

Luther C. Klager Elementary School

Student/Parent Handbook

2018-2019

Super Readers.



Super Leaders.

The
Leader in Me™

great happens here

Luther C. Klager Elementary School Student/Parent Handbook

Table of Contents

General School Information	5
School Procedures and Building Guidelines	6
Accommodating Persons with Disabilities.....	6
Animals on School Property.....	6
Arrival and Dismissal Procedures.....	6
Education of Students with Disabilities.....	8
Education Project.....	9
Emergency Forms.....	9
Emergency School Closings.....	9
Family Education Rights and Privacy Act (FERPA) / Freedom of Information Act (FOIA).....	10
Fees, Charges, and Fines.....	10
Field Trips.....	10
Handling of Money, Valuables, and Personal Possessions.....	10
Homework.....	11
Invitations/Gifts/Class Parties.....	11
Lockers / Search and Seizure.....	11
Lost and Found.....	12
Mandated Reporters.....	13
Parental Involvement (Title Ia).....	13
Pesticide Application.....	14
Physical Education.....	14

Pictures.....	14
... 14	
Policy for Acceptable Use of Information and Technology.....	15
Power / Telephone Failure.....	15
Report Cards & Parent / Teacher Conferences.....	15
Safety Drill Procedures.....	15
School Supplies.....	16
Special Programs / Events.....	16
Student Use of Telephone.....	16
Usage of School by Community Groups.....	16
Video and Audio Monitoring.....	17
Visitors and Volunteers.....	17
Attendance.....	
.....	19
Excessive Absences	
Tardiness.....	20
Vacations.....	
.....	20
Homebound and Hospital Instruction.....	21
Make-Up Work.....	21
Truancy.....	
.....	21
School Breakfast and Lunch Program.....	21
Breakfast.....	
.....	22
Lunch.....	
.....	22
Lunchroom Expectations.....	22
Treats/Snacks.....	
.....	22

Transportation Department – Bus

Rules.....23

- Responsibilities of Drivers.....23
- Responsibilities of Students.....23
- Responsibilities of Parent/Guardian.....24
- Responsibilities of School.....25
- Violations.....
-25
- Lost and Found.....25

Student Health

Procedures.....26

- Illnesses at School.....26
- Immunizations.....
-26
- Children Injured at School.....26
- Student Medication.....26
- Communicable Diseases.....27
- General Illnesses.....28
- Nuisance Illnesses.....28
- Head Lice.....28
- Concussions/Head Injury.....29
- Care for Students with Diabetes.....29
- Emergency Medical Authorization.....29
- School Health Services.....29

School Dress Code / Student Appearance
.....30

Building Conduct.....30

Weapons in School.....	30
Drugs, Alcohol, and Tobacco.....	31

Student Conduct

Playground Expectations.....	31
Recess/Outdoor Play.....	31
Playground Rules.....	32
Lunch/Cafeteria Rules.....	32
When and Where Conduct Rules Apply.....	32

Student

Discipline	
..33 Disciplinary Measures.....	33
Corporal Punishment.....	33
Weapons.....	34
Considered Factors.....	35
Restorative Practice.....	35
Discipline of a Student with Disabilities.....	36
Classroom Discipline.....	36
Discipline Rubric.....	36

Klager Elementary School’s Anti-Bullying

Policy	39
Bullying, Intimidation, and Harassment.....	39

Parent/Guardian and Student Handbook Acknowledgment and

Pledge	41
---------------------	----

Equal Opportunity/Nondiscrimination Statement

The Manchester 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 Manchester Board of Education that no person on the basis of gender, age, race, color, national origin, religion, height, weight, sexual orientation, marital status, disability, English speaking ability or place of residence shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Inquiries or complaints by individuals related to discrimination on the basis of gender, age, race, color, national origin, religion, height, weight, sexual orientation, marital status, English speaking ability or place of residence should be directed to: Klager Principal at (734) 428 8321. At any point in time, complainants have the right to file a complaint with the Office for Civil Rights, Department of Education, Washington, D.C. 20202. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures.

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

Chris Fegan, President
Mike Austin, Vice-President
Rebecca Harvey, Secretary
Tom Mann, Treasurer

Kim Blumenstein, Member/Trustee
Jeremy Koch, Member/Trustee
Karen Rothfuss, Member/Trustee

The School Board has hired the following administrative staff to operate the school:

Nick Steinmetz, Superintendent

Jennifer Mayes, Principal
Regina Hopkins, Building Secretary

Location:

405 Ann Arbor Street
Manchester, MI 48158

Phone:

(734) 428-8321
(734) 428-7962 (fax)

School hours:

Daily, 8:15 a.m. - 3:00 p.m.
Half-day dismissal at 11:47 a.m.

The Klager Elementary School Mission Statement

ALL students will be challenged to obtain the skills necessary to realize their highest personal potential.

