



OAKRIDGE

LOWER ELEMENTARY

STUDENT HANDBOOK

2022-2023

DISTRICT MISSION

Provide students a diverse, personalized, and innovative education balanced with quality enrichment experiences in a respectful, responsible, safe, and healthy environment in partnership with community.

DISTRICT VISION

Empowering the whole child to achieve college and workplace success while embracing family and community values.

WELCOME

Welcome to Oakridge Lower Elementary school! Every member of our school is here to help and we are so excited to have you as part of our school family. Please let us know if there is any way we can help to make this early education experience as rewarding as possible.

Angela Ogden, Principal
788-7608

Kelly Buzzell, Assistant Principal
788-7618

Becky Jimenez, Student Support Services and Intervention Specialist
788-7175

Amy Latsch, Secretary
788-7602

Trisha Lowry, Secretary
788-7601

Tom Livezey, Superintendent
788-7100

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FOREWARD

This handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. Please become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the school’s rules as of December 31, 2004. If any of the policies or administrative guidelines referenced herein is revised after December 31, 2004, the language in the most current policy or administrative guideline prevails.

DISTRICT DIRECTORY

Administration Office

275 S. Wolf Lake Road
Muskegon, MI 49442
788-7100

Superintendent: Tom Livezey
Director of Finance: Todd Hronek
Director of Resilience & Tiered Supports:
Vickie Swanson

Director of Technology: Rex Thelen
Director of Transportation: Jake Hunt
Director of Facilities: Cory Schullo
Director of Food Service: Nick Lazo
Director of Special Education: Greg Bodrie
Human Resource Specialist: Mandi Barber
Administrative Assistant for Academic
Program/Superintendent: Lynn Becklin
Administrative Assistant for Payroll: Judy
Hancock

Administrative Assistant for Accounts
Payable/Receivable: Sherry Wahr

Early Childhood Center

1050 S. Carr Road
Muskegon, MI 49442
788-7152

Project Manager: Jayne Silvers

Lower Elementary

120 N. Park Street
Muskegon, MI 49442
788-7600

Principal: Angela Ogden
Assistant Principal: Kelly Buzzell
Secretary: Amy Latsch
Secretary: Trisha Lowry

Upper Elementary

481 S. Wolf Lake Rd
Muskegon, MI 49442
788-7500

Principal: Clayton Breiler
Secretary: Mary Martin
Secretary: Verna Davis

Middle School

251 S. Wolf Lake Road
Muskegon, MI 49442
788-7400

Principal: Jason McVoy
Asst Principal: Brent Jandron
Asst Principal: Brian Bennett
Secretary: Chevonne Grimm
Secretary: Laure Stovall

High School

5493 E. Hall Road
Muskegon, MI 49442
788-7300

Principal: Jason McVoy
Assistant Principal: Brent Jandron
Assistant Principal: Brian Bennett
Athletic Director: Rick Ruel
Secretary: Rachel Johnson
Secretary: Jennifer Secrest
Secretary: Brenda Scott
Secretary: Jennifer Johansen

Board of Education

Craig Scott	President
Jeff Kartes	Vice President
Jeff Lohman	Treasurer
George Tindall	Secretary
Tammy Stolberg	Trustee
Cheryl Harvey	Trustee
Doug DeWitt	Trustee

LOWER ELEMENTARY STAFF DIRECTORY

Office

Angela Ogden	Principal	788-7608	aogden@oakridgeschools.org
Kelly Buzzell	Assistant Principal	788-7618	kbuzzell@oakridgeschools.org
Becky Jimenez	Student Support	788-7175	rjimenez@oakridgeschools.org
Amy Latsch	Secretary	788-7602	alatsch@oakridgeschools.org
Trisha Lowry	Secretary	788-7601	talowry@oakridgeschools.org

Kindergarten Teachers

Mindy Kartes	Room A104	788-7663	mkartes@oakridgeschools.org
Andrea Klotz	Room A100	788-7665	aklotz@oakridgeschools.org
Shannon Norwood	Room A101	788-7666	snorwood@oakridgeschools.org
Jennifer Utzinger	Room A106	788-7664	jutzinger@oakridgeschools.org
Rachel VanDyke	Room A103	788-7667	rvandyke@oakridgeschools.org
Kelly Venroy	Room A105	788-7645	kvenroy@oakridgeschools.org
Brianna Keur	RoomD122	788-7654	bkeur@oakridgeschools.org

1st Grade Teachers

Katie Brewer	Room A103	788-7667	kbrewer@oakridgeschools.org
Rachel Hall	Room C118	788-7674	rhall@oakridgeschools.org
Alicia Parker	Room C120	788-7656	aparker@oakridgeschools.org
Randi Peterson	Room D123	788-7649	rpeterson@oakridgeschools.org
Amanda Stephenson	Room C116	788-7673	astephenson@oakridgeschools.org
Kelly Fuller	Room C120	788-1646	kfuller@oakridgeschools.org
Jennifer Randall	Room C115	788-7670	jarandall@oakridgeschools.org

2nd Grade Teachers

Marie Jones	Room D130	788-7662	mjones@oakridgeschools.org
Laura Klassen	Room D128	788-7675	lklassen@oakridgeschools.org
Michelle DeWeerd	Room D124	788-7176	mdeweerd@oakridgeschools.org
Andrea Munding	Room D129	788-7688	amunding@oakridgeschools.org
Jen Miller	Room D127	788-7688	jmiller@oakridgeschools.org

3rd Grade Teachers

Julia Baker	Room C124	788-7607	jbaker2@oakridgeschools.org
Heidi Bolles	Room F140	788-7606	hbolles@oakridgeschools.org
Kari Collins	Room F137	788-7620	kcollins@oakridgeschools.org
Kristina Conley	Room F141	788-7336	kconley@oakridgeschools.org
Courtne Gerdes	Room E135	788-7627	cgerdes@oakridgeschools.org
Carrie Mesman	Room C117	788-7676	cmesman@oakridgeschools.org
Kari Turnes	Room C121	788-7628	kturnes@oakridgeschools.org

Enrichment Teachers

Melissa Olson	Art	788-7671	molson@oakridgeschools.org
Brittney Carney	Music	788-7661	bstroud@oakridgeschools.org
Russell Woodwyk	PE	788-7555	rwoodwyk@oakridgeschools.org
Stephanie Woods	Health	788-7671	swoods@oakridgeschools.org
Amy Fett	Technology	788-7636	afett@oakridgeschools.org

