

# LUDINGTON ELEMENTARY SCHOOL

## STUDENT HANDBOOK

### 2023-2024



#### ***Vision Statement***

*Ludington Elementary: Developing individuals with curious minds and passionate hearts who make a difference in the world.*

#### ***Mission Statement***

*Inspiring a passion for learning in all students through positive relationships, focused instruction, and encouraging growth mindsets.*

**Principal:** Mrs. Katie Eisinger

**Assistant Principals:** Mr. Tim Hansen (K-1), Mr. Randy Fountain (2-3) and Ms. Jenn Mackey (4-5)

**Preschool Director:** Mrs. Ashela Trevino

**Home/School Liaisons:** Mrs. Beth Gunsell & Mrs. Michelle Kiessel

**Secretary:** Mrs. Lindsey Hatch, Mrs. Shawn Groenhout, Mrs. Peggy Smith, and Mrs. Lisa O'Connor

School phone number: (231) 845-3820

School Address: 5771 W Bryant Road  
Ludington, MI 49431

District Web Address: [www.lasd.net](http://www.lasd.net)

## 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 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.

Together, let's make this school year the best!

## 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 (Board Policy 5200). It is the parent's 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 remain out of school until they have been symptom-free without medication for 24 hours.**

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.

Absences that are documented from doctors, dentists or counselors will be marked absence excused. 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 verified 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 due to transportation difficulties caused by the school district. School begins at 8:00 a.m. and children need to arrive promptly. After 8:00 a.m. they will be marked tardy. A letter will be sent home to notify parents after ten, fifteen and twenty tardies. Tardies will accumulate from the beginning of the year (Board Policy 5230).

### **Students Leaving School During School Hours:**

We understand there are times that your student may need to leave early. It is appreciated if you are able to give us prior notice, when able, via a note or phone call. Please know that "packing up" can be a time consuming process for a student and can take 10-15 minutes. If we are notified in advance, we will do our best to have your child ready upon your arrival.

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 authorization of the parent.

### **Guidelines for Reporting Students Absent:**

1. Please call the main office EACH day your child is absent or tardy or enter it into PikMyKid. The number to call is (231) 425-4706.
2. Give your child's name, teacher's name, reason for absence, and who will pick-up the day's assignments. If your child eats hot lunch, please provide their preferred choice.
3. 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.
4. If a student is late in arriving at school, the student must first report to the office to get a tardy slip, 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 emergency card with phone numbers for the parents to be reached during the school day, and 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. This also needs to be communicated with the Transportation Department.
- 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 invested parents working for the betterment of their school. All parents are encouraged to take part and become involved in the Parent and Teacher Organization by attending their meetings and functions and working on their projects. The PTC provides opportunities such as field trips, assemblies, Book Swap, playground equipment, Scholastic Book Fair, classroom supplies, and grants for special projects. There are many school events that would not be possible without the hard work of this organization. More information can be found on our school's web page, located on the district website, [www.lasd.net](http://www.lasd.net).

## ARRIVAL AND DISMISSAL

Our school day begins at 8:00 a.m. For those students who ride with parents, students may start exiting the vehicles at 7:30 a.m. or when an adult or student safety is present.

**STUDENT SUPERVISION IS NOT PROVIDED PRIOR TO 7:30 A.M.** Upon the students' arrival, students will follow school rules as set forth in the LES Behavior Matrix. LASD is not responsible for children on the playgrounds prior to 7:30 a.m. or after school. Upon dismissal, all students must leave the school grounds and not return until after 4:00 p.m.

Students will be dismissed from school at 3:11 p.m. All dismissal arrangements should be documented in the PikMyKid App (See PikMyKid). **CHANGES TO DISMISSAL MUST BE MADE IN PIKMYKID BY 2:15 ON FULL DAYS AND 10:45 ON HALF DAYS.** The system does not allow changes past the designated times. With the convenience of the app, dismissal changes can be made easily; however, if you have any issues, you may feel free to contact the main office at (231)845-3820 prior to 2:30.

Parents/Caregivers dropping off or picking-up children during the school day need to be aware of our school Safety Patrol students. Please be aware of the crosswalks, yield signs and stop signs. The Safety Patrols at LES are the ones we entrust with the safety of our children as they walk along school sidewalks, and throughout the building.

### Arrival:

- K-2 Parent Valet is available starting at 7:30 a.m. on the east side of the building. An adult or safety patrol student will assist your child with exiting the vehicle and guide them to the playground. For the safety of all individuals, please wait until you reach the adult/safety until you let your child out of the vehicle. To help this process run as efficiently as possible, please be sure your student is ready to exit the vehicle by the time you reach the adult.
- 3-5 Parent valet is available starting at 7:30 a.m. in the front of the building. Students will exit the car themselves and head to the 3-5 playground along sidewalks around the west end of the building. Please pull up as far as you can (toward the front of the building) before letting your student exit the vehicle.
- Preschool students with a K-5 sibling can be walked to the preschool entrance as well. Your K-5 child will then head to the playground or cafeteria for breakfast.

The bus zone is on the west side (back) of the building after the traffic circle. An adult will assist students as needed with exiting the bus and going to the playground. Vehicles are not permitted in the space, with the exception of staff driving to the staff parking lot.

If your child needs breakfast, they may head to the cafeteria upon arrival. Please plan accordingly so students are ready to begin learning at 8:00 a.m.

### Dismissal:

The official dismissal time is 3:11 p.m. The dismissal process begins much earlier inside the building to ensure your child is where they need to be to make it home safely. Bus riders (including Dial-A-Ride) and siblings of preschool students start dismissal promptly at 3:11. We then load the bus riders, and parent pick-up will commence once all buses have left the bus zone at 3:20.

