

# Northport Public School

## ELEMENTARY STUDENT HANDBOOK

2017-2018

Welcome to Northport Public School!

### Mission Statement

**The mission of Northport Public School is to equip students with the skills and knowledge necessary to succeed in a globally connected world.**

### Vision Statement

**Through collaboration and student produced evidence of learning, the students of Northport Public School will understand the world around them and be able to use their skills and knowledge to be successful citizens of the 21st century and beyond.**

**Adopted by Board of Education: January 9, 2017**

### Statement of Non-Discrimination

**It shall be the policy of Northport Public School that no student shall, on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any educational program or activity.**

# TABLE OF CONTENTS

WELCOME.....	4
<i>Enrollment and Transfer of Students.....</i>	5
<i>Attendance.....</i>	5
<i>Recess and Weather Policy.....</i>	7
<i>Visits, Pick-Up, Drop-Off.....</i>	7
<i>Written Parent and Guardian Consent.....</i>	8
<i>Directory Information.....</i>	8
<i>Booster Club.....</i>	9
HOME - SCHOOL COMMUNICATION.....	10
<i>Student/Teacher/Parent Compact.....</i>	10
<i>School Website.....</i>	10
<i>Contacting Your Child's Teacher.....</i>	11
<i>Communicating Concerns.....</i>	11
<i>School Closings and Delays.....</i>	11
<i>Parent-Teacher Conferences.....</i>	11
THE SCHOOL DAY .....	12
<i>English Language Arts Program and Math Programs.....</i>	12
<i>Science and Social Studies Programs.....</i>	13
<i>Measurements of Student Progress.....</i>	13
<i>Specials.....</i>	14
<i>Homework.....</i>	14
<i>Field Trips.....</i>	14
<i>Parties and Classroom Snacks.....</i>	14
<i>Afterschool Program.....</i>	14
CHOICES .....	15
<i>Elementary Expectations and Discipline Procedures.....</i>	15
<i>Clothing.....</i>	16

<i>Playground Expectations</i> .....	16
<i>Anti-Bullying Policy</i> .....	17
<i>Vandalism, Substance Abuse, Corporal Punishment</i> .....	19
<i>Computer Ethics Policy</i> .....	19
HEALTHY AND SAFE STUDENTS .....	20
<i>Medical Procedures and Policies</i> .....	20
<i>Drills - Fire, Tornado, Lockdown</i> .....	22
STUDENT RESOURCES.....	22
<i>Special Services</i> .....	22
<i>Sales and Fundraising</i> .....	23
<i>Library</i> .....	23
<i>Student Records</i> .....	24
FORMS.....	25

## *A Message from the Superintendent*

Dear Elementary Parents and Students,

Thank you for choosing Northport Public School! Our teachers and support staff are ready to provide students with an exciting, challenging learning environment that teaches thinking and communication skills that will continue to position NPS students for success, both now and in the future.

Northport Public School is a small, rural school district. We are located on the northernmost tip of the Leelanau Peninsula. We use this beautiful location to our advantage by encouraging students to engage with their community and their surroundings to learn from their environment and to learn to understand and appreciate the viewpoints of others around them.

I invite parents and guardians to participate in our school program as well. We have many opportunities to volunteer, coach, mentor, or help out in whatever way you can.

Thank you again for choosing our school district. On behalf of our school board, teachers, and support staff I extend a warm welcome and look forward to great school year to come.

Sincerely,

Neil Wetherbee, Superintendent

## ENROLLMENT OF STUDENTS

Students are expected to enroll in the attendance district in which they live. If school-of-choice enrollment is an option, arrangements should be made through school of residence.

Students who are new to Northport Public School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document
- social security card
- custody papers from a court (if appropriate)
- proof of residency
- proof of immunizations (according to Michigan law) OR immunization waiver form (Failure to complete the basic immunization requirements or submit an immunization waiver form will result in a child being excluded from school)
- vision and hearing screening results (for new Kindergarten students only)

Special Needs students must also provide a copy of a special education I.E.P., a 504 plan, or a signed 30-day placement form **at the time of enrollment**.

Students enrolling from another accredited school must have an official transcript from the previous school in order to receive credit. Northport Public School will assist in obtaining the transcript, if not presented at the time of enrollment.

**Please notify the office of any changes of name, address, phone number, or guardianship and be prepared to provide documentation as requested.**

## TRANSFER OUT OF DISTRICT

If a student plans to transfer from Northport Public School, the parents must notify the office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due.