Ways to stay in the loop:

- Call (734) 428-8321
- Email jmayes@mcs.k12.mi.us
- Look for "Klager Kids" newsletters 1-2x per month
- Like us on Facebook: Luther C.Klager
- Visit the district's website: www.manchesterschools.us
- Attend PTO Meetings: 6:30 @Klager cafeteria on the fourth Tuesday of the month

School Procedures and Building Guidelines

Accommodating Persons with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Animals on School Property

Children love live animals but there are children that have allergies to live animals. Please check with your child's teacher if your child wishes to have an animal pet brought in to show his/her classmates. CURRENTLY, NO CATS OR DOGS ARE ALLOWED IN THE SCHOOL BUILDING except for service animals.

Arrival and Dismissal Procedures

ARRIVAL PROCEDURES

In order to make the morning drop off of children by car as safe as possible for our students, we ask that you follow these "Kiss 'n Go" procedures:

1. PLEASE do not drop your child off before 8:00 a.m. There is no supervision until this time.
2. In the circle drive unloading zone, please pull your car next to the curb as far forward as possible.
3. Children must be able to exit the car within 7 seconds. If your child cannot exit the car without your assistance, please park your car in either the school or the church parking lot and walk your child to the school building. Students should exit the car from the sidewalk side (or passenger side) of the car.
4. Do not double park or try to pass another car in the circle drive.
5. Do not park your car in the circle drive or along the sidewalk, as it is for unloading students only.
6. Be mindful of "No Parking Zone" signs in the parking lot. Violators may be ticketed or towed.
7. Please do not walk through the circle drive during arrival times . Parents and students are asked to use the sidewalks to reach the building and parking lot.

DISMISSAL PROCEDURES

1. At the end of the day, parents are to park in either the school or church parking lot and walk to the building to retrieve their child. Students will be waiting on the sidewalk until a parent or guardian arrives to pick up the child.
2. Please be cautious when exiting the parking lot...watch out for small children.

Thank you for being safety minded and patient in the circle area and parking lot.

EARLY PICK-UP FROM SCHOOL

Parents need to stop at the office first to sign a release slip if the student leaves prior to dismissal time. Students can not be released directly from a classroom. Children will be released ONLY to parents, guardians, or persons named on the Student's Emergency Form. If a person other than yourself or those listed on your child's emergency card will be picking your child up from school, we must be notified in advance.

AFTER SCHOOL ARRANGEMENTS

If normal after school plans change we require a note signed by the parent for the teacher, office, and bus driver as appropriate. If your child is signed up for after school activities that day, we also need a note. Please help us keep your child safe. If your child is being picked up or riding the bus to another child's home, we need a note. This is a school rule that the bus drivers and teachers have to follow. Without a note, we have to follow your original directions, not what your child is telling us.

WALKING TO AND FROM SCHOOL

Children who come to school by means other than the school bus are NOT to arrive at school earlier than 8:00 (supervision is not provided until this time). Crossing guards on duty must be obeyed. Students should walk directly to and from school, act as good citizens, be alert to traffic, follow the directions of the staff members, and obey all school rules.

BIKES / SCOOTERS

Children may ride bikes/scooters to school with parental permission. Upon reaching the school sidewalk, all students must walk their bikes to the bike rack. Bike riders/scooters are not allowed to ride near where walkers are congregating or in the bus area. Riding bikes/scooters to school is viewed as a privilege that should not be abused.

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

CHILD FIND

In Michigan we know that education begins at birth. We also know that some of our children need extra help or other related special services along the way. That's why Michigan's special education system helps children as young as newborns and up to age 26. If a child you know is struggling in school or has a physical, emotional or communication problem that might prevent success in school, contact your building principal or Gary Puhl at 734-428-9711.

SECTION 504

Section 504 is designed to eliminate discrimination on the basis of handicap. Section 504 is a component of the U.S. Rehabilitation Act of 1973 and protects the rights of individuals with disabilities in programs and activities that receive federal funds from the U.S. department of Education. Section 504 regulations requires a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. This may be defined as regular education or special education services.

Section 504 does require development of a plan, usually referred to as a 504 plan, if specialized instruction beyond general education is determined needed. The Individualized Education Plan (IEP) of IDEA may be used as the 504 plan. Typically, a student who needs 504 services needs accommodations and/or related services but does not need special placement or instruction from a special education teacher. Contact your building principal for more information.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

PROJECT EDUCATION

The federal McKinney-Vento Homeless Assistance Act, reauthorized in January of 2002, guarantees that students who are in temporary living situations or homeless have equal access to the same appropriate public education provided to all. Resources are available to see that students have access to school and benefit from education. Please contact your building

counselor, school social worker or Gary Puhl for more information. 734-428-9711 or e-mail gpuhl@mcs.k12.mi.us.

Emergency Forms

Emergency Forms are sent home at the beginning of each school year to be reviewed for accurate information. Please note any allergies or medical conditions even if medications are taken only at home. Students may only be released to adults listed on the Emergency Form, without written notice from the parent(s). Please take care to list someone close by who can be reached during the day should an emergency arise and we are unable to contact either parent. Any change of address, phone numbers, medical information, parent employment, emergency contacts, etc., should be provided to the office ASAP.