Special Education

Sara Cartwright		788-7639	scartwri@oakridgeschools.org
Rosanne Willard	Room F139	788-7634	rwillard@oakridgeschools.org
Allison Uzarski	Room E135	788-7651	auzarski@oakridgeschools.org

Special Services

Joanna McGee	MTSS Coordinator	788-7652	jmcgee@oakridgeschools.org
Breanna Fialek	Speech Therapist	788-7619	bfialek@oakridgeschools.org
Heather Giese	Social Worker	788-7624	hgiese@oakridgeschools.org
Matt Koekkoek	Psychologist	788-7639	mkoekkoek@oakridgeschools.org
Jessica Serene	Speech Therapist	788-7650	jserene@oakridgeschools.org

SECTION 1 – STUDENT RIGHTS & RESPONSIBILITIES

FAMILY EDUCATION RIGHTS & PRIVACY ACT

Annually, Oakridge Public Schools is required to issue this Notification of Rights under FERPA. The Family Educational Rights and Privacy Acts (FERPA) provides that a local educational agency (LEA) that receives US Department of Education (Department) funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records within 45 days of a request;
- Seek to amend education records believed to be inaccurate; and
- Consent to the disclosure of personally identifiable information (PII) from education records except as specified by law.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). Oakridge Board Policy 8330 - Student Records and Oakridge Administrative Guideline 8330 - Student Records, accessible via our website at www.oakridgeschools.org/schoolboard, includes the following information:

1. A parent's right to inspect and review students' education records
2. A parent's right to seek to amend those records.
3. A parent's right to consent to the disclosure of Personally Identifiable Information from those records (unless an exception applies).
4. A parent's right to file a complaint with the Department regarding an alleged FERPA violation.
5. A procedure for exercising the right to inspect and review education records.
6. A procedure for requesting amendment of those records.
7. The district's criteria for determining who constitutes a “school official.”
8. The district's criteria for determining what constitutes a “legitimate educational interest”
9. Notification that Oakridge Public Schools routinely releases students' education records to other schools in which the student seeks or intends to enroll.

The Student Privacy Policy Office (SPPO) in the Department, the office that administers FERPA, has issued guidance documents about FERPA for parents and for eligible students. These documents, a more detailed Notification of Rights under FERPA, and protocols to exercise parent rights are available on our website at www.oakridgeschools.org/annual-notice.

PROTECTION OF PUPIL RIGHTS AMENDMENT

Annually, Oakridge Public Schools is required to issue this Notification of Rights Under PPRA. PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Board Policy 2416 - Student Privacy and Parental Access to Information provides guidance specific to Oakridge Public Schools on this topic. Administrative Guideline 2416 - Procedures for Inspection of Materials Used in Conjunction with Any Survey, Analysis, or Evaluation provides guidance on the procedure parents must complete in order to inspect such materials. Links to these Board policies and a more detailed about PPRA is available at www.oakridgeschools.org/annual-notice.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260.

Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to

Greg Bodrie
Director of Special Education
231.865.4012
275 South Wolf Lake Road
gbodrie@fruitportschools.net

Mandi Barber
Human Resource Specialist
231.788.7107
275 South Wolf Lake Road
mbarber@oakridgeschools.org

fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed from a classroom because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time in the educational program. We expect good behavior and respect for others in the lunchroom, on the bus, and in the classroom as well as in the building as a whole. It is our desire to work with parents on positive discipline. If, for some reason, this is not possible, the student should seek help from the building principal.

AMERICANS WITH DISABILITIES ACT AND SECTION 504

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Greg Bodrie, Director of Special Education at 231-865-4012 or 275 South Wolf Lake Road or gbodrie@fruitportschools.net to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Kris Silva, at 231-788-7404 or ksilva@oakridgeschools.org to inquire about evaluation procedures and programs offered by the District.

PARENT INVOLVEMENT POLICY

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

HOMEBOUND INSTRUCTION

The district shall arrange for individual instruction to student of legal school age who is not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The District will provide homebound instruction only for those confinements expected to last at least five days. (Board Policy 2412)

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student or other care giver. A physician must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION 2 - GENERAL INFORMATION

SCHOOL DAY

8:20 am	Breakfast
8:35 am	Beginning Bell
8:40 am	Start of Day
3:35 pm	Dismissal Bell



BEGINNING OF THE DAY/ PARENT DROP OFF

- Although our academic school day begins at 8:35, students are dropped off by the buses starting at 8:20 a.m. for breakfast.
- **If you choose to drop your child off, please enter the lot from Wilson road and use the designated parent drop off loop. Students should arrive no earlier than 8:20. *Please do not use the bus loop at the front of the building at any point during the school day.** When dropping off your child, they will follow the side walk and enter through the front of the building where a staff member will greet your child and direct them into the building. Please be mindful of other drivers and do not park in the drop off loop. Please pull ahead as far as possible to get kids unloaded in a timely manner.
- **If you choose, you may park your car in the parking lot and escort your child in to the front of the building. Please utilize the "Kiss and Go Zone," which has been provided for your convenience.** The Kiss and Go Zone is outside the front entrance of the school building under the awning. You can give your child a quick kiss, reassure them you will see them when they get home, and send them on their way. We kindly ask that you do not escort your child beyond this area. When allowed to complete age appropriate tasks, you are helping your child to develop a sense of safety and security here at school, as well as positive self-esteem and confidence. If you have any special needs, please contact the office for assistance.
- **Birthday treats, classroom snacks, and supplies may be dropped off before school with the safeties who are greeting students out front.** Please be sure to clearly label the items with your child's and teacher's name. The office staff will deliver them to the classroom after the bell has rung.

END OF THE DAY

- If you need to pick your child up early from school, please come to the main office, and we will page your child for you.
- **Please contact the office before 2:30 p.m. if you need to have a change in the way your child goes home.**
- Most students will ride the bus home. The buses will be located in the front of the school. For the safety of all, please do not enter the bus loading areas.
- Another option is the parent pick up area located off of Vista Terrace. Parents are asked to park their cars in a marked parking space and pick up their children at the kindergarten playground, where an adult safety will be located. OR You may remain in your car and enter the main parking lot from Wilson Road and enter the parent pick up line. Please do not leave your vehicle unattended in the parent pick up line. Students will be dismissed from the end of the Kindergarten hallway for the "drive up" Parent Pick Up option. Please do not walk up to or stand in front of the Kindergarten doors, as this blocks the view of the safeties and students.
- Students leaving early from a school sponsored activity, field trip, etc. must be signed out either in the main office or with your child's teacher (on the school sign out form)..