## ATTENDANCE

The Northport Board of Education, administration, and teaching staff recognize the educational value of regular attendance at school. Attendance in class is the responsibility of the parents or guardians and the student.

Students arriving after 8:45 a.m. have missed more than a half hour of instructional time and will be marked absent for that half of a day. **Parent or Guardian MUST sign student in. Student must present teacher with an admit slip from the office.**

- A parent/guardian phone call should be made before 9:00 A.M. on the day of the student's absence. Our answering machine phone number is 386-9792.
- If parents or guardians do not have a phone, it is the parent's responsibility to make other arrangements for notifying the school of student's absence.
- Family trips: If a student knows he/she is going to be gone, a *prearranged absence* should be made. The parent or guardian should send a note, stating the date(s) of the

expected absence. The note should be submitted as many days in advance as the length of the trip. Teachers may, at their discretion, provide the child with alternative assignments. Assignments must be completed and returned to the teacher for credit.

- The parent may take any extenuating circumstances that exceed the maximum absences directly to the superintendent for consideration.
- A student must attend classes during the day in order to participate in any extracurricular activities on that day. An exception may be granted by the administration.

## WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL?

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

If your child is vomiting, experiencing diarrhea, has a rash, sore throat, or running fever of 100.4 or greater, please keep your child home for at least 24 hours or until he/she is completely recovered. Upon the child's return to school, a note should be sent stating the reason for the absence. Should a child become ill during the school day, parents will be contacted and expected to take him/her home.

If your child is sick, but you feel he/she can come to school as long as he/she stays inside, **please reconsider: a student well enough to attend school will be considered well enough to participate in outside recess.** Without a doctor's note, children will be sent outside.

## ATTENDANCE

### LEELANAU COUNTY SCHOOL AND COURT TRUANCY PROGRAM

The Superintendent / Principal serves as the "Truancy Officer" for the school. A support staff member will be appointed to monitor attendance for absences and excessive tardiness. They will be called the School Attendance Personnel (SAP). They identify impending truancy issues and would alert the Superintendent / Principal of truancy concerns, who would direct the SAP to send letter #1 to parent(s)/guardian.

Absences in excess of 5 days/semester and 10 tardies without a valid excuse is an alert to examine the youth's attendance for possible truancy issues, especially if other warning signs exist: repeated patterns of truancy in the previous semester or past school year, suspensions for criminal behavior, failing grades, or drug or alcohol use.

### PROTOCOL FOR ELEMENTARY SCHOOLS

The Leelanau County Probate Court/13th Circuit Court – Family Division believes that situations involving younger children (ages 6 to 11) should be handled with a complaint to the Prosecutor's Office against the parent. The following procedures are suggested for Elementary Schools:

1. If a problem exists, the Administrator / SAP shall send letter #1 to the parent or guardian of the child, indicating there is an attendance problem and a meeting has been scheduled to discuss the absences. It must be sent via certified, return receipt requested, deliver to addressee only, as well as by regular mail. It may also be personally served on the parent or guardian. Each parent or guardian must receive their own copy of the letter.

2. The meeting must be held with the child's parent or guardian, Administrator/SAP and other appropriate school officials. A Corrective Action Plan (CAP) regarding attendance should be reached and signed. Consequences should be discussed in the event truancy remains a problem. The CAP must include the requirement that the youth will resume regular and consecutive school attendance. The CAP must be signed. Educational and referral services will be offered as well as services provided through the School Counselor/Youth Intervention Specialist.
3. The Administrator/SAP will give the child's teacher a copy of the letter sent to the parents and the CAP so attendance can be monitored and reported to the Administrator/SAP.
4. If the child misses two times in the next 30 days or 3 more in the next three months, the Administrator/SAP can request a Truancy Action Meeting with the Leelanau County Family Court Official. SAP should contact the Leelanau County Family Court Official to set up a date and time to meet. The Administrator/SAP should send letter #2 to the parent(s)/guardian. This letter should indicate the date, time and location of the Truancy Action Meeting. The Leelanau County Family Court Official, School Counselor/Youth Intervention Specialist and the Administrator/SAP will meet with the parent(s) or guardian.
5. If the parent fails to comply after the Truancy Action Meeting, the Administrator/SAP may file a complaint with the Leelanau County Truancy Coordinator /Prosecutor's Office. The Prosecutor will review the complaint. The Prosecutor could file misdemeanor truancy charges against the parent or guardian, and if found guilty, the Court may recommend for the parent(s) or guardian(s) participate in parenting class and/or other recommended services or impose a jail sentence or fine.