Bus Riders will be walked out of the building by an adult to board the bus. Please remember that this is not an area for vehicles. Students are expected to demonstrate respectful, responsible, and safe behavior on the bus. Please help your child by helping them to learn their bus number.

Parent Valet Pick-Up will take place in two locations. K-2 vehicles may start lining up in front of the cones on the east side of the building. Following the last recess, cones will be removed and the cars will proceed to the stop sign. Once all buses have left, student loading will begin. It's important to stay in order, because that is the order that we will have your child in once you arrive at the loading zone. Please pull up to the furthest cone available. Students will enter on the passenger side of the vehicle.

We realize that some students may still be in a car seat/booster or may need assistance with their buckle. You may pull up to the far side of the car loop to get out and buckle your child.

3-5 vehicles will stop at the same spot as the morning drop-off in the front of the building. Families with both a K-2 student and a 3-5 student will follow the K-2 dismissal line.

Please have the PikMyKid\* car tag visible in your front passenger dashboard. If you do not have the car tag, please have the PMK app ready when you see the dismissal attendant.

Preschool Students and their K-5 siblings will be released through the front door. Students will only be released to individuals that are on file with the office.

### PIKMYKID

PikMyKid is a school dismissal system that assists the school in facilitating a safe, secure, and efficient dismissal of all students. Through this system, each child is assigned a unique numerical code that is printed on a car tag. Each family will receive two car tags (additional copies are available upon request) and we ask that you display it in the front passenger side of the dashboard. It is critical that all families download and utilize this app to designate approved individuals to pick up your child. Additional information to download the app, register, and how to use the app will be provided each school year. You can contact the school or the PikMyKid support line for additional information and technical support. **All dismissal arrangements must be finalized by 2:15 p.m. on full day and 10:45 a.m. on half days.** PikMyKid creates a report of dismissal changes and automatically emails the teachers near the end of the day.

Information on how to download PikMyKid is available in the main office, on our website at <https://www.lasd.net/schools/ludington-elementary-school/arrival-and-dismissal-procedures/pikmykid-resources> , or upon request in another format.

The safety of our students and staff is the number one priority during dismissal. Our second priority is efficiency which is a team effort on behalf of all stakeholders. As we work to create a safe and efficient dismissal process, the school may make changes to the procedures outlined above. Families will be notified in writing, through the PowerSchool alert system, and posted on the school's website.

### MEDICATIONS

From time to time it is necessary for a student to take some type of medication during school hours. By state law, medicine (both prescription and non-prescription), taken during school hours, must be taken in the office and under supervision of a member of the school office staff. Therefore, **all medications must be checked into and held in the office.** Medication cannot be kept in any locker, backpack, or purse. (Board Policy 5330)

To assist with medical needs, the school must have the following information:

1. Medication should be brought to school in the original pharmaceutical bottle including: the student's name, doctor's name, name of medication, and dosage and kept in such a container. Refill of a

- prescription shall be the responsibility of the parent upon the notification of the school.
2. A parent/guardian must fill out the "Medication Administration and Control" form at the office authorizing school personnel to give the medication to their child during school hours. Administration of medication will be undertaken only with the written consent of a pupil's parent/guardian *and* a signature from the student's physician/medical provider.
  3. Administration of medication by a school employee shall comply exactly with the direction of the pupil's physician as directed on the bottle.
  4. A daily record is kept of student medicine administration.

Students are allowed to take over the counter medications at school with written parent permission, but the school does not provide any due to State laws. Therefore, any student taking Tylenol, aspirin, cough syrup, etc. with permission must provide their own small bottle labeled with their name on it; and it must be kept in the office. Students may take as needed according to the directions and no record is kept of student administration. **REMINDER: All medication must be kept in the office and should not be transported by the student.**

#### **HEAD-LICE**

The school follows recommendations by the District Health Department. If your child is found to have live head-lice he/she will be sent home from school. Your child may return to school after treatment and examination. Students need to be brought back to school with a parent/guardian for re-examination. Children residing in the same home will be examined as well. If nits are found to be on your child's head, a phone call home will be made. The student may stay at school.

#### **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 in full. 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. (Board Policy 5513)

#### **SCHOOL-PARENT RELATIONSHIP**

It is vitally important the staff and the parents work together to provide the best educational opportunity. The school will communicate school happenings through weekly updates, newsletters, notices, and website postings. Parent-Teacher conferences will be held in the fall and the spring. Throughout the year we will communicate academic and behavioral needs through phone calls or personal contact. We strive to keep clear and open lines of communication.

Please follow the proper chain of communication:

1. Teacher
2. Assistant Principal
3. Principal
4. Superintendent

In addition to academics, our school is focused on supporting your child's social/emotional well-being. If your family is dealing with any major life circumstances, we encourage you to communicate such changes to your child's teacher or school counselor. We will maintain the utmost confidentiality; however, it helps us to support your child during any such difficult times.

### **LEGAL CUSTODIAL ARRANGEMENTS**

We respect that children may come from various family dynamics. In situations where there are court rulings regarding legal or physical custody, it is the parent's responsibility to provide documentation to the school. The school staff will work diligently to communicate with parents and legal guardians regarding your child's progress effectively. Due to the large number of conferences each teacher schedules, divorced/separated parents will need to attend the same conference, unless court documentation states otherwise.

### **FIRE /TORNADO/ SAFETY DRILLS**

Safety drills are required by the State of Michigan. 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. (Board Policy 8420)

### **EARLY DISMISSAL AND/OR CLOSING OF SCHOOL**

There are times when the weather or unforeseen circumstances prohibit the opening of school at the regular time or require that school be closed early. The PowerSchool Alert system will announce school closings due to weather conditions. Please contact the office if you need help receiving the PowerSchool Alert notices. Additional information may be provided through local radio and television stations.

