening in the future.

BUS ROUTES, RULES & REGULATIONS

School bus transportation is provided for most students living within the boundaries of the school district. Good student bus behavior is required to maintain this privilege. Bus suspensions of various lengths of up to a school year may be imposed if a student chooses not to obey these bus rules.

Like in the classroom, appropriate student conduct is an important factor in the safe and orderly operation of our buses. Therefore, it is vital that bus drivers, the director of transportation, principals, and parents continually work together cooperatively and promptly to assure the best possible student behavior. **The school bus driver is in charge of the bus at all times and has the authority to enforce proper student conduct and the school bus rules. Each driver is given authority to stop the bus to talk with a student who is not conducting himself or herself properly and to report the student to the supervisor of transportation.** Appropriate disciplinary action will be taken with the student, and a record of the incident will be kept. Repeat offenders will be asked to secure their own transportation to and from school.

BUS ASSIGNMENTS

Students are assigned to only one bus route. Each student will be assigned one pick-up and one drop-off location. Students are assigned to that bus route until changes are made between the parent, the elementary office and the transportation department. **Bus stops and routes are subject to change when conditions warrant.**

BUS RULES/SAFETY

1. Students should remain seated facing forward at all times. Feet, hands, book bags, etc., should be kept out of the aisle.
2. Students should use appropriate language and keep hands and feet to self. Good behavior is expected.
3. Students should use a level one voice while on the school bus. Students should remain quiet at all railroad crossings.
4. Students should not throw paper or other items while on the bus. There is a wastebasket on each bus.
5. Students should immediately follow all directions given by the bus driver.
6. Students head and hands must be kept inside, along with all other objects when bus windows are open.
7. Students may never transport sharp or potentially dangerous objects on school buses.
8. Students may not eat on the bus unless allowed by the driver on special occasions.
9. Students must wait until the bus has come to a full stop before entering or leaving the bus. Students shall cross the road in front of the bus (never behind).
10. Students on the bus may be assigned seats for safety reasons. Assigned seats may not be changed at any time.
11. Student safety is a priority. Anything that endangers the safety of students will be corrected.

BUS PROCEDURES

1. Common courtesy and respect are expected at all times.
2. For the safety of our kindergarten students, we ask that parents make a visible contact with the bus driver before the child exits the bus. The school is not liable for students before they enter the bus or once they leave the bus.
3. Students are to be ready and waiting at their scheduled stop five minutes before the scheduled pickup time. Students are to stay off the road at all times while waiting for the bus. Bus schedules can be affected by weather and traffic. Please dress appropriately for waiting outside.
4. Students should report to the driver any damage to the bus.
5. Students may not leave the bus without the driver's permission.
6. Large objects or packages may not be transported on the school bus without the bus driver's prior permission.
7. Elementary students are the only students that may ride the elementary buses unless arrangements have been made between the administration and the transportation director.

When student disciplinary problems arise, the following procedure will be used:

- 1st notice - verbal warning
- 2nd notice - 1 day bus suspension
- 3rd notice - 3 day bus suspension
- 4th notice - 5 day bus suspension
- 5th notice - parent conference for possible discontinuance of bus transportation.

Depending on the level of the problem, a student may be given a warning or a bus suspension for a first discipline write up. Problems that continue will result in longer bus suspensions or even removal from the bus for the balance of the year. **If you have a concern about bus procedures or student behavior, please contact the Director of Transportation first at 893-1535. If a student is suspended from the bus, they must be in attendance at school for the suspension to count.**

It's safer to get to school on a school bus than in a car, because you're extra careful around yellow buses. And for good reason! When you see a bus, you know that children are near. Little people are hard to see, expect the unexpected around school buses. Never pass a stopped yellow school bus with flashing red lights.

ENROLLMENT

STUDENT ENROLLMENT

A child who reaches the age of six on or before October 1st must enroll in Kindergarten according to state law. Parents are expected to enroll children at Kindergarten registration, which is held each spring.

Before enrollment is completed, a legal birth certificate for verification of age must be seen by a school official as well as an up-to-date immunization record.

MID-YEAR ENROLLMENT

Students enrolling during the school year may do so at the elementary school office. Students may start attending class the day the registration papers have been filled out, but may want to wait until the following morning. This allows the teacher adequate time to prepare for a new student and provides for a positive transition.

WITHDRAWAL FROM SCHOOL

If a student is withdrawing from school before the end of the school year, the school should be notified at least two days in advance.

HEALTH

IMMUNIZATION

Michigan Law and Michigan Health Department Administrative Guidelines require that all children entering school each fall have their immunizations up to date. As per Board of Education policy, school principals will exclude and/or not permit a child to enroll/enter school who is out of compliance with the immunization schedule required by the Michigan Public Health Code.

MEDICATION

Any student needing to take medication while in school must adhere to the following state requirements:

1. A signed permission form with all the pertinent information must be completed and sent with any medication needed while in school. There is also a separate Release for Information form that is to notify teachers/other professionals in your child's care.
2. Any medication (prescription or not) must be in the proper container. We cannot accept medication brought to school in a baggie or Tupperware container for example.
3. All non-prescription medication such as Tylenol, cough syrup, etc. must be supplied by the parent.
4. The pharmacy label serves as our physicians order. Most pharmacies will provide you duplicate labeled containers for home and school.

5. If the time or dosage of the medication has been changed, we must have another signed note from the parent.
6. For your child's safety, please transport all medication to and from school. If this is not possible, please advise us the amount of medication you are sending.
7. If it is necessary for a student to keep medication with him/her the following information must be provided to the school office:
 - * a doctor's note stating the need for the medication
 - * a note from the parents stating that their child needs to have the medication at all times.

Medication left over at the end of the school year that is not picked up by parents will be discarded.

