



**2008-2009**

**EASTSIDE ELEMENTARY HANDBOOK**

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## *Welcome to Constantine Public*

### *Schools:*

an exciting place to learn!

The purpose of this handbook is to provide you with a convenient reference to programs, practices and expectations of our school system.

This handy booklet includes policies, guidelines and procedures that assist staff members in providing a safe and orderly environment for your child.

It is the responsibility of each parent to be familiar with its content.

## **MISSION STATEMENT**

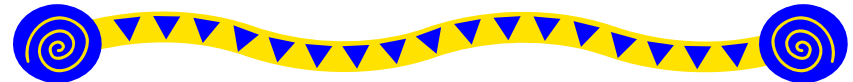
The mission of Eastside Elementary is to provide each child a safe, positive, and nurturing environment allowing children to achieve individual success while gaining the knowledge, skills and behaviors necessary to succeed at their next level of learning.

## **PHILOSOPHY STATEMENT**

The Eastside Elementary School believes that the purpose of education in the schools of this district is to facilitate the development of each child to the fullest. The school staff seeks to recognize individual differences and to stimulate achievement and progress, not only in basic skills, but in the ability to think independently and critically.

Eastside is committed to maintaining a balance between the principal's leadership and the teacher's autonomy. It also believes that class size should be designed for maximum teacher effectiveness and personal interaction between teachers and students. Eastside also places a special emphasis on student and parent involvement in school activities and an effective relationship between home, school, and community.

The staff is committed to the development of a curriculum based on appropriately high expectations. In addition, the staff believes that all children can learn and do so at differing levels and rates.



## **A MESSAGE FROM THE PRINCIPAL**

Dear Parents and Students,  
Welcome to Eastside Elementary School, home of the Falcons! I encourage you to be an integral part of your child's education and a positive role model. Your child learns both in and out of the classroom, and all of life's experiences will form the challenges and memories for the years ahead. I look forward to being actively involved with you and your family.

Sincerely,  
Mrs. Kristin M. Flynn, Principal

# CONSTANTINE PUBLIC SCHOOLS

## 2008-2009 - District Calendar

### Date & Event

#### **Tuesday, August 26, 2008**

K-12 Professional Development Day 8:00 AM – 3:00 PM  
CMS Open House 6:30 – 7:30 PM; CHS Frosh Orientation 7:00 – 8:00 PM

#### **Wednesday, August 27, 2008**

All Staff Report; K-12 Prof. Dev. Day 8:00 AM – 2:00 PM  
(CEA Meeting 2:05 PM)  
ES Open House 6:00 – 7:00 PM; RS Open House 6:30 – 8:00 PM

#### **Tuesday, September 2, 2008**

First Half Day for Students (dismiss at 11:30 AM); Teachers' PD  
12:15 PM – 3:00 PM

#### **Monday, September 15, 2008**

No School – Fair Day

#### **Week of October 13-17, 2008**

Parent-Teacher Conferences for All Schools; Grades 6-12 PM Confs.  
Wed. Oct. 15

#### **Friday, October 17, 2008**

Half Day of School (dismiss 11:30 AM)

#### **Wednesday, November 26, 2008**

End of First 12 Weeks Marking Period / Fall Trimester (61 days)

#### **Thursday, November 27, 2008**

No School – Thanksgiving

#### **Friday, November 28, 2008**

No School – Thanksgiving Recess

#### **Friday, December 19, 2008**

Last full day of school before Christmas Break

**Christmas / Winter Break through January 2, 2009**

#### **Monday, January 5, 2009**

Return to School

#### **Monday, January 19, 2009**

No School – MLK Day; K-12 PD Day; Curriculum 8:00 AM – 3:00 PM

#### **Week of January 20-23, 2009**

Parent-Teacher Conferences for All Schools; Grades 6-12 PM Confs.  
Wed. Jan. 21

#### **Friday, February 13, 2009**

No School – Mid-Winter Break Day

#### **Monday, February 16, 2009**

No School – Mid-Winter Break Day / Presidents' Day

#### **Friday, March 6, 2009**

Half Day of School (dismiss 11:30 AM); Teachers' Records PM  
End of Second 12 Weeks Marking Period / Winter Trimester (57 days)

#### **Week of April 6-10, 2009**

Spring Break Week through Good Friday, April 10, 2009

#### **Monday, April 13, 2009**

Return to School

#### **Week of April 20-23, 2009**

Parent-Teacher Conferences Week for All Schools

#### **Monday, May 25, 2009**

No School – Memorial Day

#### **Sunday, May 31, 2009**

CHS Graduation at 2:30 PM

#### **Tuesday, June 2, 2009**

Last Day of School; Half Day for Students (dismiss at 11:30 AM); Staff  
dismissed 2:00 PM

End of 12 Weeks MP/ Spring Trimester (56 days); 174 Total Scheduled  
Instructional Days

### **CONSTANTINE BOARD OF EDUCATION MEETINGS**

The Board of Education will meet on the second Monday of every month to conduct its regular monthly meetings. Regular Board meetings are held at 7:00 p.m. in the Constantine High School Large Group Instruction Area, unless changed by proper notice, 664 Canaris Street, Constantine, Michigan.

**2008-2009**

**Office Hours: 7:30 a.m. – 3:30 p.m.**

**School Hours: 7:40 a.m. – 2:50 p.m.**

District Administration Office (269) 435-8900 / Hotline (269) 435-8919

- Mr. Chuck Frisbee.....Superintendent  
(269) 435-8900
- Mrs. Lisa Seidner....Business Manager  
(269) 435-9020
- Mrs. Julie Lorenz.....Central Office Secretary/Payroll  
(269) 435-8900
- Mrs. Diane Northrup.....Food Service Supervisor  
(269) 435-8909
- Mr. Tom Muckel.....Maintenance Supervisor  
(269) 435-8905
- Mrs. Rhonda King.....Transportation Supervisor  
(269) 435-8970
- Mrs. Victoria Wentela.....Curriculum Director  
(269) 435-8908
- Mr. Benjamin Daugherty.....Technology Director  
(269) 435-8910

Eastside Elementary (269) 435-8960 / Hotline (269) 435-8969

- Mrs. Kristin Flynn.....Principal  
(269) 435-8960
- Mrs. Alicia Geisler.....Administrative Assistant  
(269) 435-8960

- St. Joseph Intermediate School District Staff (269) 467-5400
- Special Education Supervisor.....Beverly Penhorwood
  - School Social Worker.....James Yoder
  - Speech.....Cara Kiley
  - School Psychologist.....Tom Blair
  - Teacher Consultant for Physically or Otherwise Health Impaired  
(POHI).....Christa Conroy
  - Occupational Therapist.....Jane Barnes
  - Physical Therapist.....Jonita Brandt



## **GENERAL INFORMATION**

### **SCHOOL DISTRICT POLICY**

The Board of Education recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the absences of threats to physical well-being and safety by individuals possessing weapons or who could commit arson or sexual assault. Accordingly, a student can be suspended or expelled from school if found in possession of a weapon (including toy weapons, air guns, paint ball guns, etc.) and/or committing arson or sexual assault. Toys such as guns, knives, swords, and sling shots are included weapons in the weapons description. To avoid any confusion, please do not allow your child to bring any type of weapon to school.