Complete the early dismissal form and return to the office so the school and your child will know what to do in case of early dismissal. This form should note any important information must provide instructions for the child to get to her/his destination that do not involve using the telephone. Please do not call the school as the school telephone lines need to be kept open for emergency calls. PikMyKid may be used to delegate another adult to pick up your student if you are unable.

### **REPORT CARDS**

Report cards, showing each student's academic, social, and behavioral progress are handed out three times during the school year following the end of each trimester. Students in grades 3-5 will receive progress reports mid-way through each trimester. Report cards or progress reports may be sent home with students or mailed home.

### **AFTER-SCHOOL FUNCTIONS**

Students involved in mentoring, academic support, 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 completely responsible for their participants' actions. Students are not allowed to run around or be in unsupervised areas.

### **EMERGENCY INFORMATION**

Every fall, each student is required 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 your child lives in two homes due to custody arrangements, each party is responsible to complete and update the emergency card. Any court rulings that limit the contact, information sharing, or physical custody of your child from another person must be on file with the main office. A copy of these court records are maintained in your child's file. While we will do our best to adhere to the custody arrangements outlined in the court documents, please know there are times that it is important that we get ahold of either parent, particularly in the event of an illness or emergency.

### **LUNCH/BREAKFAST PROGRAM**

Ludington Elementary School is proud to provide a nourishing and well balanced 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 ask that you discuss with your child proper behavior in the lunchroom. 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 doctor's note stating the type of allergies pertaining to what food items and possible reactions.

Ludington Area School has implemented the policy of feeding all children. Parents are responsible to pay for the meal if they have not sent a meal to school with their child and the child has not been approved for free meals or if the child charges ala carte items. Children **will** be allowed a meal regardless of account status. They will not be required to take an alternative meal nor will they be identified as not having money in their accounts. Children should feel safe and secure in the lunchroom, getting the nutrition that their bodies require.

The only communication that the lunchroom servers will have with the students regarding their meal accounts, may be to say "low balance" when the students come through the line. The only other time they will communicate any balance information will be at the request of the child.

### **COMMUNICATION**

All communication regarding lunch account balances, applications, incorrect charges, etc., should be done through the Child Nutrition Secretary at **fs@lasd.net** or **(231) 845-7303 extension 2846**

### **MEAL ACCOUNT BALANCES**

**MONITORING** - Parents are responsible for ensuring that there is money in their child(ren)'s accounts. They may check the balance at any time by going to [SendMoneyToSchool.com](http://SendMoneyToSchool.com) or Parent Portal. An advantage to using the [SendMoneyToSchool.com](http://SendMoneyToSchool.com) option, is that they are able to view what their child has purchased and the information updates routinely during the day. Parent Portal lunch account information only updates once a day.

**ALA CARTE** - Students who have been approved for free meals may still incur charges. Milk, by itself, is not free. If a student brings a lunch from home, but gets milk from the lunchroom, there will be a charge incurred. If a student has a free lunch, but gets a second meal, or bottled water (for example) charges will be incurred. Please make sure that your student(s) have money available to cover these situations.

**LOW BALANCES** - Parents need to monitor accounts to make sure that their child's balance is not getting low or negative. Email notifications will be sent daily when the balance drops below a three day lunch amount if an email address is in the meal system. If your child maintains a low balance in the account, and you don't want a daily email, bring it to 0, bring it above the three day lunch amount, or mark the account not to send an email. If there is not an email address in the system, you may receive a notification up to once a month, when your child gets below a week's lunch funds.

**NEGATIVE BALANCES** - If a child's account is in the negative, parents may get emails, letters, and phone calls from the Child Nutrition Secretary. A daily email may be sent to parents whose students have negative accounts. If the child ends the year with a negative balance, that balance may be transferred from the meal account to PowerSchool Fees, and may be required to be paid prior to the child receiving report cards or a diploma. Collection efforts may continue through the Central Business Office or the account could be turned over to a collection agency.

## **APPLICATIONS**

**APPLYING FOR FREE MEALS** - Parents are encouraged to submit an application for free/reduced meals. Applications are confidential and accepted any time during the school year. If students' meals are at full or reduced prices, and there is a reduction of income, a new application should be submitted. Approval is effective for the entire year, even if income increases.

**EARLY APPROVAL**- If you receive a letter or an email after July 1 and prior to the start of the school year, listing each of your children as approved for free meals, please do not fill out an application. If any child is missing from the list, call the Child Nutrition Secretary. It is not necessary to submit an application.

**CARRY OVER** - If a child was in Ludington Area Schools the previous year, and received free or reduced meals, the free or reduced meals will carry over for the first few weeks of the new school year. When a new application is submitted, it may be denied due to a missing signature, incomplete information, higher income, changes in family size or some other reason.

**HOW TO APPLY** - PLEASE SUBMIT ONLY ONE APPLICATION PER FAMILY. The fastest method of applying is online at LunchApp.com. Each child will be sent home with an application, but ONLY ONE per family need be turned in. Applications may be turned in at the child's school, or mailed or dropped off at Ludington Area Schools Central Business Office, 809 E Tinkham Ave., Ludington, MI 49431. Make sure to SIGN the application. All unsigned applications MUST BE DENIED.

**PROCESSING TIME** - Applications may take up to 10 school days for processing after receipt at the Central Business Office. In the meantime, parents are responsible for providing money or sending lunch with the student. Meals for a child on the reduced price meal plan can cost up to \$126 per year (breakfast and lunch). Meals for a child on the full price meal plan can cost up to \$630 per year (\$225 for breakfast, \$405 for lunch). Please plan accordingly.

**NEW FAMILY** - If a family is new to the district, please mark the application with "NEW" at the top. Priority will be given to processing applications for new families to the district, as free/reduced meals will not carryover from their old school system.