Emergency School Closings

In case of an emergency it may be necessary to

- (1) call off school,
- (2) dismiss school early.

Some general guidelines for the closing of school are:

1. For school closings check the school website: www.manchesterschools.us
2. The closing of school will be broadcast on WJR (760 AM), W4-Country (102.9 FM); TV stations WXYZ – Channel 7, WDIV – Channel 4, WJBK – Channel 2.

In the event of an early dismissal due to an emergency, please prepare your child in advance with instructions should he/she arrive home and you are not there. Give your child the name of a neighbor to go to, a phone number to call, etc. In cases of early dismissal, it is our goal to dismiss children as conditions permit. We will attempt to contact you or someone approved by you and listed on the emergency card. The emergency number for our school in the event the Klager telephones are out of order is (734) 428-7962 or you may call the Board of Education Office number at 734-428-9711.

Family Education Rights and Privacy Act (FERPA) / Freedom of Information Act (FOIA)

The Family Educational Rights and Privacy Act (FERPA) provides parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. Complete information regarding these rights is contained in the district newsletter that is published each summer. Information about FERPA, including a form that can be completed to limit the release of your child’s directory information, is also available from the district website (www.manchesterschools.us), by clicking on the enrollment information tab.

Fees, Charges, and Fines

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Field Trips

Parents MUST sign a written permission slip to permit a child to attend a class field trip. Your child's teacher will distribute permission forms prior to any field trip. Chaperones must have completed a volunteer background form and have been approved before assisting with field trips.

Handling of Money, Valuables, and Personal Possessions

We suggest that children do not bring large sums of money to school. Payments for lunches, field trips, books, etc. should be sealed in an envelope with the child's name, teacher's name, room number and purpose of the funds on the outside envelope. Whenever possible, especially for larger sums, a check should be sent. All lost and found money should be reported to the office.

Parents are encouraged not to allow children to bring items of value to school. In most cases, we will call the parents if this situation occurs. Any materials brought into school (pictures, toys, etc.) which are disruptive or detrimental to the purpose or conduct of the school will be confiscated, and may be picked up from the school office by a parent or guardian. This includes the popular items of the moment which are often disruptive to the school environment.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Invitations, Gifts, and Class Parties

We celebrate the following days with class parties: Halloween, December Holidays, and Valentine's Day. Per board policy, only commercially prepared food is permitted to be brought into school.

In accordance with district policy, no weapons of any kind (real or toy) are permitted at school, and may not be included as a part of a Halloween costume. Students may be asked to remove masks or other portions of a costume which may interfere with their work or which might be disruptive to the rest of the class.

Klager has a policy that children should not bring in any special treats for their birthday.

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the classroom list, if available. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Lockers

Students are provided locker space in the school hallway. Locks are not provided on lockers. It is important that students do not bring valuable items to school. The school is not responsible for items taken from lockers. Lockers may be randomly inspected by school personnel. Permanent adhesive tape and/or stickers are not allowed.

SEARCH AND SEIZURE: Searches of lockers and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

Lockers

All lockers assigned to pupils are the property of the school District. At no time does the school relinquish its exclusive control of its lockers. The school Principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the Principal or designee. The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent.

The Board authorizes the Principal or designee to search lockers and locker contents at any time, without notice, and without parental/guardian or pupil consent. The Principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected. Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms;
- Explosives;
- Dangerous weapons;
- Flammable material;
- Illegal controlled substances or controlled substances analogues or other intoxicants;
- Contraband;
- Poisons; and
- Stolen property

Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker. This information shall be included in the student handbooks.

Students

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal or designee are authorized to search students. All searches shall be carried out in the presence of an adult witness.

Lost and Found

Our lost and found articles, which are usually plentiful, are placed in the foyer of the school. Small, delicate, or expensive articles are kept in the office. Please check these areas from time to time for missing items. To minimize lost items, please label all items brought to school. Items not picked up are donated to charity following each parent/teacher conference period and at the end of the school year.

Lost or Damaged Materials

Students are responsible for materials checked out of the library and/or are assigned to them in the classroom. Any books (library or classroom) or materials which are damaged, lost, or misplaced are the responsibility of the student. The students will be asked to cover the cost of lost or damaged materials.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extracurricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Parental Involvement (Title I)

The school will hold an annual meeting to discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which parents/guardians may wish to become involved include:

- ✓ PTO (Parent Teacher Organization)
- ✓ Motor Moms and Dads
- ✓ Playground or Cafeteria Supervision / Volunteers
- ✓ Classroom Volunteers

✓ Walk to Read Fluency Volunteers

Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Klager School Office: (734) 428-8321.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Physical Education

Please remember to have tennis shoes at school on days when children attend physical education class. We believe physical activity is important for children. Children who forget their tennis shoes will be asked to walk the perimeter of the gym during their scheduled PE time so they still get some exercise. For safety reasons no boots, flip flops, sandals, crocs, or dress shoes are allowed during PE. Tennis shoes must be mud free, and laced up tightly and tied. All exemptions require a parent's or physician's signed request.