## RECESS AND WEATHER POLICY

Children are on the playground during recess. They should come to school dressed appropriately for the weather. In cool weather a child should wear a coat. During the winter months children should wear winter coats and snow pants, hats, mittens, and boots. Students who are not dressed appropriately for the weather will be asked to stay inside during recess. If you are unable to provide cold weather clothing, contact your child's teacher.

It is a school policy that all children stay in when the wind chill factor makes the effective temperature less than 15 degrees above zero. Children also stay in when it is raining, sleeting, or the playground is not usable. Otherwise, all children are expected to go outside for recess.

## VISITS, PICK-UP, AND DROP-OFF

Parents, community residents, and educators are welcome and encouraged to visit Northport Public School. In order to protect the educational programs from undue disturbance, it is required that persons wishing to visit the classroom make arrangements in advance with the appropriate classroom teacher.

All visitors during school hours **must** check in at the administrative office and receive a Visitor's Pass. Please wear the Visitor's Pass while you are in the building.

For safety purposes, parents **picking up a child during school hours should meet the child at the school office**. A call will be made to the classroom and the teacher will send the student to the office.

To avoid interruptions of classroom instruction **for students arriving late, please sign your child in at the office and allow your child to walk to the classroom on his/her own**.

Parents delivering a message or item to their child are requested to leave it at the office. We promise to deliver the forgotten lunch, musical instrument, homework assignment, birthday treat, etc., to your child at a time that does not interrupt his/her instruction.

To ensure a productive educational environment on a daily basis, *student* visitors are not permitted during the regular academic day.

## WRITTEN PARENT OR GUARDIAN CONSENT

Written parent or guardian consent is necessary when a child is going to a different destination or with a different person than usual. **Under no circumstances will a child be allowed to leave school with anyone other than the parent/guardian unless the situation has been verified by the parent/guardian.**

Written consent is also required when a child is riding a different bus or leaving a bus at a destination different than usual. **Unless a direct parent request has been received, the child will be sent to the usual destination in the usual manner.**

If circumstances change *after* your child has left for school, you may call the school office to advise us of the change.

## DIRECTORY INFORMATION

This information can be given to any person or organization for non-profit making purposes when requested, unless a parent of the student restricts the information, in writing, to the administration. This includes a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, grade point average, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

# HOME - SCHOOL COMMUNICATION

## NORTHPORT PUBLIC SCHOOL STUDENT/TEACHER/PARENT COMPACT - Elementary

### **Student agreement:**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Come to school ready to learn
- Finish my schoolwork and participate in classroom activities
- Follow all school rules
- Respect others and their belongings
- Do my part in keeping my school clean and safe
- Set aside a regular time and place each night to complete homework

### **Teacher agreement:**

It is important that students demonstrate growth. Therefore, I shall strive to do the following:

- Provide rigorous instruction
- Model leadership
- Demonstrate care and concern for each student
- Make efficient use of academic learning time
- Provide an environment that allows for positive communication between parents, students, and myself
- Encourage students and parents by providing information about student progress
- Provide instruction on learning strategies

### **Parent/Guardian agreement:**

I want my child to demonstrate growth. Therefore, I will strive to do the following:

- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Encourage responsible use of electronics
- Encourage my child's efforts to do his/her best
- Stay aware of what my child is learning
- Encourage positive attitudes
- Attend parent-teacher conferences and other school functions
- Communicate with teachers and/or school officials
- Establish a time to share daily school experiences and/or complete homework
- Read with my child and let my child see me read

# SCHOOL WEBSITE

Our school website is updated weekly. Please visit the website for school calendars, notices, sports schedules, and other important resources. The website address is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## PARENT - TEACHER CONFERENCES

Conferences allow communication between teacher and parents; it is a time to ask questions, give teachers information which will help them understand your child, and to plan your child's educational program.

Scheduled conferences are held in the fall and the spring. Notice of your appointment date and time will be sent home with your child prior to the conference day. Parents are encouraged to contact the teacher if there are concerns or questions during the year.

## THE SCHOOL DAY

## LANGUAGE ARTS PROGRAM

**Core Knowledge Language Arts (CKLA)** is a comprehensive, preschool through fifth grade program for teaching reading, writing, listening, and speaking while also building students' vocabulary and knowledge across essential domains in literature, global and American history, and the sciences. In the early grades, CKLA focuses on oral language development through carefully sequenced read-alouds as well as systematic instruction in reading and writing skills. In later grades, CKLA continues to advance students' knowledge and vocabulary through read-alouds and in-depth discussions while also immersing students in complex texts and advanced writing assignments that draw on the academic content they've been engaged in since kindergarten.