**ADDITIONAL CHILDREN** - If additional children come into the household, please notify the Child Nutrition Secretary to ensure they receive the proper meal benefits immediately. If you receive notification of benefits and a child is not listed, please call the Child Nutrition Secretary to get that child included in the benefits.

**APPROVAL REVOCATION** - The only situations where approval would be revoked are as follows:

1. Income verification was requested and not provided
2. Income verification determines a greater income than stated on application, resulting in ineligibility
3. Falsification of application
4. Approval was made erroneously

### **MEAL ACCOUNT PAYMENTS**

You may make one deposit for the entire family, regardless of the method used. If depositing a check or cash, specify on the envelope how the money is to be allocated.

**SendMoneyToSchool.com** - This is the quickest method to add funds to an account. A credit or debit card is required. You will need your child's ID#. Each time you make a deposit, there is a \$2.00 fee. You can make one deposit for all of your children at one time for one \$2.00 fee. You can also see what they have purchased. If you have deposited money through SendMoneyToSchool.com, you may transfer amounts between your students. SendMoneyToSchool.com is the only way to make a deposit with a credit or debit card.

**AT SCHOOL - Do not give meal money to the teacher.** Please place the money in the envelope provided and fill in the requested information. Lock boxes are emptied once daily. If funds are placed in boxes later in the day, they won't be processed until the following day.

**Central Business Office – 809 E. Tinkham Ave.** Checks or cash can be brought in. It will be immediately applied to the account(s).

**Lunch Rooms** – Cash or checks may be given to the cashiers in the lunchroom at the point of sale. We discourage this practice, as it slows down the line.

### **REMAINING MEAL ACCOUNT FUNDS**

**CARRY OVER** - Positive balances will carry forward for active students from one year to the next. No action need be taken on the parent's or student's part.

**REFUND REQUEST** - A parent can request a refund at any time by contacting the Child Nutrition Secretary. A check will be sent through the US mail to the parent. The process may take up to two weeks. Students cannot get refunds from their accounts. They can only use the funds in the lunchroom. Funds cannot be taken from the meal account for other school activities.

**INACTIVE STUDENT** - If a student is inactive in the district and money is left in the meal account, the money will be transferred to a sibling still active in the district. Unrequested monies under the amount

of \$50.00 per family of inactive students with no siblings in the district, will be applied to accounts of students who have negative balances at the end of the year. Accounts in excess of \$50.00 will be handled following the State of Michigan Department of Treasury rules for unclaimed property. All account balances will be handled in accordance with the law.

### LUNCH TIME

We want our children to enjoy lunch and we will provide an atmosphere where safety, responsibility, and respect are evident. Lunch is a time in which students eat their lunch in a social setting that is less unstructured in the classroom. Students are encouraged to eat a healthy lunch, socialize with peers in a safe and respectful manner, and clean up after themselves. The cafeteria is staffed with several adults that monitor and assist your child as needed. The LES Behavior Expectations Matrix outlines student expectations. Students that repeatedly struggle to follow the expectations may have consequences which may include, but are not limited to, a written assignment, cleaning up the 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 may require a conference which will include the parent/guardian, student, principal, and appropriate staff member.

#### LUNCH PRICES: (subject to change based on Board approval)

Daily	\$2.55
Reduced	\$ .40
Breakfast	\$1.55
Adult Breakfast	\$2.45
Reduced Breakfast	\$ .30
Milk	\$ .65
Adult Lunch	\$3.45

#### LUNCH TIMES:

Young 5's/ Kindergarten	11:15-11:35 p.m.
1st Grade	12:45-1:05 p.m.
2nd Grade	12:20-12:40 p.m.
3rd Grade	11:35-11:55a.m.
4th Grade	12:05-12:25 p.m.
5th Grade	12:30-12:50 p.m.

### 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". Lost and Found items will be cleared out and donated monthly throughout the school year.

### SCHOOL HOURS

Instructional hours at Ludington Elementary School are from 8:00 a.m. to 3:11 p.m. Elementary school office hours are from 7:30 a.m. to 4:00 p.m. Half days are from 8:00 a.m. to 11:41 a.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. 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 and boots.

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, in-school suspension, or out of school suspension. Repeated problems, or any of a severe nature, may require a conference, which will include parent/guardian, student, principal, and

appropriate staff member. If a student presents a risk to the safety of students or staff, alternative activities will be provided until the student is no longer a safety risk.

Due to the safety of all students and staff, visitors or spectators during recess time is not permitted unless said individual has signed into the main office as a volunteer.

### **FIELD TRIPS**

Each grade level will participate in various field trips throughout the school year. These trips are curriculum-based, and therefore, children are expected to attend. We ask that you complete one form to cover your child going on all of the scheduled trips with his/her class. Some of these events are by bus, and some are walking trips. In order for your child to take part, a permission slip signed by a parent must be on file. The general field trip permission slip will be included in the "Back to School" set of electronic documents.

If your child does not have permission to attend, the school will do its best to provide an adequate placement for your child for the day; however, please know that typically the entire grade level is gone. This may require that your child spend time in another grade level classroom. Also, please note that siblings or other children or family members are not allowed to attend.

### **VISITATION BEFORE, DURING OR AFTER SCHOOL & VOLUNTEERS**

We value the importance that parents/guardians play in supporting the education of our students and welcome you to volunteer in our buildings. Prior to volunteering in the building or attending certain school functions, an iChat form must be completed and processed. You can obtain and submit the iChat form in the main office. This process can take 24-72 hours to process and cannot be rushed on our end, so please plan accordingly. Visits should be prearranged with the classroom teacher or administration.

We welcome you to contact your child's teacher to find out more about how you can be involved in the classroom. As opportunities arise for school events, these will be shared in the weekly newsletters.

While we always hope volunteer opportunities are pleasant, the school officials reserve the right to deny requests if there are factors that impede the daily learning experiences in our building.