Pictures

School pictures are taken each year. These pictures provide our school with an up-to-date picture of your child for permanent school records. Purchasing school pictures is strictly voluntary.

Policy for Acceptable Use of Information & Technology

All use of electronic network use must be consistent with the school's Acceptable Use Policy and it's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Power / Telephone Failure

In the event of a power/phone failure, the regular phone lines will not work. If you need to contact the school, call on the fax line at (734) 428-7962. We will have a landline phone attached to the fax line in case of a power failure.

Report Cards & Parent / Teacher Conferences

Report cards are sent home three times a year. In addition, parent/teacher conferences are held in the fall and spring. These conferences are one of the best ways of reporting student progress, and we believe that it is important that all parents/guardians attend. Conferences are set up by appointment, and you will be notified in advance. Your concerns and questions are important to us. Please contact the school as they arise. If you would like a conference with either the teacher or principal, please call to schedule an appointment that will be mutually convenient.

Safety Drill Procedures

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five (5) fire drills, two (2) tornado drills, and three (3) lockdown drills each school year. At least three (3) of the fire drills and one (1) lockdown drill shall occur before December 1; additionally, one (1) tornado drill must occur within the month of March.

LOCKDOWN

Lockdown drills instruct the students on the established safety measures that will be used during an emergency situation such as a release of a hazardous material or the threat of an intruder on or near the premises. During this type of emergency, all students, staff and visitors are restricted to their classroom, all doors locked and the building is secured. We ask that the following procedures be followed:

1. Children CANNOT be dismissed from school. Parents also cannot enter or exit the building during a lockdown.
2. Parents are asked to NOT contact the school office or any classrooms by telephone as the phone lines must be available for staff communications. School phones may not be answered depending upon the emergency taking place.
3. Notification regarding this type of emergency will be broadcast through local radio and television stations.

School Supplies

All books and basic school supplies are provided by the school district at no charge to the students. Children may supplement these by bringing their own.

Special Programs / Events

A variety of special programs and events occur during the school year. Please pay close attention to the monthly newsletters and district website for information regarding events for the current school year.

Student Use of Telephone

We discourage student use of the telephone for non-emergency situations. Students are encouraged to take responsibility for remembering to bring their lunch, homework assignments, shoes to wear for physical education, etc. Use of the telephone should not disrupt instructional time.

Usage of School by Community Groups

After normal school hours, many groups within the community utilize the Klager Elementary School building. Applications for after hours usage must be submitted through Central Office at (734) 428-9711.

GUIDELINES FOR USE OF PLAYGROUND BY COMMUNITY MEMBERS

1. School-sponsored programs and activities, including summer school programs have first priority for use of playgrounds and/or areas within playgrounds before and after regular school hours and during the summer.
2. Total playground space is open for use by community members any time that students in school-sponsored programs are not in the playground areas.
3. In the interest of student safety, neighborhood children may be asked to stop an activity deemed unsafe by the supervisor of the school-sponsored program when students in a school-sponsored activity are using a playground area. Examples include: sledding, baseball, or any other activity involving flying objects.

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student

discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Visitors and Volunteers

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

VOLUNTEERS

Volunteers are needed both on a regular basis and on an occasional basis. Parent volunteers work with students in classrooms, assist teachers with clerical tasks, and support students and teachers in a variety of ways both inside and outside of the classroom. Your efforts are greatly appreciated. Volunteers should sign in and out at the office each time they volunteer. It is strongly suggested that other children do NOT accompany volunteers at school. Please contact your teacher if you are interested in being a volunteer.

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

CLASSROOM VISITATIONS

Parents are welcome to visit our school. Out of consideration for classroom routine, please arrange your visit with the office and teacher ahead of time. Other children can be distracting to regular classroom work; therefore, they should not be part of the visitation. Do not engage a teacher in discussion during or following a classroom visitation while class is in session. Teachers have the responsibility for all children during school hours, and a discussion with

parents during this time disrupts the classroom environment and instructional program. All visitors to the school must first report to the office.

DO I NEED A BACKGROUND CHECK?

Whether or not attending a school event requires a background check is ultimately answered by asking yourself, "What is the purpose of coming to school?"

Events that are put on for our visitors' benefit do not require a check (i.e. – performances, musical programs, etc.).

Events that are held for the students' benefit do require background checks. Events that fall under this category include classroom parties and field trips. (This is because your attendance at these events is presumed to be as a volunteer, and we are expecting you to help monitor students and assist with any necessary tasks.) Parties and field trips are not designed for spectators.