### **TECHNOLOGY USER POLICY**

Students and parents are expected to review and sign a technology use policy that is distributed to all new students. The purpose is to promote the importance of being informed, responsible users of technology resources both at home and at school. Parents and students are provided a copy of the of the policy in the early weeks of school.

### **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL**

Whenever a child complains of not feeling well on a school day, parents are faced with the decision of whether or not to send the youngster to school. How do you make the right choice? Generally speaking, if a child is sick, he/she should NOT come to school.

If your child is vomiting, experiencing diarrhea or running a temperature, keep your child home for at least twenty-four hours or until he/she is completely recovered. Should a child become ill during the school day, parents will be contacted to take him/her home.

If a youngster is sick, but you feel he/she can come to school as long as they stay inside, PLEASE RECONSIDER. A STUDENT WELL ENOUGH TO ATTEND SCHOOL WILL BE CONSIDERED WELL ENOUGH TO PARTICIPATE IN OUTSIDE RECESS/PHYSICAL EDUCATION ACTIVITIES.

**EMERGENCY SCHOOL CLOSINGS:** Emergency school closings will be announced on the television and radio. Please inform your child

of prearranged plans of what he/she should do if school should close early. Also write these procedures on the enrollment form and update it if any changes occur. If a tornado watch or warning is issued, the children will remain at school and staff will closely monitor all activities. Tornado drills will be conducted regularly and students will assemble in designated areas under the supervision of their teacher in the event of a tornado warning. Parents are requested not to come to school for their child as this may lead to confusion and emotional hysteria. In the event of inclement weather/emergency school closings, please watch Channel 3, 16, 22, or 28, or you may listen to WFRN—104.7, WLKM—95.9 FM, WMSH Sturgis—99.3, WNWN—98.5, U93—92.9, B100—100.7, WKFR—103.3, WRKR—107.7, and WMMQ—94.9. We will be posting a colored sign in our windows. If it is yellow, there is a delayed opening, and if it is red, school is closed. If either sign is displayed, please do not drop off your child. There will not be anyone to supervise them.

### **MATTERS PERTAINING TO TRANSPORTATION**

The driver of a bus has a great responsibility. A mistake by the driver might mean the injury or death to students on the bus. Students should remember that transportation is provided for their convenience and that it is a privilege to ride the bus, not a right. Students are expected to exercise proper conduct at all times. Because of safety factors, misconduct will not be tolerated. Students who misbehave or in any way place the driver, students, and/or bus in jeopardy, will lose their bus privilege.

The following rules are rules of courtesy, safety, and common sense. The drivers are your friends and will inform the student of the rules to follow while in their charge. They wish to make each child's bus ride as safe and pleasant as possible. The driver is in charge of children's conduct from the time they enter the bus to the time they leave it. In addition to the rules listed below, all Student Handbook and Code of Conduct Rules, Young Fives through 12<sup>th</sup> grade, will be in effect at all times.

### **RESPONSIBILITIES OF BUS STUDENTS ARE TO:**

- maintain safe classroom conduct while riding the bus; to sit in their seats and face the front with their feet on the floor;
- refrain at all times from moving around while bus is in motion;
- keep the aisles clear;

- be aware that damage to bus property must be paid for by the offender;
- remain quiet at railroad crossings;
- be at their designated stop *on time* and board the bus in an orderly manner (driver is responsible for staying on schedule and cannot wait for tardy students);
- wait until the bus has come to a **complete** stop before attempting to get on or off;
- leave the bus only at the consent of the driver; students will bring a transfer pass from school whenever they deviate from regular procedure; parents must have these requests to the office by 2:00 p.m. each day of a change.
- enter and leave the bus only at the front door, except when directed to use rear door for an emergency;
- cross the highway in front of the bus as instructed by the driver;
- keep hands and head inside the bus;
- not eat, drink, smoke, or light matches on the bus;
- not bring pets, animals, or creepy-crawly creatures on the bus;
- not bring food on the bus unless in a backpack-type container, unavailable to others.
- not bring pop cans or bottles on the bus;
- not chew gum on the bus;
- not carry glass on the bus; for a special occasion, it might be allowed if wrapped in newspaper, sealed, and arrangements are made with the bus driver in advance;
- package toys or any items needed for school projects before they are brought on the bus; and they are not to be opened until they reach school; arrangements are to be made with bus driver in advance.
- not bring wooden or metal bats, skateboards, skis, or roller blades/skates on the bus;
- obey any safety or disciplinary rules assigned by the driver;
- not use profane language or gestures.

#### **RESPONSIBILITIES OF PARENTS ARE TO:**

- ascertain and ensure that their children arrive at the bus stop on time in the morning;
- provide necessary supervision of their children to, from, and at the bus stop;
- understand that students may have to walk up to a mile to the bus stop;

- understand that students may not ride a bus other than the one to which they are assigned, nor get on or off the bus at a stop other than their designated stop. The building principal or Transportation Supervisor may grant variances in an emergency only. Students must bring a transfer pass from school whenever they deviate from regular procedure. (This is for daycare and emergencies only.)

Failure to assume these responsibilities may result in a suspension of the bus riding privilege and/or school suspension.

#### **COMMUNICATING CONCERNS**

Occasionally a parent or community member may wish to express interest or a concern regarding a school matter. The following procedure provides an avenue for two-way communication and to deal with the request as expeditiously as possible.

1. Communicate with the employee involved.
2. If the issue is not resolved, communicate with the building principal.
3. If satisfaction is not met, the issue should be brought to the Administration Office (Superintendent).
4. If the situation is not satisfactorily resolved, the concern should be reduced to writing and communicated with the Board of Education.