### **BIRTHDAYS OR OTHER HOLIDAY CELEBRATIONS**

Birthdays and holidays are special days for children. Oftentimes, children like to share a special treat with their class. **Treats that are individually wrapped and purchased from a store are allowed.** At this time, we are not allowing homemade goodies or anything that requires serving. If your child has a summer or weekend birthday, work with your child's classroom teacher to select another day to celebrate.

We realize there are lots of reasons to celebrate special events in your child's life. We ask that you save things such as flowers, balloons, or other gifts for when your child arrives home. We are no longer accepting deliveries for children of balloons, flowers, stuffed animals, presents, goodie bags, etc. If a delivery is sent for a child, we will leave it in the office and parents will have to pick up the delivery after school is dismissed. We are unable to ensure that students can carry the "gift" and the classrooms do not have places to store these items safely throughout the day.

### **DRESS CODE**

Pursuant to Board Policy 5511 and 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:

- When in doubt, please don't wear that particular piece of clothing!
- Short shorts/skirts are prohibited. Shorts/Skirts/Dresses should be an appropriate length that covers a student appropriately throughout the day.
- Shirts and dresses may be sleeveless but the garment should still appropriately cover the student.
- Halter tops or bare midriffs are prohibited. Tops should cover the entire stomach area.
- No clothing with inappropriate sayings/slogans and/or advertising alcohol or tobacco products. Clothing with images/words that promote violence, and/or sex, and/or drug use are also banned. The unacceptable shall include but not be limited to: objectionable lettering, symbols, patches, and/or insignia as defined by administrators charged with this responsibility.
- Shoes should be appropriate for indoor/outdoor wear and appropriate for any scheduled activities for that day (ex. Field trips, PE class, etc.)
- Footwear that protects the foot and safeguards the health of others must be worn. We strongly discourage flip flops and other open toed shoes due to possible injury.
- Appropriate gym shoes need to be worn during P.E. Classes. (No hard sole shoes, sandals, flip flops, open toe shoes, or crocs.)
- No hats, hoods, bandanas, gang related clothing, gang graffiti or slogans are to be worn.

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. Students 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. 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.

Due to the age of your child, it is strongly encouraged that you send an extra change of clothes for your child that can be left at school. Accidents happen and having an extra set of clothes allows for your child to return to their learning. Whenever possible, the school will attempt to provide an emergency change of clothes, but when that is not possible, you will be contacted.

#### **SCHOOL-BASED POLICE LIAISON OFFICER**

The City of Ludington Police Department and Mason County Sheriff's Office have designated School Liaison Officers stationed in Ludington Area Schools on a daily basis throughout the school year. The goal of these officers is to mentor, educate, and be a positive role model for students. The purpose of the school liaison program is to promote a positive relationship between school personnel, students, parents and the police department through proactive interaction. The School Liaison Officer is duty-bound to react to circumstances that are criminal in nature (i.e.: disorderly conduct, blatant and repeated insubordination to a staff member, trespassing). Additionally, school administrators may choose to involve local law enforcement in the initial investigation of possible criminal acts.

#### **STUDENT RULES AND REGULATION**

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

Our school utilizes a Positive Behavior Intervention Support (PBIS) 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 expectation matrix, page 25.

Fostering a positive school environment requires teamwork from all stakeholders. We recognize that parents are the most powerful influence in a child's life, with schools being the second. We use a team approach to discipline, with parents and staff working together to foster the success of every child. Our students are still learning about the world around them. All staff will implement a variety of strategies to support students behaviorally and intervene as appropriate with students.

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.

In the event that a student is not demonstrating respectful, responsible, and/or safe behavior, nor are they responding to adult requests to change their behavior, the response to the behavior will be followed in a progressive manner. When your behavior disrupts the learning environment, you are infringing on the rights of others. (Board Policy 5600) Depending on the severity of behavior, the response may be escalated.

- Redirection
- Request to move to another area in the classroom
- Teacher conference
- Reteaching of expected behavior during another time
- Written assignment
- Loss of privilege
- Two minute phone call home with teacher, student, and parent
- Referral to the the assistant principal/principal
- Time spent reflecting on the behavior in another supervised location within the school (e.g., another classroom, in the hallway supervised, in the office)
- Restorative practice
- In-school suspension
- Out of school suspension
- Expulsion

Before a child who is suspended returns to school, a meeting between the principal or assistant principal, parent/guardian, student, and appropriate staff member may be required. At this time, a plan will be developed to address the situation and prevent repeated behaviors.

## **DISCIPLINE**

**EXPLANATION OF DISCIPLINARY MEASURES** It is expected that as a student at Ludington Elementary School, your child will demonstrate acceptable behavior in all areas of our school and at recognized school activities. As a school, we make it our top priority to teach children the skills and knowledge to be successful participants in the learning environment. In order to ensure that all students receive a quality education in a safe environment, reasonable rules and regulations must be established. All students have the right to learn. When a student's behavior disrupts the learning environment, it is infringing on the rights of others. (Board Policy 5600).

**LUNCH/RECESS DETENTION** - Consequence involving loss of privilege to be in the Lunchroom or at recess with other students. This will be in a separate location and supervised by a staff member. Students who have lunch/recess detention may be required to have a conference with the staff member regarding the behavior that led to this consequence and devise a plan of more appropriate behavior. Or, the staff may use this time to reteach the appropriate behavior.

**AFTER SCHOOL DETENTION** - Consequence in which students will be required to stay after school from 3:30-4:00 pm during the school year. The after school detention will be supervised by a staff member. During this time, students may complete school work or may also be given an assignment to complete during this time as a means of restorative practices. Failure to serve an after school detention or observe the rules of after school detention may result in further consequences.