**CKLA K–3** is broken into two strands—a Skills strand and a Listening & Learning strand—so that children can master sounds and letters for fluent decoding and encoding during one part of the day and then have additional time to build the knowledge, language, and vocabulary that are essential for strong comprehension.

**CKLA 4–5** draws on students' mastery of the basics as they tackle advanced grammar, morphology, spelling, and vocabulary while also being immersed in academic texts and engaged in rigorous writing across multiple genres.

For more information go to: <http://www.coreknowledge.org/ckla>

## MATH PROGRAM

### **Math Expressions - Houghton Mifflin**

Math Expressions Common Core combines elements of standards-based instruction with the best traditional approaches. Through drawings, conceptual language, and real-world examples, it helps

students make sense of mathematics. National Science Foundation-funded and research-based, Math Expressions is proven to be effective in raising student achievement.

Hands-on and inquiry driven, Math Expressions Common Core teaches students how to represent solutions and explain their answers. This approach helps develop problem-solving and reasoning skills.

For more information go to:

<http://www.hmhco.com/shop/education-curriculum/math/elementary-mathematics/math-expressions>

## SCIENCE PROGRAM

### **Battle Creek Area Mathematics and Science Center**

Northport Public School uses an inquiry-based science curriculum aligned with Next Generation Science Standards (NGSS) developed by The Battle Creek Area Mathematics and Science Center. The purpose of the program is to provide good, inquiry-based science instruction in the classroom with opportunities for students to engage in all four strands of science proficiency (physical science, life science, earth science, and inquiry, engineering, and technology). The curriculum provides teachers with classroom instruction that includes opportunities for interaction in the classroom, where students carry out investigations, talk and write about their observations and emerging understandings and discuss ways to test them. Each unit undergoes an extensive development and evaluation process.

For more information go to: <http://bcamsc.org>

## SOCIAL STUDIES PROGRAM

The main goal of our social studies program at Northport is to develop responsible citizens. Our students will use their social studies knowledge to gain understanding of powerful ideas from the disciplines of history, geography, civics and government, and economics. Our instruction will focus on the Standards for Teaching and Learning found in the Michigan Curriculum.

We incorporate methods and opportunities for inquiry, public speaking, decision making, and citizen involvement. Each year, students receive instruction that allows them to think and act as historians, geographers, political scientists and economists. Students gain, organize and present social studies information that helps them understand and participate in the world around them. They conduct investigations on social studies problems and questions by locating and interpreting appropriate evidence and data. Students also analyze public issues in various communities and will be asked to engage in conversation and express a position on a public issue. We ask students to participate constructively in our school and community as we prepare them to become productive 21<sup>st</sup> century citizens in our American society.

## MEASUREMENTS OF STUDENT PROGRESS

- Pre and post-testing are done regularly throughout the year

- NWEA and AIMSweb tests are done three (3) times each year to chart children's progress in specific skills and subjects
- The M-STEP (State test replacing the MEAP) is done annually, in the spring (3rd - 10th)
- Report cards are sent home to parents at the end of each quarter (4 times/year)
- Parent/Teacher Conferences are held twice a year, typically in October and February, as stated above
- Teachers will keep open communication with parents by class letters, phone calls, emails, and individual notes

## SPECIALS CLASSES

Each day, elementary students are provided the opportunity to enrich their school day through a variety of specials classes taught by certified staff in their fields of expertise. Students may participate in art, music, physical education, library/media center, and Spanish.

## HOMEWORK

Homework completion is an expectation for all grades. The amount of homework a student has depends on the grade level and the individual needs of each student.

## FIELD TRIPS

We believe that a field trip can be a very valuable learning experience. All groups going on a field trip are under the direction of the staff member and other chaperones during the entire trip. Children are expected to observe the same rules on field trips as they do in the classroom. Permission slips and medical forms are always required before a child is allowed to take part in a field trip.

## PARTIES

School/room parties are traditionally held on or before Halloween, the winter holiday break, and Valentine's Day. The safety of our students is our top priority. Due to the increase in food related allergies that involve the possibility of severe / dangerous medical complications, **ingredients in any treats brought in must be listed or given to the classroom teacher.**

Treats may be sent in to celebrate student birthdays. Please deliver the treats **to the office before 11:00 am. All ingredients used in treats must be listed and given to classroom teacher.** Thank you for your understanding in keeping all students safe.