HEAD LICE

It is the community standard to conduct periodic "head checks" at school to screen students for head lice infestation. Designated school personnel and/or volunteers who have been trained will look for head lice.

Whenever a student is found to be infested with head lice or to have nits, she or he will be sent home for treatment. **If students are sent home with head lice they may NOT attend any school activities during the day or after school.** The student will be sent home with a notification letter and the treatment information. The school will make telephone contact to the parent/guardian regarding the findings and the nit-free policy.

A student must be nit-free to return to school. **The parent or guardian must accompany the student back to school for inspection before being readmitted.** A child will not be permitted to ride a school bus until the school notifies the bus driver that the child has been readmitted to school.

ILLNESS

When a child becomes ill at school, the parents/emergency contact will be contacted to pick up their child from school. Information listed on your child's Emergency Form will be used to make appropriate contacts.

No child will be sent home without prior contact with a parent or adult. If you change your telephone number or emergency numbers, please inform the school.

Your child should not be in school if he/she has:

- A fever of 100 degrees or higher within 24 hours
- A heavy/hacking cough
- A rash that might be contagious
- Had diarrhea or been vomiting within 24 hours
- A sore throat with a fever



No child will be excused from participation in any program such as physical education, recess, etc. without a doctor's verbal or written statement.

EXTENDED ABSENCES DUE TO ILLNESS

If your child is ill for several days, you may call the school for any work that may be completed at home. The teacher will need sufficient time for preparing the lessons which may be picked up at the school office. **If you know that it is going to be longer than a week due to a medical condition, please contact the principal to discuss the situation.**

INSURANCE

First Agency of Kalamazoo underwrites payment for injuries which occur at school. Payments are made only in excess of other insurance such as family or employee group insurance. Claim forms are available in the superintendent's office and must be filled out and signed by parents for any injury for which claims are made.

PTO-PARENT GROUP

Research and practical experience indicate that parent involvement benefits students and schools. Student benefits include improved grades, better attendance with a positive attitude towards school, and fewer disciplinary actions. Parents can become more involved by attending parent teacher conferences, sporting events and drama presentations; as well as volunteering their time to help tutor students, organize events/activities, or participate in district or building committees. For more information contact the building principal.

PTO is the parent organization that works with our school personnel. Any parent is always welcome to join the PTO.

WHAT DOES PTO DO?

PTO is involved in raising funds for use toward various needs of students and school as well as participating as the "extra set of helping hands" needed by our school staff. We are substantially funding busing for field trips and helping to bring in educational programs, purchasing small playground equipment, and helping in many more ways. PTO also helps coordinate parent volunteers to help in the school with several different needs. Please contact the office for a Parent Volunteer Opportunity form if you are interested in helping us out. You can follow us on **Facebook** and stay informed about upcoming events, meeting dates and times as well as volunteering opportunities.

SAFETY

BICYCLES/SKATEBOARDS/SCOOTERS/ROLLER SHOES

Students are encouraged to walk or bike to school, however these rules must be followed:

- Bicycles / Skateboards / Scooters must be walked across the corners having a crossing guard.
- Bicycles / Skateboards / Scooters must be walked on school property.
- Bicycles / Scooters are to be parked in the bicycle racks and remain there throughout the school day.
- For security reasons, a bike lock should always be used. Parents should record serial numbers to help identify stolen bikes.
- Students are encouraged to wear bike helmets.

Rollerblades and roller shoes will not be allowed to be used/worn on school property at anytime. If using these items as a mode of transportation, students must remove or discontinue use once on school property.

CROSSING GUARDS

Oehrli Elementary in conjunction with the Montague Police Department provides one adult crossing guard and fifth grade students and one adult school employee for students who must cross designated streets. Students are required to cross these streets only where there are crossing guards.

VISITORS

Adult visitors are welcome and encouraged to visit the school. Visitors should phone ahead and register in the office upon arrival. The following safety measures are in effect:

- **All substitute teachers, parents, volunteers, and visitors are requested to sign in at the office. They will be given an identification sticker, which must be worn at all times in the building unless otherwise noted.**
- Classroom visitation by parents/guardians/community members can be arranged by contacting the classroom teacher. Parents are requested to call at least one day in advance. All visitors/parents are required to wear visitor badges.
- Doors to the school will be locked from the outside after 9:00am each day. The only door open to the public will be the main door on Williams Street. Parents who are picking up children during the school day must report to the office.

- If you have a question or concern that you would like to discuss with your child's teacher, our teachers are more than happy to meet with you. However, we ask that you call or make an appointment in advance to set up a time that is convenient for both parties. Please refrain from catching them at the beginning of the day when the children are walking into class. It is important for them to greet the children and focus on the start of the day.

VOLUNTEERS

Montague Area Public Schools requires all volunteers to get a background check if you are working with an individual student, small groups of students or chaperoning study trips. **A volunteer form must be filled out each year or parents will not be able to volunteer or participate as a chaperone.** This process takes 7 - 10 days and parents are encouraged to get it done at the beginning of the school year. The office will need a copy of your driver's license when you turn your form in for processing.

SEVERE WEATHER

CANCELLATION OR DELAY

When there is the possibility that school is going to be closed for the day due to poor weather conditions, **please do not call the bus garage or the school.** Occasionally, poor weather conditions cause the cancellation or delay of school. You should have received information about our Instant Alert System when you enrolled your student. If you registered in this system, you will receive notice of all school closings and delays when they occur. **(Remember to keep your contact information up to date!)** Parents can also listen to local radio/television stations and check the school website (www.montague.k12.mi.us).

