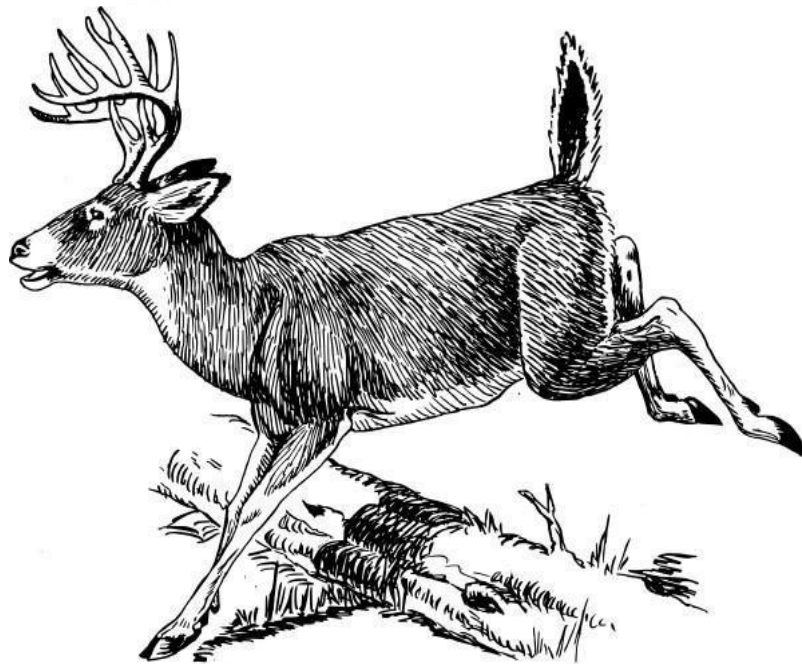


KINGSLEY ELEMENTARY SCHOOL

2024-25

PARENT & STUDENT HANDBOOK

HOME OF THE KINGSLEY STAGS



KINGSLEY AREA SCHOOLS – KINGSLEY ELEMENTARY SCHOOL

402 Fenton Street

Kingsley MI 49649

231-263-5261 [www.kingsleyschools.org](http://www.kingsleyschools.org)

PARENTS: PLEASE REMOVE, COMPLETE, AND RETURN THIS  
FORM TO THE ELEMENTARY OFFICE

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent name(s): \_\_\_\_\_

ACKNOWLEDGEMENT OF RECEIPT OF ELEMENTARY HANDBOOK

We, the parent/guardian and the student have received the Kingsley Elementary School Parent and Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, policies, and practices outlined in this handbook. We also understand that this handbook supersedes all prior handbooks.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CLASSROOM FIELD TRIP UNIVERSAL PERMISSION FORM

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent name(s): \_\_\_\_\_

I, the parent/guardian of the student named above, grant the school and the student's classroom teacher permission to include my child in all field trips if an individual permission slip for a particular field trip is not returned to school for my child. I agree that I will attempt to return signed permission slips regardless of this form. I want my child to go on all school field trips unless I specifically inform the teacher in writing otherwise.

I further agree that I grant permission for my child to participate in any classroom or school activities that may take place off campus but do not require bus transportation, e.g. visits to the public library, trip to a local restaurant, walk to the school track/baseball field, walk to soccer field, walk to the civic center, or other activities within walking distance of the school.

\_\_\_\_ Yes: I/we agree with and grant permission for my child to participate in school and classroom field trips and activities.

\_\_\_\_ No: I/we DO NOT grant permission for my child to participate in school and classroom field trips and other activities.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE REMOVE THIS PAGE, COMPLETE, AND RETURN TO SCHOOL.

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Elementary Principal

Mrs. Kristin Goethals, Ed.S     [kgoethals@kingsleyschools.org](mailto:kgoethals@kingsleyschools.org)     231-263-5261 ext. 2100

Elementary Administrative Assistant

Mrs. Erin Lefler     [elefler@kingsleyschools.org](mailto:elefler@kingsleyschools.org)     231-263-5261 ext. 2101

## FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your child may have during the school year and to provide specific information about certain Board policies and procedures, which can be accessed by going to <https://meetings.boardbook.org/Public/Organization/2354>. This handbook contains important information that you should know. 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 child's 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 handbooks.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions to this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

The Kingsley Area School Board of Education annually approves this elementary parent/guardian and student handbook.

Kingsley Area Schools, together with family and community, share the  
responsibility to educate all students to become productive responsible  
citizens and life-long learners.

## DISTRICT GOALS

1. To develop a command of the fundamental intellectual processes enabling one to think critically, analytically, creatively, and make sound decisions.
2. To develop his/her feelings of positive self-worth and self-assurance.
3. To develop the habits and attitudes associated with responsible citizenship including a cooperative attitude toward living and working with others.
4. To develop an increased appreciation of music, art, literature, and other aesthetic experiences.
5. To develop an intellectual curiosity and eagerness to become a life-long learner.
6. To develop and encourage good health and physical fitness.

## ELEMENTARY SCHOOL MISSION STATEMENT

We Are A TEAM...Learning For Life!

Together

Everyone

Accomplishes

More

## WELCOME...

## BOARD OF EDUCATION

The Kingsley Area Schools Board of Education meets the second Monday of each month. Meetings begin at 6:00 p.m. and are open to the public. Notice of all board meetings and special board meetings are posted on the district website.

Your board of education has a great responsibility in overseeing the operation of this district, including: programs, curriculum, policy, finance and budgeting, personnel, contracts, athletics, district philosophy, building maintenance, and many more areas.

Parents are encouraged to become familiar with current members of the board of education and share their concerns with them. Board elections take place in November of each year. Please contact the superintendent's secretary if you are interested in running for a board position.

### PARENT TEACHER ORGANIZATION (PTO)

Kingsley Area Schools support the school's parent teacher organization (PTO), whose objective is to promote and support educational experiences and programming of District students. Activities include sponsoring family activities, student functions, and fundraising events. Please get involved and support your PTO!

### OPEN HOUSE

A wonderful tradition in early fall is the school's open house for the community and family members who wish to visit their neighborhood schools and learn more about their programs and activities. Elementary parents/guardians also can sign up for a parent/teacher conference time with each teacher. Open houses typically do not provide an opportunity to discuss individual student progress. If you have questions early in the year about your student's progress, contact your child's teacher and arrange a time to discuss them.

### SCHOOL BOARD POLICIES

All Kingsley Area School Board policies can be found on the Kingsley Area School website at <https://meetings.boardbook.org/Public/Organization/2354>.

### NON-DISCRIMINATION STATEMENT

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is found at <https://meetings.boardbook.org/Public/Book/2354?docTypeId=223589&file=eff129f4-5301-4933-b7fc-7120163e5baf>.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Kristin Goethals, Elementary Principal  
311 Clark St, Kingsley MI 49649  
231-263-5261 ext. 2100  
kgoethals@kingsleyschools.org If you or someone you  
know has been subjected to **disability-based  
discrimination, harassment, or retaliation**, you may  
file a complaint with:  
Mrs. Emily Ruby, Elementary Counselor  
311 Clark St, Kingsley MI 49649  
231-263-5261 ext. 2102  
eruby@kingsleyschools.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with: Superintendent of Schools  
402 Fenton St, Kingsley MI 49649  
231-263-5261 ext. 1104

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing. A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## WAKE UP CALL...

### ATTENDANCE

Regular attendance at school is imperative to your child's success in school. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program. If for some reason this is not possible, the student or parents should seek assistance from any of the available school resources or staff.