Please remember, **we are a peanut / tree nut free school.**

## CLASSROOM SNACKS

Some classrooms have long mornings or afternoons and students may need a quick snack to stay focused during the day. **The school provides a snack for students.** If you do choose to send a snack, please make sure it contains no nuts. **We are a peanut / tree nut free school.**

## AFTERSCHOOL PROGRAM

We offer an Afterschool Program for students in grades K – 8. The staff strives to construct an enjoyable atmosphere with varied activities, which include snack time, indoor and outdoor (weather permitting) playtime, and homework time (homework assistance will be available; however, this assistance will not replace the responsibility of the student and parent to check for completeness and accuracy of written and study assignments).

The K-2 program is open to students whose parents are working or attending school. Additionally, teachers may recommend students participate for academic assistance. **All 3<sup>rd</sup> – 5<sup>th</sup> grade** students are eligible to participate.

## CHOICES

## ELEMENTARY EXPECTATIONS AND PBIS

PBIS stands for Positive Behavior Interventions and Supports. It is a framework designed to teach respect, responsibility, and safety at school. The system teaches and encourages appropriate behaviors to ensure a safe learning environment.

- **Be Safe** - Work and play well with others; Control words and body
- **Be Respectful** - Respect self, others, and property; Listen attentively
- **Be Responsible** - Work hard and use time well; Follow directions

Rules and discipline procedures are established to ensure that all children have the opportunity to participate in a safe, orderly, and positive school day. The following general rules are to be followed (this is not an all-inclusive list):

1. Children should be respectful, cooperative, and considerate, respecting the rights and property of all people.
2. Rough physical contact (such as wrestling, play fighting, and tackle football) is not permitted while at school.
3. Verbal intimidation or threats to other students or staff members will not be tolerated.
4. Children should leave the following items at home: hardballs, squirt guns, toy weapons, electronic devices, music players, or any hazardous or illegal item.
5. Students will walk in all halls and classrooms.
6. Elementary children should leave candy, gum, or pop at home, except for a party with permission from the teacher.
7. Live animals of any kind may visit the school only with the permission of the classroom teacher and the administration.

## SCHOOL DISCIPLINARY ACTION

1. Verbal redirection
2. Loss of privilege
3. Office discipline referral
4. Meeting with administrator, parent, child, and teacher
5. Possible suspension or expulsion from school

NOTE: In the event of repetitive, extremely serious and/or dangerous behavior, early steps of these procedures may be passed over.

## CLOTHING

Students are expected to dress and groom in a manner that does not disrupt the educational process, interfere with teaching and learning, or interfere with the health/safety of any student. This includes, but is not limited to, clothing that is offensive, aggressive, or inappropriate to the educational setting (i.e. vulgar, profane, sexually explicit, alcohol or drug related). No spaghetti strap tops or hats/hoods are to be worn in the classroom. Students are expected to dress appropriately for field trips as they represent Northport Public School.

Children should have a pair of gym shoes at school for indoor use during the winter months so they can participate in all activities. Shoes must be worn at all times in school.

Elementary students go outside for recess in winter. Please send your child with appropriate clothing to be comfortable, dry, and safe.

Temperatures fluctuate throughout the building. We suggest dressing your child in layers so he/she can learn comfortably.

## PLAYGROUND EXPECTATIONS

Recess is an important part of the elementary school day. It allows for a change in activity, fresh air, and generally allows the child to function at a higher level of efficiency for the remainder of the school day. Rules for the playground are intended to help the child be a well-mannered and thoughtful person and to help generate safe behavior. Playground personnel will encourage respectful, responsible, and safe behavior. Inappropriate behavior will result in disciplinary action.

General rules are as follows:

- Safe play at all times
- No throwing of things, including snowballs
- Share and use playground equipment as intended
- Stay within playground boundaries at all times
- Use appropriate language and manners with other children and the playground supervisor

- Due to safety precautions, some recreational equipment (sleds, bicycles, rollerblades, scooters, and skateboards) are not allowed on the playground during the hours that school is in session
- Follow all staff directions the first time given
- Use good sportsmanship
- Enter and exit in quiet, orderly lines

## ANTI-BULLYING POLICY

**It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.**

### A. Prohibited Conduct

**1. Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. 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;
- c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- e. Bullying is aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time. (Olweus, 2015)**

**2. Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

### B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

**Anonymous Reporting:** To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District’s ability to investigate anonymous reports may be limited.