#### **BELIEF STATEMENTS – WE BELIEVE...**

- High expectations yield high achievement.
- It is essential to instill, model, and reinforce honesty, respect, integrity, and civility.
- The family, school, and community support of one another is essential for student success.
- In ongoing renewal to support continuous improvement.
- In equitable opportunities for all individuals.
- In an open and accessible decision-making process.
- In a safe and secure environment.
- In a culture of goodwill that embraces diversity and promotes acceptance.
- In success for all as demonstrated in a variety of ways.
- In the responsible use of human, financial, and material resources.
- In open, timely, and accurate communication among family, school and community.

## BUILDING BASED INFORMATION

### EASTSIDE ELEMENTARY STAFF

Email format: first initial, last name@constps.org

<u>Name</u>	<u>Position</u>
Baker, Carol	2 <sup>nd</sup> Grade Tchr (Rm 126)
Barber, Kim	Lead Cafeteria Server (Kitchen)
Burgess, Deb	Health/Educational Aide (Rm 105)
Burgess, Sue	Educ Aide/Comp (Rm 117)
Coplin, Jeremie	Kindergarten Tchr (Rm 108)
Dahms, Jaime	Young Fives Tchr (Rm 107)
Flynn, Kristin	Principal (Office)
French, Lindsay	School-Home Coord (Rm 122)
Freude, Joy	Special Education Tchr (Rm 104)
Gableman, Shanna	Young Fives Tchr (Rm 110)
Geisler, Alicia	Admin. Asst. (Office)
Hassenger, Cindy	2 <sup>nd</sup> Grade Tchr (Rm 120)
Hulse, Mindy	Clerical Asst. (Office)
Ignas, Deanna	1 <sup>st</sup> Grade Tchr (Rm 118)
McGee, David	Physical Education Tchr (Gym)
Melville, Dawn	Art Tchr (Rm 114)

<u>Name</u>	<u>Position</u>
Middleton, Susan	1 <sup>st</sup> Grade Teacher (Rm 116)
Mosier, Linda	Educational Aide
Niblock, Mandy	Kindergarten Tchr (Rm 113)
Nihart, Debra	Educ Aide/Librarian (Rm 111)
Owens, Libby	1 <sup>st</sup> Grade Tchr (Rm 125)
Schrock, Crystal	Reading Recovery/Literacy Tchr (Rm 123)
Seman, Jill	Educational Aide
Smith, Beverly	Music Tchr (Rm 115)
Sorensen, Sheree	1 <sup>st</sup> Grade Tchr (Rm 127)
Spencer, Susie	Educational Aide
Stacey, Chris	1 <sup>st</sup> Grade Tchr (Rm 121)
Steward, Terry	2 <sup>nd</sup> Grade Tchr (Rm 128)
Strawser, Holly	Kindergarten Tchr (Rm 102)
Teter, Carol	Kindergarten Tchr (Rm 101)
Townsend, Pat	2 <sup>nd</sup> Grade Tchr (Rm 119)
Warnement, Ashley	Kindergarten Tchr (Rm 103)
Wittenberg, Barb	Reading Rec/Literacy Lead Tchr (Rm 123)
Wolf, Julie	Educational Aide
Yager, LaNae	Young 5's Tchr (Rm 109)

## **BUILDING BASED INFORMATION**

### **ATTENDANCE POLICY**

Daily attendance, of all who are enrolling in Michigan Public Schools, is required in accordance with State law and School Board Policy.

Section 380.1561 of the General School Laws of Michigan states: “every parent, guardian or other person in this state, having control and charge of any child from the age of six (6) to the child’s sixteenth birthday, shall send that child to the public schools during the entire school year. The child’s attendance shall be continuous and consecutive for the second year fixed by the school district in which the child is enrolled.” Similarly, the elementary schools shall adhere to the policy that each student should be in attendance every day school is in session. Students are required to attend all regularly scheduled classes and assemblies unless otherwise excused.

A. **ATTENDANCE CLASSIFICATION:** It is the intent of the Constantine Public Schools to monitor and promote regular school attendance. A record of the attendance of each student shall be maintained in accordance with the following classifications:

1. “Tardy” shall mean a child arrived after the beginning of class (7:40 a.m.) but before one (1) hour had passed.
2. “Absence” shall mean a child missed over one (1) hour of class time.
3. “Early Departure” shall mean a child left school (before 2:50 p.m.) missing one (1) hour or less of class time, which results in a tardy as well.

Frequent absences and/or tardies may affect student’s participation in non-curricular field trips and events, promotion to the next grade, and/or may result in disciplinary consequences and referral to legal agencies.

B. **PROCEDURE:**

1. Absences must be excused by a parent or legal guardian by calling school between 7:30 and 9:00 a.m.

2. If a student is not properly excused by phone on the day of the absence, a written note from the parent or guardian verifying the reason for the absence should be submitted within two (2) days of his/her return to school. (Please note: students will remain unexcused until parents have contacted the school to confirm absence.) One day for each day of absence will be allowed for schoolwork missed to be made up before a penalty may be involved.
3. Pre-arranged absences for family trips require a written note at least two (2) days prior to the absence, so that arrangements for make-up work can be made prior to leaving.
4. If an absence is directly related to any officially recognized school activity, whereby the student has an active role, the student will be considered present.

C. A doctor’s note is needed for “illness” absences exceeding 3 days.

D. **EXCESSIVE ABSENCES:** Parents may be notified in writing when a student has been absent ten (10) days per year, or 10% of the days school has been in session, and again at twenty (20) days per year. After twenty (20) days, written substantiation may be required by a doctor for each absence. If not supplied, the student may be regarded as truant. Proper legal authorities may also be notified when excessive absences occur.

E. **TARDINESS:** It is important that students arrive at school on time in order to prepare themselves for the beginning of class and to establish a habit of punctuality. The school doors open each morning at 7:35 a.m.

Students are tardy at 7:40 a.m., unless their bus is late. Students are excused for afternoon dismissal at 2:50 p.m.

F. **EXCUSED ABSENCES / TARDIES:** Excused absences/tardies usually fall into one of the following categories:

1. Personal illness or illness in the family.
2. Death in the family or of a close friend.
3. Medical or dental appointments.
4. Family emergencies of unforeseen circumstances.
5. Religious holidays.
6. Mutually agreed pre-arranged absences between principal and parent.

G. **UNEXCUSED ABSENCES / TARDIES:** A student is considered unexcused when:

1. The absence/tardy does not fall into one of the excused categories. Examples of unexcused absences / tardies are things such as oversleeping, missing bus, car problems, babysitting, shopping, etc.
2. No parental communication (phone call, note).
3. Skipping school or class.
4. Absence due to suspension.

H. **DISMISSAL REQUESTS:** Students will not be permitted to leave the school during school hours, except with a parent or guardian, or with a written directive to the office from the parent. We are responsible for children during school hours and must know whom they are with at all times.