Chronic absenteeism creates a hardship for your child and is regarded as a serious problem. Parents/guardians are encouraged to promote and support good attendance for their child. \

## Report all daily student absences by calling the automated attendance line at 263-5261 ext. 2000.

If your child is unable to attend school, parents/guardians are required to call the elementary automated attendance line any time. Please provide your child's name, teacher's name, and the reason for the absence. If your child has a contagious illness (lice, chicken pox, impetigo, pinworm, scarlet fever, infections, etc.), we need to be aware of this information as soon as possible. State regulations require us to report certain contagious illnesses to the Grand Traverse County Health Department. Parents/guardians will receive a call from the automated system if your student's absence is not reported by 9:30 a.m.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- The student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- Severe weather;
- Medical appointments for the student;

- Death or serious illness of the student’s family member;
- Attendance at a funeral, wedding, or graduation;
- Appearance at court or for other legal matters;
- Observance of religious holidays of the student’s own faith; and • Personal or family vacations.

## TRUANCY

The following procedure is in effect to encourage prompt, regular attendance:

1. REMINDER: The building principal or designee will send written notice to the parent/guardian after ten days of absence in any term or semester. The notice will encourage the student’s regular daily attendance and explain the truancy process.
2. WARNING: . If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse and attempts to confer with the student’s parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.
3. TRUANCY REFERRAL: When a student is absent more than 25 days per school year, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take other steps permitted and required by law.

If you have questions about your child’s attendance, please contact the principal before it becomes a problem.

## ARRIVAL & DISMISSAL

Students may enter the elementary building at 8:15 a.m. and adult supervision is provided. Children may use this time to read, complete homework, eat breakfast, or visit. The state reporting time for school to begin is at 8:28 a.m. each day. Students who choose to eat breakfast may enter the building at 8:15 a.m. Children who walk or are dropped off by parents may not arrive at school prior to 8:15 a.m. Breakfast will be ready by 8:15 am.

Students are dismissed at 3:15 p.m. For safety precautions, all K – 3 students who are not riding a bus will be required to remain in the parking loop with supervision. A parent/guardian, a sibling above grade four, or other designated person may come to the back entrance to pick up a waiting student (please observe parking regulations). School staff will monitor the hallway and entrances to ensure the safety of all students not riding the bus. Parents are asked to remain at the back entrance when picking up their child so that all children are accounted for. Students who are being picked up early for an appointment are encouraged to do so prior to 2:30 pm.

## TARDIES/LEAVING EARLY

Students who are up to 17 minutes late for school (i.e., up to 8:45 a.m.) are recorded, as being “tardy.” After 17 minutes (i.e., after 8:45 a.m.), they are recorded as being absent for ½ of the day. Parents whose children are chronically tardy will be notified.

Students who arrive late for school must begin their day by checking-in at the elementary office.

Parents/guardians should refrain from picking up children before the end of school day if it can be avoided. A parent, guardian, or properly designated person who is picking up a child prior to 3:15 p.m. must check out the student in the elementary office. Students must be signed out before departing. Students who are checked out prior to the 3:15 dismissal time are marked as absent for ½ day (afternoon). Checking out students early on a routine basis will not be permitted.

NOTICE: Students will not be released from their classroom(s) until the parent/guardian or designated person arrives at the school and signs the student out in the elementary office. Parents/Guardians picking up children before the end of the school day must remain in the elementary office and the students will be called to the office.

## WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL

Whenever a child complains of not feeling well on a school day, parents/guardians are faced with the decision of whether to send their child to school. How do you make the right choice? How does a parent/guardian avoid excess absenteeism?

Parents/guardians should observe these guidelines:

- If your child has a fever of 100 degrees or more, he/she should stay home.

- If your child has a contagious illness, he/she should stay home and you should notify the school.
- If your child has head lice or nits, the student MUST stay home . The student will be readmitted to school after treatment so long as the parent/guardian consents to head examination and the examining District official does not find live lice on the student.
- If your child is vomiting, has diarrhea, or is severely injured, the student should stay home.

Parents/guardians are required to contact the elementary office anytime a child will miss school due to illness or other reasons. If your child is just a little sick and does not have a fever, but you feel he/she can come to school, please be aware of the following:

- Students well enough to come to school will be considered well enough to go outside for recess and participate in all school activities.
- Students may stay inside for up to two days following illness or during slight illness.
- Parents must provide a notice in writing when requesting a child miss recess due to an illness.
- Students needing to miss recess after two days will need a written notice from the student’s doctor.

PARKING & PARENT DROP-OFF/PICK-UP

Clark Street is a very busy and dangerous place for young children before and after school. To ensure your child’s safety, parents/guardians are requested to observe the following:

A parent “pick up and drop off loop” is located in back of the elementary building and can be accessed from Fenton Street.

- Parents/guardians are expected to drop-off and pick-up children using the rear drop off entrance. ● ●  
 Parking is prohibited on the west side of Clark Street (posted – tickets may be issued) ● ●  
 Parents/guardians may not park in the bus drop-off or pick-up zone at any time.
- Cars waiting in the pick-up/drop-off zone must pull forward to the end of the sidewalk. PLEASE remain in your vehicle if parked in the pick up zone.

A Clark Street Safety officer supervises the front and rear entrance before and after school. The officer has full support from the Kingsley Area Schools Board of Education in overseeing traffic and parking safety issues each morning and afternoon when school is in session.

The safety officer will report any persons who violate parking, pick-up, drop-off, and/or speed regulations. Verbal s or physical altercations with the school safety officer while performing these duties will not be tolerated.

VACATION HOMEWORK

Parents are requested to plan all family vacations during the scheduled school breaks on the district calendar. Parents need to know that absences due to a family vacation are recorded and will accumulate in coordination with absenteeism and truancy guidelines. The time that students are out of school for vacations should be minimized. If your child will miss school due to a vacation, please provide the office with a note of dates to be absent.

If families cannot arrange for family vacations during scheduled breaks, students will be responsible for assignments and homework missed during their absence. Parents are requested to meet with their child’s teacher to determine what assignments should be completed during the vacation and what other content studies should take place during the absence. Parents should contact the classroom teacher at least two days in advance of a family vacation so that the teacher can assemble adequate assignments and other expectations.

Parents are required to provide a written note stating the reason and dates that a child will be absent from school and the expected date that the child will return to school.

**GETTING STARTED...**

ENROLLMENT OF STUDENTS

Kingsley Area Schools welcomes new students. Enrollment information may be obtained from the secretary in the elementary office or online at the Kingsley Elementary website. The following items are required for enrollment:



- Immunization Record – immunizations must be up to date – or a valid immunization waiver pursuant to Policy 5713
- Legal birth certificate or other reliable proof of the student’s identity and age and an affidavit explaining the inability to produce a copy of the student’s birth certificate within 30 days
- ● Proof of residence (driver’s license, utility bill, etc.)
- Court papers allocating parental rights and responsibilities, or custody (if applicable) We will copy these documents for you and return them immediately.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

CLASSROOM PLACEMENT

The District has the sole discretion to make classroom placement decisions for its students, consistent with state and federal law. Many factors are taken into consideration when placing students into classrooms, including District needs, available space, and educational expertise. Parents/guardians are requested to entrust the system to make the decision based on our observations and your child’s best interests.

To provide parents/guardians with an opportunity to provide input in the classroom placement process, parents/guardians of current District students may notify the principal if there is a specific teacher whose classroom they would not prefer. Parents/guardians may submit this request to the principal in writing or via e-mail prior to June 1st. Specific teacher requests will not be permitted or honored.

THE FINAL DECISION ON STUDENT CLASSROOM PLACEMENT RESTS WITH THE BUILDING PRINCIPAL, WHOSE DECISION IS FINAL.

EMERGENCY CARDS

Emergency cards are distributed at open house or when you register your new student. Please return them to the office immediately. all students must have an emergency card completed, signed by a parent/guardian, and filed in the School office.