Anyone on the SOR (Sexual Offense Registry) will not be allowed to volunteer nor attend any school or school sponsored event with the exception of visits directly involving their own child's school-related business. The school provides parents/guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time. The school endeavors to do its best to provide all information in the language best understood by parents and guardians.

Attendance

Each student is expected to be in attendance each day unless they are ill or a family emergency arises.

PLEASE NOTE:

- ✓ Attendance is taken at the beginning of the school day at 8:15 a.m.
- ✓ Students not in their classroom at 8:15 a.m. are considered TARDY.
- ✓ Students arriving between 8:50 a.m. and noon are considered absent a HALF DAY.
- ✓ Students leaving the building between 8:50 a.m. and noon and do not return will be considered absent a FULL DAY.
- ✓ Students leaving the building between noon and 2:00 p.m. and do not return will be considered absent for HALF DAY.

Michigan law requires that whomever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (2) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (3) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (4) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (5) The child has graduated from high school or has fulfilled all requirements for high school graduation.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

TARDINESS

The principal will send by mail a letter informing the parent(s) of 5 or more instances of tardiness for each trimester. All teachers will mark student(s) tardy if not in the classroom at the official starting time for school. On the tenth tardy parents will receive a second notice and a phone call from the principal.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

If your child will be absent or tardy, please do the following:

Call the Klager Office at (734) 428 – 8321, Ext. 1383 any time prior to 8:15 a.m. on the day of the absence. Please listen to the recording and leave a message including: your child's name, teacher's name, whether your child will be absent or tardy, and the reason for the absence or delay.

If you are not able to call when your child is absent or tardy, a written note must accompany him/her when he/she returns to school. We must know where a student is if she/he is not at school.

EXCESSIVE ABSENCES

The County has established five levels of Absenteeism.

Level I-One to Five days of school missed

Level II-Ten days of school missed

Level III-Fifteen days of school missed

Level IV-Twenty or more days of school missed

Level V-Persistent absenteeism beyond level IV intervention

All of these interventions/levels were created to promote school attendance. Research shows that attendance in the early grades is critical to sustaining school readiness skills and truancy is not only detrimental to success in education, but it is a stepping stone to delinquency.

VACATIONS

In order to help students keep up with school work missed during vacation times, please contact your child's teacher and the office at least two weeks in advance of the planned vacation. Additional schoolwork and/or tests may need to be completed when the child returns to school. Upon return from vacation, it is the student's responsibility to turn in all schoolwork assigned. Students will have one day for each day absent to make up all work assigned during the absence.

Please keep in mind that it is not always possible to send all of the work a student may miss. It is important to understand that class instruction, discussion, and activities at school cannot be duplicated at home. Some students have required extra tutoring at home after extended absences. Please remember that to be successful, your child needs to be in school.

Homebound and Hospitalized Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact the building principal.

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

School Breakfast & Lunch Program

If your son or daughter has any food allergies or special dietary needs, please contact the school office and the classroom teacher. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Breakfast is served every school day from 7:50 a.m. to 8:15 a.m. Lunch is served every school day, except when there is an 11:47 a.m. or earlier dismissal.

Breakfast

Breakfast is currently available at Klager for the cost of \$1.75 and is served from 7:50 a.m. to 8:15 a.m. In the event of a late bus, not a late-drop off, the children will still be served breakfast. Snacks may be purchased through Food Service at a cost of \$.50 per day.

Lunch

A student may bring a sack lunch from home or may purchase a school lunch. Hot lunches are available to all Klager students Monday through Friday at the current price of \$3.00. The \$3.00 price of a hot lunch includes milk. White or flavored milk is also available a la carte for \$.50. Lunches are prepared by Manchester Community Schools Food Service personnel.

A monthly food menu (which is subject to change if necessary) is available online or can be sent home with each student. Please remind your child that she/he must indicate that they want to be included in the morning lunch count. Klager participates in federal free and reduced lunch and breakfast program. Forms are available at the school office. Completed forms must be turned into the office or sent to the Food Service Coordinator, at the High School, 20500 Dutch Drive, Manchester.

Lunchroom Expectations

Every student has the right to eat lunch in a peaceful and orderly atmosphere. Children should remember to use proper manners in the cafeteria. Sharing or trading food is not allowed.

Klager Elementary does not provide microwaves for student use.

Treats/Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Manchester Community Schools Transportation Department-Bus Rules

Bus transportation is an important function of the Manchester Community School District, NOT mandated by law, but provided as a service to the students of the District by the Board of Education. In order for transportation to work, we must have the cooperation of parents, students, drivers and administration of the District. We believe the information contained in this policy will help everyone understand the complexity and importance of pupil transportation. The Michigan Department of Education, the Legislature, and the Michigan State Police also develop rules and regulations that govern the activities of the Transportation Department.

Video Cameras may be in use on any Manchester Community School District transportation vehicle.