For the protection of students, they will not be sent out to waiting cars. If you want to pick up your child, we ask that you come to the office. Please do not ask your child to come to your car rather than board the bus if the teacher has not been notified in writing by you. Please notify the office of all changes from the normal pattern.

### **ARRIVAL TIME/TARDINESS**

Since there is no supervision, children are not allowed in the building before 7:30 a.m. If your child is NOT eating breakfast at school, they need to be dropped off at the front (west end door) entrance. Students eating breakfast will be allowed inside at 7:20 a.m. at the main office entrance (south end). Students are allowed in the building at 7:35 a.m. and are expected to be in the classroom at 7:40 a.m. when class begins. School hours from 7:40 a.m. – 2:50 p.m. All students entering school after 7:40 a.m. or leaving school before 2:50 p.m. must be signed in and/or out by a parent or designated adult. If a parent **MUST** sign their

child out early due to a doctor or other appointment, the office staff will be happy to call the student to the office while the parent signs the child out of school.

### **GENERAL BEHAVIORAL GUIDELINES**

Our goal is for all children to have a safe and positive educational school experience. Please discuss the following guidelines with your child:

- Follow school rules.
- Use appropriate language.
- Be kind and considerate to others. When in the hallways, move quietly.
- Respect school property and the property of others.
- Dress appropriately for school and weather conditions as appropriate attire promotes education.
- Be in regular attendance. Be punctual and be prepared for classroom activities.

### **DISMISSAL PROCEDURES**

School is dismissed at 2:50 p.m. Our dismissal system is designed for the safety of all students. Teachers will escort their students to the designated dismissal areas. Walkers and students being picked up by their parents or designated adult will go to their designated dismissal area. Parents picking up their children should wait in their vehicles in the drop off/pick up lane. Car tags will be issued at the beginning of the school year, and as needed, for parents picking up their children. Without a written note, children will not be released to anyone that is not on the student's information card. Please remember, the west end "loop" is for buses only. For safety reasons, no child will be allowed to cut through the lane of cars to get to the parking lot unescorted. When picking a child up early, please sign out in the office. Please do not go to the rooms. Students will not be allowed to call home for instructions on a daily basis.

Early release is for emergency or medical reasons only. Children will not be dismissed early on a regular basis because doing so interrupts class time. Early dismissal on a regular basis is like tardiness, it takes time off task. **NO DOGS ALLOWED ON SCHOOL PREMISES WITHOUT PRIOR PERMISSION FROM PRINCIPAL.**

### **CHANGES IN ARRIVAL OR DEPARTURE**

Changes in bus transportation, baby sitters, or in routes to and from school should be reported to the office well in advance. Overcrowded buses and lost children can often result from changes that have not been cleared with the office and/or the transportation supervisor. **Students must have a note indicating any change from the usual. If a child needs to ride a different bus, a note is required so a bus pass can be issued.**

Please send in a note if your child's end of the day schedule changes. If calling in a schedule change, please do so by 2:00 p.m. daily to ensure the staff has time to get to your child before the student follows his/her original schedule. Changes after this time cannot be guaranteed.

Children should take direct routes to and from school. If parents or guardians are expecting them at a specified time and they do not arrive, then the police and the school can be notified of deviations. The school will discipline behavior of students going to and from school.

### **BICYCLES**

Bike racks are provided at each school for the convenience of the bike riders. Bikes are to be parked in or very near the racks. All children are to play away from the area of the bike racks. *Bikes are not to be ridden once students have reached the school grounds.*

Students on bikes are encouraged to use the sidewalks along the busy streets (Washington, Sixth, and White Pigeon Road).

When students are not riding along the busy streets at the busy times of day, they are encouraged to follow the regular traffic rules for bikes and cars. Students should follow the safety rules and not ride more than two abreast or more than one on a bicycle. **Bike riding is a privilege and can be withdrawn if problems / safety violations occur.**

### **DAMAGED AND STOLEN PROPERTY**

Constantine Public Schools cannot be held responsible for damaged, lost or stolen articles of personal property regardless of the location on school property.

### **DRESS REGULATIONS**

Students are expected to dress in a way that will create an atmosphere of

dignity and respect. Halter tops, spaghetti straps, short shorts or skirts, biking shorts or clothing that exposes shoulders or midriffs are not appropriate. Shirts displaying negative, profane or suggestive messages are not permitted. If a student is inappropriately dressed, the child's parent will be called to bring a change of clothing to their child so they can remain at school without disrupting the learning process. Shoes must be worn at all times. Shoes should also be appropriate for elementary activities. Flip flops, clogs and sandals are discouraged as they invite injury; if sandals are worn, they must have a strap around the ankle. All children should wear boots or other protective footwear on wet, snowy or muddy days.

Listen to the weather forecasts and dress your child appropriately. All children are expected to participate with their class in outdoor activities and to go outside during recess, unless it is raining or extremely cold. Coats, jackets, or sweaters are recommended unless the weather gets extremely warm. Recess is held even if the child does not come to school with a coat or sweater. When in doubt, dressing warmer is better.

Students are encouraged NOT to wear shorts to school unless the temperature is above 70 degrees. Following winter, we ask that students do not wear shorts until after spring break.

### **ENROLLMENT**

Parents need to complete enrollment forms at the school office one day prior to starting. It is necessary for a parent to sign a release form for school records from the former school. Students entering Michigan schools must present a record of immunization and certified birth certificate. School entry may be delayed until these items are presented to the school. Parents will also be asked to sign a card granting permission to have the child taken to a doctor in case of emergency. This card also serves as permission for students to be involved in school-related trips and programs.

### **EMERGENCY INFORMATION**

Parents should keep the elementary office informed of current addresses, phone numbers, and at least two other emergency contacts. If a child has allergies to bee stings, or other such physical disabilities, notes should be on file in the office as well as with the classroom teacher.

## FIELD TRIPS

From time to time, teachers may find it more beneficial to enrich a unit of work by arranging a field trip. These trips broaden education by giving children a first-hand experience that books and pictures do not afford. Occasionally, your help may be asked in supervision of the students. All precautions are taken to ensure the safety of all the children involved. The school may need to limit the number of chaperones depending on the field trip location and number of students going. Parents who chaperone may not take other children along. Parents should not make field trips a family outing. **Students need not bring money since gift shops and snack bars will be off limits. Costs for admission and transportation will be assessed to participants. Transportation fees cannot be reimbursed due to absence on the field trip day. Parents chaperoning will ride the school transportation (bus or van) to and from the field trip (i.e. no private vehicles).**

## GYM SHOES

All students should have non-marking tennis shoes for physical education classes; they need not be new. Children are not allowed to play on the gym floor in stocking feet or with hard-soled shoes.