Parents/guardians are requested to make sure that the information is kept current in case there is a need to contact you during the school day. This card also asks parents/guardians to identify who may be contacted if the parent/guardian cannot be reached. Adults listed on the card are the only people who may sign your child out from school unless you notify the office differently in writing.

CHANGE OF ADDRESS, TELEPHONE NUMBER, & OTHER INFORMATION

Parents/guardians are requested to contact the elementary secretary to update school records, emergency card information, and other information as soon as possible. Your child’s safety depends on accurate contact information.

TRANSFERRING TO A NEW SCHOOL?

The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. Parents are encouraged to contact the building principal or secretary for information about any applicable procedures.

SCHOOL CANCELLATION, DELAY, AND EARLY DISMISSAL

The Superintendent or designee may close, delay, or dismiss school, and cancel or alter any school-related activities, to protect the health, safety, and welfare of students, employees, and others.

The District will take steps to notify parents/guardians of school , delays, or early dismissal over local radio and television stations. Parents/guardians are discouraged from contacting the school with questions about school cancellation, delays or early dismissal. Parents/guardians should review an emergency plan (e.g., where to go, who to call) with their children for the unlikely event that school is dismissed early.

BUS TRANSPORTATION – General Bus Behavior Expectations

Students must remain seated at all times.

- Students must obey the bus driver.
- No fighting, profanity, throwing objects, spitting, or vandalism.
- No bothering others.
- Students may not put head, hands, arms or feet out of the windows.

A student’s failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations while using District-provided transportation, including while at a designated bus stop, may result in disciplinary action and exclusion from District-provided transportation.

BUS DISCIPLINE PROCEDURE

Step 1: Driver will speak with the child about the issue of concern.

Step 2: Driver will contact parent/guardian and inform them of the issue of concern.

Step 3: First written incident report will be forwarded to the student’s principal. This is considered a warning and the student may meet with the principal.

Step 4: Second incident report will be forwarded to the student’s principal. Disciplinary action or other appropriate consequences may be imposed including parent/guardian contact, use of restorative practices (e.g., written apology), school detention, implementation of a bus behavior plan and/or a parent meeting at school.

Step 5: Third written incident report is forwarded to the student’s principal. Discipline will be applied accordingly:

- 1 – 3 days suspension of bus riding privilege.
- 3 or more days suspension of bus riding privilege as approved by the bus supervisor and principal. ● 10 days suspension of bus riding privilege as approved by the principal, supervisor, or superintendent ● Permanent exclusion of bus riding privilege as approved by the superintendent or board of education.

The District reserves the right to move immediately to Step 5 of the bus discipline procedure when the nature of the student’s conduct warrants.

BUS NOTES

All students assigned to a bus are expected to board that bus before and after school at the assigned bus stop. Changes in the procedure are not possible due to route scheduling, bus capacity, and student safety. The following guidelines are in place to ensure the safety and consistent transportation of all children:

- Children will ride their assigned bus home (unless walking or being picked up).
- Students may not ride a different bus.
- Parents requesting changes in transportation due to parties or other events are requested to have their child ride home and be transported by the family with a signed note.

## TRANSPORTATION DEPARTMENT

Parents/Guardians with questions about transportation, routes, pick up/drop off locations, or bus discipline should contact the bus driver or the transportation supervisor. Transportation concerns that are shared with the building secretary or principal will be forwarded to the transportation supervisor for further handling.

## BIKE RIDERS AND WALKERS

All students in grades K – 4 who walk to school and must cross M-113, are required to cross M-113 at the corner of M-113 and Elm Street. We will do our best to have a uniformed school crossing guard present before and after school (8:00 a.m. – 8:20 a.m. and 3:15 p.m. – 3:45 p.m.). The crossing guard will report to the principal any K – 4 students who cross at another location.

All students walking or riding bikes to school are not to arrive before 8:15 a.m.

The school assumes no responsibility for bicycles brought to school. Bicycles are never to be ridden on the playground during school hours. We request that all children riding bikes to school wear an approved bicycle helmet.

## CODE OF CONDUCT...

### CAFETERIA RULES

- Students will talk quietly; no shouting.
- No throwing anything.
- Keep your hands and feet to yourself.
- No name-calling, swearing, or threatening others.
- Clean up your eating area.
- 
- No running in the lunchroom or halls.
- Line up quietly and in a straight line when waiting in the lunch line.
- All students must help clean up food and trash.
- Do not save seats for other children.
- Stop talking immediately when the lights go off or a whistle blows.
- Do not throw silverware in the trash. ●

### PLAYGROUND RULES

- No fighting, hitting, or hurting other children.
- No name calling, swearing, or threatening others.
- Do not throw stones, sand, wood chips, sticks or snowballs.
- Stay on the playground.
- Line up immediately when your class is called.
- 
- Keep your playground clean.
- Do not climb on the trees.
- No play fighting or martial arts fighting.
- No walking up the slide; slide down the slide.
- No hard baseballs or bats are to be used. ● No tackle football; touch football only.

### CLASSROOM RULES

All classroom teachers establish classroom rules and procedures for their students. Classroom rules are posted in each classroom and reviewed with the students several times each year. These rules are designed to be clear and concise. Rules are regarded as essential and will be enforced at all times. Failure to comply with classroom rules may result in disciplinary action. .

## DISTRICT TECHNOLOGY

District classrooms and other instructional areas in the school may have internet-connected devices for student use. . All students receive instruction on using these devices and time may be allocated during the school day to use them for various learning experiences. Parents are requested to talk with their child about appropriate topics to search on the internet and how to recognize a website that is “bad” or inappropriate.

Student use of District technology resources is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. Students and parents/guardians are required to sign the District acceptable use agreement before they may use or access District technology resources.

The District provides students with access to the District’s technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policy 3116, or the District’s acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources. The District reserves the right to monitor student use of District technology resources to ensure appropriate use.

To ensure appropriate use of devices, students must abide by the following general rules and the terms of the District’s acceptable use agreement.

To provide a safe internet environment experience for all children, all district internet connections are served by a ‘proxy’. This system monitors Internet activity and sites that are connected at all times. In other words, a ‘firewall’ or ‘filter’ is in place, which protects all users.

## VIOLENCE IN SCHOOL

Every school community member has a right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected and protected

NO form of violence will be tolerated in school, at school activities, or by anyone at this school. Join us in establishing a climate where violence is NOT OK, and it will not be tolerated.

## REPORTING SCHOOL VIOLENCE

Any risk of immediate harm to any child, adult, or person should be reported to 911 immediately. All reports of violence should also be reported to the elementary principal at once if an immediate risk is not a factor.

OK2SAY is a student safety program which allows students to confidentially report tips on potential harm or criminal activities directed at students, school employees, and schools. It uses a comprehensive communication system to facilitate tip sharing among students, parents, school personnel, community mental health service programs, the Michigan Department of Health and Human Services, and law enforcement officials about harmful behaviors that threaten to disrupt the learning environment. Anyone can report tips confidentially on criminal activities or potential harm directed at students, school employees, or schools 24 hours a day, 7 days a week by calling 855-565-2729, texting 552729, or emailing [OK2SAY@mi.gov](mailto:OK2SAY@mi.gov).

## DISCIPLINE AND STUDENT CODE OF CONDUCT

The rules and procedures of our school are designed to allow each student to obtain a safe, learning environment free from substantial disruption. The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school. The District’s rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in this handbook limits the District’s ability to impose more or less severe disciplinary consequences depending on the situation’s unique circumstances and the following seven 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 will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District’s authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this handbook. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

## WEAPONS IN SCHOOL

### **Dangerous Weapon Possession**

A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or any “destructive device” (e.g., any explosive, incendiary, or poison gas).