STUDENT RELEASE

When a child is being picked up from school due to illness, appointments, or other early release, the person picking them up needs to report to the office and **may be required to show I.D.** before we release the student into their care. That person **must** be on the child's emergency form that the parents fill out at the beginning of each school year.

ENROLLING IN THE SCHOOL

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. Visit www.oakridgeschools.org to start the online registration process. When enrolling, parents must provide copies of the following:

- a. A birth certificate
- b. Court papers allocating parental rights and responsibilities or custody (if appropriate)
- c. Proof of residency
- d. Proof of immunizations
- e. Kindergarten students must have proof of hearing & vision checks.

EMERGENCY EARLY RELEASE

In the event of potential severe weather the decision may be made from Central Office to have an early release of students. It will be broadcast on area T.V. and radio stations as well as a phone call thru the School Messenger System.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening of school delayed because of inclement weather or other conditions, the School will notify parents using a phone-call-out system. . Please make sure you have a Parent Power School account and your email and phone numbers are up to date and on file with the school to ensure proper notifications are received. Additionally, local TV and radio stations will have this information.

HEALTH POLICIES

The school will be following the most recent guidelines, policies, and protocols regarding COVID-19 from the Muskegon County Health Department and will make their decisions based on the most up-to-date information.

The school is required by the Health Department to exclude any child suspected of having a communicable disease. Besides the usual childhood diseases such as measles, mumps and chicken pox, children must also be sent home for other common problems such as impetigo, ringworm, head lice and pink eye.

Your child needs to be 24 hour fever free without the use of fever reducing medication. Your child must also be vomit and diarrhea free for a full 24 hours before returning to school. Both of these symptoms are also symptoms of COVID-19. Please consult your doctor if your child is experiencing COVID symptoms.

The Health Department suggests that children should not be sent to school with the following symptoms:

- | | | |
|-------------------------|--------------------------------------|------------------|
| Rash | Fever (100 degrees or higher) | |
| Vomiting | Sore throat | Persistent cough |
| Sneezing and runny nose | Unusual flushing or paleness of skin | |

Parents should pay particular attention to children's cleanliness, good nutrition and adequate sleep. In case of illness or injury, the school secretary or other staff member will care for a child temporarily. If the child is considered to be too ill to remain in school, parents will be contacted by the office staff. Minor injuries will be treated but anything potentially more serious will be brought to the attention of the parents. Parents will have to determine if professional medical care is needed. If the office is unable to contact you at the numbers on your child's emergency form, the office will then contact the other numbers you have listed.

PEDICULOSIS (HEAD LICE)

Procedure for students identified during school hours to have an active (live lice) case of head lice:

1. Student may return to class but restricted from activities involving close head-to-head contact or sharing personal items with other children. Immediate removal of the child from school is unnecessary.
2. Parent/guardian notified directly. Emotional support will be offered to the parent/guardian as this is a difficult situation for all involved.
3. "Notification Letter" enclosed with a "Quick Guide for Managing Head Lice" will be sent home.

Procedure for students with suspected case of head lice return to school:

1. Parent must accompany their child to the school office with confirmation of treatment. Parent must complete and return Pediculosis (Head Lice) Treatment Form.
2. Designated school personnel will re-examine the student's hair:
 - a. Student will be re-admitted to school if no live lice are found.
 - b. If live lice are found and not removed, the student may not be re-admitted to class.
 - Parent will be advised to call their pediatrician, Oakridge Teen Health Center, or local health department for assistance.
 - c. Any student with no live lice should return to class.
3. If nits are found within ¼ inch of the scalp, parents will be educated about the need for removal of potentially viable eggs. The student may not be re-admitted to class. School personnel will re-check for lice and nits the next school-day to verify removal of potentially viable nits. Periodic checks of the student's hair by designated school personnel should be done over the next few weeks to assure successful treatment. ****REMEMBER, CONFIDENTIALITY IS IMPORTANT.**
4. Parent will be requested to continue daily lice check and nit removal for the next two to three weeks.

If recurrent or chronic cases (persistent infestation of three separate cases within one school year) occur, a multi-disciplinary group consisting of parent, teacher, administration, and other appropriate individuals will meet to determine the best approach to resolving the issue and improve school attendance.

IMMUNIZATIONS

Michigan Department of Health regulations require that no child be admitted to public school without proof of vaccinations for diphtheria, tetanus, whooping cough, hepatitis B, polio and measles, mumps and rubella. Parents are notified by mail if there is need for further medical evaluation. Parents must report if their child has had the chicken pox disease. If the child has not had the chicken pox, parents must show proof that the child has received the chicken pox vaccination.

Immunizations and hearing and vision tests are also given at:

Public Health – Muskegon County
209 E Apple
Muskegon, MI 49442
Phone: 724-1220

MEDICATION

Medications will be given to students only if a physician and parents have completed a Medication Request Form, which is available in the office. Due to the HIPPA LAW a "Parental Permission for Release or Exchange of Confidential Information" form will be required for any child who receives medication here at school. This form will give us permission to share confidential information regarding your child's medication needs with his/her teacher, playground monitor, bus driver, or other school personnel if needed.

Do not send any medications to school with your child. An adult must bring the medication into the office each time and update the medication form. This includes over the counter medications (i.e.

cough medicine, Tylenol) as well as prescription medications. All medications will be dispensed in the office and must be in the original container that contains the following information:

Student's name	Physician's name
Medication name	Amount of dosage
Directions for administration	Date of prescription

You may come into school to administer medications to your child. Please report to the office, your child will be called down and you may administer medication in the office. The school discourages the administration of medication not prescribed by a physician.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill, displays symptoms of COVID-19, or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FOOD SERVICE

Menus are sent home at the end of each month for the following month. You can also view them on our website at www.oakridgepublicschools.org.

Breakfast is served daily from 8:20 to 8:50 a.m. in the classroom.