## LOST AND FOUND

When coats, hats, gloves, boots and other possessions are labeled with your child's name, it is easier for children to claim items from the lost and found, located in the office. Parents may also come and check for missing items. Lost articles are turned into the lost and found box, where they may be claimed by their owners. Any articles of clothing that your child brings home by mistake should be returned to school. Valuables such as watches, wallets, and purses are turned over to the office for identification and return. These articles are expensive and we would like to ensure their return. Unclaimed items are donated to charity in June.

## MATTERS PERTAINING TO HEALTH

We assume that if a child is well enough to be in school, he/she is well enough to take part in normal activities including the noon-hour outdoor program, unless we have a statement from your doctor asking for special consideration. Children who are sick should not come to school. If a student becomes ill after arrival, we will notify the parent so

arrangements can be made for the student to be taken home. Contagious diseases must be reported to the Health Department. Please call the school if your child has a contagious disease.

## MEDICATIONS

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be with the respective building office staff before the student will be allowed to begin taking prescription medication during school hours. This form must be completed and signed by the parent or guardian and will include:
  1. Student's name;
  2. Medication and dosage or procedure required;
  3. Times required;
  4. Date prescribed medication will be started;
  5. Date prescribed medication will no longer be needed;
  6. Physician's name and telephone number;
  7. Probable side effects;
  8. Authorization for school personnel to administer the prescribed medication, if necessary;
  9. Agreement/satisfactory arrangement to deliver medication to/from school;
  10. Agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.
- C. All medications to be administered during school hours must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

Two to four (2-4) week supply of medication is recommended. Medication **MAY NOT** be sent to school in the child's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions.

- E. For each prescribed medication, the medicine must be in the original prescription bottle with:
  1. Student's name
  2. Physician's name
  3. Date
  4. Pharmacy name and telephone
  5. Name of medication
  6. Prescribed dosage and frequency
  7. Special handling and storage directions
  
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
  
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the parent's written release.

### **MEDIA CENTER INFORMATION**

Each class regularly visits the media center to learn how to access information and to check out books. Students are also encouraged to participate in the Accelerated Reader program (Kindergarten-2nd Grade) to improve their reading comprehension.

### **MONEY AND OTHER VALUABLES**

When money is sent to school for purposes other than lunch, please enclose it in an envelope labeled with name of the child and teacher on the outside along with a note of explanation. We discourage parents from allowing children to bring large amounts of money to school. Students should not bring any items of value to school and normally are

questioned about them by members of the staff. Electronic devices including video games, cell phones, and CD or MP3 players are not allowed at school. The school is not responsible for the loss of any of the items mentioned above.

### **PARENT-TEACHER ASSOCIATION (PTA)**

The Eastside Parent-Teacher Association (PTA) is a very worthwhile organization of Eastside parents interested in supporting students and staff in all areas of education. The PTA promotes positive activities and events for students, staff and families. There are many capacities throughout the year that you may be called upon to assist with PTA events and activities. Financial resources to fund these activities, as well as many other projects are raised by the PTA through the major fundraiser each fall. We welcome your involvement in the PTA. Membership is \$3.75 and is open to everyone. Meetings are held once a month. Please check the newsletters or call the school for meeting times and location.

### **PARENT INVOLVEMENT & COMMUNICATION**

**Parent Involvement:** There is research to support the fact that if schools and families do not work together, children will not learn as effectively. The staff at Eastside encourages parent involvement. Parents can be involved by helping their children at home and by staying in touch with the teacher. Helping in the classroom with small groups or as a one-on-one mentor is not only encouraged but appreciated.

**Conferences:** Each October, parent-teacher conferences are held after the first trimester, in January near the end of the second trimester and again in the spring for struggling students. Parents may call at any time during the year for a conference. Conferences allow personal communication and everyone is encouraged to participate.

In cases where problems arise, school officials ask that parents request a parent-teacher conference. If the issue is still unresolved, the principal should be contacted. If still unresolved, contact the superintendent. School board policy and guidelines direct this pattern and allow contact with the board only as a last resort.

**Newsletters:** The district sends a quarterly newsletter highlighting events and student happenings throughout the district.

The Eastside News, a monthly parent newsletter, contains information about Eastside and helpful information for parents. Most teachers also send home a monthly calendar of events. Watch for our weekly communicator folder.

**Report Cards:** Report cards are sent home after every twelve-week period. Parent comments are welcomed and encouraged. If you are concerned about a lack of progress, please call the teacher and/or the principal to make an appointment to discuss your concerns.

### **PARTIES**

Classroom teachers, with the help of the room parents, are privileged to arrange small room programs and/or parties in recognition of such special days as Halloween, Christmas, and Valentine's Day. Parties are a learning experience for students because of the group planning, cooperation, and manners involved.

### **SCHOOL SAFETY AND SECURITY**

To ensure your child's safety and security, all school doors will be locked at 7:40 a.m. each morning, except the main doors by the office. All parents and visitors must enter school through the front (south) doors. Always check in at the office, sign the visitor registry and get a visitor tag before going to your child's classroom. Children will only be released after the parent or guardian has signed the child out of the building.

### **SCHOOL IMPROVEMENT TEAM**

Our school, like all Michigan schools, has a School Improvement Team. Membership on the team includes educators, parents and community members. The team meets to discuss building goals and their implementation. Our primary goal is to take us through the year focusing on student achievement, helping students develop greater personal responsibility and promoting the initiatives of the district's strategic plan.

### **RECESS/PLAYGROUND PROCEDURES**

Each day, students are given a break from their studies with recess. We expect students to go outdoors for this break. When the temperature becomes extremely low or during inclement weather, we keep all the children inside. Our rule of thumb is that if a child is well enough to

come to school, he or she is well enough to take advantage of this break. This helps them to be more alert and to make greater gains from lessons after the fresh air.

Deviations in this schedule should be worked out with the teacher and the family doctor. The doctor can then furnish the school with a note regarding the child's inability to take part in gym or regular recess times. Children will not be excused from gym or recess for more than two days without a doctor's note.

Students will not go outside if the temperature is 15 degrees Fahrenheit or below (including wind chill factors).

**Playground behavior:** All students are expected to have appropriate behavior on the playground. A strong emphasis is placed on respect for the personal safety of others and correct use of playground equipment. We want all of our students to feel safe inside and outside of the building. Rough play, play fighting or violence of any nature is not tolerated. Children are supervised on the playground at all times by a teacher or playground supervisors. Please remind your child about appropriate behavior throughout the school year. All students have the playground rules and safety procedures explained to them during the first few weeks of school while in gym class.

