

FOSTER ELEMENTARY SCHOOL STUDENT HANDBOOK 2011 - 2012



FOSTER ELEMENTARY'S MISSION STATEMENT:

Foster Elementary School is committed to provide a secure learning environment, which will foster a positive self-image and challenge academic abilities, while promoting a lifelong commitment to learning.

Principal: Mr. Ritter
Secretary: Mrs. Hodges

School phone number: 231.845.3820
School Address: 505 E. Foster Street
Ludington, MI 49431
School Web Address: www.lasd.net
click on Foster Elementary

Table of Contents

ATTENDANCE.....	3 & 4
PARENT AND TEACHER ORGANIZATIONS	5
RECESS	5
ARRIVAL AND DISMISSAL	5
MEDICATION AND HEAD LICE.....	5 & 6
TEXTBOOKS, LIBRARY BOOKS, SCHOOL SUPPLIES.....	6
SCHOOL-PARENT RELATIONSHIP	6
VANDALISM & PROPERTY DAMAGE	6
FIRE & TORNADO DRILLS	6
CLOSING OF SCHOOL DUE TO WEATHER	6
REPORT CARDS	7
AFTER SCHOOL FUNCTIONS	7
EMERGENCY INFORMATION	7
HOT LUNCH/BREAKFAST PROGRAM & LOST AND FOUND.....	7
STUDENT BEHAVIOR	7
SCHOOL HOURS.....	8
RECESS TIME	8
LUNCH TIME	8
VISITATION BEFORE, DURING, AND AFTER-SCHOOL & BIRTHDAYS	9
BEFORE & AFTER SCHOOL TIME	9
STANDARD OF CONDUCT	9
HARASSMENT	10
WEAPONS	10
BUS TURNAROUND AND TRANSPORTATION.....	10
COMPUTERS, NETWORK AND/OR INTERNET USAGE	11
DRESS CODE	11
ELASTIC CLAUSE	12
CIVIL RIGHTS COMPLIANCE	12
BEHAVIORAL MATRIX	13

WELCOME

School rules and regulations are made to provide every child with an equal opportunity to achieve his/her growth and development and social attitudes that are of major importance to teachers and parents. Only by working together can we help children reach their maximum potential.

In our quest to develop respectful, considerate and polite students, let us remember that:

Schools should always remain pleasant places for the children to be.

Rules should always exist only for good reasons.

Rules should be enforceable.

The ultimate goal of conduct codes should be to develop self-discipline on the part of the child.

Make this school year the best!

Michael Ritter
Principal

ATTENDANCE

We encourage regular attendance as required by the laws of the State of Michigan which make school attendance mandatory for all children under the age of 16. It is the parents' responsibility to see that their children are present at school. When children are ill they should stay home until they are completely recovered. Children with fevers, vomiting or intestinal illnesses must be at home.

Ludington Area Schools' policy for notification of elementary student absences to parents is as follows:

- * First notification will be sent after the 10th day of absence, and a copy of the letter will go to the teacher and be placed in the student's file.
- * Second notification will be sent after the 15th day of absence. A copy of this letter will go to the teacher to be placed in the student's file, and may be sent to the superintendent, the school attendance officer, FIA, and the county prosecutor, as is required by our school district attendance policy. A meeting must be set with the parents to make a plan for improving attendance.
- * Third notification will be sent after the 20th day of absence. A copy of this letter will go to the teacher, be placed in the student's file, and may be sent to the superintendent, the school attendance officer, FIA, and the county prosecutor, as is required by our school district attendance policy. At this time a decision will be made regarding further action.

We do not count absences that are documented from doctors, dentists or counselors. As you plan your family vacations, please take these designated vacation days into account in order to minimize disruptions in your child's school year. Vacation days are considered unexcused absences. Students will be marked absent or tardy depending upon the time they are not present at school. The only times students will not be marked tardy is if the tardiness is

due to transportation difficulties caused by the school district. School begins at 8:10 a.m. Please remember that children need to arrive promptly and after 8:30 a.m. they will be marked tardy. Parents will be notified by letter after six tardies.

Students Leaving School During School Hours:

In order for us to have a clear record, we request that when your child is picked up at school during school hours because of illness, doctor appointments, etc., that you sign your child out in the office. Your name, student's name, time and date will be asked for you to complete.

Parents are requested to report to the office upon entering the building. Please do not proceed directly to the classroom without the knowledge of office personnel. Students are not allowed to leave the school grounds during the day without the express authorization of the parent.