**Complaints Against Certain School Officials:** Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the Board of Education.

**C. Investigation**

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

**D. Notice to Parent/Guardian**

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of the same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

**E. Annual Reports**

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board.

**F. Responsible School Official**

The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

**G. Posting/Publication of Policy**

Notice of this policy will be:

- a. annually circulated to all students and staff,
- b. posted in conspicuous locations in all school buildings and departments within the District,
- c. annually discussed with students, and
- d. incorporated into the teacher, student, and parent/guardian handbooks.

**Prevention Task Force**

Within 180 days of adoption of this policy, the Responsible School Official shall form a bullying prevention task force. The task force shall identify, develop and/or recommend written materials, training programs and initiatives for implementation. In its discretion, the task force may involve school staff, students, school clubs, or other groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

**Training and Educational Programs**

The Responsible School Official shall provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

## VANDALISM

Vandalism is willful destruction of school property or the property of others. Children and their parent/guardian shall be responsible for all damage to equipment, personal property, or school property resulting from vandalism. This responsibility applies to books and supplies of all kinds, as well as equipment, buildings and grounds.

## SUBSTANCE ABUSE / DANGEROUS ITEMS

All school personnel are required to report any suspected controlled substance activity or presence of dangerous items to the administration. They will investigate the report and determine if there is a reasonable basis to believe the student may be involved. If the student is found in violation, the student and parent shall be immediately informed.

Search of a student and the student's possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reason to believe that the student is in violation of the law or to protect the safety of others. Such searches may be conducted without the student's consent, and anything that is evidence of violation may be taken and held or handed over to the police.

## CORPORAL PUNISHMENT

Northport Public School follows the Michigan State law and does not use corporal punishment. Discipline alternatives to corporal punishment have been practiced by our staff and will continue to be the practice.

## COMPUTER ETHICS POLICY

Access to computer resources is a privilege at Northport Public School and requires adherence to legal and ethical utilization practices. The use of these resources are protected for maximum use by all students and staff. The following list, although not complete as it cannot cover every situation, lists some of the responsibilities that accompany usage of computers at Northport Public School. **ALL USERS ARE EXPECTED TO ADHERE TO THESE GUIDELINES:**

1. Users must use only those computer files which have been specifically authorized for their use.
2. All users are expected to use a student password where applicable to protect their files. Revealing a password to another person is not considered authorized use.

3. The users are expected to be responsible for uses of their files. They are required to take precautions against others obtaining access to their computer files.
4. Users must not search for access or copy directories, programs, files, or data not belonging to them. Programs provided by Northport Public School may not be taken to other computer sites.
5. Users should not disturb or disrupt others use of the computer. Priorities for the use of the computers are as follows:
  - A. Scheduled use by teacher or students for academic purposes
  - B. Class assignments/projects/research
  - C. Community use of computers
6. Students may not introduce unauthorized copies of software into the network in any drive or location.
7. Users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their accounts.
8. Students at no time may be working in files normally considered appropriate for system administrators.
9. Computer room use outside normal school hours must be granted by obtaining permission from the administration and be supervised by a staff member. This person will be held responsible for any damage or inappropriate activities that take place during the use of the room.

Abuse of computer privileges will be subject to disciplinary action and loss of computer privileges. Any questions concerning ethical or legal use of Northport Public School facilities should be directed to the administration.

## HEALTHY AND SAFE STUDENTS

### MEDICAL PROCEDURES AND POLICIES

#### **Medical Authorization Forms**

These forms will be sent annually to parents and must be returned for filing in the school office. They allow the parent to provide direction to the school in the event of a medical emergency when the parent cannot be reached. These are required for your child to participate in any field trips.

#### **Medication** (prescription **and** over-the-counter medications)

Children needing **any** medication are encouraged to take these medications at home if possible. In the event that medication must be given at school, we require the following procedures be followed:

- A completed medication form (available on our website, in the office, and under “Forms” at the end of this handbook) with the physician’s order and signature must be on file in the school office. This form is necessary for **prescription and non-prescription medications** such as cough drops, topical anesthetics, poison ivy ointments, Tylenol, penicillin, etc. **Even the most common medications may not be administered without this form.** Medications sent without a medication form will not be administered to the child and will be held in the office for parents to pick up.
- Medication forms and medications must be checked in at the school office. For safety reasons, please do not send medications in your child’s backpack.
- If the prescribed medication is discontinued, notify the school office. If the prescribed medication is changed, a new physician order must be submitted to the school office.
- The medication must be brought to school in a container appropriately labeled by the physician or the pharmacy. Any medication sent to school without proper identification will not be administered.