EARLY DISMISSAL PROCEDURE

When school is dismissed early due to an emergency or weather related issues, the school will notify you through the Instant Alert System and contact the radio and T.V. stations. Please make sure you have plans made for this, and that you have discussed this with your child. This information should also be on the back of your child's **Emergency Form** which is in the office.

FIRE DRILLS/TORNADO DRILLS AND BOMB THREATS

Fire and tornado drills are conducted at various times to prepare students for emergency conditions. Teachers and Oehrli staff members will supervise these drills. When the fire drill sounds, students should proceed as orderly and quickly as possible. The first two persons to reach an exit should hold the doors open until the last person has gone through the doors. All children will proceed to the playground and field until the all clear signal is given.

When a tornado drill is announced over the intercom, students and staff will proceed to the designated area and wait in the designated areas quietly until attendance is taken and the "all clear" announcement is made.

In the event of a bomb threat, students and staff will leave the building through the fire drill exit and be walked or bussed to the Methodist Church on the corner of Hancock and Cook Street. Students are to stay with their designated areas and sit quietly. School personnel will make sure parents are informed about such a situation.

LOCK DOWN DRILLS

The school is required to conduct two lock down drills per year. Teachers and Oehrli staff members supervise these drills and work closely with the local police department.

MISCELLANEOUS

BOOK BAGS

Book bags/back packs should be of reasonable size to ensure safe movement in hallways and classrooms. Book bags/back packs must be small enough to fit inside student lockers. Back packs on wheels **are not allowed.**

BRINGING ARTICLES TO STUDENTS AT SCHOOL

If at anytime you want to bring any item to your child during the school day, please leave it in the office and we will be happy to deliver it. This will prevent unnecessary classroom interruptions.

COMPLAINT PROCESS

To whom one complains depends on the nature of the complaint. If you are a parent with a concern about a student's report or a classroom incident, then you should first contact the teacher directly to clarify the incident, and hopefully, resolve it. If you leave a message with the office secretary, the teacher will contact you within 48 hours. If you are dissatisfied with the teacher response, you should appeal to the principal, and ultimately to the superintendent. Most situations are misunderstandings and can be resolved between teacher and parent. Please schedule an appointment to speak with either the teacher or principal so you may receive their undivided attention.

If your concern is with a building level rule or procedure, then you should contact the principal directly and appeal to the superintendent if necessary. If your concern relates to a district practice or Board Policy then contact the superintendent directly and then appeal to the Board if you are not satisfied with the response. If your concern is with our transportation of students, contact our bus supervisor, and if not satisfied, appeal to the superintendent. If you have a concern with our food service program, call our food service supervisor and again appeal to the superintendent if not satisfied with the response.

DIRECTORY

The U.S. Department of Education requires local school districts to inform parents of information that will occasionally and periodically be used in district publications, the district website, or provided to the news media and others for publication. This form is distributed at the beginning of each school year for parents to fill out and send back to school if they want certain information regarding their student not released.

DRESS CODE/BOOT POLICY

The intent of a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While we recognize that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing which is disruptive or inappropriate in an educational setting. Examples of such clothing include, but are not limited to:
 - See-through clothing
 - Visible undergarments
 - Clothing which exposes the midriff
 - Shorts/skirt that is shorter than the student's fingertips when arms and hands are stretched down at the sides.
 - Pants worn in a sagging fashion.
 - Sleeveless tops with shoulder strap less than one inch in width and or gaping.
 - Clothing that provoke or distract students or school employees i.e. writing on the seat of the pants.
2. Clothing, patches, or buttons displaying alcohol or tobacco products, as well as profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include, but are not limited to, descriptions or representations of sexual acts, excretory functions, swear words, expletives, offensive language or symbols.
3. Students with bright hair dye, or wearing apparel that interfere with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
4. Caps/Hats are not to be worn in the school building. Hats and coats must be kept in the student's personal storage area (locker or coat hook) until the end of the school day.

If a student violates the dress code, the student will meet with the principal and be given an opportunity to correct the attire or style of hair which violates the dress code. In addition, school personnel will contact or may arrange to meet with the student's parents or guardians regarding the violation. Parents may be asked to bring a change of clothes. A student who continues to violate the dress code will be subject to disciplinary measures including up to suspension.

Students are permitted to wear shorts in warmer weather. Depending upon the weather, it is usually until September 30th and then again after spring break. Students must have a coat/jacket to wear outside for recess in the fall and spring.

For the protection and maintenance of our gym floor, street shoes are not allowed during P.E. classes. Students need to have clean, light soled tennis shoes that are used only during P.E. times. These shoes are to be left at school and will be sent home at the end of the school year.

Boot Policy for 1st - 3rd Grade Students

- Students are expected to bring boots to school all winter from the first snow to the start of spring break or when conditions warrant. This keeps dirt, mud and wet snow from being tracked into the classrooms. It also helps preserve student's shoes. Students are also required to wear snowpants during winter months. It will be the recess aides discretion (due to weather and playground conditions) when students do not have to wear their snow pants.
- Generally, students who do not have boots or snow pants must stand or walk back and forth on the sidewalk by the doors during recess.
- If the snow melts and the blacktop is clear, shoes can be worn on the sidewalk and blacktop. This will be decided on a daily basis. Boots must be worn on the wet field or on the wood chip area.
- **4th and 5th Grade students** are required to wear boots and winter coat, but snow pants are optional. However, they may not be able to call home or change if they are uncomfortably wet throughout the day because they decided not to wear them at recess. This is a natural consequence for their choice.

EMERGENCY INFORMATION FORM

Although every reasonable precaution is taken to maintain a high degree of safety for Oehrli students, accidents do occur. Therefore, all students will be required to have a completed emergency information form on file in the school office with three reliable, local contacts and working phone numbers. **Parents must provide current data to the Oehrli office when changes occur. Please remember that this same information will be used to contact someone should a child have a discipline problem at school.**

GUM: Students will be allowed to chew gum only in their classroom at times when/if the teacher permits it.