Guidelines for Reporting Students Absent:

1. Please call EACH day your child is absent or tardy.
2. The number to call is 231.845.3820
3. Give your child's name, teacher's name, reason for absence, and who will pick-up the day's assignments.
4. Parents who do not call will be called as soon as possible to confirm that the child is under parent's care and supervision for his/her safety.
5. If a student is late in arriving at school, the student must first report to the office before going to his/her classroom.

There are times when children become ill during the school day and we will contact their family to come get them. Please complete the orange emergency card with not only phone numbers for the parents to be reached during the school day, but the number of a relative or close friend who could come get your sick child if we are unable to reach you.

Children absent for any reason must have a signed and dated excuse that states the reason for their absence. Please include the nature of the illness as we do report communicable diseases to the Health Department and try to alert other parents of childhood diseases that are going through our building, so they can be watchful for symptoms with their children.

Send a note or call the office when:

- You are taking a trip.
- You are picking your child up after school
- Your child is riding a different bus.
- Your child has a dental and/or doctor appointment.
- You are giving permission to stay for an activity.
- Any situation exists that might cause anxiety for your child or change in his/her normal routine as it relates to school.

When students are absent, make up work will be assigned at the discretion of the teacher.

PARENT AND TEACHER ORGANIZATIONS

The Parent and Teacher Organizations are volunteer groups of concerned people working for the betterment of their school. All parents are expected to take part and become involved in the

Parent and Teacher Organization by attending their meetings and functions and working on their projects.

RECESS

Recess is given to provide a change of pace, exercise and release of tension.

All children are expected to go outside where there is supervision, unless the weather is not suitable for children to be outside. The principal will follow the district policy when determining if the weather is suitable for outdoor recess.

Only medical excuses will be honored for a child to remain inside.

During cold weather, please remember that all students must wear hats, mittens, coats, and boots to protect them from the elements. When we have snow, students must have snow-pants or bring an extra pair of pants.

ARRIVAL AND DISMISSAL

Our school day begins at 8:10 a.m. For those students who ride with parents, we ask that they arrive at school no earlier than 7:45 a.m. Adult supervision is provided for bus drop-off students after 7:45 a.m.

Students will be dismissed from school at 3:30 p.m. PLEASE NOTIFY THE OFFICE IN ADVANCE AND/OR ADVISE THE TEACHER IF THERE IS TO BE A CHANGE IN THE TRANSPORTING OF YOUR CHILD. If no notification is received, your child will be expected to follow his/her regular method of getting home.

MEDICATIONS

We will give medications (prescribed or over the counter) to a student during the day only if the following conditions are met:

1. Parents must complete a Medicine Dispensing/Authorization Form.
2. Prescribed medications must be marked with the doctor's recommendations as to times and doses.
3. No student shall take medication unsupervised and/or independently.
4. No medication should be in the child's possession.
5. All medication must be delivered by the parent/guardian to the office with the bottle from the pharmacy which describes the dosage. Medication MAY NOT be sent to school in a student's lunch box, pocket or envelope or other means on his/her person.
6. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. Parents may authorize the school to administer a non-prescribed medication by signing the Medicine Dispensing Form at the office. A physician does not have to authorize this medication; all conditions described under prescribed medications will apply to non-prescribed medications.
7. If your student experiences headaches, please supply a bottle of pain reliever with students name on the bottle of pain reliever with students name on the original bottle.
8. Unused medications that are unclaimed by the parent/guardian will be destroyed when a prescription is no longer to be administered or at the end of the school year.

HEAD-LICE

Head-Lice Policy: The school follows a no-nit standard as recommended by the District #10 Health Department. School wide checks will begin at the start of school and continue as needed demands. If you child is found to have head-lice and/or nits, he/she will be sent home from school. Your child may return to school when he/she are nit-free. Students need to be brought back to school with a parent for re-examination.

CARE OF TEXTBOOKS, LIBRARY BOOKS, SCHOOL SUPPLIES & MATERIALS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged supplies or books must be paid. Library privileges will be suspended until outstanding fines are paid in full. All money that is collected is recorded by the school bookkeeper and paid to the proper fund for replacement purposes.

SCHOOL-PARENT RELATIONSHIP

It is vitally important the staff at school and the parents work together to provide the best in educational opportunity. Through school communications (newsletters, notices, etc.) we attempt to keep you informed of school happenings. Through Parent-Teacher Conferences, phone calls, or personal contact, we attempt to work with you for your child's education. As long as the channels of communication between us stay open and clear, we have a good working relationship. To maintain a good working relationship, the following chain of communication must be followed:

1. Teacher
2. Principal
3. Superintendent

VANDALISM & PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If you should damage something by accident, you should report it to a teacher or the office immediately.