## Allergies

A completed form (available in the school office), with appropriate signatures, is to be placed on file in the school office.

## Accidents/First Aid

Children involved in minor accidents, small cuts and scratches, are cared for by school personnel. In the event of a serious accident or illness, the office will notify the parent/guardian immediately. If the parent/guardian cannot be reached, the person designated by the parent as the alternate emergency contact will be notified.

In the case of an emergency, if no one can be reached, the school reserves the right to seek professional medical aid unless parent/guardian of said child has specifically directed the school not to do so.

## Illness

Your child’s health is important to us. We ask that you help us maintain healthy conditions for your child and other students in the classroom. Part of the program consists of the following:

- a. Keep sick children at home, including colds, and stomach flu.
- b. Keep children at home for 24 hours after a fever subsides.
- c. Notify the school about your child’s allergies. **(See above.)**
- d. Notify the school about any contagious diseases your child has contracted.
- e. Provide the required proof of immunizations at your child’s enrollment.

A child thought to have, or diagnosed as having, a contagious disease is requested to remain at home. The school shall readmit the child at the time that he/she is free of the disease, or has permission from the doctor.

## Head Lice Procedures

Although infrequent, occasional cases of head lice may occur. If an incident of head lice is reported, the administration immediately checks the entire class. Following that inspection:

- A letter will be sent to all parents informing them of the situation and giving information on how to prevent contracting lice in their own child.
- All students found to be infected are removed from the general student body and the parent is contacted immediately.
- The parent is requested to remove the student from school as soon as possible and is provided with information concerning the effective treatment of head lice.
- On the student's first day of attendance following treatment, he/she is examined for evidence of head lice. If there is no evidence of head lice, the student may resume normal activities.

## DRILLS - FIRE, TORNADO, AND LOCKDOWN

All schools are required by law to hold fire drills during the school year. Tornado and lockdown / shelter-in-place safety drills will also be held each year. All teachers will discuss and practice the proper procedures with their children at the beginning of the school year. We encourage parents and guardians to talk with their students before and after the drills take place to answer any additional questions that students may have before and after school.

# STUDENT RESOURCES

## SPECIAL SERVICES AVAILABLE

### **Title I Program**

Title I is a federally funded program that enables us to give special help to those children who are experiencing difficulty in reading and/or math. Small group or individual intervention is coordinated with the school support team (MTSS team).

### **Special Education**

Children in need of supportive service and who meet the qualifications as outlined by the state of Michigan are eligible for the special education program. Northport Public School employs Special Education teachers who provide supportive instruction in the areas of academic and social skills development. Children's needs are identified through an Individualized Educational Planning Committee (IEPC) and the members determine the needs of the child and how they should be addressed to make provisions for the most effective instructional program.

Special Education Parent Advisory Council is a state mandated group made up of parents from all the schools within the Intermediate School District. The council members represent not only all of the schools, but also all of the different categories of handicap which qualifies a student to receive special education services. This group meets once a month in Traverse City to review the I.S.D.'s plan for implementing special education in our schools, and to also serve as a support group. If you have any questions regarding available services, seminars, testing, the I.E.P. process or just need to talk to another parent, S.E.P.A.C. representatives are more than willing to help.

### **Visiting Speech Therapist**

A Speech Therapist from the Traverse Bay Area Intermediate School District (TBAISD) is available to our school and meets with individual or with small groups of children who have been diagnosed as needing assistance with articulation, fluency, or quality of language.

### **Visiting School Psychologist**

The school psychologist is involved in the evaluation of a child who has been referred for special education services. He/she administers tests, interprets the psychological and other diagnostic data, consults with teachers and parents and the members of the IEP team.

### **Visiting Social Worker**

The ISD social worker is responsible for providing direct and consultative social work and case management services to students who have identified disabilities through special education that require that intervention as part of their Free Appropriate Public Education (FAPE).

### **Visiting Teacher Consultants**

Teacher consultants provide supportive, instructional services to the special education teachers and/or the regular classroom teacher to assist in the coordinating and planning of instructional programs. He/she may also be a member of the diagnostic team to determine possible education placements.

### **English as a Second Language (ESL)**

TBAISD offers consultant services and professional development to assist with meeting the proficiency needs of students for whom English is a second language, and to ensure district compliance with federal and state regulations regarding the rights of students of immigrant families.