LOST AND FOUND

Parents are urged to see that all clothing worn to school is plainly marked with the student's name. Students finding articles of clothing, money, etc. are to take them to the lost and found area which is located in or near the school office. Money found by students will be held by the school secretary for a period of time, after which, if unclaimed, it will be returned to the finder.

LUNCH/BREAKFAST PROGRAMS

Hot lunch is available to all students in the Montague Area Public Schools **every full day of school**. Breakfast is available every day except the first half day of school or when there is a delayed start. Breakfast is eaten in the classroom.

To save on bookkeeping we would appreciate it if parents/guardians would pay for lunches/breakfasts by the week, month, or year (preferably on Monday). Checks should be made out to Montague Food Service. Notices are sent home with the children when their account is low or overdrawn. If your student's account has a negative balance for a given period of time your child will receive a peanut butter sandwich, fruit and milk.

We also encourage all of our students to eat a lunch, make wise food selections, and eat what they select. We encourage them to enjoy this opportunity to visit, expecting good table manners and behavior. When finished eating, students are expected to make sure the area they eat at is clean. **Pop is not allowed in the lunchroom.**

Parents may come in to share a lunch on occasion with their child during the school year. If you plan to do so, send a note to school on that day so appropriate planning can occur. Payment for an adult lunch can be made at the time lunch is served.

MEDIA PHOTOGRAPHS

From time to time during the year, newspaper and other media take photos or videos of students in school activities. **If you do not wish for your child to appear in the media, please fill out the form that is sent home at the beginning of the school year.**

MONEY

Please do not allow your child to bring extra money to school. Children should only carry enough money for purchasing lunch or for purchasing special items from school. Students purchasing items from other students on school property is prohibited.

PARENT RIGHTS/CUSTODIAL RIGHTS

Federal law provides that biological parents have all rights to their children unless there is a specific court order stating otherwise. Often times when parents divorce or separate, one of the parents will come to school and request that the other parent not be allowed to take the child from school. Schools, because of the law, cannot honor that request. If there is a court order, make sure the office has a copy and is fully aware of the court requirements.

Parents having joint custody are encouraged to cooperate in planning for parent-teacher conferences, volunteering in the classroom, field trips and other school events, disagreements in these areas are very stressful to the child.

PARTIES

Three classroom parties are held to observe special "days" during the school year. The first is Fall Festival held on Halloween, The other parties are the day before Christmas vacation and Valentine's Day. Notices are sent home well in advance to advise parents of the need for students to bring party items. Unless information is received from teachers requesting assistance at these events, we ask that parents respect that classroom parties are for the student. It is less confusing for classrooms when parents and younger siblings are not in attendance. Your cooperation and understanding are most appreciated.

Invitations to birthday parties and celebrations are not to be distributed at school unless everyone in the classroom of the same gender is invited.

PERSONAL ELECTRONIC DEVICES

It is a violation of school policy for a student to use personal electronic devices during school hours. Exceptions are made if the electronic device is used at school, for school related purposes and has been approved by the principal or classroom teacher. This includes cellular and smart phones, personal digital assistants, MP3 players, tablets, nooks, ipods, ipads and electronic toys. If used at school, these items will be confiscated and returned at the discretion of the principal. Oehrli Elementary is not responsible for lost or stolen personal electronic devices.

PETS/ANIMALS

Pets visiting school can be a delightful, valuable component of a good curriculum and we enjoy this kind of experience. Arrangements need to be carefully planned by the parents and the teacher. Timing, transportation, safety factors relative to students and pets are all areas that require appropriate decisions. Please contact the teacher and plan together so the pet(s) visit will be happy, valuable and memorable.

We request that families refrain from bringing their dogs or any other pets to school at entrance and dismissal time as some students are nervous around dogs and because one never knows exactly how a dog will react when hundreds of children are nearby. Thank you for helping make entrance and dismissal as easy as possible.

RECESS

Fresh air and exercise have been proven to aid in the physical and educational growth of students. It is expected that all children will go outside with their class. We expect that if a child is well enough to be in school he/she is well enough to take part in all normal activities, including outdoor play. A note from your doctor is necessary before a student can be kept inside. Students need to come dressed appropriately for the weather. Boys and girls will go outside unless it is raining or the wind chill is 0 degrees or below.

STUDENT OBLIGATIONS

A student's school year is completed when financial, academic or other obligations have been met. Upon completion of a year, credit is granted, report card or other progress reports are issued, and entries are made on transcripts.

FIELD/ STUDY TRIPS

Students that have had several behavior issues or have been suspended from school may not be able to participate in field / study trips. This will be a decision made between the administration and the classroom teacher.

Parents/guardians are often invited to participate as chaperones. When chaperones are needed, the classroom teacher will notify parents. The teacher may have a need to limit the number of chaperones for any given field / study trip as there may be limited space for the trips. Parent chaperones are asked to follow the bus in their own vehicle when participating in a field trip.

Chaperones are often critical to the success of a trip and are expected to give their complete attention to this very important task. Therefore, **chaperones my not bring other children with them on field trips.** Remember a volunteer form is needed to chaperone study trips.

TEACHER PROFESSIONAL DEVELOPMENT DAYS

The school calendar will include a few Professional Development days to allow teachers to evaluate current programs and improve instructional techniques. These activities have been shown to enhance the daily programs and services provided to students. Many of the school district's improvements have been planned or introduced during professional development days.