### **REPORTS TO THE HOME**

Report cards will be issued three times during the school year. Parent/Teacher Conferences are also held in the fall and winter and spring on an as-needed basis.

Please remember that you are encouraged to contact the teacher to arrange a conference at any time you feel it is necessary. Through sharing of information and concerns, we as parents and teachers will be more able to understand and plan for each child and his/her needs.

### **RESERVATIONS – USE OF EASTSIDE FACILITIES**

Reservations for using school facilities are made through the Eastside Elementary office at (269) 435-8960. A building-use form must be filled out and approved by the superintendent. Please plan ahead for upcoming events.

## **RETENTION**

When children are unable to handle the grade level work in the basic areas of math, reading, writing and spelling, teachers and/or parents may recommend that the child be retained a year. If needed, it is much better if a child can do this in his or her early school years, but sometimes these deficits do not develop until later. Parents will be notified if a teacher is considering retention and will be asked to come in for a conference to discuss the problems and options. **Parent signature is required for acceptance or rejection of teacher recommendation.**

## **SCHOOL PHOTOS**

Photographs of all students are taken in the fall of each year for school record purposes. Prices and packet information are sent home with students prior to the picture day. Parents are under no obligation to purchase photos.

## **TELEPHONE CALLS**

Children will not be allowed to use the office telephone to call home except in the case of an emergency. If children are to stay after school, arrangements must be made the day before. Children staying for after-school activities must have written permission from parent or guardian only. Please send a note with your child in the morning of any change in his/her daily routine. Only *emergency* phone messages from parents to students will be delivered if called *before 2:00 p.m.*

## **TREATS & INVITATIONS**

The school recognizes the importance of birthday parties and holiday celebrations. However, the feelings of those who may be excluded need to be guarded as well. Unless everyone is included, the distribution of party invitations, party favors or treats shall not be permitted. This applies to buses, school building and grounds. An exception may be made for all-girl or all-boy parties.

## **VISITORS**

Parents are always welcome and are encouraged to come to school to gain a better insight into the workings of our school. We request that arrangements with the teacher be made in advance of your visit. All visitors are required to begin their visit by registering at the school office and wearing a visitor badge. We request that children do not bring visitors (other than parents) to school with them for the day.

## **SERVICES**

### **BUILDING EDUCATIONAL SERVICE TEAM (BEST)**

The BEST team is a cooperative special education/general education child study effort to promote student success. The goal of the BEST team is identification of problems which interfere with student learning. The team consists of the school-home coordinator, school psychologist, speech and language teacher (as needed), the classroom teacher, a building literacy specialist, and the building principal. The BEST team makes recommendations to the teacher which often involve the support of the parent(s).

### **SCHOOL-HOME COORDINATOR**

The elementary School-Home Coordinator provides services for students and assists teachers, parents, and other adults to understand children. The School-Home Coordinator is specifically trained to help children solve many kinds of problems at home and school. Parents may make a referral or request a conference by contacting their child's teacher or the school office.

### **TITLE I / READING RECOVERY**

Title I is a federally funded program designed to aid qualifying students who demonstrate a need for additional reading and/or math assistance. A variety of teaching techniques and materials are presented to individuals or to small groups of children. Instruction is based on the needs of each individual being served.

Sometimes the teachers go into the classrooms, and sometimes students are taken out of class at a time that is least disruptive to learning. The student's progress is closely monitored through joint planning by the Title I, Reading Recovery, and the classroom teacher. Communication with classroom teachers is an important aspect of the child's success. We seek to involve parents through conferences and other parent/teacher interventions.

### **SCHOOL PSYCHOLOGIST**

The School Psychologist evaluates a student for special education services in the areas of intelligence, academic achievement, eye-hand coordination, emotional problems and may include considerations of classroom dynamics and family relationships. The evaluation sessions

are conducted during the school day. Upon completion of the evaluation, parents and the school personnel involved will be notified of the psychologist's data and recommendations.

If you have learning concerns for your child, please contact your child's teacher or the building principal.

### **SCHOOL SOCIAL WORKER**

The School Social Worker evaluates a student's social and behavioral adjustment for special education services. The following are often used in making this determination:

1) family interviewing; 2) student conferences; 3) teacher conferences; 4) observations; and 5) collections of information and coordination of service with other agencies (if appropriate).

### **LEARNING DISABILITIES CLASSROOM**

The Learning Disabilities Classroom is for children who are having difficulty in the regular classroom setting and need more individualized help in math, spelling, perceptual and motor skills. The students are qualified through a special education committee. The children may spend anywhere from one hour to twenty-five hours each week for the individualized help. The schedule is planned so the students may be in the regular classroom as much as possible.

### **TEACHER OF THE SPEECH & LANGUAGE IMPAIRED**

The teacher of the speech and language impaired (TSLI) in the public school setting identifies the children who need corrective speech and language therapy. They are helped to achieve better speech patterns in group or individual therapy classes. TSLI also helps parents and teachers understand the nature of the communication disorder and to use devices and suggestions which will aid the child's program.

Some minor communication disorders of kindergarten children are outgrown as the child matures. Therefore, kindergarten children, as a rule, are not enrolled in the speech programs. However, if your child develops a moderate or severe problem (one that interferes with his/her communication or calls attention to itself), please arrange for a conference with the TSLI through the building principal. If you feel your child qualifies for these special services, please contact the classroom teacher and building principal.

## **PROGRAMS**

### **ACCELERATED READER**

Recreational reading is a life-long skill. To this end, all students (Young Fives – 2<sup>nd</sup> Grade) use the Accelerated Reader Program which encourages students to enjoy a wide-variety of books and complete a computerized test for comprehension. Students accumulated points and are recognized for their efforts.

### **BREAKFAST/LUNCH/SNACKS**

Each month the school district publishes a lunch menu which is posted in classrooms and sent home with students. The hot lunch program begins the first full day of school. Breakfast and/or lunch are available to all students young fives through second grade. Regular lunch is \$1.60 per day and \$1.10 per day for breakfast. Free or reduced meal applications are available throughout the school year in the office. Reduced lunch price is \$.40 per day and \$.30 per day for breakfast. All information is treated confidentially. Title I funding is based on the number of free and reduced lunches served in a building. Milk may be purchased separately for \$.30. Students may purchase lunches on a daily basis, for the entire week or a month in advance. All checks or money should be sent in an envelope and labeled with the child's name and what the money is for. Children are not allowed to borrow more than three meals or up to \$5.00 for lunch and/or breakfast.