Breakfast and lunch are free for all students regardless of income qualifications. Food Services forms are required to be filled out at the beginning of the school year. For other food service concerns please contact Nick Lazo at 788-7321.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct 5 fire drills per year in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm for fire drills consists of an extended ringing bell.

Tornado drills will be conducted during the tornado season, 2 per year, using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and locks down drills and consists of an overhead announcement.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an overhead announcement.

These drills will be listed on the website.

COMMUNICATION

To ensure a successful school year, an open line of communication between each student's family and the teacher is important. We are always willing to talk with parents and will do our best to contact you, but if there are any questions, comments, or concerns please contact us. When we work together, we can make sure your child has a great school year. We urge you to follow the Chain of Command to have your concerns addressed – Teacher – Principal – Superintendent – School Board

An Open House/Orientation will be held at the start of the school year with your child's teacher at OLE. This will give you a chance to meet the teacher and hear about their expectations for the start of the school year.

Parent-Teacher Conferences are held in October and March. It is very important that you attend. You will be asked to schedule these online approximately two weeks prior to conference days.

Report cards are used to show student's progress and to communicate the learning expectations of your child. Students are formally evaluated four times a year. Cards are given to parents at the end of each marking period (i.e. November, January, March, and June).

NON-CUSTODIAL PARENTS

We assume that both parents have equal rights relative to their children and the school unless we receive specific instructions to the contrary from the custodial parent with necessary documentation.

If a parent is to be denied contact with a child or knowledge about the child, the school will need a copy of the court order. In the absence of such restrictions, we will afford access to school records and confer with both parents.

If non-custodial parents wish to receive duplicate correspondence regarding school activities and functions, they will need to provide the office with self-addressed stamped envelopes.

We typically do not schedule separate conferences for separated/divorced parents unless proper documentation is in place (ie.PPO etc.)

VISITORS/ VOLUNTEERS

Oakridge Lower Elementary School welcomes adults who would like to volunteer their time and efforts to help in our learning experiences. You may contact your child's teacher individually to arrange times in which you may be of assistance to their learning environment. **Again, we ask that you make arrangements in advance to assure a beneficial experience for all.**

Volunteers must report to the office where they will need to sign in and obtain a visitor's badge. We also ask that when your visit is complete you stop in the office and sign out. Additional young people can be a distraction in the learning environment so we ask that siblings do not join you while you are working in the classroom. We appreciate your cooperation in this matter.

Each volunteer shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing all appropriate forms.

The Volunteer Inquiry Release Form (Background Check) must be filled out completely including a copy of your Driver's License attached to the release form. The forms are available in the office. This must be in place to volunteer in our school.

STUDENT SCHOOL VISITATION

Bringing student guests to the classroom is prohibited, unless approved by the principal beforehand. If guests come in from out of town, they are welcome to join the pupil for the lunch hour if permission is granted by the office beforehand.

INTERRUPTIONS

School time should be devoted to instructional purposes. We try to avoid interruptions unless absolutely necessary. Parents are welcome to contact teachers after dismissal or make an appointment to see them at a later date. Any important messages will be delivered to a student through the school office. Items for students should be labeled and left at the office.

PICTURES

School pictures will be taken on September 23rd. Make-up date is October 14th. Parents will be able to select from several picture packages. Parents are not required to purchase pictures but each child's picture is taken for the purpose of school records. Order forms will be sent home in advance.

STUDENT ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classrooms and other school activities which cannot be replaced by individual study.

Attendance is important in development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

TRUANCY

Any time a child has missed five or more days of school in a semester for any reason which is interfering with their learning is considered truancy. Parents play an influential role in the education of their children and are key to regular school attendance. Given the significance of attendance to the success of students a student that is truant can result in:

- a poor work ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child
- meeting with CPS/FRC

Please call in **each day** your child is ill. You may leave a message regarding attendance by calling 788-7600, option 1. When no excuse is provided, the absence will be unexcused. Oakridge Lower Elementary automated attendant is available 24 hours a day. If you do not call your student in by 11:00 a.m., you will receive an automated phone call from school.

- Tardiness: 8:40 am. - 9:10 am. is considered "tardy" and arriving to school after 9:10 a.m. is considered "absent" for the morning.
- Any student picked up between 3:00-3:30p.m. will be considered "left early."

On the same note, please be sure to bring your students to school on time. Tardiness disrupts the learning of the classroom and students miss out on instruction when they are late. If you are driving your child to school, drop off time is 8:20-8:35 a.m. If your child is late arriving to school, an adult must bring him/her to the office and sign them in.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Illness
- B. Recovery from an accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or celebration of a bona fide religious holiday
- G. Such other good cause as may be acceptable to the principal

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation of their child's absence by no later than 10:30 a.m. on the day of the absence or by the following day. They are to call 788-7600 and explain the reason for the absence. Students who are excusably absent for more than 5 days in a grading period, regardless of the "reasons", will be considered "frequently absent". If there is a pattern of frequent absence for "illness," the parents may be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

RECESS

Please keep in mind when dressing your child for school that we have a 20-minute recess, either in the morning or afternoon, and a recess time connected to lunch. Recess time is an important physical and emotional break in the day of elementary students. Students are required to go out for recess barring any extenuating circumstances; such as a doctor's note. Students not properly attired for specific weather conditions (e.g. wearing snow pants, boots, etc.) may be restricted to various areas of the playground for their health, safety and wellbeing.

DRESS CODE

Student clothing must not distract youngsters from their learning. Parental discretion is requested in the selection of clothing worn to school. Students are not to wear clothing with questionable language, advertisements for alcohol or tobacco products, or inappropriately designed clothing. Hats, bandanas, and sunglasses may not be worn inside the building.

It is a good idea to label items of clothing (i.e. caps, jackets, mittens, etc.) to avoid "mix-ups".

Shoes are required on students at all times during the school day. For safety reasons, students will not be allowed in their stocking feet or to wear slippers in place of shoes.