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension, Expulsion, Permanent Expulsion, Law Enforcement Referral

### **Other Weapons and Look-Alike Weapons Possession**

Other weapons and look-alike weapons that are not a “dangerous weapon” as defined above and which includes, but is not limited to, a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension, Expulsion, Permanent Expulsion, Law Enforcement Referral

If it can be confirmed that a weapon was brought on District property by a student other than the one who was found in possession of the weapon, that student may also be subject to disciplinary action. Parents are strongly encouraged to review weapons concerns with their children and are ultimately responsible for any weapons brought to school or threatened to be brought to school.

## PHYSICAL ASSAULT

A “physical assault” means “causing or attempting to cause physical harm to another through intentional use of force or violence.

### **Physical Assault (Student to Student)**

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension, Expulsion up to 180 school days, Law Enforcement Referral

### **Physical Assault (Student to Employee, Volunteer, or Contractor)**

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Permanent Expulsion, Law Enforcement Referral

## DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL HARASSMENT)

A violation of a Board Policy addressing anti-discrimination or anti-harassment. Additional information can be found in Board Policy 3118 (Title IX Sexual Harassment) and Board Policy 5202 (Unlawful Discrimination, Harassment, and Retaliation Against Students).

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion

### BULLYING

Bullying means any written, verbal, or physical act, or electronic communication, that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- substantially interfering with a student's educational opportunities, benefits, or programs;
- adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; ● having an actual and substantial detrimental effect on a student's physical or mental health; or ● causing substantial disruption in, or substantial interference with, the District's orderly operations.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion

### PLAGIARISM, CHEATING, OR OTHER FALSIFICATION OF SCHOOL WORK

Cheating, including submitting work that is not your own, including copying from other's work, is a serious compromise of a student's integrity and will not be tolerated.

Potential Consequence(s): Restorative Practices, Grade Reduction, Parent Notification, Suspension or Expulsion

### ARSON

Arson means purposefully, intentionally, or maliciously setting a fire on school property

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Permanent Expulsion, Law Enforcement Referral

### CRIMINAL SEXUAL CONDUCT

A student who commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Permanent Expulsion, Law Enforcement Referral

### THEFT

When a student is caught stealing, retaining, concealing, or found in possession of school or someone else's property.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### TRESPASSING

If a student has been removed, suspended, or expelled, the student is not allowed on school property without prior authorization of the Principal. Students may not enter onto school property at unauthorized times or into areas of the school determined to be inappropriate.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### HAZING

Hazing means intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This prohibition applies regardless of a student's consent, permission, or assumption of risk.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### DISRUPTIVE BEHAVIOR OR INSUBORDINATION

Includes disrupting the learning environment or school activity or violating a school rule or directive.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion

### ILLEGAL SUBSTANCES OR PARAPHERNALIA, INCLUDING ALCOHOL

Includes a student in possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### TOBACCO/NICOTINE USE

Means possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### VERBAL OR WRITTEN THREAT, INCLUDING BOMB OR SIMILAR THREAT

Means a statement that constitutes a threat against a student, employee, other person, or school property.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

## FORMS OF SCHOOL DISCIPLINE & APPLICABLE DUE PROCESS

### OFFICE REFERRALS

All classroom teachers have established classroom rules and a clear discipline procedure. Occasionally, students are referred to the principal's office for classroom problems, rules violations, or for other behavioral reasons.

The following guidelines outline how referrals may be handled if your child is sent to the office:

1. An incident report, including the student's name, infractions, results, and contacts may be recorded in a discipline log.
2. The principal will review the problem with students and develop a plan to fix the problem. This plan will be shared with school staff if applicable.
3. Students who are referred to the office a second time or frequently may be subject to any of the following:
  - Phone call home, by the student or the principal
  - A warning
  - Time out or payback time spent in the office
  - A problem solving conference with the student
  - Meeting with parent/guardian
  - Development of a behavior plan, reward/incentive plan
  - Missed recess, class activity, or class event
  - In-school suspension and/or out-of-school suspension
  - An act of restitution or payback of items
  - An expulsion

### SUSPENSION AND EXPULSION

#### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and 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. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) 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 or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee 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. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) 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.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Discipline of Students with Disabilities:**

The District will follow all applicable state and federal laws related to disciplining students with disabilities, in addition to the due process protections afforded all students. Please see Policy 5206B for a more detailed explanation.

## **ALL IN A SCHOOL DAY...**

### **CORE CURRICULUM**

Kingsley Area Schools provides students with a comprehensive core curriculum rich in experiences designed to give students a good foundation in reading, writing, math, science, health, and social studies. The district is aligned with the Michigan Department of Education Curriculum Frameworks using the Common Core Curriculum. Elementary teaching teams have also initiated a process of revising and aligning curriculum to the National Standards or CCSS (Common Core State Standards). The District will be fully aligned and in compliance as required. Copies of the curriculum, alignments, implementation information, grade level essential questions and scope and sequence can be viewed in the elementary principal's office or in any grade level classroom.

### **TEXTBOOKS**

Student textbooks are one part of the materials needed for an effective educational program. Students will be provided textbooks when needed for their use in class and for homework tasks. Texts assigned to the student are expensive and remain the student's



responsibility to maintain and return them after use. The cost for lost or damaged texts (beyond normal use) will be charged to the student so that replacements can be secured for another student's use.

### SUPPLIES

The District supplies materials that students need to accomplish assignments. Occasionally, a student may be asked to locate some supplies to support a classroom project. In addition, classroom teachers may request parents to send in staple supplies, such as: tissue, soap, pencil box, etc. No student will be discriminated against if they are unable to secure these materials and the school will seek other resources to benefit the student. If you are unable to locate any requested donations of materials, send a note to your child's teacher and they will address this need in a confidential manner.

### TELEPHONE USE BY STUDENTS

Students will not be allowed to use a school or classroom telephone unless it is determined appropriate by school staff. It is your child's responsibility to bring all the necessary items for the school day (homework, clothing, backpack, etc.).

### STUDENT APPEARANCE AND DRESS CODE

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with the building principal.

Students who are dressed inappropriately will be asked to change their clothing immediately. If necessary, the student's parents/guardians will be called to bring appropriate clothing, students can use extra clothing provided by the District, if available, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors; ● Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Families that are finding it a financial challenge to provide appropriate clothing for their child should contact the school principal or counselor.

### PARTIES

It is the belief of the Kingsley Elementary School staff that students need a rigorous and well-planned education. Classroom parties can be a fun learning experience and an opportunity to celebrate the culmination of a unit or a secular holiday. Parties are a 'treat' and should not interfere with the instructional climate or program of the school. Students must follow all expectations and rules established by the teacher or other relevant staff during parties.

## ANIMALS AT SCHOOL

Parents are prohibited from bringing pets to school for any reason, including a special day, show and tell, or to share with the students unless approved in advance by the building principal or designee. Pets are also prohibited from all school property including the sidewalks, playground, and athletic facilities. Service animals and other animals are permitted at school consistent with Board Policies 3108 (Service Animals) and 3109 (Curricular Animals).

## EMERGENCY DRILLS AND PROCEDURES

The school complies with all fire safety laws and will conduct fire drills 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 signal for fire drills consists of a loud sustained buzzer.

Tornado drills will be conducted using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a building-wide announcement made from the Principal's Office.

Lock down drills will also be conducted in accordance with District procedures and State law. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of an intercom announcement signifying the type of lockdown.

## RECESS PARTICIPATION

Recess is an important part of the elementary student's day. All students are expected to take advantage of the fresh air and movement opportunities during outdoor play and to be dressed appropriately for current weather. Students who are sick may stay inside for up to two days without a note from a doctor; otherwise all students will participate in outside recess. Children should plan to be outside in cold weather, moist weather, fog, hot weather, and windy weather. If the wind chill index, as identified by wind speed and actual temperature, is  $-10^{\circ}$  F. or colder, recess will be canceled. Recess will also be canceled if light to heavy rain is observed at the time recess is to be held. Students will receive inside free time when outside recess is canceled.