In addition to lunch, children often need a snack to fuel their bodies during a busy school day. A time for a short "fruit break" is scheduled in classrooms. Children are encouraged to bring in healthy, nutritious snacks that are easy to open and eat.

**Lunchtime expectations:** Students eat lunch in the cafeteria under the care of lunchroom personnel. They are expected to:

- Keep their place and wait in line patiently.
- Use indoor voices and talk only with children at their table.
- Be courteous and practice good table manners.
- Stay seated and raise their hand when they need assistance.
- Be responsible for the tidiness of their own area.

### **ELEMENTARY SPECIALS**

Constantine Public Schools values the importance of comprehensive

education that values not only academics but also the arts and athletics. Therefore, every elementary student in grades Young Fives – 2<sup>nd</sup> Grade will receive at least two 35-minute physical education classes, a 35-minute music class, a 35-minute computer class. First and second grade students will also receive 35-minutes of art class

## MISCELLANEOUS

### ELEMENTARY DISCIPLINE PROCEDURES:

1. **DUE PROCESS:** The Constantine Public Schools’ Board of Education recognizes the following:
  - a. That each student has full rights of citizenship as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code, and other laws passed by the Legislation of the State of Michigan.
  - b. That the primary intent of society in establishing the public school is to provide an opportunity for learning.
  - c. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
  
2. **DISCIPLINARY PROCEDURES:** If it is alleged that a student has violated the Code of Conduct, and it is determined that formal disciplinary proceeding should be instituted, the following due process procedures shall be followed:
  - a. **ADMINISTRATIVE PROCEDURE:**
    - 1) The student shall be informed of the specific charges.
    - 2) The student shall have the right to present relevant information to support his/her defense.
    - 3) If the discipline to be imposed is detention or a suspension for less than ten (10) days, the administrator shall:

- a) Notify the parent(s) or guardian(s) of the discipline, the reasons for the discipline, and the discipline procedure to be followed.
  
- b) If the parent(s) or guardian(s) are dissatisfied with the procedure or the discipline, they may file a written appeal with the Superintendent within ten (10) days.

- 4) If the administrator determines that the conduct of the student may result in a suspension for ten (10) days or more, or expulsion, the matter shall be referred for Board action.

### 3. **TYPES OF DISCIPLINARY ACTION:**

There are several types of disciplinary action which may be taken against the student. Appropriate disciplinary forms will be sent to the parent(s) or guardian(s) when disciplinary action is taken.

**Reservation of Rights:** The School reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the School, which are not specifically stated herein, as the need arises. When, in the judgment of the administration, the student’s behavior reaches such proportion, or is of a nature that it tends to influence others adversely, and/or interferes with the educational process, or infringes on the rights of others, the behavior is grounds for suspension.

In compliance with state law, the board shall expel any student possessing a dangerous weapon or committing arson or rape in or on school property. A “dangerous weapon” is any device designated or likely to inflict bodily harm, including but not limited to air guns, explosive devices, knives with blades over three inches, and firearms.

## **STUDENT CONDUCT PROGRAM/POLICY**

The Eastside Elementary staff believes all students can behave appropriately at school. The Eastside community stresses respect, responsibility, and resourcefulness. No student has the right to interfere with a teacher instructing or a student learning. The following three rules guide our expectations and procedures:

**Eastside's ABC's:** Act Safely, Be Responsible, Caring and Respectful

Parent participation and support is vital to the academic and social success of all students. The following behavior plan encourages student success and increases parent participation in that success. In order for students to learn and grow in the area of behavior the school staff, students and families must work together in a positive team relationship.

### **Behavior Plan**

1. The classroom teacher is responsible for managing behavior in the classroom. Each teacher has classroom rules, expectations and consequences. In addition, there is a school-wide set of expectations which have been developed and adopted to keep Eastside safe, kind and productive.
2. Every staff member has the responsibility of helping students meet school-wide expectations. Normal motivating and disciplinary techniques will be used to maintain student behavior. Only uncooperative, severe or constant violations will be documented.
3. Students will consistently be encouraged and given support to correct inappropriate behavior. They will be provided ample opportunities to make positive choices and clear their student record.
4. Consequences will be increasingly restrictive. Increased parent involvement is the key to helping students behave at an appropriate level.

### **Eastside Classroom Student Self Reflection Sheet**

The Student Self Reflection Sheet will be used at Eastside for infractions of the Discipline Plan that are not a danger to themselves or others, have not been repetitive in nature or are not severe. The student

will be given an opportunity to use the incident to turn his/her behavior around in a positive direction. The staff member would fill out the reason or incident and then the student would fill out the rest of the form prior to taking the form home to be signed by the student's parent and returned to school the next day. The teacher may contact the student's parents to discuss the issue.

### **Conduct Report**

The Conduct Report includes a list of specific behaviors which fail to meet behavior expectations, and are used to clarify inappropriate behavior to the student and communicate the behavior to parents. Conduct Reports will be used for actions that have not been remedied by classroom interventions, situations where children are a danger to themselves or others or in cases of other severe behavior. All supervising adults have access to Conduct Reports.

When an inappropriate behavior occurs, the Conduct Report will be explained to the student **when possible**, filled out and signed by the supervising adult. Copies will be sent to the office, the student's teacher and the parents by way of the student. The student takes the Conduct Report home, the parent signs it and it is returned the next school day.

### **S.T.O.P. Problem Solving Form**

Each student who receives a Conduct Report here at Eastside will need to complete this Problem Solving Form, get the necessary signatures and then return it to the school the next school day along with his/her Conduct Report. These will be kept on file.

### **Behavior Summary**

The Behavior Summary documents the current accumulated standing of each student and is maintained by the principal. Student Conduct Reports are recorded on the Behavior Summary. Students are taken off the Behavior Summary at the end of each trimester. Students will have a fresh start in the area of behavior at the beginning of each trimester. At the end of each trimester, students receiving two or less reports will participate in a special activity. Students who receive no conduct reports that trimester will receive an extra reward in addition to the special activity.

**First Offense**

Conduct Report and Problem Solving Form completed and signed.

**Second Offense**

Conduct Report and conference with parent.

**Third Offense**

Conduct Report and lose special or privilege for three consecutive days (assembly, field trip, class party) and conference with parent.

**Fourth Offense**

Conduct Report and after school detention. A Notice of Detention form will be sent home to notify the parents/guardians.

**Fifth Offense**

Conduct Report and one day suspension followed by a parent re-entry conference. The student shall not return to school, until this conference occurs.