Warm weather

Students may wear shorts that are fingertip length or longer. Tops may not expose the midriffs or have bare-backs and no spaghetti straps are allowed. Closed-toe shoes are recommended for the playground

to avoid injury to the foot while playing during recess. Students with flip flops may be asked to stay on specific areas on the playground for safety

Cold weather

Students are requested to dress appropriately for cold weather. This should include heavy coats, hats, gloves and boots. They will be going outdoors unless the temperature and/or wind chill is 9 degrees or below. Extra dry socks and mittens would be a great idea to pack! **Students not wearing boots and snow pants will be asked to stay on the sidewalk during recess times to avoid having wet shoes and clothing.**

LIBRARY BOOKS

Students are required to return library books that are due in order to check out new books. We will ask you to pay for lost or misplaced books. Oakridge online students (OOLA) are permitted to check out library books during their allotted time. Students must wear a mask while being in the building. Their parents may wait for them in the vestibule, but may not enter the building. Parents must wear a mask as well. All books will be quarantined for a period of 4 days before being re-shelved and allowing other students to check them out.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions, toys, or electronics to school. The school administrators and staff will not be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home.

LOST AND FOUND

The Lost and Found area is in the front vestibule of the building. Students who have lost items should check there and may retrieve their items if they give proper description. Unclaimed items will be given to charity at the end of each month.

ELECTRONICS

There may be opportunities for students to bring electronic devices to school. This will occur when requested by the classroom teacher or other school personnel either in writing or by email communication with the parents. This "Bring Your Own Device" (BYOD) could occur on a limited basis and will include personal electronic devices but not including cell phones. Please also remember school staff and administration are not responsible for lost, damaged or stolen electronics. Furthermore, if students have electronic devices without permission, these devices will be placed in the front office until a responsible adult can come to school to claim it.

TECHNOLOGY POLICY

An Acceptable Use Policy (AUP) must be on file with the district for every student, signed by the student and their parent. Students will not be allowed to use the computer without having this signed form on file. The following consequences shall be applied whenever a student breaks their agreement under the Acceptable Use Policy.

The student shall lose privileges on all district computers and the network or personal devices, for the period of time indicated below:

- **First Offense:** One to ten school days. Parent notification required.
- **Second Offense:** Three to six weeks. The student is required to write a technology behavior plan for him/ her before computer privileges are restored. This plan will be signed by the student, his/ her parents, and building administrator. This plan will be copied to appropriate teachers, administrators and technology representatives.
- **Third Offense:** Permanently, with opportunity for review and reinstatement after 180 school days and opportunity for re-review once per year.

Any violation that affects the integrity of the network will result in permanent removal from the network for a minimum of 180 school days.

CARE OF DISTRICT PROPERTY

In accordance with the law and Oakridge Board Policy 5513, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law. The Board authorizes the imposition of fines for the loss, damage, or destruction of District equipment (including technology), apparatus, musical instruments, library materials, textbooks, and for damage to District buildings. See board policy 5513 for more information. Reference board policy 5513.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

The following consequences shall be applied whenever a student breaks their agreement under the Acceptable Use Policy. The student shall lose privileges on all district computers and the network, for the period of time indicated below:

- First offense: One to 10 school days. Parent notification required.
- second offense: Three to six weeks. The student is required to write a technology behavior plan For themselves before computer privileges are restored. This plan will be signed by the student, his/her parents, and a building administrator. This plan will be copied to appropriate teachers, administrators and technology representatives.
- Third offense: Permanently, with opportunity for review and reinstatement after 180 school days and opportunity for re-review once per year.

The district may seek financial restitution for any and all damages.

PARTIES

Classroom parties and how they occur varies from teacher to teacher. Your child's teacher will share with families the most recent information regarding these events during those times of the school year.

Most classrooms schedule three parties per year – Halloween, Christmas and Valentine's Day. These party days will be combined with an academic component. Your child may be asked to contribute toward one party during the year.

Occasionally, parents wish to send treats for a birthday. Please be sure to notify the teacher of your intentions at least the day before. Birthday treats may be dropped off in the office. Please have your child's name clearly marked, and the office staff will deliver them to your child's teacher.

The instructional program is our first priority. In keeping with this, birthday celebrations are expected to be short and minimally disruptive to the school day.

Parents are urged **NOT** to send invitations to private parties through the school classrooms. Too many times there are hurt feelings because someone is not invited.

Please do not send latex balloons to school, some of our children may have a latex allergy!

STATE REQUIRED BULLYING AND HARASSMENT POLICIES

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/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying 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.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or

Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

Opportunity for training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying shall be provided periodically.

Educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyber bullying will be periodically arranged or provided. Classroom teachers may address the foregoing issues within the classroom curriculum.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

SECTION 3 – ACADEMICS

FIELD TRIPS

Field trips are planned experiences that enhance the learning of our students. The teachers will inform you in advance of any trips in which the students use transportation to leave school grounds. You need to sign a field trip permission slip so your child may participate in these activities. You may also be asked to sign additional permission slips for reminders. At any time, a parent may deny participation by not signing the permission slip or by sending a note to the teacher. Parents planning to attend a field trip need to fill out the District Volunteer form in advance.

There may be an isolated occasion when your child's classroom leaves the school grounds on a short walk for a learning experience. Teachers are requested to notify parents in advance of these learning opportunities, if possible. Students are expected to follow all school rules and directions of their teacher/chaperone while on a field trip. Students may be subject to disciplinary action for failure to do so.

Attending a field trip is a privilege. A parent may be required to attend a field trip with their child to ensure the success of that student. If a parent/guardian is unable to attend, alternative arrangements for learning will be provided for the student. Ultimately, this privilege may be revoked by the Principal/ Assistant Principal if a student's actions/ behavior in school warrant such a consequence.

PROMOTIONS, PLACEMENTS, OR RETENTIONS

It is recognized that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. Decisions for promotions, placements, and retentions rely on the involvement of parents and recommendations of professional staff. However, the principal is assigned the responsibility for final determination.