In general, parents can expect that teachers will require students to wear winter attire, such as snow pants, boots, hats, and gloves during winter months for outdoor recess. Classroom teachers will exercise leniency when the weather is warmer and less clothing is needed. It is the parent's responsibility to send hats, gloves, snow pants, coats, and boots to school for their child when weather dictates.

## FIELD TRIPS

Field trips are an enriching experience for our students. Permission slips communicate the destination, duration, and mode of transportation and specific needs for the excursion. Parents are requested to return field trip permission slips as soon as possible.

## A STUDENT MAY NOT ATTEND A FIELD TRIP REQUIRING TRANSPORTATION WITHOUT A SIGNED PERMISSION SLIP.

To assist busy parents or students who might have trouble getting permission slips to and from school, parents are encouraged to complete the attached "CLASSROOM FIELD TRIP PERMISSION FORM" located in the front of this handbook. In the event a parent forgets to send in a permission slip, the generic form will serve as legal permission and a child will not miss a trip due to this lack of permission.

Parents attending a field trip as a chaperone are prohibited from drinking alcoholic beverages, using non-prescribed controlled substances, vaping, and using tobacco of any form at any time during the field trip. All chaperones must be at least age 21. A chaperone must adhere to all District and building volunteer requirements, including Policy 3105.

Children attending field trips MUST RIDE THE BUS TO THE DESTINATION AND BACK TO SCHOOL and may not ride with a parent or chaperone in a non-school vehicle.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### MUSIC

Students in all grades receive music instruction for thirty minutes, twice each week. The classes are structured around concepts of melody, rhythm, form, and harmony. The major activities involve singing, dancing, performing, playing instruments, listening, and creating.

### PHYSICAL EDUCATION

Physical education in the elementary building is a sequential program that allows students to become physically fit, mentally alert, emotionally secure, and socially aware, preparing them to lead a healthy lifestyle. The physical education program at the elementary level includes a variety of activities and addresses the following areas:

- Movement education
- Perceptual Motor Skills
- Fundamental Motor Skills
- Rhythms (Dance and Jump Roping)
- Fitness education and skills
- Sports and gaming skills
- Cooperative Skills
- Annual Presidential and National Physical Fitness Awards Program

All grades K – 4 participate in physical education twice a week for 30 minutes each session. Children should have proper athletic shoes during physical education and may keep a separate pair of athletic shoes at school for use in the physical education class. If your child is unable to participate in physical education, parents must provide a note explaining the circumstances and the length of inactivity.

### ASSEMBLIES

Assemblies are planned periodically as special events. Most assemblies are held in the elementary or middle school gym. Some typical assemblies include: magic shows, Drug Free Schools speakers, music groups, band presentations and motivational events. Because there is often a significant investment of time and money in preparation for an assembly, student attendance is a requirement, not an option. Students are expected to display good citizenship and appropriate behavior at all assemblies.

### SOLICITING AND FUNDRAISING

Students may not engage in school related and/or non-school related solicitation at school during instructional hours between 8:15 a.m. and 3:15 p.m.

Student Progress Reporting, Records, and Assessments...

### CONFERENCES – PARENT & TEACHER

Parents/guardians will have the opportunity to sign up for parent teacher conferences during the annual school open house. Conferences are then held in November and in April. Parents/guardians will receive information on the dates and times for conferences in advance of the scheduling process. All parents/guardians will be scheduled for a conference time.

ALL PARENTS/GUARDIANS ARE REQUESTED TO ATTEND BOTH PARENT TEACHER CONFERENCES.

#### Before the conference:

- Make a list of things you want to share with the teacher about your child so the teacher can understand your child better.
- Decide what you need to ask the teacher. Discuss the upcoming conference with your child to see if there is anything your child would like you to discuss with the teacher.
- Plan to meet with your child's teacher in the absence of your child. This is an important time that is reserved for you and your child's teacher.

#### During the conference:

- Know that you are welcome!
- Listen to your child's teacher. Expect praise and comments on the good things about your child. Expect to hear concerns about your child as well and areas that need to grow. ● Ask questions.

#### After the conference:

- Discuss the conference with your child. Celebrate your child's strengths and talk about the areas that need improvement. Make a plan for working on your child's weaknesses.
- Feel free to contact your child's teacher for additional conferences or information.
- Make certain that your child understands that school and family are working together for his/her benefit.

### STUDENT RECORDS

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

#### **Right to Inspect and Review**

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309. Directory Information

#### **Directory Information**

The District designates the following information as directory information:

- student names, addresses, and telephone numbers
- photographs, including photographs and videos depicting a student's participation in school-related activities and classes
- date and place of birth
- major field of study
- grade level
- enrollment status (e.g., full-time or part-time)
- dates of attendance (e.g., 2013-2017)
- participation in officially recognized activities and sports
- weight and height of athletic team members
- degrees, honors, and awards received
- the most recent educational agency or institution attended

Directory information can be provided upon request to any individual, other than a for-profit organization, even without written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board by submitting an Opt Out Form. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Boards' annual Family Educational Rights and Privacy Act (FERPA) notice, which can be obtained in the superintendent's office.

## PROTECTION OF PUPIL RIGHTS

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment can be obtained in the Superintendent's office.

## REPORT CARDS – Kindergarten through 4<sup>th</sup> grade

Report cards are issued four times each school year. The duration of each quarterly period varies based on the school calendar. Parents/guardians will receive the first and third quarter report cards at the planned parent/teacher conferences. Please review your child's progress report or report card very carefully, make your expectations reasonable and well known to your child. If you have any questions about your child's report card, you should contact your teacher for more information.

Additional report cards/progress reports will be completed for students enrolled in special programs such as Title I and special education.

Classroom teachers take their role of informing parents/guardians of student progress very seriously. Therefore, parents/guardians should be aware that classroom teachers will be direct and to the point in reporting student progress. Some progress reports may be disappointing or hard to accept. While teachers are encouraged to provide positive feedback and praise to parents/guardians about their student's progress, teachers will identify and report areas of concern when appropriate.

In general, report cards are for informational purposes. Parents/guardians are discouraged from counting up good and bad marks and rewarding them with money or other incentives. Instead, parents should share the positives with their children and celebrate them while leaving room to talk about those areas that need growth.

## DISTRICT-WIDE ASSESSMENTS

All students in grades K - 4 participate in the NWEA Reading and Math Assessment and Fountas and Pinnell Reading Benchmarking Program three times each year. Both assessments are administered directly by the classroom teacher. The NWEA assessment is a norm-referenced test that compares individual students to other students at the same age and/or grade level. The pool gathers data from over 2.5 million students in developing norm levels for each assessment area.

The Fountas and Pinnel reading assessment will be given to identify areas of need for instruction for students. We will use this data to provide intervention as needed.

Parents/guardians will be provided with a report on their child's performance in these assessments at the end of each school year upon request. Parents/guardians may also view their child's scores at any time by contacting the elementary principal.

## MICHIGAN STUDENT TEST OF EDUCATIONAL PROGRESS (M-STEP)

The M-STEP is a state mandated testing program. M-STEP testing is administered for the following grades:

3 <sup>rd</sup> grade:	Math and English Language Arts
4 <sup>th</sup> grade:	Math and English Language Arts

M-STEP tests are administered to students in May. M-STEP results, along with other indicators, are used to identify individual student needs. M-STEP is also used to help us identify curriculum deficits, instructional areas of weakness, federal Adequate Yearly Progress determinations, and Michigan School Report Cards. All students are required to participate in the M-STEP testing process and parents may not choose to "opt out" from this testing.