TELEPHONE CALLS

- **Parents calling to change plans for their student at the end of the day need to do so by 2:30. The office will NOT change plans for students after that time unless it is an emergency.**
- All telephones in the building are for business use only and are not to be used by students during school hours unless it is an emergency. Phone calls do interrupt classroom instruction. Teachers and students will not be forwarded calls while class is in session except in an emergency. You may leave a voice mail for the teacher and they will get back with you on their break, planning or after students have left the building.

TOYS/SPORTS EQUIPMENT

- Toys and cards are **NOT** to be brought from home to school unless they are to be used for such things as Show and Tell or teacher directed classroom activities.
- Sporting equipment such as footballs, soccer balls, jump ropes, etc. are not to be brought from home. Our parent group has supplied our school with playground equipment.

Oehrli Elementary Schools Handbook Appendix

(Some of these items are not referred to in the handbook, but must be part of the handbook to provide the information to parents.)

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Appendix A
Behavior Matrix

Behavior Matrix							
Objectives	Hallways	Cafeteria	Playground	Restrooms	Classrooms	Bus	Inside Recess
Be Safe	Always Walk Face forward Stay to the right	Always walk facing forward Stay in your seat Eat your own food	Appropriately enter and exit the playground Wait your turn Keep woodchips and snow on ground	Wash hands w/ soap and water Keep hands to self	Four on the floor Use classroom tools as intended	Stay in seat Sit facing forward Use level 2 voice	Follow Adult Direction Walk
Be Respectful	Use level 0 or 1 voice Keep hands to self Follow line procedures Use appropriate language	Use level 1 or 2 voice Keep hands to self Wait your turn Use table manners Follow directions and procedures of adults Use appropriate language	Take Turns Show sportsmanship Use playground equipment as intended Line up when the bell rings Use appropriate language	Use level 0 or 1 voice “Go-Flush-Wash” Give personal space Use appropriate language Respect bathroom property	Wait your turn Keep hands to self Use time wisely Listen to others ideas Have a positive attitude Use appropriate language	Use level 2 voice Use kind words Follow bus procedures	Use level 2 voice Share games and toys Take turns Include others Hands to self Use appropriate language
Be Responsible	Keep lockers closed Keep your area neat and organized Go directly to your location	Clean up after yourself Recycle	Return all equipment Pick-up after yourself Report problems to an adult	Return to room promptly Report problems to an adult	Return borrowed items Be on time Be prepared Be on task Keep your area neat and organized Return all borrowed items	Bring it on-take it off Report problems to bus driver	Clean up after yourself Put things where you found them Report problems to an adult

Appendix B
Bloodborne Pathogens

Due to the dangers of bloodborne pathogens, students are discouraged from sharing such items as straws, cups, recorders or any device where oral contact is possible. Only designated trained personnel should handle blood spills.

Appendix C
Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to intervene effectively if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students. The superintendent shall develop administrative regulations regarding the procedures for the schools' investigation of social networking bullying and harassment.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

Investigating Internet and Cell Phone Activities

As we evolve to a more electronic society dozens of social networking means will be at the disposal of students. Social networking has become part of our culture in just a few short years and we can anticipate that the devices and platforms for electronic means of communication will only grow. The impact of social networking on schools has been dramatic. As students communicate with each other without face-to-face interactions the opportunities to communicate with cruel intentions become easier. Schools are now confronted each week and some times every day with students and parents who want teachers and administrators to mete out justice when the student has been offended or bullied through an electronic means. The following procedures have been created to specify what the school will do when asked to investigate incidents caused through electronic transmissions. The understanding is that these procedures may not cover every aspect of every incident and that the school district may have to adjust procedures because of the circumstances involved in the case or the limitations of staffing, time, etc.

If a student indicates he/she has been harassed by another student through e-mails, Face Book, texting, etc. administration will ask for visible evidence supporting the allegation (i.e. an e-mail, Face Book access or printed copy of Face Book material in question, access to texting message, etc.)

If a student indicates inappropriate pictures have been taken using a cell phone of the student by another student while in school, administration will examine any cell phone documentation related to the allegation.

Administration will not investigate allegations that are made after five days from the time when the incident occurred. It is the responsibility of the student to report harassment, bullying, etc. immediately to a teacher and/or administration.

When harassing, threatening, bullying, intimidating, etc. electronic communications occur while a student is at home, it is the responsibility of the parent to investigate those incidents and take action, if they feel it is necessary. Actions that a parent may take could include contacting the school, contacting the police, or contacting the student's parent(s) and/or guardian.

If the electronic communications occur while the student is at home, the school administration will only take action if a nexus/connection can be determined that the communication was a result of an incident that had occurred at school that had been reported to school authorities by the student. In other words, discussions that take place between students during the school day (including bussing to and from school) that do not rise to the level where the student brings it to the attention of school personnel shall not result in an investigation by school staff.

Repeated and/or continued harassment should be reported to school authorities and will be investigated. Consequences may result immediately if appropriate or may occur later if an investigation becomes protracted.

Appendix D **Child Abuse**

Under Michigan law teachers and administrators are required to report to Child Protective Services any suspected indication of child abuse.

The same law gives IMMUNITY from legal action if such report is filed in good faith. The law further requires that we allow CPS caseworkers to interview any child who is referred to them, whether, by a member of the school staff or by any other individual.

“School and other institutions shall cooperate with the Department during an investigation of a reported child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child...”

Appendix E **Family Education Rights & Privacy Act**

As an educational institution, we are required to give annual notice of the various rights accorded to parents or students under FERPA. These rights include the right to inspect records, the right to prevent disclosures from educational records, the right to request an amendment to educational records, the right to complain to the FERPA office, and the right to object to the release of directory information. In addition, this notice should list those items, which the school district has designated as directory information. This notice requirement can be met by a letter to the student's parent/guardian or through a publication such as the school newsletter which reaches the parent/guardian of each student at Oehrli School. If you have further questions, please contact the Oehrli office.