**RESTORATIVE PRACTICES** - Restorative practices may be used in lieu of, or in addition to an in-school and out-of-school suspension. Restorative practices are practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. Restorative practices may include: apology, community service, restoration, counseling, restitution, and a victim-offender conference. In cases where a victim-offender conference is used, the conference will be:

- Initiated by the victim;
- Approved by the victim's parent or legal guardian, or if the victim is at least fifteen (15), by the victim;
- Attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and offender (the "restorative practices team");
- An opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm (LASD Policy 5610)

### **EMERGENCY REMOVAL**

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Board shall consider the 7 factors outlined in Board Policy 5610.

**SUSPENSION** - Suspension or removal from school for a period not to exceed 10 school days. Administration will determine if a student serves "in-school" or "out-of-school" suspension in some instances. This action may be taken by those school officers granted this authority by the Ludington Board of Education. Any student suspended from school is also ineligible to attend or participate in any recognized school activity, or be on school grounds during the suspension period. A suspension requires parent notification. The suspension may be appealed, within **two (2) school** days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

**EXPULSION** - Expulsion is the removal of a student from the school system by the Ludington School Board of Education. This may include gross misconduct or persistent disobedience. Both students and parents have the legal right of appeal. Every effort will be made to insure parents and students the right of due process when appealing an administrative decision.

If suspension or expulsion for persistent disobedience or gross misconduct is considered, school administration and the School Board will consider the following (the seven factors) -

- The student's age
- The student's disciplinary history

- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether restorative practices would be used to address the violation or behavior
- Whether a lesser intervention would properly address the behavior

Ludington Area Schools will exercise discretion over whether to suspend or expel a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension for more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the district can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the district will still consider the factors.

These procedures are designed to be a deterrent to misbehavior. Violating any school rule or performing any act that is disruptive or detrimental to the health and welfare of other individuals or is damaging to school or personal property is prohibited. The degree of severity of the misconduct will determine whether any offense (listed in this section or not) warrants suspension or expulsion from school. Conduct interfering with the educational process or the rights of others, whether specifically listed or not, will not be tolerated or condoned. Students are expected to make up all work assigned during the suspension period.

### **SUSPENSION AND EXPULSION**

The Board of Education may authorize suspension or expulsion and make reasonable rules and regulations regarding discipline. (Board Policy 5610) The Board authorizes suspension for the following reasons:

- A. Gross misconduct
- B. Persistent disobedience
- C. Habits or bodily conditions detrimental to the school.

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those, which result in temporary separation, suspension or expulsion from the Ludington Area Schools. These categories are general in nature and are not deemed to be all-inclusive:

- A. Matters pertaining to public and private property. Examples:
  - Theft
  - Misuse of books, materials and equipment
  - Defacing property and other manner of vandalism
  - Trespassing (unauthorized presence in building)
  - Use of tobacco, alcohol, or drugs
- B. Matters pertaining to citizenship. Examples:
  - Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
  - Use of profane and obscene language
  - Possession of weapons or explosives
- C. Matters pertaining to the safety of others. Examples:
  - Physical attacks or threats to students or school employees
  - Fighting
  - Extortion
- D. Persistent disobedience and/or breaking of school rules and regulations.
- E. Gross misbehavior - conduct detrimental to the normal functioning of the school or school

activities.

### **PERMANENT EXPULSION**

State law provides for the permanent expulsion (180 School days) of a student who engages in certain criminal activity.

In compliance with State and Federal law (Board Policy 5510.01), the Superintendent or the Superintendent's designee, who shall be a central office administrator, shall permanently expel any student who possesses a firearm in a weapon-free school zone. The term "firearm" is defined as:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer
- Any destructive device

Other criminal activity that may lead to Permanent Expulsion includes but is not limited to:

- Bringing a dangerous weapon to school
- Committing arson
- Committing criminal sexual conduct
- Assault of a school employee

## **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. (Board Policy 5530)

### **TOBACCO**

Student use of tobacco, in any form, 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: 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. (Board Policy 5530)

### **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: 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. (Board Policy 5517)

### **WEAPONS**

Students are prohibited from possessing a firearm, dagger, all knives including a 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 enroute 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. (Board Policy 5772)

### **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 damage to something occurs by accident, report it to a teacher or the office immediately. (Board Policy 5513)

### **RESTORATIVE PRACTICES**

For an offense constituting persistent disobedience or gross misconduct, the following factors will be considered prior to suspending or expelling a student:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

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

Restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");

- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

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

Restorative practices will be given first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

### **TRANSPORTATION/BUS RULES**

We believe all our students can behave appropriately. Disruptive behavior on the bus 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. Bus misconduct may result in a loss of transportation privileges.

#### 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.

### **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.

### **SEARCH & SEIZURES**

To maintain order and discipline in school and to protect the safety and welfare of students and school personnel, school authorities may search a student and/or student locker under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Students are expected to assume full responsibility for the security of their lockers. Lockers are school property and students should not expect privacy regarding items placed there because school property is subject to search at any time by school officials.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. (Board Policy 5771)

### **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 **Randy Fountain as acting Coordinator of Title IX and OCR**. 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 Randy Fountain at 231-845-3820 or [rfountain@lasd.net](mailto:rfountain@lasd.net). (Board Policy 1662)

### **BULLYING, CYBERBULLYING and OTHER AGGRESSIVE BEHAVIOR**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/cyberbullying and aggressive behavior regardless of the subject subject matter or motivation for such impermissible behavior. Bullying, cyberbullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior; treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school

business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. To view our district policy, visit our website at [www.lasd.net](http://www.lasd.net). (Board Policy 5517)

### **COMPUTERS, NETWORK AND/OR INTERNET USAGE**

You will be asked to sign an acceptable use policy (AUP), including acceptable use by the signer, of equipment and materials owned by the school district.