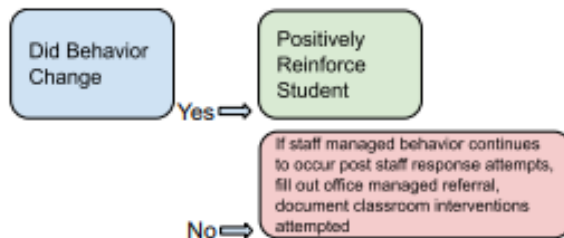
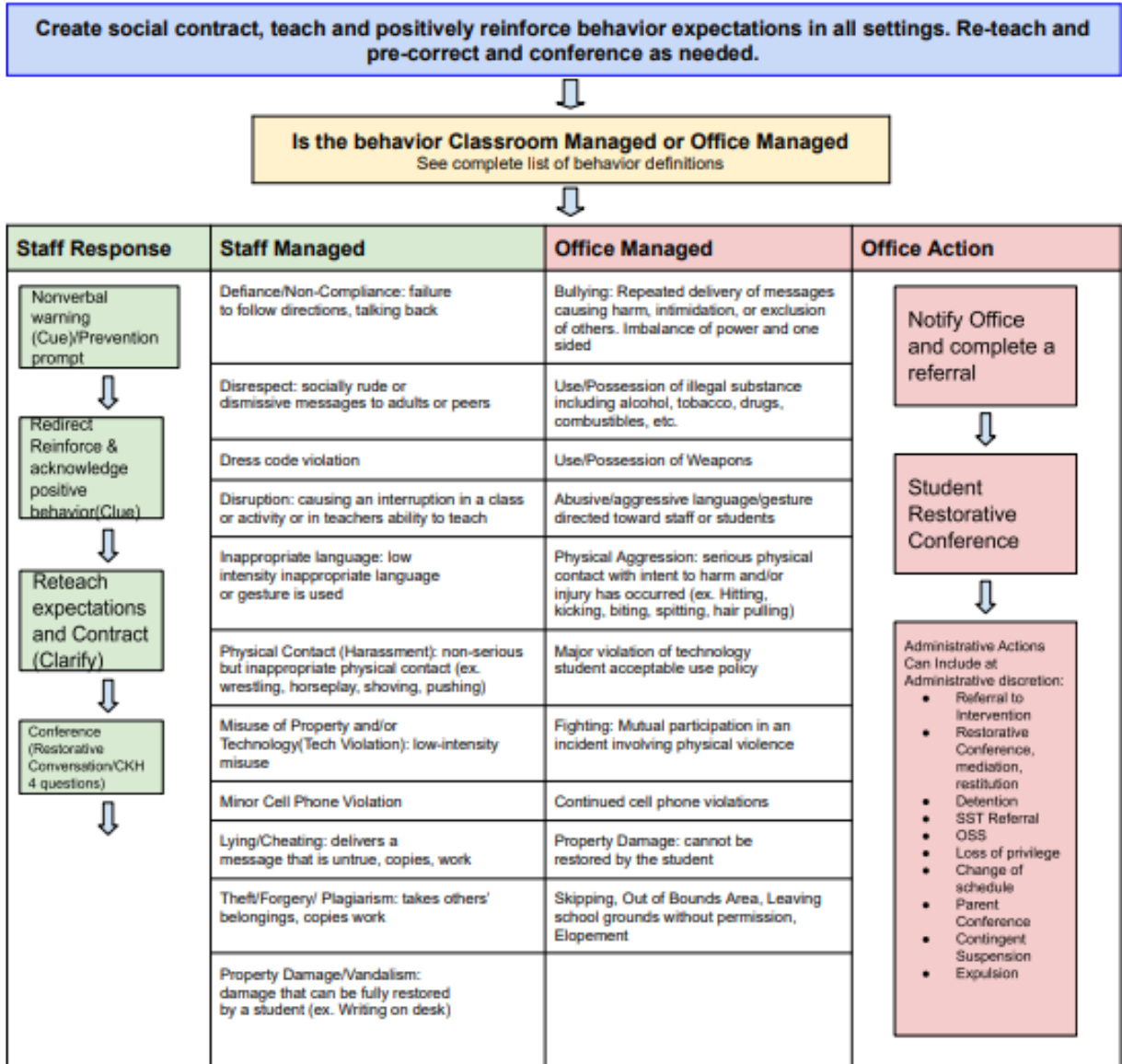
Placements for the next year will be finalized in June. Class assignment letters will be emailed and/ or posted in Power School late-August. A paper copy can be requested as well.

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. These grades are sent home to parents 4 times during the school year, however, if there are any concerns with learning, please feel free to contact your child's teacher.

SECTION 4 – STUDENT CONDUCT

Oakridge Lower Elementary School Behavior Management Flowchart



LEVELS OF INTERVENTION

When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.

A new initiative at Oakridge Lower Elementary is *Positive Behavior Intervention Supports* (PBIS) which includes restorative justice and proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

(Center for Positive Behavior Intervention Supports, University of Oregon)

Three Tiers

Tier 1—All Students

Includes:

- General curriculum enhanced by acknowledgments of positive behaviors, and clearly stated expectations that are applied to all students

Tier 2—Selected Interventions

Focus on:

- Specific interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support
- Interventions that are part of a continuum of behavioral supports needed in schools

Tier 3—Individualized Interventions

Focus on:

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behaviors and increasing the student's positive social skills and functioning
- Interventions involving functional behavioral assessments and behavioral intervention plan

LEVELS OF CONSEQUENCE

The Code of Student Conduct shall apply to all students at all times on all Board of Education property, including:

- in school buildings
- on school grounds
- in all school vehicles
- at all school, school-related,
- or Board-sponsored activities, including but not limited to:
 - school field trips
 - school sporting events (whether such activities are held on school property or at locations off school property, including private business or commercial establishments)

Levels of Interventions and Consequences for Violations of the Code of Student Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/ or the Code of Student Conduct.

SCHOOL CLIMATE

Positive Behavior Interventions and Supports/CHAMPS Information

Positive Behavior Interventions and Supports is a program supported by Michigan Department of Education to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy to help all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning!

As part of the PBIS program, we have established several clear rules for the behavior we expect in all common areas of our school. OLE's PBIS rules (known as our PRIDE Expectations) are that all students will be Respectful, Responsible, and Safe. The expectations for all student behavior will be clear throughout the building by using the CHAMPS model to explain to students their expectations and how they can follow our PBIS rules throughout our building.

Part of PBIS is also to apply consistent consequences and positive reinforcement for all kids. Consistent consequences will many times be given by the teacher. Behaviors that do not follow the expectations that students have been taught, will be given consequences that "fit" the offense which may include natural consequences such as cleaning up a mess that the student made or a corrective consequence such as a time out. Restorative Justice Practices, which involve repairing the harm that one may have caused another, will be implemented as well.