Appendix F

Michigan Pesticide Control Act

As a school district, we are required to notify parents and guardians of children attending school of their right to be informed prior to application of pesticides in the school. Our school is routinely treated in accordance with safe pesticide application practices. Further questions should be directed to the Oehrli Office.

Appendix G

Requirements for Graduation

- 4 Credits English
- 4 Credits Mathematics (to include Algebra I, Geometry and 2, Geometry, plus 1 additional math in senior year)
- 3 Credits Social Studies
- 3 Credits Science (to include Biology, Chemistry or Physics plus 1 additional science)
- 1 Credit Health & Physical Education
- 1 Credit Visual, Performing or Applied Arts
- Online Learning Experience (Credit or no credit .5 credit)
- 2 Credits World Languages (begin 2016)

Number of Credits Needed for Graduation: 27

Appendix H

Safe & Drug Free Schools & Community Act

The Board of Education of Montague Area Public Schools recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire community. Therefore, as the educational leader in the community, the Board of Education commits to the principles of the Drug Free Schools and Communities Act of 1986.

The sale, use, possession or concealment, or distribution of illicit drugs and/or alcohol is wrong and harmful, and is therefore prohibited on school premises or at any school sponsored function. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct. Compliance with these standards is mandatory.

Appendix I

School Property

The school grounds, building, books, furnishings and other necessary materials are provided by the taxpayers of the Montague Area Public Schools District. If any student abuses, misuses, damages, loses or destroys any school property the parents will be held responsible and will be asked to reimburse the school for the amount of repair or replacement. Skateboarding on playground equipment and on school steps is not permitted because of previous incidents of damage to school property.

Appendix J

Searches

Although school authorities will respect the rights of students in regard to their locker/desk and property, lockers and desks are the property of the school and are assigned to the students for the purpose of storing supplies, books and outer clothing. A student's locker/desk will be searched:

- A. If it is suspected that the student is using his locker/desk or property for illegal purposes, or where evidence of violation of the law is sought.
- B. If it is believed that the student is using his locker/desk or property in such a way that would interfere with the fundamental duty of school authorities to operate the school. This allows periodic locker/desk checks for the purpose of insuring that good housekeeping is maintained.
- C. If it is believed that the student is using his/her locker or property in such a way to endanger the health and safety of other persons.

Appendix K

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and verbal or physical conduct or communication of an intimidating, hostile or offensive nature. The Board of Education has developed and approved a policy, which prohibits sexual harassment in Montague Area Public Schools. Board policy #5050 spells out what sexual harassment entails and the steps to be followed in registering a complaint. More specific information regarding this policy may be obtained by contacting the Oehrli office (894-9018) or the central office (893-1515).

Appendix L

Statement of Assurance

The Montague Area Public School Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Montague Area Public School District that no person shall, on the basis of race, color, national origin, gender or handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of gender, or inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to: Services Coordinator, Montague Area Public Schools, 4882 Stanton Blvd., Montague, MI 49437, telephone, 893-1515. A copy of the grievance procedure is located in the office and a copy can be given upon request.

Appendix M

Student Suspension & Expulsion

Suspension

On rare occasions, it may be necessary to suspend a child in the elementary school for inappropriate conduct. This misbehavior might include fighting, stealing, obscene language, vandalism, possession of dangerous objects, threats of violence or other offenses deemed unacceptable by the principal. On the basis of the present status of present school law, the principals of the Montague Area Public Schools are delegated the authority to temporarily suspend a student from school. In such actions the following procedures shall be followed:

- A. A student shall be fully informed of the charges brought against him/her, including the rationale for the action and the conditions of time and termination. The student shall be given the opportunity to present his/her side of the issue in his/her defense.
- B. The parents shall be notified as soon as possible, by phone or personal contact, if the student is to be temporarily suspended from school. A written communication to the parent or guardian stating the charges, reasons, and conditions shall follow.
- C. Parents shall be notified by phone or in writing of appeal procedures, which shall include:
 1. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his/her action within two school days from hearing the appeal.
 2. Within three school days from the principal's decision, the parent may appeal such decision to the superintendent of schools or his/her designee. The Superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal.
 3. The superintendent's decision may be appealed to the Board of Education within five school days of such decision.
 4. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
 - a. Written notice shall be given of the time, date and place of hearing.
 - b. The student or parent may be represented at the hearing and the student or his/her representative may question witnesses testifying against the student.
 - c. Witnesses may be presented at the hearing and the student or his/her representative may question witnesses testifying against the student.
 - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
 - e. The principal, the attorney for the Montague Area Public Schools, the Board of Education and such resource persons helpful to the proper adjudication of the case may be present at the hearing.
 - f. The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing.
 - g. A conference with the parent, child and principal before the child is welcomed back to school.

Expulsion

Recommendation for hearing on the expulsion of a student from school shall be made to the Board of Education by the superintendent.

- The student shall be under suspension pending the recommendation of the Superintendent to the Board of Education and pending the Board's decision.
- The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements, which form the basis for the hearing. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
- The Board shall set the date, time and place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing.
- The hearing procedures shall follow those set forth in part C (4d.) under "Suspension" included in the policy.

Appendix N

Technology

Use of technology, including the Internet, is a privilege given to students. The District uses technology to provide access to electronic resources that promote and enhance student learning consistent with district goals and objectives. Every student using computers at Oehrli needs to follow certain rules that keep students safe. If students do not choose to follow these rules, they may be removed from all computer technology.