FIRE /TORNADO/ SAFETY DRILLS

All staff members and students are instructed in the proper procedures to use in the event of emergencies. Unannounced periodic drills take place in order to reinforce previous safety precautions taught and to reduce any anxiety that a child may have regarding these situations.

CLOSING OF SCHOOL DUE TO WEATHER

The radio stations announce school closing because of weather conditions as early as 6:00 a.m. If you take advantage of this announcement system, the schools will be relieved of many phone calls questioning school closing.

Determine an emergency plan now with your children so they will know what to do in case of early dismissal. Be sure to note that information on the early dismissal form provided and returned to school immediately.

REPORT CARDS

Report cards, showing each student's academic, social, and behavioral progress are handed out three times during the school year. At the end of the first and second trimesters, report cards are handed out at Parent-Teacher Conferences. At the end of the third trimester, report cards will be mailed home.

AFTER-SCHOOL FUNCTIONS

Students involved in scouting, athletics, or other after-school activities in or around the school, are expected to be on their best behavior and follow the instructions of the adults in charge.

Scout leaders, coaches, etc. are totally responsible for their participants' actions. Students are not allowed to run around or be in unsupervised areas.

EMERGENCY INFORMATION

Every fall each student is requested to take home an Emergency Information Card to be filled out by his/her parent or guardian and returned to school. The information on this form is necessary for us in order to handle sick or injured students properly and quickly. The Emergency Information needs to be continuously updated as changes occur. If at all possible, please list your family dentist.

HOT LUNCH/BREAKFAST PROGRAM

The Elementary Schools are proud to provide a nourishing and well balanced hot lunch and breakfast. The cost is kept as low as possible. Families who qualify may also take advantage of the Free and/or Reduced cost program, in which our district is involved. We encourage our students to eat their lunch served or brought from home. We ask that you discuss with your child, proper behavior in the lunch room. Children who are allergic to milk must have a note from the doctor stating the need for juice. Children who have food allergies need to provide a doctors note stating the type of allergies pertaining to what food items and possible reactions.

LOST AND FOUND

All belongings including clothing should be marked with the student's first and last names. Items that are found without a name are placed in the "Lost and Found" near the Media Center.

PROCEDURES AND RULES GOVERNING STUDENT BEHAVIOR

The staff of Foster School believe all students can behave appropriately, and we recognize the need to provide a quiet, safe place for our children to learn. We are committed to teaching our children the principles of safety and respect which will foster an environment in which teachers can teach and students can learn.

Our school utilizes a Positive Behavior Support (PBS) system. This program involves modeling expected behaviors, a reward system, and consequences for not following the rules. During the first few weeks of school, the staff will teach the expected behaviors for each aspect of the school day. These expectations will be reviewed on a regular basis. After the training period, we will expect students to be responsible citizens.
(Please see included behavioral matrix)

There will be times when a student's conduct will either be unsafe or disrespectful. Each teacher has a plan which they will ask you to sign. Your signature indicates your understanding of the school behavior plan.

It is important to note that all staff members are expected to deal with situations they observe. It is paramount to the healthy climate of the school for all children to know that the adults are "in charge" and that they are to be respected.

Parents will be notified when their child is referred to the office due to severe behavior. At that time the situation will be investigated and appropriate disciplinary action will be taken if

warranted. Depending on the severity of the situation consequences may include, but are not limited to, written assignments, loss of privileges, community service, detention, in-house suspension, Saturday school, or out of school suspension. Students are only suspended from school for very serious infractions.

Before a child who is suspended returns to school, a meeting between the principal, parent/guardian, student, and appropriate staff member will be required. At this time, a plan will be developed to solve the problem.

SCHOOL HOURS

Instructional hours at Foster Elementary School are from 8:10 a.m. to 3:30 p.m. Elementary school office hours are from 7:15 a.m. to 4:15 p.m.

RECESS TIME

The main objective of recess is to provide exercise and a change of pace from the formalized structure of the classroom. Students are then free to engage in a variety of activities. Please make sure that your child is dressed appropriately for the weather.

Our staff will deal with misbehavior on the playground in a variety of ways depending on the severity of the problem. Consequences may include but are not limited to, written assignments, loss of privileges, community service, detention, in-house suspension, or out of school suspension. Repeated problems, or any of a severe nature, will necessitate a conference which will include parent/guardian, student, principal, and appropriate staff member.