Responsibilities of Drivers

1. Inform parents in writing and/or by telephone as soon as possible when a student is having a problem.
2. Drop off students at parent-designated location or at school unless the health and/or safety of the students on the bus are in jeopardy. Students can be taken to the bus garage only if the immediate health or safety of the student is in question.
3. Be fully trained about safety procedures and regulations concerning school bus transportation.
4. Work with the Transportation Director and Building Principal to assure that students are disciplined appropriately when they violate bus rules.
5. Drivers are in charge of all passengers and will maintain order on the bus at all times.
6. Make sure that all pupils on the bus receive a copy of the rules for the bus.
7. Drivers will not transport students in any vehicle other than a Manchester Community School Bus.
8. Enforces Department policy for student crossing procedure, which includes proper use of hand signal.

Responsibilities of Students

1. Obey the bus driver at all times.
2. Behave in a manner, which allows the driver to safely operate the vehicle.
3. Occupy their seat and to refrain at all times from moving around in the bus.
4. Arrive at the bus stop (5 to 10) minutes prior to scheduled pick-up time.
5. Stay off roadway while waiting for the bus.
6. Wait until the bus comes to a complete stop before getting on or off the bus.
7. No student is allowed to cross over a road to get on or off a bus at a different assigned time or stop.
8. When crossing is necessary and permitted, a student will always cross 10 feet in front of the bus after waiting for the driver's hand signal.
9. Keep entire body inside the bus at all times. No window is to be lowered more than half way.
10. No talking is permitted at railroad tracks.
11. Never tamper with bus equipment.

12. Avoid loud, inappropriate and/or profane language. (Use inside voice to prevent driver distraction)
13. Eating or drinking on the bus is not allowed. (Exception: Medical Reasons)
14. Damages to any bus should be reported to the driver. Pupils will pay for any damages they cause on any bus.
15. Pupils will never throw anything in the bus or out the window of a bus.
16. Pupils may not possess or consume alcoholic beverages. Pupils shall not possess, smoke, or chew tobacco or possess or use any other drugs on buses.
17. Pupils shall not possess or use cigarette lighters, matches, or other flammable items on buses.
18. Live pets or insects cannot be transported on a school bus.
19. Weapons of any kind are not permitted on a school bus.
20. The over showing of affection is not acceptable behavior and will not be tolerated.
21. No glass containers or bottles are allowed on buses.
22. All belongings, including band instruments, are to be held on the student's lap during transportation.
23. NEVER get mail or go to the mailbox while school bus is at the bus stop.
24. Cellular telephones, pager/beeper or other electronic communication devices are to be used at the discretion of the bus driver.

Responsibilities of Parent/Guardian

1. Ensure that child(ren) will arrive at the bus stop (5 to 10) minutes prior to scheduled time.
2. Provide the necessary assistance needed by their child(ren) going to and from the bus stop.
3. Accept joint responsibility with the school authorities for the proper conduct of their child(ren).
4. Review the rules of Transportation with their child(ren) and cooperate with disciplinary action.
5. Responsibilities of Parents/Guardian
6. Meet with those responsible for Pupil Transportation whenever requested.
7. Provide written notification to Transportation Director regarding student-riding locations other than regularly scheduled.
8. Bus service is not rendered to non-school sponsored activities.
9. Cellular telephones, pager/beeper or other electronic communication devices are to be used at the discretion of the driver.
10. Contact the Transportation Director when requesting additional riders to accompany another rider. Requests honored providing riding space is available.

Responsibilities of the School

1. Provide transportation service to students who live 1.5 miles or more from school of attendance. Distance to be measured over public roads and determined by Transportation Department. The Superintendent and/or Board of Education can make exceptions to this rule.
2. Establish bus stops that meet the provisions of the Department of Education and the Michigan State Police.
3. The School District will not pick up students on private roads, drives or streets. Students must be taken to a county-maintained road in order to be provided transportation service.

4. In certain high-traffic locations, bus stops will be located on the right side only. Locations to be determined by the Transportation Director.
5. In the event weather conditions cause school to be cancelled, the following will be contacted so parents can be notified of the cancellation of school:
 - Television: Channel 2-Detroit, Channel 4-Detroit, Channel 7-Detroit
 - Radio: 760 am, 102.9 fm
 - Web: www.manchesterschools.us

Violation of Bus Rules

Should a student violate a bus rule, the driver will issue a Misconduct Report. To maintain consistency in administering discipline, violations of bus rules are grouped into two (2) categories. All school building rules apply to students using school transportation. Students may receive consequences for inappropriate behavior beyond transportation consequences determined by Building Principal. This system will keep parents informed if their child(ren) does not conduct themselves properly, thus allowing the parents to take corrective action before more serious problems are encountered. Any violation of these rules by students during the last 2 (two) weeks of school may be carried over and charged to students the next school year.

Any time a student feels he/she has been wrongly issued a Misconduct Report, the report may be appealed in the following order:

- Transportation Director (for one day suspension issued by bus driver)
- Building Principal
- Superintendent of Schools
- Board of Education

Lost and Found Articles

All lost and found items generally remain on buses for up to 1 (one) week. Drivers then turn all found/unclaimed items into Transportation Office. Found/unclaimed items are sent to Klager Elementary School – Lost and Found. It is helpful to place names on all articles sent to school with your child(ren).