- 1. Be respectful to others using computers.**
- 2. Tell a teacher if something is broken or not working right.**
- 3. Do not copy anything that is not your work unless you have permission from the author.**
- 4. Do not change or move files on the computer unless given permission.**
- 5. Keep all hardware and software in the school. Do not take anything home.**
- 6. Tell a teacher if someone else is not using the technology in the right way.**
- 7. No food or drinks are allowed near the computers.**
- 8. Follow all directions of the adult in charge of computer lab or classroom.**
- 9. Only access the Internet under the direction and guidance of a teacher for educational purposes.**

Network Access/Internet

At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. We cannot, however, prevent the possibility that some users may access material that is not consistent with our educational mission, goals, and policies.

The district provides access to our computer network to students and staff to promote and enhance their learning. Here are some guidelines to keep in mind when students use the districts network.

- 1. Use of the network is only for educational purposes.**
- 2. Respect the rights of others by not accessing others private files.**
- 3. The district has a filtering program available through the network. Though the district will make efforts to block inappropriate material, students may be exposed to inaccurate or offensive material because even the best filtering software cannot guarantee total blockage.**
- 4. Elementary students are not allowed to access e-mail or chat rooms. Any e-mail sent on behalf of the students will be under the direction of a teacher. (If students are given email accounts/access, school letters will be sent to notify parents.)**
- 5. Unacceptable use includes, but is not limited to, the following:**
 - * **Use of Internet for illegal purposes**
 - * **Use of impolite or abusive language**
 - * **Violation of the rules of common sense or etiquette**
 - * **Use of the system to illegally transfer software, otherwise known as pirating**
 - * **Changing computer files that do not belong to the user**
 - * **Distributing a computer virus over the network**
 - * **Use of e-mail or chat room without permission and guidance from teacher**
 - * **Causing deliberate damage to computer equipment or data or assisting another in doing the same.**
 - * **Accessing materials that are inconsistent with the schools code of conduct and districts educational goals or helping others to do the same.**

It is expected that any person using Oehrli School's technology will do so appropriately.

Consequences

- 1. Loss of computer privileges for the school year.**
- 2. Referral to principal for appropriate disciplinary action.**
- 3. Possible legal action.**

Parental/guardian permission slips about students access to the Internet will be sent home each school year. They must be signed and returned to school.

Appendix O

Weapons & Dangerous Objects

Students may not bring things to school that might be dangerous to others. These include chains, lighters, matches, fire crackers, lasers or other objects. These items will be confiscated. Use or possession of these items may result in a penalty up to and including expulsion.

In accordance with Michigan State Law the Montague Board of Education policy is that students in possession of a dangerous weapon (knife with a blade longer than 3 inches or firearm or CO2 weapons or BB guns) or those who commit arson or criminal sexual conduct on district grounds, in district buildings or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system as well as the appropriate county department of social services or community mental health agency. The parent, legal guardian and / or student shall be notified of the referral.

The board reserves to itself the authority to expel students.

Each student subject to expulsion shall have his / her situation reviewed by the Superintendent on a case-by-case basis.

Appendix P

Title I School Parent Involvement Plan

Section A – Introduction

(ref. Section 1118)

Section 1118 of the *No Child Left Behind Act of 2001* (NCLB) requires all schools receiving Title I, Part A, funds to develop a School Parental Involvement Plan with specified sections. The purpose of this plan is to improve communication and parental involvement while also meeting the reporting requirements of Section 1118. As required under Section 1118, the plan was created in consultation with parents of Title I students and is reviewed yearly for parent input and suggestions.

Section B –Write a School Parental Involvement Plan

(ref. Section 1118(b))

Oehrli Elementary School will maintain a Title I School Parent Involvement Plan (“Plan”) that was jointly developed with, and distributed to, parents with children participating in the Title I program. The Plan is distributed yearly in the student handbook, is mailed with the first Title I notification letters, and is distributed at the annual Title I Meeting.

Section C – Plan Involvement

(ref. Section 1118(c))

1. Convene an annual Title I Meeting /Offer flexible number of meetings

(ref. Section 1118(c)(1)(2))

In the fall, the school will provide both day and evening sessions to inform parents of the school’s participation in Title I, Part A programs, to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. During the meeting the parent involvement plan will be reviewed and the parent compact revised based on parent input.

2. Involve parents in the planning, review, and improvement of Title I programs

(ref. Section 1118(c)(3))

Each spring a Parents as Partners program evaluation and planning meeting will be held to review and gather input on the Title I program components including eligibility criteria, program services, student achievement, parent involvement plan and school compacts. Feedback from this meeting will be used to make adjustments in the program design and implementation of the Title I program the following year.

3. Section 1118(c)(4) requires the following:

- a. Provide timely information of their child’s involvement in the program

(ref. Section 1118(c)(4)(a))

Parents and guardians of eligible students will receive notification of their child’s eligibility to participate in Title I program services within four weeks of the start of the school year.

- b. Provide a description and explanation of the curriculum in use at the school, assessments, and expected proficiency levels

(ref. Section 1118(c)(4)(b))

Grade level curriculum information is distributed to parents at the Fall Orientation Night in a tri-fold brochure. This information is also available in the school office. Meetings are held each trimester to explain and train parents in strategies for assisting their children to meet essential CCSS’s. Classroom Newsletters are distributed to parents bi-monthly to explain clear learning outcomes for upcoming units

Bi-lingual materials are made available to parents who need assistance understanding the curriculum.

Universal screening assessments are completed three times per year. Parent friendly reports are provided explaining the assessments and the expected proficiency levels.

A standards based report card is issued to students three times per year. An explanation of the report card proficiency standards is included to assist parents in understanding the report card codes.