### **CELL PHONES/SMART DEVICES**

Cell phones and other smart devices are strongly encouraged to stay at home. If brought to school, they are to be kept in a student's locker with the ringer turned off at all times. Please know that lockers do not lock and the school is not responsible for lost or stolen items. If a cell phone is seen or heard in class it will be taken by staff and kept in the office for the remainder of the day. The student can pick it up at the end of the day. For repeat offenders, we will require a parent or guardian to come to the office and pick up the cell phone.

**RECORDING DEVICES** No recording device of any kind—cell phone, iPad, camera, video-recorder, etc.--may be taken into a bathroom or outside during recess.

### **IPAD GUIDELINES**

iPads are a learning tool that is used on a daily basis in the classroom. It is a privilege to have these devices for every student. It is the family's responsibility to maintain a reasonable level of care and responsibility with the devices. Every evening, students should "park and charge" their device and return it the next day. In the event that your child forgets their iPad, the following will occur:

1st Forgotten iPad: Student will call home.

2nd Forgotten iPad: The student will work without it for the day.

3rd Forgotten iPad: iPad will remain at school for a week.

### **COST/INSURANCE**

There is no upfront cost for the iPad. We have provided a sturdy protective case, which will be put on the iPads before they are given to students. Your child will be asked to keep the iPad in its case at all times so that the risk of damage is minimized. If your child takes good care of their iPad and leaves it in its protective case, the risk of accidental damage is minimal.

Families will be responsible for damages to the iPad during the school year. In years past we have had money set aside from grants to help offset the cost of repairs. This money is not available to the school district any longer, so this policy is a change from past years. In the first case of accidental damage to an iPad the family will be responsible for half of the repair cost \$45. Subsequent repairs will be charged the full \$90 fee to repair the iPad. (amounts subject to change based on Board approval)

Damages deemed to be abuse by the tech department will be charged the full cost of the repair. iPads that are damaged beyond repair by obvious abuse will be subject to the full replacement cost of the iPad.

### **STUDENT-OWNED ELECTRONIC EQUIPMENT**

Non-school issued electronic devices may not be used in the school or on the playground during the school day. Students should keep these devices, turned off, in their locker if they have permission from their parents to bring these devices to school.

## DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information".

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her guardian, without the written consent of the guardian; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy 8330 and administrative guidelines and/or those specified in the law.

In accordance with Board Policy 8330, the Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

**Educational Material for Parents and Students (Content Meets MDCH Requirements)  
Sources: Michigan Department of Community Health. CDC and the National Operating  
Committee on Standards for Athletic Equipment (NOCSAE)**

### UNDERSTANDING CONCUSSION Some Common Symptoms

Headache	Double Vision	Fogginess	"Feeling Down"
Pressure in the Head	Blurry Vision	Grogginess	Not "Feeling Right"
Nausea/Vomiting	Sensitive to Light	Poor Concentration	Feeling Irritable
Dizziness	Sensitive to Noise	Memory Problems	Slow Reaction Time
Balance Problems	Sluggishness	Memory Problems	Sleep Problems
	Haziness	Confusion	

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **IF YOU SUSPECT A CONCUSSION:**

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

Appears dazed or stunned.	Can't recall events prior to or after a hit or fall.	Answers questions slowly.
Is confused about assignment or position.	Is unsure of game, score, or opponent.	Loses consciousness (even briefly).
Forgets an instruction.	Moves clumsily.	Shows mood, behavior or personality changes.

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/ places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take

rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to <http://www.cdc.gov/headsup/>

#### **504 COORDINATORS**

K-5 - Jenn Mackey - [jmackey@lasd.net](mailto:jmackey@lasd.net)      6-8 - Abby Schaperkotter - [aschaperkotter@lasd.net](mailto:aschaperkotter@lasd.net)

9-12 - Steve Forsberg - [sforsberg@lasd.net](mailto:sforsberg@lasd.net)

#### **ANTI-HARASSMENT**

It is the policy of the Ludington Area School District to provide an environment free from sex-based harassment for all students, employees, volunteers, and contractors. Consistent with Policy 5517, the District will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to:

**Randy Fountain**  
**Title IX/Civil Rights Coordinator**  
Ludington Area Schools  
809 E. Tinkham Ave.  
Ludington, Michigan 49431  
Telephone (231) 845-3820  
[rfountain@lasd.net](mailto:rfountain@lasd.net)

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the District's designated Title IX/Civil Rights Coordinator.

All other complaints of harassment should be reported to the appropriate building administrator. Sex-based harassment includes any of the following conduct:

**Verbal:** unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendos; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another individual to submit to sexual requests or advances in order to attain academic or professional achievements or advances; threatening another individual's academic or professional accomplishments or reputation if that individual does not submit to sexual requests or advances; or any other similar behavior.

**Visual:** subjecting another individual to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene

gestures toward or around another individual; leering at another individual; or any other similar behavior.

Physical: unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another individual's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class. Board Policy 5517 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

All students are bound by and expected to understand Board Policy 5517, which further addresses harassment, including sex-based harassment. The failure of any student to abide by the requirements of Board Policy 5517 will result in discipline, up to and including permanent expulsion.

#### **NOTIFICATION OF HEARING & VISION SCREENING BY DHD#10**

Michigan Law requires that local health departments offer hearing and vision screening at least once between the ages of 3 and 5, in Kindergarten, 2nd and 4th grades (hearing) and 1st, 3rd, 5th, 7th and 9th grades (vision) at no cost to families; it also requires screening PRIOR to kindergarten entry.

District Health Department #10, in collaboration with the schools, provides comprehensive hearing and vision screenings by trained technicians throughout the school year. Both programs are carefully standardized by the Michigan Department of Community Health, so that each child screened receives consistent screening, referral, and follow-up services.