LUNCH TIME

We want our children to enjoy lunch and we will provide an atmosphere where safety and respect are evident.

Consequences may include, but are not limited to, a written assignment, cleaning up messes they create, being assigned special seating, having a parent/guardian supervise them at lunch or lose the privilege of eating lunch in the cafeteria. Severe or repeated problems will necessitate a conference which will include the parent/guardian, student, principal, and appropriate staff member.

HOT LUNCH PRICES:

Daily	\$2.00
Reduced	\$.40
Breakfast	\$1.10
Adult Breakfast	\$1.65
Reduced Breakfast	\$.30
Milk	\$.35
Adult Lunch	\$3.00

LUNCH TIMES:

Third Grade:	11:50-12:30 p.m.
Fourth Grade:	12:10-12:50 p.m.
Fifth Grade:	12:35-1:15 p.m.

VISITATION BEFORE, DURING OR AFTER SCHOOL

Parents are most welcome to visit school. When you wish to visit your child's classroom, please contact the teacher for an appointment. As small children are often distracting to the regular

classroom work, it is recommended they be left at home if at all possible. Please check in with the office upon arrival. All visitors must stop at the office and pick up a "visitor tag".

BIRTHDAYS

Birthdays are special days for children. Parents are welcome to have lunch with their child on his or her birthday. If your child has a summer or weekend birthday, choose any day as a birthday lunch day. Please call the school no later than 9:00 a.m. on the day you are joining us so we can order you a hot lunch. The price for an adult hot lunch is \$3.00. Flowers or balloons sent to a child in school are given to the birthday boy/girl just before dismissal time.

BEFORE AND AFTER SCHOOL TIME

Student supervision is not provided prior to 7:45 a.m. Upon the students arrival, students will follow school rules as set forth in the Foster Behavior Matrix. The schools are not responsible for children on the playgrounds prior to 7:45 a.m. or after school. Upon dismissal, all students must leave the school grounds and not return until after 4:00 p.m.

STANDARD OF CONDUCT

ALCOHOL AND ILLICIT DRUGS

The following Standard of Conduct is expected and required of all students in the Ludington Area Schools. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of any school activity is prohibited. A student who attends any school function and is identified as having used an illicit drug or alcohol shall be considered as being in violation of this Standard of Conduct.

Violation of the Standard of Conduct pertaining to illicit drugs and alcohol shall cause the student to face one or more of the following disciplinary sanctions: Assignment and successful completion of an appropriate rehabilitation program; referral for prosecution; suspension from all non-classroom activities; suspension from school and/or expulsion from school.

TOBACCO

Student use of tobacco on school premises or as any part of any school activity is prohibited. Violation of this Standard of Conduct shall cause the student to face one or more of the following disciplinary sanctions: Referral for prosecution; suspension from all non-classroom activities; suspension from school and /or expulsion from school.

HARASSMENT

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct also includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, sexual or other, by a staff member, fellow student of this school district, or any other person is strictly prohibited. Violation of this Standard of Conduct shall

cause the student to face one or more of the following disciplinary sanctions: Referral for prosecution; suspension from all non-classroom activities; suspension from school and/or expulsion from school.

WEAPONS

Students are prohibited from possessing a firearm, dagger, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, air guns, explosive devices, or other devices designed to inflict serious bodily harm while in attendance at school or a school activity, or en-route to or from school on a school bus.

Students are also prohibited from possession of such look-alike items; false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Students violating this Standard of Conduct should anticipate expulsion from school, per Public Act 211. Please be aware that failure to report the knowledge of dangerous weapons and threats of violence by students to the building principal may result in discipline up to and including expulsion from school.

BUS TURNAROUND RULES

We believe all our students can behave appropriately. Disruptive behavior at the Bus Turnaround can put student safety at risk. Bus safety is of major importance for students who ride the bus. It is a privilege for those students who qualify for transportation to ride the bus – it is NOT a right.

Students who are not able to follow the rules can expect that for each offense his/her name will be turned in to the principal's office by the para-professional on duty. Problems may result in a loss of transportation privileges.