Some standard tips for your student during testing include:

- Get adequate rest.
- Eat a good, nutritious breakfast.
- BE SURE your child is in school on time during the testing window.

- Offer encouragement: Your child will do better with a positive attitude.

### CLASSROOM ASSESSMENTS

All classroom teachers, special education teachers, Title I staff, Music and PE teachers depend on continuous assessments, or testing, to identify how students are doing toward accomplishing the goals of each program. Parents/guardian can expect teachers to administer routine assessments/testing throughout the school year.

### DIAGNOSTIC AND OTHER TESTING

Other testing may be administered as a routine part of a child's education, intervention plan, or to gather data on areas where a child needs assistance

### GRADE LEVEL PROMOTION AND RETENTION

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The building principal will attempt to consult with a student's parent/guardian before finalizing a decision to retain a student, advance a student to the next grade mid-year, or allow a student to skip a grade level. If the parent disagrees with the building principal's decision about promotion or retention, the Superintendent or designee will make the final decision.

### Student Resources...

### HEARING AND VISION SCREENING

Hearing screening is provided annually to all kindergarten, second and fourth grade students. Vision screening is provided to all first and third grade students. This service is required and provided annually by the Grand Traverse County Health Department. If your child demonstrates a vision or hearing concern, you will be notified and provided with information on how to proceed. If you feel your child has a deficit and is not planned for a screening, let your child's teacher or school secretary know so that a special screening can be planned.

### HOMEBOUND/HOSPITALIZED STUDENTS

Homebound and hospitalized services are provided to students unable to attend school due to a medical condition that requires the student to be hospitalized or confined to the home for a period longer than five (5) consecutive days. The student's parent/guardian must notify the District of the need for homebound/hospitalized services and provide verification from a legally authorized healthcare provider (MD, DO, PA) that the student has a medical condition that requires the student to be hospitalized or confined to the home during regular school hours and that the student is physically able to participate in instruction. The homebound teacher will bring the curriculum from the classroom teacher to eligible students in their home or hospital to help students keep up with their studies. For more information or to obtain a homebound verification form, contact the elementary office.

### TITLE I PROGRAM

Our Title I program offers a wide range of services to 'at risk' students in our building, such as:

- Pull out remedial instruction for grades K – 4
- Reading intervention program for first grade students
- Reading resources for classroom teachers
- Professional development for teachers and staff
- Reading specialist and highly qualified paraprofessional staff
- Universal screening and benchmarking for intervention purposes

Students are eligible for services from the program based on tests scores, assessments, teacher observation, and other criteria.

### PROTECTIVE SERVICES

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent, if CPS determines it is necessary to complete the

investigation or prevent abuse or neglect. The District will not impose conditions on the investigator or investigation beyond what is permitted by law.

### SPECIAL EDUCATION

Eligible students with disabilities are entitled to a free appropriate public education under the Individuals with Disabilities Education Act (IDEA). The District works with the Northwest Education Services to support eligible students. If you believe your child may be in need of special education programs or services, please contact the building principal or your child's teacher.

### LIBRARY & MEDIA CENTER

All students visit the library that is currently located in the middle school building. The purpose of the library/media center is to make information available to students and teachers in the form of print, non-print, and electronic resources. Many special reading and promotional activities are sponsored by the library as well such as two book sales each year. Proceeds from the book sale benefit the library.

### LIBRARY BOOKS

All students are provided with a class session in the library each week. Students must return previously checked out library books before being allowed to check out additional books. Parents/guardians are requested to help their child return borrowed library books on or before their scheduled library day. Students will be held financially accountable for damaged or lost library books.

### LOST & FOUND

All clothing found on school grounds will be kept for one week. Money, jewelry, glasses, or other valuable lost items are housed in the elementary office for one year. Please ask your children to check the lost and found frequently. Classroom teachers will keep lost and found items from their classrooms for one week. Clothing not claimed will be donated to a worthy cause. Some unclaimed clothing may be washed and kept in the elementary office for future student needs.

### BOOK ORDERS

Most classroom teachers provide students and parents with an opportunity to purchase books from an age-appropriate collection. These books are offered to you at a reduced rate and all proceeds are used for classroom book collections.

### ELEMENTARY SCHOOL COUNSELOR

We are very fortunate to have a full time school counselor as an integral part of our educational team. Our counselor works with teachers, staff, parents, and students to assist with a vast number of student needs. The counselor can be a positive link between home and school as well. The counselor's responsibilities include: parent education and support, referrals for ADHD and other behavioral disorders, working with individual children, development of behavior plans, academic intervention and support, classroom presentations, teacher consultation, student health and welfare, group work with children, and crisis and family intervention.

Parents should feel free to contact the school counselor about your student. The counselor may provide additional referrals, resources, and appropriate programming to assist you and your child. The counselor's responsibilities in the elementary building and contact with students may be subject to student and family confidentiality requirements.

Healthy Learners...

### MICHIGAN IMMUNIZATION REQUIREMENTS

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Please direct any questions regarding required immunizations or waivers to the elementary secretary.

### MEDICATION

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and the Kingsley Elementary School Permission to Administer Medication Form. Forms are available in the District office.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See Policy 5703 for detailed medication administration procedures.

To provide the safest distribution of medication, the following procedures have been established:

- Only designated office staff shall distribute medication.
- All prescription medications are locked during non-use hours.
- Office staff will record and document administration of all medications.
- A minimum of one office staff and an observer will be present during administration.

The medication clerk will attempt to contact parents when medication supplies are low. However, ultimately it is the responsibility of the parent to maintain an appropriate medical supply at school.

### INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

### HEAD LICE

Head lice is a common infestation that finds its way into our school frequently each year. Any person/student can be a host for head lice regardless of living conditions, apparent cleanliness, or good/poor hygiene. Head lice has the ability to spread somewhat easily from one child to another and there is no guaranteed procedure to determine where a child may have come into contact with head lice.

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.



The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

To assist families with treating head lice:

- The school carries supplies of several treatment formulas, which are available at cost.
- We will provide referrals to other sources of help upon parent request.
- A wide assortment of literature on head lice and treatments is available in the office.

What parents can do at home to protect all children:

- Check your child frequently for signs of itching and for live lice and/or nits.
- Consult your school office staff with any questions regarding head lice. • Inform the office if your child has head lice.

COMMUNICABLE DISEASES

The District, in conjunction with local health department officials, may exclude students who are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk or lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, 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 or as directed by the local health department.

Communication...

CLASSROOM NEWSLETTERS/COMMUNICATIONS

All classroom teachers publish and send home newsletters for the classroom. Most newsletters contain important information on what your child is working on and what he/she is learning. They also contain schedule information and requests for items that a student may need for a lesson or project. Parents will find newsletters from teachers to be very important and very informative. Please let your child's teacher know if you are not receiving any classroom newsletters.

Teachers will also utilize an app called Class DOJO. Parents will be provided a code to join at open house.

SCHOOL COMMUNICATION

School Messenger sends out important messages from the school to parents/guardians via phone and/or e-mail. Parents/guardians must keep their phone and e-mail contact information up to date in order to receive regular school information.

DISTRICT NEWSLETTER

Kingsley Area Schools' Newsletter is published by the superintendent's office each month and is mailed to all residents of the District. This newsletter focuses on the activities and needs of the District. Please contact the superintendent's secretary if you have questions about the District newsletter.

SCHOOL MESSENGER

School Messenger is a fully automated phone and e-mail contact system that is used by Kingsley Area Schools. Common phone messages from Kingsley Area Schools using School Messenger includes announcements of public meetings, crisis announcements, and other school activities. School Messenger will use student contact information such as the primary phone contact and parent e-mail addresses. If you would like your personal contact information removed from School Messenger please contact the elementary secretary.