- c. Provide parents of participating Title I children opportunities for regular meetings to formulate suggestions, make decisions, and respond to any suggestions

(ref. Section 1118(c)(4)(c))

Staff will be available for consultation with parents per their request during a 45 minute planning time daily, before school or after school. In addition to bi-annual conferences, teachers and administrators will respond to parent phone calls or emails regarding student’s academic progress, program questions and concerns or suggestions within 24 hours as practicable

The building administration will recruit and retain parent members of the SI team, also called the Parent Advisory Committee via personal invitation, website and monthly newsletters.

The building administration will administer a parent survey semi- annually to determine needs of parents and students and to provide a vehicle for collecting feedback about current programming.

A Parent advisory meeting will be held each trimester to provide parents of participating Title I children and other interested parents, opportunities to be involved in the decision making process of our school programming. Opportunities for suggestions, questions and program planning are an integral part of the parent advisory meetings. These committee members are also invited to attend regular school improvement team meetings.

4. Submit any parent comments regarding the plan if parents disagree

(ref. Section 1118(c)(5))

Parents may submit comments on unsatisfactory components of the plan to the school district via Title I Director. These concerns will be addressed with parents and considered during future planning sessions.

Section D – Shared Responsibilities for High Student Academic Achievement

(ref. Section 1118(d))

1. Jointly develop a compact

(ref. Section 1118(d)(1))

During the fall annual Parents as Partners workshop the proposed parent school student compact will be shared and its importance in fostering partnerships emphasized. The compact will be amended in consultation with parents.

2. Section 1118(d)(2) requires the following:

- a. Compact shall be discussed at parent-teacher conferences at least annually

(ref. Section 1118(d)(2)(a))

The jointly developed Parent-Student- School compact will be shared at the fall parent-teacher conference. The compact will be discussed as it relates to the individual child's achievement. Parent, student and teacher will sign the compact as a pledge to work together throughout the year. The compact will be revisited at spring conferences.

- b. Provide frequent reports to parents on their children's progress

(ref. Section 1118(d)(2)(b))

Universal screening assessments are completed three times per year. Parent friendly reports are provided explaining the assessments and the expected proficiency levels.

A standards based report card is issued to students three times per year. An explanation of the report card proficiency standards is included to assist parents in understanding the report card codes

Participating Title I students will receive bi-monthly progress monitoring reports providing parents with information on their child's progress toward reading benchmark goals and ways to help student achievement at home

- c. Afford reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities

(ref. Section 1118(d)(2)(c))

The school administration and designees will compile a list of volunteer, observation and participation opportunities for parents throughout the building. These will be communicated to parents via website, newsletters, volunteer forms and other parent communication throughout the year. Volunteers will be assisted with required background checks. The building principal and designees will match volunteers with areas of interest and availability.

Section E – Building Capacity for Involvement

(ref. Section 1118(e))

1. Provide assistance to parents in understanding state content standards, achievement standards, assessments, requirements, and how to monitor a child's progress

(ref. Section 1118(e)(1))

Grade level curriculum information is distributed to parents at the Fall Orientation Night in a tri-fold brochure. This information is also available in the school office. Meetings are held twice per year to explain and train parents in strategies for assisting their children to meet essential CCSS's. Classroom Newsletters are distributed to parents bi-monthly to explain clear learning outcomes for upcoming units. Explanations of the Universal screening and progress monitoring tools used at the school are shared at the fall open house and within the principal's building newsletters.

2. Provide materials and training to help parents to work with their children to improve achievement

(ref. Section 1118(e)(2))

The building administration will provide information via the Fall Open House, Parent Teacher Conferences, school website or monthly newsletter regarding how to help their child at home and monitor progress at school, promoting positive use of their child's extracurricular time, positive behavior supports and how weekly communication folders work.

The Title I staff in collaboration with classroom teachers will facilitate family learning opportunities each trimester. The family learning opportunities will vary in time to accommodate different work schedules. They will focus on critical learning targets in literacy and math with real life applications.

Classroom newsletters will provide information and resources to help parents work with their children to improve their children's academic achievement

3. Educate teachers, pupil services personnel, principals and other staff in the value and utility of parents contributions and provide guidance in ways to reach out to parents

(ref. Section 1118(e)(3))

Building administration will continue educating staff on effective strategies to communicate and partner with parents using Joyce Epstein's Home School Connection materials and materials offered through MDE. Two grade level meetings per year are dedicated to parent engagement strategy training

4. Coordinate and integrate parental involvement programs and activities with federal, state, and local preschool programs

(ref. Section 1118(e)(4))

The Montague Area Childhood Center will coordinate parental involvement programs with WLACE preschool, Head Start, Great Start and ESCE programs annually to engage parents in programs and activities that will support children's academic achievement.

5. Provide information to parents, to the extent practicable, in a language the parents can understand

(ref. Section 1118(e)(5))

All efforts will be made for the building to provide translation services in parent's native language for all face to face meetings, family learning opportunities and written communications. Families needing these services will be identified through the Home Language Survey completed at the time of enrollment or by request

6. Provide such other reasonable support for parental involvement activities as parents may request
(ref. Section 1118(e)(14))

The administration will work to provide such other reasonable support for parental involvement activities under this section as parents may request

Section F – Accessibility

(ref Section 1118(f))

Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in a language such parents understand.

All efforts will be made for the building to provide translation services in parent’s native language for all face to face meetings, family learning opportunities and written communications. Families needing these services will be identified through the Home Language Survey completed at the time of enrollment or by request.

All efforts will be made for the building to provide needed support to parents with disabilities for all face to face meetings, family learning opportunities and written communications. Families needing these services may request assistance from the building principal or Title I Director.

Oehrli Elementary School Handbook

Acknowledgment

I have reviewed and understood the information listed in the Elementary Handbook, including the Appendix section. This information has been discussed with my child.

Print Student's Name

Parent's/Guardian's Signature

Date: _____

- Teacher Name: _____