When students are displaying behavior that is following school expectations, they will be given positive consequences in the form of verbal PRIDE Slips, and various other ways that staff recognizes students who are displaying expected behaviors. PRIDE Slips are given to students who are following expectations. At the end of each week, students who earn PRIDE slips are entered into classroom drawings for chances to win many cool prizes.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow. We have attached our expectations for your information. Please contact us at school if you have any questions or need further information.

TEACHER DISCRETION

Oakridge Lower Elementary School recognizes the unique relationship that teachers have with the individual students within their classrooms. Therefore, each teacher has developed their own classroom behavior expectations that are consistent with the school wide discipline guidelines. Teachers will work with individual students to resolve problems, reinforce behavior expectations and administer consequences.

School wide recognition will be given to those students who meet behavior expectations and are willing to work with others in an effort to resolve problems. However, if there are serious infractions of rules a student will be referred to the principal or parental contact by a staff member will occur.

BEHAVIOR EXPECTATIONS

Our behavior expectations are based on requiring students to be respectful, responsible, and safe.

	Respectful	Responsible	Safe
Playground	<ul style="list-style-type: none"> Be kind with your words and actions Take turns and include everyone Invite others to play Use kind words and actions 	<ul style="list-style-type: none"> Dress appropriately for the weather Line up quickly Listen and follow directions 	<ul style="list-style-type: none"> Use equipment safely Keep hands and feet to yourself while playing and in line Report problems to adults
Bathroom	<ul style="list-style-type: none"> Give others privacy Keep water in the sink Clean up after yourself 	<ul style="list-style-type: none"> Voice level 1 Go Flush Wash Leave 	<ul style="list-style-type: none"> Walk Keep hands and feet to yourself Report problems to adults
Cafeteria	<ul style="list-style-type: none"> Be kind with words and actions Wait patiently in line 	<ul style="list-style-type: none"> Voice level 1-2 EAT Clean up your area and your belongings Listen and follow directions 	<ul style="list-style-type: none"> Walk Keep hands, feet, and objects to yourself
Classroom	<ul style="list-style-type: none"> Be kind with words and actions Use classroom materials with care 	<ul style="list-style-type: none"> Use appropriate voice level Be willing to learn Give your best effort Listen and follow directions 	<ul style="list-style-type: none"> Walk Keep hands, feet, and objects to yourself
Hallway	<ul style="list-style-type: none"> Be kind with your words and actions Be mindful of your personal space 	<ul style="list-style-type: none"> Voice level 0 Go straight to where you need to be 	<ul style="list-style-type: none"> Walk Keep your hands, feet, and objects to yourself. Face forward, head up, and eyes open
Office	<ul style="list-style-type: none"> Wait patiently until someone can help you 	<ul style="list-style-type: none"> Voice level 1 Must have pass Be truthful 	<ul style="list-style-type: none"> Walk in and out Sit or stand quietly
Assembly	<ul style="list-style-type: none"> Eyes and ears on speaker Participate when appropriate Use kind words and actions 	<ul style="list-style-type: none"> Voice level 0 Sit quietly Follow Directions 	<ul style="list-style-type: none"> Walk Keep Hands and feet to yourself
Library	<ul style="list-style-type: none"> Use time wisely Treat books with care 	<ul style="list-style-type: none"> Voice level 1 Return materials on time Follow directions from adults 	<ul style="list-style-type: none"> Walk
Bus	<ul style="list-style-type: none"> Be kind with your words and actions Share your seat 	<ul style="list-style-type: none"> Voice level 1 Follow directions Keep track of your belongings 	<ul style="list-style-type: none"> Walk to and from buses Sit down Sit back Face forward Hands in your lap Report problems to driver
What to do when I feel upset	<ul style="list-style-type: none"> Express your feelings appropriately Consider the thoughts and feelings of others Respect all property 	<ul style="list-style-type: none"> Talk to a friend or adult if you need help Recognize the Zone that you are in Use a calming strategy (walk away, count to 10, deep breaths, etc.) 	<ul style="list-style-type: none"> Step away and practice a calming strategy Recognize what you're feeling Keep your hands, feet, objects, and words to yourself

CONSEQUENCES

Restorative Justice practices will continue to be used this year. This is a method to reduce suspensions, expulsions, and disciplinary referrals. This practice focuses on righting the wrong committed and repairing any harm that is done. Within this practice we talk to students about their choices and how that affects them, their classmates, teachers, and the school. Our goal is for our students to learn from their mistakes and behavior choices and keep them in school. This does not mean there will not be consequences. However, the goal is to be more reformatory and take a more positive approach to behavior choices.

Possible consequences for behaviors include but are not limited to:

- Loss of Recess
- School Service
- Written assignment
- Buddy Classroom assignment
- In School Suspension
- Out of School Suspension

These interventions are not necessarily sequential and one or more may be used in a given situation:

- Student and staff discussion with a verbal warning. Verbal warnings may be documented by staff members.
- Loss of recess.
- Removal from the activity and/or classroom.
- School service (sweeping sidewalks, litter pick up, classroom cleaning).
- Phone call to guardian.
- Guardian conference.
- Student behavior may be documented on a discipline referral slip which goes home for guardian signature and must be returned to school.
- Time-out within the classroom.
- Time-out in a buddy classroom.
- Time-out in the office.

DISCIPLINE

It is important to remember that the school's rules apply to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

Definitions

For purposes of this Policy:

- "Suspend" or "Suspension" means a disciplinary removal from school for less than 60 school days.
- "Expel" or "Expulsion" means a disciplinary removal from school for 60 or more school days.
- "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

Restorative Practices

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service,

restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity, as soon as possible following the suspension, needs to request that the student's parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Suspensions for 10 or Fewer Days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension. Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities." Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable.

When a student is suspended, s/he may make-up work missed after the return to school or while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Suspensions for Greater Than 10 Days

Under Michigan law, a suspension of greater than 10 school days, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days but less than 60 days, the Principal must submit such a recommendation to the Superintendent for determination and explain why the suspension is warranted despite the presumption. The Superintendent shall consider the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendent's rationale must be based on

the above factors. Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process.

Expulsion from School

The Board may expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in expulsion. Before exercising this authority, the Board must consider all of the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Any time the Board finds that an expulsion is warranted, the Board must explain its rationale in writing. The Board's rationale must be based on the above factors.