Early detection and treatment of hearing and vision problems can help children succeed in school. For more information, please visit our website at [www.dhd10.org](http://www.dhd10.org) or you may contact your local health department.

*\*If you do not wish to have your child participate in these screenings, you must notify the school in writing.*

## LUDINGTON ELEMENTARY SCHOOL BEHAVIOR EXPECTATION MATRIX

	Bathroom	Dismissal	Cafeteria	Classroom/ Extended Learning Area	Hallway	Playground	Special Events
<b>Respectful</b>	Give others privacy.  Trash in cans.  Use a quiet, calm voice.  Knock first before entering.	Follow adult directions immediately.  Use a quiet, calm voice.	Follow adult directions immediately.  Clean up your area.  Use your manners.  Use a quiet, calm voice. (Level 2)	Follow adult directions immediately.  Listen when others are speaking.  Stay on task.	Follow adult directions immediately.  Voices off.  Move when the line moves.  Technology is off.	Follow adult directions immediately.  Follow game rules.  Trash in cans.  Line up immediately when the whistle is blown.	Follow adult directions immediately.  Raise your hand to ask questions.  Enter a room quietly and go to the assigned spot.
<b>Inclusive</b>	Everyone is responsible for keeping it clean and safe.	Help others find their correct line and bus.	Include others in conversation.  Help others with cleaning their area.	Everyone is responsible for keeping the area clean and safe.  Take turns and include others.	Hold the door open for those behind you.	Take turns.  Share equipment.  Invite everyone to join.	Remind talkers with a quiet signal.
<b>Safe</b>	Hands and feet to self.  Go, flush, wash	Hands and feet to self.  Keep all items in the backpack and on your back while in line.	Stay seated until you are dismissed.  Hands and feet to self.  Walking feet.  Use utensils appropriately.	Sit in chairs with all four chair legs on the floor.  Hands and feet to self.  Use materials appropriately.  Walking feet.  Stay with your class/group.  iPads are used appropriately.	Keep hands and feet to <u>self</u> .  Face forward. Stay to the right.  Stay behind the person in front of you.  Walking feet.	Keep all items in the backpack and on your back while in line.  Pick up and put away all equipment.  Use equipment properly.  Hands and feet to self.  Things that belong on the ground, stay on the ground.	Keep hands and feet to <u>self</u> .  Sit quietly.  Stay with your group.  Know where the adult is at all times.
						Ask an adult before using the bathroom.  Dress appropriately for the weather.  Stay on the playground at all times.	
<b>Empowered</b>	Return to class quickly and quietly.	Know how you are getting home.  Keep track of your belongings.	Dress for outdoor recess before heading to the cafeteria.  Remember your lunch choice.	Take care of materials and belongings.  Come to school with all necessary materials, including a charged iPad.	Make sure everything is placed on the hook or completely inside the locker before leaving the area.  Line up immediately.	Walk to your line immediately when you hear the whistle.  Ask for help when you need it.	Be on time with everything you need.  Pay attention.  Ask appropriate questions.
	Bathroom	Dismissal	Cafeteria	Classroom	Hallway	Playground	Special Events

## District Calendar



### 2023-2024 DISTRICT CALENDAR

#### K-12 TEACHERS

08/28	New Teacher Orientation - Half Day New Teachers Only
08/29	LASD Professional Development Day (K-12 Staff); 3 hours of PD ½ Day
08/30	LASD Professional Development Day (K-12 Staff); All LASD Staff Opening Day*

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#### TEACHERS & STUDENTS

09/05	First Day of School
09/05-06	Kindergarten Students Half Day
09/29	<b>No School; LASD Professional Development Day (K-12 Staff)*</b>
10/04	Pupil Membership Count Day
10/06	Homecoming
10/18	Half Day School K-5 Only; Elementary Conferences
10/19	Half Day School K-12; Elementary & Secondary Conferences
10/20	Half Day School K-12; Afternoon Professional Work Time 6-12 (K-5 Staff Off)
11/10	<b>No School: LASD Professional Development Day (K-12 Staff)*</b>
11/21	Half Day School 6-12 Only; Secondary Exams
11/22	Half Day School K-12; Secondary Exams; (Afternoon All Staff Off)
11/22	End of First Trimester
11/23-24	No School; Thanksgiving Break

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11/27	Second Trimester Begins
12/15	<b>No School: LASD Professional Development Day (K-12 Staff)*</b>
12/20	Winter Break Begins
01/03	<b>No School: LASD Professional Development Day (K-12 Staff)*</b>
01/04	School Resumes
01/25	Half Day School 6-12 Only; Secondary Conferences
01/26	Half Day School K-12; Professional Work Time ½ Day
02/07	Supplemental Pupil Membership Count Day
02/28	Half Day School K-12; Elementary Conferences/Secondary Exams
02/29	Half Day School K-12; Elementary Conferences/Secondary Exams
03/01	Half Day School K-12; Afternoon Professional Work ½ Day 6-12 (K-5 Staff Off)
03/01	End of Second Trimester

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03/04	Third Trimester Begins
03/15	<b>No School: LASD Professional Development Day (K-12 Staff)*</b>
03/22	No school; Spring Break Begins
04/01	No School due to Good Friday/Easter Sunday occurring during Spring Break
4/02	School Resumes
04/17	New PSAT/SAT Testing Schedule: Half Day of School 6-12 only; K-5 students in session full day (6-12 Staff Afternoon Off) 4/18, 4/19- LHS MSTEP testing Virtual day for Seniors on 4/17
05/24	Half Day of School K-12 Staff and Students; Districtwide Graduation
05/27	No School; Memorial Day
06/06-07	Half Day School K-12; Secondary Exams
06/07	Last Half Day for Students; End of Third Trimester

Approved 5/25/2023