Manchester Community Schools Transportation Department
710 E. Main Street, Manchester, MI 48158
(734) 428-9711 x1142
Deborah Heskett, Transportation Director
dheskett@mcs.k12.mi.us

Student Health Procedures

Illnesses at School

In the interest of health and safety of all students, parents will be contacted when students are too ill to remain at school. Parents are expected to pick their child up from school promptly. If the child's condition worsens significantly and a parent has not yet picked up the student, EMS will

be contacted and the child will be transported to a medical facility. Students should remain home for at least 24 hours following any instance of illness (especially vomiting, diarrhea, fever, or communicable disease). Parents are advised to establish back-up plans for unexpected situations or illnesses in advance.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.

A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Children Injured at School

In minor cases, the child is given any necessary first aid and is usually able to return to class. If a child is seriously injured at school, every effort will be made to contact the parents prior to transporting the child to the doctor or hospital. The school will attempt to contact a parent anytime a child receives first aid for an injury to the head.

If a child has an allergy (such as bee and/or food) that requires special medical attention, please contact the school so that we can work together to plan for the child. Special medical protocols are jointly designed with staff, parents, and medical personnel to meet the individual needs of children.

Student Medication

Taking medication during school hours or during school-related activities is allowed when a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." Name and dosage must be listed directly on the prescription container. All medication will be locked in the main office.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

General Illnesses

Regular day-to-day illness, cold, flu, upset stomach, toothaches, ear aches, etc. should be treated properly so that a student is able and ready to do his/her best work at school.

Contagious Illnesses

When children have an illness that can be transmitted to others, they should be kept home until the contagious period is over. Consult your family doctor. Parents should examine children on a regular basis since there are many things that are communicated to others in the school environment. These conditions can be quickly cured if handled properly.

Nuisance Diseases

- Scabies
- Ringworm
- Impetigo

For more information on these diseases, visit the Washtenaw County Health Department's website: www.publichealth.ewashtenaw.org In all of the nuisance diseases mentioned, frequent attention to a child's health habits is very important. A child may be excluded from school until the condition is treated. Other communicable diseases in school are not uncommon and guidelines for return to school vary. Please report any absence due to communicable disease to the school office.

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials he/she is free of head lice.

Concussions and Head Injuries

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

Care of Students with Diabetes

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Building Principal at (734) 428-8321.

Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

School Health Services

The Washtenaw County Human Services provides consultation and guidelines for handling health problems and communicable diseases. Illness, injury, and the like that occur at school are handled by the most competent person available. Our policy is not to keep sick children at school. We try to contact parents as soon as possible.

Routine vision and hearing screenings, conducted by the Washtenaw County Human Services hearing and vision technicians, are held in the school every year for students in Kindergarten through 2nd grade. Hearing screening is scheduled for PreSchool, Kindergarten, and 2nd Grade each year. Vision screening is scheduled for PreSchool, Kindergarten, and 1st Grade each year. Students in any grade can be included in this testing at the request of parent(s) or staff.

School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Building Conduct

Students shall not arrive at school before 8:00 a.m. -- unless they are here for breakfast. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards or Heely (roller-skate shoes) are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No cameras are permitted without permission from the principal.

Weapons in School

In accordance with district policy, no weapons of any kind (real or toy) are permitted at school. Students who violate this will be subject to discipline according to state law and district policy.

Drugs, Alcohol, and Tobacco

The Manchester Community School Board policy prohibits the unlawful possession, use, transmission, distribution, or to be under the influence of any illicit drugs, alcohol or tobacco.

Student Conduct

Playground Expectations

Our emphasis is on safe, enjoyable play. Children may not bring hard baseballs or hard coated rubber balls, bats, expensive toys, roller blades, or skateboards to school. Please be sure other playground items are carefully marked with your child's name and are brought to school in a backpack or a bag.

Children are welcome to use the playground after school once they have gone home and received permission from their parents to return. Keep in mind that there is no adult supervision of the playground outside of school hours.

Parents are urged to remove all drawstrings from jackets and coats, as they present a choking hazard. Backpacks and objects such as pens, pencils, and markers should remain in the classroom. Shoelaces should be tied or tucked at all times.

Recess/Outdoor Play

Physical activity is an important part of our school day. Recess takes place outdoors, weather permitting. Please make sure students are dressed appropriately for outdoor play each day. All children are expected to participate in our recess and physical education activities as scheduled. If a child is well enough to come to school, he/she is well enough to benefit from outside activity. A doctor's note is required to keep children indoors for health reasons. Students too ill to go outside will wait in the office during this time.