\*After suspension, student returns to second offense with applicable consequences.

**GENERAL ELEMENTARY SCHOOL EXPECTATIONS:**

1. Running, pushing, and other disruptive behavior in the halls creates a safety hazard for others and will not be permitted.
2. Throwing or shooting anything, including snowballs, without authorized supervision is prohibited.
3. Students are answerable or responsible to all elementary school staff members, including other grade-level teachers, substitute teachers, secretaries, aides, and custodians. Insubordinate behavior toward any adult will not be tolerated.
4. A student's desk may be inspected by the principal or teacher at any time, but should not be opened by another student.
5. Parents will be notified immediately of all destruction of property and restitution must be made.
6. Marking on school furniture or walls will not be tolerated. The student will be required to clean the

marked areas.

7. Squirt guns, pea shooters, lighters, matches, knives, and items of a similar nature should not be brought to school. Such items will be confiscated.
8. Animals will not be allowed inside the school building without prior permission from the office, the teacher, the parent(s), and the bus driver (if applicable).
9. Students are expected to follow the rules teachers set for the individual classes.
10. Students are encouraged to resolve their differences by talking things out or meeting with the School-Home Coordinator or principal. Students insisting upon fighting will be disciplined. Severe behaviors such as biting, willful fighting, and insubordination will result in a suspension.
11. Use of profanity or inappropriate language is prohibited.
12. Students are not allowed to use the phones except in case of emergency. However, students can request the secretary to make a call for them.
13. Buying, selling or trading of merchandise and/or tickets is not allowed on the bus or at school unless authorized by the principal. Therefore, children should be discouraged from bringing extra money or valuables to school.
14. Toys should be left home unless approved by the teacher.
15. During all assemblies and concerts, students are expected to sit quietly and give their individual attention to the program being presented.

## **STUDENT RECORDS**

Kristin Flynn and Alicia Geisler are the Custodians of Records and are responsible for the supervision of records at Eastside Elementary School. Each student's record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal and State law and District regulations. Parents, legal guardians, or adult students have the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the written request. The Custodian of Records will notify the parents, legal guardians, or adult students of the time and place where the records can be inspected.
- B. Request amendments if the parent, legal guardian, or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent, legal guardian, or adult student believes is inaccurate or misleading, and to specify why it is inaccurate or misleading.
- C. Consent to disclosure or personally-identifiable information contained in the student's education records, except to those disclosures allowed by law. The school administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian or Records decides not to amend the record, the parent, legal guardian, or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when one is requested.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative

guidelines on student records (#8330).

The District has established the following information about each student as "directory information." The District will make this information available upon a legitimate request unless a parent, legal guardian, or adult student notifies the school in writing within 10 days (refer to policy #8330) from the date of this notification that s/he will not permit the distribution of any or all such information.

Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as the student "directory of information": a student's name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTA directories.

### **Illicit Drugs and Alcohol—Position Statement**

In respect to the consideration of illicit drugs and alcohol and the potential harm and destruction they represent, it is the intention of Eastside Elementary School to:

- a. Take an aggressive stand in assuring that the overall school environment is devoid of their presence and influence.
- b. Take an aggressive stand in prosecution and other punitive action if student involvement within the school environment is detected.
- c. Provide comprehensive information and instruction at each grade level within the curriculum that is designated as a preventive effort in terms of student involvement with illicit drugs and alcohol.
- d. Provide comprehensive information pertaining to any available drug and alcohol counseling, rehabilitation, and re-entry programs.

- e. Notify parents and students of the following standards of conduct and disciplinary sanctions and alert them that compliance with these standards is absolutely mandatory.

**Illicit Drugs and Alcohol—Standards of Conduct**

Any person consuming, selling, or in possession of alcohol or an illicit drug on school property or any person under the influence of alcohol or an illicit drug on school property will be subject to the following disciplinary action:

- a. Parent notification.
- b. Notification of police authorities for prosecution purposes.
- c. Suspension from school for 10 days.
- d. A comprehensive report will be provided to the board of education for the purpose of consideration of further disciplinary action including expulsion.

**Smoke-Free Schools**

Smoking is prohibited in all schools and on any school ground. Smoking is prohibited in private vehicles in school parking lots.

**Sexual Harassment—Position Statement**

The unwanted verbal or physical contact between individuals is prohibited. This applies to contact between adults, adults and children and between children. Any report of unwanted contact of a sexual nature will be investigated and appropriate disciplinary action taken. Disciplinary action may include parental notification, notification of police or social services, suspension, and further action such as expulsion or dismissal. The incident may be referred to the steps listed under Grievance Procedures.

**STUDENT INSURANCE INFORMATION**

We wish to emphasize the school district does not provide any type of health or accident insurance for injuries incurred by your child at school.

**NOTICE OF NON-DISCRIMINATION POLICY**

It is the policy of Constantine Public Schools that no person shall, on the basis of race, color, national origin, sex, 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 prohibit discrimination on the basis of sex or concerns regarding alleged incidents of sexual harassment between a school employee and a school employee, between a school employee and a student, and between a student and a student should be directed to:

Michael Mulligan, One Falcon Drive, Constantine, MI 49042  
(269) 435-8920

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Victoria Wentela, One Falcon Drive, Constantine, MI 49042  
(269) 435-8900

**GRIEVANCE PROCEDURES  
FOR**

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
SECTION 504 OF THE REHABILITATION ACT OF 1973**

**Section 1**

If any person believes that Constantine Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local coordinators.

**Title VI and IX**

Michael Mulligan  
One Falcon Drive  
Constantine, MI 49042  
(269) 435-8920

**Section 504**

Victoria Wentela  
One Falcon Drive  
Constantine, MI 49042  
(269) 435-8900

**Section 2**

The person who believes he or she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint he/she may initiate formal procedures according to the following steps:

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

**Step 2**

If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within (10) business days.

**Step 3**

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the office for Civil Rights, Department of Education, Washington, D.C. 20201.

**Eastside School Song**

**CHORUS**

Eastside people are good people  
We care for each other and follow the rules  
Eastside people are good people  
And good people make a real good school

We read and write and do our math  
We're galloping down the learning path  
Science and nature and history  
If you yearn to learn, this is your place to be

**CHORUS**

Every day we have lit groups  
Where nice people help us read good books  
Reading better every day  
'Cause readers are winners at work and play

**CHORUS**

Pizza parties and birthday treats  
Gym time, music time, and art  
We like lunchtime and recess  
It is such fun to do our best

**CHORUS**

We love our country and love our school  
We tell the truth and follow rules  
We show respect because we should  
We work together for the common good

**CHORUS**