### **Education Services for Migrant Families**

The Traverse Bay Area Migrant Consortium with TBAISD employs a home-school liaison to assist families with communication about migrant services. A consultant is available to work in collaboration with classroom teachers for qualified migrant students.

## **STUDENT SALES AND FUNDRAISING**

A student is permitted to sell an item or service in school (such as scouts or 4-H sales) only with the approval of the administration.

## LIBRARY

All elementary classes and individual students have library access. Our media center/library is fully computerized and offers a wide selection of materials. Books may be checked out for one week. Elementary students will have a book limit. Students are expected to check materials out, renew them if necessary, and return them so that others may use them. Students / parents will be responsible for materials and there will be a charge for items that are not returned.

## RIGHTS TO ACCESS AND PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age, and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data directly relating to that student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18. Exceptions include: (1) the teachers and officials of this school district who have legitimate educational interest in such information, (2) there has been a federal request for submission of students records in connection with a student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

# HANDBOOK ACKNOWLEDGMENT FORM

2017-2018

I acknowledge reviewing the Northport Public School Student Elementary Handbook on the school website [www.northportps.org](http://www.northportps.org) . A hard copy may be requested from the school office. I accept responsibility in helping my son/daughter to use this information productively and meet the responsibilities as described in this handbook.

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

\_\_\_\_\_  
Date

**PLEASE SIGN, TEAR OUT, AND RETURN TO THE CLASSROOM TEACHER by Friday, September 9th, 2017.**

**THANK YOU!**

# STUDENT/TEACHER/PARENT COMPACT

2017-2018

## STUDENT/TEACHER/PARENT COMPACT - Elementary

### Student agreement:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Come to school ready to learn
- Finish my schoolwork and participate in classroom activities
- Follow all school rules
- Respect others and their belongings
- Do my part in keeping my school clean and safe
- Set aside a regular time and place each night to complete homework

### Teacher agreement:

It is important that students demonstrate growth. Therefore, I shall strive to do the following:

- Provide rigorous instruction
- Model leadership
- Demonstrate care and concern for each student
- Make efficient use of academic learning time
- Provide an environment that allows for positive communication between parents, students, and myself
- Encourage students and parents by providing information about student progress
- Provide instruction on learning strategies

### Parent/Guardian agreement:

I want my child to demonstrate growth. Therefore, I will strive to do the following:

- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Encourage responsible use of electronics
- Encourage my child's efforts to do his/her best
- Stay aware of what my child is learning
- Encourage positive attitudes
- Attend parent-teacher conferences and other school functions
- Communicate with teachers and/or school officials
- Establish a time to share daily school experiences and/or complete homework
- Read with my child and let my child see me read

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

# ADMINISTRATION OF MEDICATION FORM

Fax 231-386-9838

## AUTHORIZATION FOR ADMINISTRATION OF PRESCRIPTION AND OVER THE COUNTER MEDICATION 2017-2018

NAME OF STUDENT \_\_\_\_\_ PARENT/GUARDIAN NAME: \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ GRADE \_\_\_\_\_

### PHYSICIAN'S ORDER FOR PRESCRIPTION MEDICATION

PARENTS MUST COMPLETE THIS SECTION FOR OVER THE COUNTER MEDICATION

DIAGNOSIS/PURPOSE OF MEDICATION \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_ DOSAGE \_\_\_\_\_

TIME OF DAY TO ADMINISTER \_\_\_\_\_ START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

COMMENTS REGARDING THIS MEDICATION (INCLUDE SIDE EFFECTS, PRECAUTIONS, ETC.)

\_\_\_\_\_

EXPIRATION DATE OF MEDICATION: \_\_\_\_\_

PHYSICIAN'S SIGNATURE\* \_\_\_\_\_

DATE \_\_\_\_\_

PHYSICIAN'S PRINTED NAME AND PHONE NUMBER \_\_\_\_\_

### **\*Physician's signature required for prescription medication only**

.....

The undersigned parent/guardian authorizes the Northport Public School through its administrators or teachers to administer medication or to supervise the taking of medication by my child.

It is understood that the undersigned parent/guardian shall immediately notify the school district in writing in the event the prescription shall be discontinued or modified.

*The medication must be brought to school in a container appropriately labeled by the physician or pharmacy. Daily carrying of medication is to be avoided. Refill of the prescription shall be the responsibility of the parent or guardian.*

Further, the undersigned releases the school district and shall indemnify said school district from any liability or damage which may result to the student from the administration of said medication as prescribed by the physician.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_