Playground Rules

Play safely and respectfully at all times. Use playground equipment as intended for enjoyment with safety in mind. Play fair, share what is yours, and leave that which does not belong to you alone. Stay within the playground boundaries. No fighting, pushing, throwing of rocks, woodchips, dirt, or snowballs. Use the sledding hill appropriately. The whistle means STOP, LOOK, and LISTEN. When the whistle blows, line up right away.

Lunch & Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.

- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - (a) be a threat or an attempted intimidation of a staff member; or
 - (b) endanger the health or safety of students, staff, or school property.

Student Discipline

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

Weapons

In compliance with State and Federal law, the Board (*Superintendent*) shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, 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 term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board (*Superintendent*) need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board (*Superintendent*) that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board (*Superintendent*) determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- a) are initiated by the victim;
- b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Classroom Discipline

We at Klager Elementary School believe in the following concepts:

1. The staff has the responsibility to help children learn, therefore, they have the right to establish reasonable rules of conduct expected of students and they have the right to enforce these rules.
2. The children at Klager have the right to learn in an environment that is conducive to learning and is safe for all. Therefore, students will not be allowed to disrupt their own or other's opportunity to learn.

Discipline is a process---it is not a product or a punishment. The discipline process helps children learn how to conduct themselves in a socially acceptable manner---and to learn to accept the responsibility and consequences of their behavior.

Discipline Rubric

Level One Infractions

*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.

Behavior	Occurrence	Penalty	Disciplinary Action May be Given by Teacher?
<input type="checkbox"/> Disruptive Behavior	1st Occurrence	Warning	YES
<input type="checkbox"/> Disrespect	2nd Occurrence	Loss of Privilege	YES
<input type="checkbox"/> Electronics	3rd Occurrence	Lunch & Recess Detention	YES
<input type="checkbox"/> Inappropriate Language or Gesture	4th Occurrence	In-School Suspension	NO
<input type="checkbox"/> Insulting Remark	5th Occurrence	1 Day Out-of-School Suspension	NO
<input type="checkbox"/> Profanity	6th Occurrence	2 Days Out-of-School	NO

		Suspension	
<input type="checkbox"/> Roughhousing/ Horseplay/Teasing	7th Occurrence	3 Days Out-of-School Suspension	NO

Level Two Infractions

*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.

Behavior	Occurrence	Penalty
<input type="checkbox"/> Cheating/Plagiarism	1st Occurrence	Lunch & Recess Detention
<input type="checkbox"/> Confrontation	2nd Occurrence	In-School Suspension
<input type="checkbox"/> Defamation	3rd Occurrence	1 Day Out-of-School Suspension
<input type="checkbox"/> Destruction of Property	4th Occurrence	2 Days Out-of-School Suspension
<input type="checkbox"/> Harassment/Bullying	5th Occurrence	3 Days Out-of-School Suspension
<input type="checkbox"/> Insubordinatio n		
<input type="checkbox"/> Leaving School Grounds		
<input type="checkbox"/> Profanity Towards Staff		
<input type="checkbox"/> Technology Misuse		

Level Three Infractions

*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.

Behavior	Occurrence	Penalty
<input type="checkbox"/> Bullying	1st Occurrence	1 Day Out-of-School Suspension
<input type="checkbox"/> Defamation	2nd Occurrence	2 Days Out-of-School Suspension
<input type="checkbox"/> Fighting	3rd Occurrence	3 Days Out-of-School Suspension
<input type="checkbox"/> Food Fight	4th Occurrence	4 Days Out-of-School Suspension

<input type="checkbox"/> Harassment	5th Occurrence	Long-term Suspension
<input type="checkbox"/> Hazing		
<input type="checkbox"/> Matches/Lighter		
<input type="checkbox"/> Theft/Larceny		
<input type="checkbox"/> Threat		
<input type="checkbox"/> Vandalism		

Level Four Infractions

*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.

Behavior	Penalty
<input type="checkbox"/> Arson	Suspension up to Expulsion and Sheriff's Department Contact
<input type="checkbox"/> Assault (Physical)	Suspension up to Expulsion and Sheriff's Department Contact
<input type="checkbox"/> Bomb Threat	Suspension up to Expulsion and Sheriff's Department Contact
<input type="checkbox"/> Dangerous Materials	Suspension up to Expulsion and Sheriff's Department Contact
<input type="checkbox"/> Explosives	Suspension up to Expulsion and Sheriff's Department Contact
<input type="checkbox"/> False Alarm/Fire Alarm	Suspension up to Expulsion and Sheriff's Department Contact
<input type="checkbox"/> Weapons (also Look-Alike and Toys) Possession/Use/ Knowledge	Suspension up to Expulsion and Sheriff's Department Contact

Luther C. Klager Elementary School Anti-Bullying Policy

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Parent / Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by_____.

Jennifer Mayes

Principal

From: The Parent/Guardian of: (1)._____

(2)._____

(3)._____

(4)._____

(5)._____

To: Klager School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Klager School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook (either a hardcopy or the electronic version).

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

Signature of Parent or Guardian

Date