Before exercising this authority, the Board must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

WEAPONS

Students in possession of a dangerous weapon/firearm, and/or who commit arson on district property or a school sponsored event may be expelled from school and/or referred to the criminal justice or juvenile delinquency system and mental health agency. The parent, student and/or legal guardian shall be notified of the referral. This is in compliance with both PL 103-382 and MCL 380.1311

Toys that look like or are used in a similar manner as a weapon/firearm are not allowed on school property and will be confiscated.

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

DUE PROCESS RIGHTS

It is the Board's policy to ensure that all students are provided due process as required by state and federal law before a student is suspended or expelled. If a school administrator determines that an emergency exists

that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement, or take other measures, to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this section of the policy.

Before making the decision to **suspend a student for 10 or fewer school days**, an administrator will:

- (1) provide the student verbal notice of the offense the student is suspected to have committed, and
- (2) provide the student an informal opportunity to explain what happened.

Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal an administrator's decision to suspend a student for 10 or fewer school days to the Superintendent. The appeal must be submitted to the Superintendent within 3 calendar days of the suspension. The Superintendent's decision is final. The student will remain suspended while the appeal is pending.

Before making the decision to **suspend a student for more than 10 school days**, the Superintendent will provide the student and his or her parent/guardian:

- (1) written notice of the offense the student is suspected to have committed, and
- (2) an opportunity for a hearing, at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal the Superintendent's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the suspension. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student will remain suspended while the appeal is pending.

Before the Board suspends (via appeal) or **expels a student**, administration will provide the student and his or her parent/guardian:

- (1) written notice of the offense the student is suspected to have committed, and
- (2) an opportunity for a Board hearing, at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

Administration will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend (via appeal) or expel the student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension (via appeal) or expulsion under either the student code of conduct or the Revised School Code and that suspension (via appeal) or expulsion is the appropriate consequence. The Board's decision is final.

SECTION 5 – TRANSPORTATION

Oakridge Public Schools provides bus transportation as a service to the students of our community in grades K – 12 and is to be considered a privilege. In order to provide transportation services to your student, please complete the online transportation information form found on the district's website. This information is used to prepare routes for the upcoming school year and having accurate addresses for pick up and drop off locations is pertinent. We ask that this form be completed prior to the end of the school year. If you move or need to have your student picked up or dropped off from a daycare we ask that you complete a new online transportation form throughout the school year, as needed. Note, all changes are subject to the approval of the Transportation office. Please be advised, changes may take up to 7 business days to complete. If your student will not need bus transportation, please indicate such on the transportation form.

During Phases 4 & 5 of the COVID-19 Pandemic, all students riding a bus, must wear a face mask the entire time while on the bus. If a student is medically unable to wear a mask, proper documentation must be

provided to the main office in writing and will be kept on file. Additionally, students will be socially distanced on the bus, except for students who reside in the same home. Students must ride the bus they are assigned and must board and depart from the bus at the assigned bus stop. We are unable to allow children to ride a bus other than their assigned bus to visit a friend or go to a meeting. Parents must provide transportation for these extra-curricular activities.

The school bus and school vehicles are an extension of the school itself. All rules, policies, procedures, etc. that apply in school will also apply to the bus. Transportation is a privilege. Students must follow the bus expectations. Failure to do so will result in disciplinary action up to and including bus suspension and/or loss of bus riding privilege.

The bus loading and unloading area at your student(s) building has designated times for buses only. If you have questions regarding parent drop off/pick up areas please see your building secretary.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus may be done. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Director of Transportation/Designee or Building Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can only be viewed in accordance with Federal law.

Important Information Regarding Electronic Devices:

- No disruptive/inappropriate use of smart/cell phones or other electronic devices.
- No picture taking or recording on the bus.
- Headphones or earbuds should not be used while loading and unloading the bus, especially if the student crosses the street at the bus stop. While on the bus, students should have one ear piece out of their ear at all time to be able to hear the driver in the event of an emergency.
- No personal speakers may be used on the bus at any time.

Bus Conduct

Transportation is a privilege. In the event of behavior concerns, district staff will contact you by phone or send a behavior slip home with your child. Repeated concerns or those of serious nature may result in loss of bus privileges. In that case, you will be notified by the Director of Transportation or building staff. At any time, the driver may assign seats or direct students in any reasonable manner to maintain safety.

Your student's safety is our main priority. Please be sure they understand these simple measures to help ensure the safest bus experience possible.

Waiting for the Bus.....

- Be on time at the designated bus stop 5 to 7 minutes prior to scheduled time. Please remember, drivers will not wait for students who are not at their designated stop on time.
- Stay off the road at all times while walking to/from bus stop and while waiting for the school bus
- Ride assigned bus only
- Line up single file at least 10 feet off the roadway
- Do not approach the bus until it's completely stopped
- If you are a crosser, cross in FRONT of the bus after signal from the driver
- Go directly to a seat and be seated
- Be respectful of others and their property.
- It is the responsibility of the parent or legal guardian to see that a child get safely to and from the bus stop and while at the bus stop.

While on the Bus.....


- Be seated quickly, slide over for others, remain seated and face forward at all times. The safest way for your child to ride the bus is to "sit down, sit back and put their hands in their lap".
- Keep head, hands, arms, legs and objects to oneself and inside the school vehicle at all times
- Keep aisle clear and keep the bus clean
- All bags, backpacks, band instruments, etc. must be held on students lap
- Be respectful of others and their property
- No eating or drinking

- Keep the bus free of dangerous materials (alcohol, drugs, weapons, lighters and other hazardous materials);
- Use appropriate language and topics
- Not harass (physically, verbally or sexually) others
- Not spit, bite, hit or pull hair

After Riding the Bus.....

- Only exit the bus at assigned bus stop
- Stay seated until the bus comes to a complete stop and the door opens
- Exit in an orderly manner
- Hold the handrail while using the steps
- Do not remain near the bus after exiting
- If you are a crosser, cross in FRONT of the bus after signal from the driver
- Be respectful of others and their property

Our Bus Expectations



B e Responsible	→	<ul style="list-style-type: none"> ★ Keep bus clean ★ Keep track of your belongings ★ Be on time
U se Respect	→	<ul style="list-style-type: none"> ★ Follow direction ★ Use kind words and actions ★ Treat others the way you would like to be treated
S tay Safe	→	<ul style="list-style-type: none"> ★ Stay in our seats ★ Use your personal voice ★ Keep aisle clear ★ Save Food For later