## POWERSCHOOL PARENT PORTAL

Kingsley Area Schools provides an electronic, internet based parent portal for all students. From this portal, parents/guardians can review and update family and student information such as phone numbers, address, contacts, and other important information maintained in the Powerschool database. Student attendance can also be reviewed at the online portal.

The Powerschool parent portal for most grades (not fully applicable to kindergarten or first grade) also provides a student's current grades in core subjects such as math, reading, spelling, social studies, and science. Parents may enter the portal to enable a weekly e-mail system that reports current grades and attendance to parents.

Parents are provided with a Powerschool portal username and password each year. Parents may obtain a child's log on information from the elementary school office. The Powerschool link is <https://www.kingsleyschools.org/power-school>.

## KINGSLEY AREA SCHOOLS WEBSITE

Parents may find answers to common questions, find school information, view school calendars, and find teacher and grade level links on the school website at [www.kingsley.k12.mi.us](http://www.kingsley.k12.mi.us)

## SCHOOL IMPROVEMENT

School improvement can be addressed in a strategic context. The elementary school will follow the district school improvement plan and consistently work toward improvement of identified areas and goals.

## VISITORS

Visitors are welcome in our school, consistent with Board Policy 3105. To ensure the safety and effective building operation, the following guidelines must be followed:

- ALL visitors must report to the elementary office upon arrival and check in. All visitors will receive a dated visitor's pass and must provide a signature in a visitor's log. School staff has the right to request identification such as a driver's license.
- If you wish to meet with a staff member or observe a classroom, you are required to schedule an appointment in advance to avoid disrupting instruction and learning.
- If you are picking up your child early or bringing him/her to school late, you are required to stop in the office to check in and sign out your child. Your child will be brought to you in the office.
- Visitors who do not have a scheduled meeting or scheduled volunteer time will not be permitted in the hallways.

## VOLUNTEERS

Volunteers serve a valuable role in our schools. Any person desiring to volunteer must first register as a volunteer at the district central office which is located behind the elementary building. The registration consists of completion of a screening statement and a criminal background check.

Volunteers must sign-in at the elementary office before beginning any scheduled assignment. All volunteers will be issued a volunteer or visitor's pass.

Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

## AFTER SCHOOL...

### DEPARTURE FROM SCHOOL

The end of the school day is a busy time for elementary school children. In order to provide for a safe departure from school, the following guidelines are strictly enforced:

- Bus transportation: students must ride their designated bus at all times. Your child may not ride a different bus. If after school plans change, it is the responsibility of the parent/guardian to make arrangements for the student's release at 3:15 p.m.
- Students who walk: students who walk home shall remain under the supervision of school staff in front of the elementary building until the busses have departed. Students may be dismissed to the care of an adult or a student who is in fourth grade or above.
- Students being picked up: students who are being picked up may be picked up only at the rear entrance of the elementary building. Parents/guardians must remain in their vehicle while using the pick up loop. Parents/guardians who wish to come into the building must park in designated areas only. Parents/guardians may not go their child's classroom or be present in the hallways when students are dismissed. For the safety of all children, this rule will be strictly enforced.
- Parents/guardians waiting for children: parents who choose to come to the building to wait for their child will be asked to wait outside at the rear entrance of the school for the safety of the children in our hallways and lobby.
- Dismissal time: Kindergarten students are released at about 3:10 p.m. so that they can be out of the halls before students in 1<sup>st</sup>–4<sup>th</sup> grades are released at 3:15 p.m. Parents must refrain from picking up their children prior to 3:15 p.m. The exception to this is students who need to be picked up early due to appointments. We ask that you arrive prior to 2:30 if your child needs to be picked up early.

### HOMEWORK

The Board of Education realizes that homework is an essential part of the learning process. The assignment of homework to students by teachers is expected where it is likely to promote the achievement of instructional objectives. It is recognized that the quantity and frequency of homework assignments will vary from grade to grade. If your student is regularly spending more than an hour nightly on homework tasks, you may wish to contact your child's teacher.

### STAYING AFTER SCHOOL

Many programs, activities, and classes operate in the elementary building after school hours. Students will be required to have previously signed permission slips or written parental permission in order to stay after school for various events and activities.

IF A STUDENT DOES NOT HAVE APPROPRIATE PERMISSION IN ADVANCE, HE SHE WILL BE EXPECTED TO BOARD THE BUS OR PROCEED HOME AS PLANNED. Students may not use the phone to attempt to obtain verbal permission for after school activities.

### FUND RAISING

Classrooms, our school, and our PTO find it necessary to engage in fundraising initiatives to provide enriching experiences for students. Field trips, technology tools and other equipment are examples of things and experiences funded through these efforts that our schools could not otherwise afford.

Participation in any grade level fundraising program is strictly voluntary. While student participation is appreciated and the outcomes typically benefit all students, we understand if you opt not to join in.

All fund raising activities in the elementary school typically require a level of student and parent involvement to be successful, but student or parent participation in fundraising activities is always voluntary. Students may have a raffle or a reading contest or other similar "non product based" fund raising activities within their classrooms.

### KINGSLEY EXTENDED DAY PROGRAM - AFTER SCHOOL DAYCARE

Kingsley Area Schools operates a fee-based day care program for children in grades K – 6. The program provides licensed, quality child-care at Kingsley Elementary School. The program operates from 3:15 p.m. – 6:00 p.m. A daily fee is required and payments must be made in advance. A one-time registration fee is also required. Parents can obtain registration forms in the elementary office or by contacting the program director.

## Food For Thought...

### FOOD SERVICE DEPARTMENT

The elementary building offers breakfast and hot lunch daily. The kitchen staff works very hard to ensure that meals are nutritious and that cafeteria experiences are comfortable. Parents should contact the elementary kitchen with any questions regarding the school's breakfast or lunch program. The Healthy School Meals for All program has passed which allows for free breakfast and lunch for all students for the 2023-24 school year.

### BREAKFAST PROGRAM

Breakfast is available for all students every morning from 8:15 a.m. – 8:25 a.m. Students arriving on the bus may exit the bus early with driver permission to attend breakfast early. Breakfast is free for all students.

### LUNCH PROGRAM

Lunch is free for all students. All grade levels eat lunch together. Each grade level has a supervisor who watches students in the line, assists them through the food servers and food bar, helps them to their seats, and is responsible for students behavior and lunch room rules. Students will be allowed to remain in the cafeteria during their recess to the extent needed to finish lunch.

### LUNCH RECESS

All students will be expected to go outside for recess. Students will be allowed to remain in the cafeteria to eat lunch – regardless of the length of time it takes to finish. Cafeteria staff will encourage students to go quickly, but students are informed that they have as much time as needed to enjoy lunch.

### SNACK TIME AT SCHOOL

Look for additional information about any classroom snack time in your child's classroom newsletter. If your child has a scheduled snack time, please send nutritious foods. If you are unable to provide a snack as planned, please let your child's teacher know. Each classroom teacher in our building handles snacks differently, however, teachers always appreciate parents who send in snacks for the class.

### MENUS

A monthly menu may be sent home with each child at the beginning of the month. The menu identifies the "special" selection for the day, however, students always have a number of choices throughout the school year, including: yogurt, pizza, hamburger, ham and cheese, nachos, hot dog, etc. Monthly menus are available in the elementary office and are posted on the Kingsley website.

## OTHER INFORMATION...

### CELL PHONES AND SMART WATCHES IN SCHOOL

Students may not use cell phones while at school. Cell phones need to be off and out of sight. Smart watches may be worn to tell time but not as a communication device or gaming tool during the school day.

Students are personally and solely responsible for the security of their cell phones. The District is not responsible for theft, loss, or damage of any cell phone.

School administrators and teachers may confiscate a student's cell phone if the student's use or possession of a cell phone violates board policy, the student code of conduct, or any applicable building or classroom room.