TRANSPORTATION

1. Students are not released to anyone other than the parent/caregiver without a request from one of the parents. All regular bus riders must ride the bus home. If there are changes in bussing transportation for your child, please send a note to the bus driver and your child's teacher.
2. Parents who drive their children to school should drop them off on the curbside closest to the building on Lavinia Street.
3. Parents/Caregivers dropping off or picking-up children during the school day need to be aware of our school Safety Patrol. Please be aware of the cross walks and stop signs. The Safety Patrols at Foster are the ones we entrust the safety of our children to as they cross the corners at Filer, Lavinia, Foster, Emily, and Loomis Streets along with Washington Avenue.
4. For bus purposes, please do not park in front of the building. Please park in the designated areas.

Riding the bus is a privilege, not a right.

The bus driver is responsible for student safety and may assign seating, or direct students in any reasonable manner to maintain that safety. Students riding to and from school, or on any school sponsored activities are required to follow basic safety and consideration rules:

- Arrive at the designated zone five minutes prior to the scheduled time for pick-up.
- Allow younger children to enter the bus first.
- Wait until the bus is completely stopped before moving forward to enter.
- Refrain from crossing a street/highway until the bus driver signals it is safe.
- Go immediately to a seat and be seated.
- Stay seated while the bus is in motion.

- Keep your head, arms and legs inside the bus at all times.
- Do not leave litter on the bus, or throw anything out the bus window.
- Keep books, coats and all other materials out of the aisles.
- Be courteous to the driver and all other passengers.
- Do not eat, or drink on the bus.
- Do not tamper with the bus, or any of its equipment.

Standard Bus Conduct Report:

- 1st. Report: Driver talks to student, parent receives conduct report form
- 2nd. Report: Student receives a Warning, parent receives conduct report form
- 3rd. Report Loss of bus privilege for 5 days.
- 4th. Report Loss of bus privilege for 10 days.
- 5th. Report Loss of bus privilege for 15 days.

** The school reserves the right to suspend for longer or shorter times depending on the severity of the offense.

** Students who violate bus regulations will have transportation privileges suspended temporarily or permanently.

COMPUTERS, NETWORK AND/OR INTERNET USAGE

You will be asked to sign a user document, including acceptable use by signer, of equipment and materials owned by the school district.

DRESS

The school laws of the state of Michigan require a student to attend school in appropriate dress. We want to encourage appropriate dress for school as a place of learning. Since it is sometimes difficult to predict in advance what clothing might be questionable, we cannot set up a policy

which will cover all situations. We do like to rely on the good judgment of parents; neatness, cleanliness, and good taste should be evident at all times. We do recommend that the following guidelines for dress should always be followed:

- Short shorts are prohibited.
- Skirts should be an appropriate length.
- Shirts and dresses may be sleeveless, but any top with spaghetti straps is not appropriate.
- Halter tops or bare midriffs are prohibited.
- No clothing with inappropriate slogans, wording, or inappropriate messages.
- When in doubt, please don't wear that particular piece of clothing!
- Shoes should be appropriate for indoor and outdoor wear.
- Footwear that protects the foot and safe guards the health of others must be worn.
- Flip Flops are prohibited.
- Appropriate gym shoes need to be worn during P.E. Classes. (No hard sole shoes, sandals, flip flops, or crocks.)

With changing trends in fads and items available on the market, it would be impossible for the administrators of this school district to list every potential problem that could surface at school. In cases that for some reason are not listed in the discipline code, where behavior is disruptive to the normal school day or endangers the health, safety, or welfare of students or adults, be assured that discipline will be reasonable and just to correct the behavior.

Undergarments need to be concealed by appropriate clothing for both boys and girls.

Girls as well as boys will not be allowed to wear hats, bandanas, or scarves inside the building unless it is for religious reasons or part of a school sponsored event.

During cold weather, please remember that all students must wear hats, mittens, coats and boots to protect them from the elements. When we have snow, students must have snow-pants or bring an extra pair of pants. Students have the option to call home for replacement clothing to be delivered to school or to wear the substitute garment provided by the school.

ELASTIC CLAUSE

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students. The policies and regulations within this handbook apply for all school-sponsored activities, including those held before and after school, as well as those held off the property of Ludington Area Schools.

CIVIL RIGHTS COMPLIANCE

The Federal Government has made legal provision to ensure that no person is discriminated against on the basis of sex or handicap. In order to protect these rights and assure compliance, the Ludington Area School District has appointed Carol Nelson as acting Coordinator of Title IX and Section 504.

Any parent or guardian of a student or an employee who feels that the rights of a female/male or handicapped person have been misused in relationship to the provision of equal opportunity in educational programs and activities, or in employment, may contact Carol Nelson at 231.845.3840.