### BRINGING MONEY TO SCHOOL

Students should bring money in a sealed envelope marked with their name, their teacher's name, and what the funds are for ( field trip, book orders, class fundraisers, etc.).

### HANDHELD ELECTRONIC GAMES, CD PLAYERS, TRADING CARDS, AND COLLECTIBLES

Students are discouraged from bringing items of value or items that may interfere with the learning environment to school. Parents who permit their child to bring handheld games, CD players, trading cards, and other items of value do so at their own risk. Items brought to school that disrupt the learning process may be confiscated at the discretion of school staff and returned to the child's parent.

### SCHOOL PICTURES

High quality school pictures will be taken in the fall each year. Retakes will be scheduled following fall picture dates. Parents will be informed before picture dates. Your student's school pictures will be available for purchase but **YOU ARE NOT OBLIGATED TO PURCHASE PICTURE PACKETS.**

### STUDENT RECOGNITION

There are countless ways in which classroom teachers, school staff, and office staff reward students and recognize their achievements and progress at Kingsley Elementary School. Each classroom teacher has developed various ways of making students feel recognized and important, including: certificates, reward programs, pencils, free time, trips to see the principal, incentives, class rewards, and so on. We feel that each child at Kingsley Elementary School is special and we strive to bring out the best in ALL STUDENTS.

### PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The District is concerned for the safety of students and will comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### HOMELESS STUDENTS

The District will provide a free public education to homeless children and youth who are in the District and will provide them with the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent/guardian in a homeless situation who requires assistance should contact the District's homeless liaison:

Emily Ruby, Counselor

402 Fenton Street, Kingsley, Michigan 49649

(231) 263-5261 ext 2102

[eruby@kingsleyschools.org](mailto:eruby@kingsleyschools.org)

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For detailed information about Homeless Children and Youth, see Policy 5307.

### ANNUAL EDUCATION REPORTS

The AER is designed to meet the federal requirements of the ESEA for an annual report. The report must provide detailed data on state student assessments (MEAP), Adequate Yearly Progress (AYP) results, teacher qualification information, and the state results for the National Assessment of Education Progress (NAEP). There is an AER for the State, each district and each school populated with the appropriate information.

- Kingsley Area Schools is in compliance and publishes an Annual Education Report which is available to the public 15 days before the regularly scheduled annual district open house. The district annual report is also available for review at <https://www.kingsleyschools.org/community>. The annual report is compliant with federal and state regulations.
- Kingsley Elementary School (K-4) is in compliance and publishes an Annual Education Report which is available to the public 15 days before the regularly scheduled annual district open house. The elementary annual report is available on the school website. The annual report is compliant with federal and state regulations.

## PARENTAL INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation in developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). For more information, please see Policy 5401.

## SEARCH AND SEIZURE

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent. School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

## ELEMENTARY SCHOOL-PARENT COMPACT

Each Title I, Part A school must jointly develop, with parents of children served under Title I, Part A, a school-parent compact. The school must annually disseminate and discuss the school-parent compact as a component of its written parental involvement policy/plan.

Kingsley Elementary School provides to parents and students a "School-Parent compact" plan at the beginning of the school year that is disseminated at the annual open house. The School-Parent Compact Plan includes commitments from the student, parent, classroom teacher and principal. The School-Parent compact is reviewed each year by the Title I parent advisory team (outlined in Kingsley Elementary School Federal Title IA Targeted Assistance plan).

## NOTIFICATION OF PARENT MEETING, PLANNING FOR AND EVALUATION OF TITLE I PROGRAM

Each Title I school shall provide written notification to parents of a Title I, Part A information meeting, held at a time convenient for parents, to inform parents of the school's participation in Title, Part A programs, and explain the program requirement and the right of parents to be involved in the plan, implementation and evaluation of the Title I, Part A programs.

Kingsley Elementary School has fully implemented an Annual Title IA Targeted Assistance Plan. The plan includes the following required federal components:

- Comprehensive Needs Assessment
- Title I Services for Eligible Students
- Incorporation of Title I Targeted Assistance Plan into Existing School Planning
- Implementation of Effective Instructional Strategies
- Title I and Regular Education Coordination; Preschool Transition Strategies
- Instruction by Highly Qualified Professional Staff (Teachers/Paraprofessional)
- High Quality and Ongoing Professional Development
  
- Strategies to increase parental involvement
- Coordination and integration of federal, state, and local funds.
- Continuous Review of Student Progress
- APX: Annual Evaluation of the Title I Program and student progress

Section 11 in the Annual Title IA Targeted Assistance Plan outlines in detail how the evaluation process takes place. The Title IA Targeted Assistance Plan can be viewed on the elementary web page or copies can be obtained in the elementary office.

## PARENTS' RIGHT-TO-KNOW NOTIFICATIONS

Annually, at the beginning of the school year, the district shall provide written notification to all parents/guardians of each student attending schools receiving Federal Title I, Part A funds that they have the right to request the professional qualifications of their student's classroom teachers. If the child is receiving instructional services from paraprofessionals, parents/guardians may also request the qualifications of a paraprofessional.

You may request the following information about the professional qualifications of your child's classroom teacher(s):

- Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
- Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived; and
- Whether the teacher is teaching in the field of discipline of the certification of the teacher

The district shall provide written notification to individual parents if their student is taught for four or more weeks by a professional who is not highly qualified. You may also request this information about any paraprofessional who provides Title I service to your child. If you would like to receive this information, please contact the principal. Your request will be processed in a timely manner.

## TITLE I SCHOOLS IDENTIFIED FOR IMPROVEMENT:

Kingsley Elementary School receives federal funding for Title I programs. The Title I program provides services to students in accordance with Title I "targeted assistance" model whereas students are identified to receive service based on need. Kingsley Elementary School (district Title I school) is not identified for improvement under the provisions of adequate yearly progress.

## FAILURE TO MAKE AYP NOTIFICATION

Annually, the district shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement, corrective actions or for restructuring, a notification that includes:

1. An explanation of what the identification means;
2. How the school compares in terms of academic achievement to others schools;
3. Reasons for the identification;
4. Explanation of what the school identified for school improvement is doing to address the problem;
5. Explanation of what the local education agency or state is doing to help the school address the problem;
6. Explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for improvement; and
7. Explanation of parents' option to transfer their child to another public school with transportation provided by the district or to obtain supplemental educational services.

Kingsley Elementary School has achieved and passed the Federal Adequate Yearly Progress (AYP) requirement since implementation in 1995. Kingsley Elementary School is not identified for improvement as required by Federal AYP. Information on AYP status for Kingsley Elementary is on the school website.

## STUDENT ACADEMIC ACHIEVEMENT

The District shall ensure that schools provide information to each individual parent on their child's level of academic achievement on the state's assessment (M-STEP).

Kingsley Elementary School promptly sends to parent's individual student M-STEP reports when they are released each year (Assessments are conducted in October and reports are typically provided in April). Parents are notified that MSTEP reports are being sent home in classroom newsletters, and with School Messenger phone messaging. M-STEP reports include information to assist parents in interpreting student reports, local achievement data, information on who can help interpret the report, and how to obtain additional information on the assessment program and results.

## LIMITED ENGLISH PROFICIENCY (LEP)

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 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 the building principal to inquire about evaluation procedures and programs offered by the District.

THANK YOU!

Thank you in advance to all of our families for working together with us to ensure a great education for your children. We are committed to doing what we can to help students be successful in and out of school. Together we can help our children reach their potential. We can't wait for a great school year together! Should you ever need assistance don't hesitate to reach out.

Mrs. Kristin Goethals, Ed.S  
Elementary Principal



APPENDIX

Anti Bullying Policy <https://meetings.boardbook.org/Public/File/2354?file=1cbabbd9-59b1-46ce-8b82-5750829a4724>