

Dear Parents:

This handbook is compiled for your information. Please read it carefully and share the information with your child. It is expected that the rules, policies, and procedures will be followed by all parents and students.

You play a very important part in your child's education, and we welcome your comments and suggestions about our school program. The best educational program is when school and parents work together to solve problems and strive to improve for the benefit of all children.

Bark River-Harris Elementary is a **PEANUT AWARE SCHOOL**. Please refer to the handouts for suggestions on snacks and birthday treats and on procedural information. Action plans are in place for students with a food allergy.

The **Behavior Expectation Handbook** is available online at the School Website – [www.brhschools.org](http://www.brhschools.org)  
You may also request a hard copy from the elementary office.

Hope this school year will be an enjoyable and profitable experience for your child. We will all do our best to make that a reality.

We all look forward to your visit to school, but it is required you report to the school office upon your arrival.

**Elementary School Day**                      **8:20 a.m. – 3:07 p.m.**

**School Pictures (grades 1-6) (siblings)**      **October 4, 2018**  
**School Pictures (grades K, 7-11)**              **October 5, 2018**

**Mrs. Kelly A. Erdody**  
**Elementary Principal**  
**466-5334 ext 113**

**Caz Palmgren**  
**Elementary Secretary**  
**466-5334 ext. 111**

**Enrolling in School**

New students must be enrolled by their parent or legal guardian. A birth certificate and proof of immunizations are needed when enrolling a new student (if transferring from another school, this should be in the CA60). A student who has been suspended or expelled by another public school in Michigan may be denied admission during the period of their suspension or expulsion.

### **Breakfast/Lunch Program**

New this school year we will be serving our students **FREE Breakfast and Lunch** at school for students in K-6th grade. All students are eligible to receive free breakfast and lunch as part of the National School Lunch and School Breakfast Program called the Community Eligibility Provision for the 2018-2019 school year. Your child will be receiving a letter in their folder with specific information on this new program. Please fill out the attached form called the 31A, Title I 2018-2019 Benefit Eligibility Form and return to the elementary office as this is a requirement for the state and federal funding.

### **Milk Tickets**

Students in grades K-2 have the opportunity for special milk. The cost is \$6.00 for a 20 day ticket.

### **Transportation**

A student, who needs to ride a bus other than their regularly assigned one, must provide **written permission** from their parent or guardian. Please note that **unless a driver receives written permission**, a student will be dropped off at their regular bus stop.

### **Bus Rules**

1. Students are to remain in their seat until the bus stops, no hands or feet in the aisles.
2. All garbage must be put in the can in front of the bus—no eating and drinking on the bus.
3. No shouting, pushing or throwing objects—no use of headphones or radios.

Bus drivers may assign seats, give written assignments, or remove a child's bus riding privileges.

### **Telephone/Cell Phone**

The telephone in the office may be used by students to call parents in the event of emergencies, sickness or injuries. However, the phone is **not to be used** to arrange going to a friend's house, etc. This must be planned ahead of time and the notes for the bus drivers must be brought from home.

Elementary students may bring cell phones to school. However, students are prohibited from using cell phones or other electronic communication devices (ECD), or electronic storage devices (EST) or having them "On" during the school day. This includes lunch periods, passing periods, as well as on school-sponsored trips. Using refers to, not only making and / or receiving of calls, but also using the cell phone or ECD/ESD for any other purpose. Students are not permitted to wear their cell phones or ECD /ESD clipped to a belt or otherwise display them in plain sight, or carry them during the school day. They must be stored in student backpacks. A student found with a cell phone will surrender it to school staff, who will forward it to the principal, and have it returned to them at the end of the scheduled day. A student found with a cell phone for the second time will surrender it to the principal who will keep it until parents are notified. The district is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECD / ESD as well as other student property.

### **Field Trips**

Classrooms take field trips occasionally during the school year. A permission form is to be completed at the beginning of the school year. A letter is sent home in advance of all field trips explaining the details.

### **Attendance/Tardiness**

Should your child be absent from school, either **send a note to their teacher** or **call the elementary office**. Failure to notify the school will result in an **unexcused** absence. School begins at 8:20 a.m.; we ask that

tardiness be kept at a minimum since it is disruptive to the class. Any student arriving at school more than one hour after the start time will be marked absent for the morning.

After a student has acquired 5 or more absences or tardies during the 9 week marking period a letter is sent home to parents with a copy given to the classroom teacher, School Officer, and a copy in the student's CA-60.

If attendance continues to be a concern, a parent meeting will be held to address the concern and explain the truancy process. Truancy officers will be notified if there is still an attendance problem. Additional further steps include home visits and referral to the Prosecuting Attorney.

### **Medication at School**

Should a student need to receive medication during school hours, a medication request form must be **completed** by parent/guardian and shall be kept on file in the administrative offices. Only medication in its **original container**, labeled with the **date** of the prescription, the students **name**, and **exact dosage** will be administered. The student's **parent/guardian** will assume responsibility for **safe delivery** of the medication to school. All medications at school are kept in a locked, secure location.

### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. **A non medical waiver form must be certified through the local health department.** If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with the State law. A consent form also needs to be signed by parent for information to be released to the local Health Department and Michigan Department of Health and Human Services.

### **Control of Communicable Diseases**

The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to communicable disease (strep, whooping cough, measles, etc.) or highly-transient pest, such as lice. Any removal will only be for the contagious period.

### **Injury and Illness**

Each student receives a medical authorization card the first day of school. **All areas** are to be **completed** by parent/guardian and **returned immediately.** If a change of address, telephone number, etc. occurs during the school year, **please make sure you notify the office,** to keep the card updated. In the event of a minor scrape, etc., first aid will be administered. When a more serious problem or accident arises, parent/guardian will be notified and the office will follow the School's emergency procedures. A student who becomes ill during the school day will be released to the office and a parent/guardian will be notified.

### **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of physical or emotional disability. The district will provide homebound instruction only for those confinements expected to last at least five days.

### **Testing**

Students in grades 3-6 take part in the M-STEP Educational Assessment Program. Testing window will run sometime in Spring (April-May).

### **Classroom Assignments**

Students are assigned to their next year's classroom **prior** to the end of the school year. Many factors are considered such as student differences, academic ability, emotional stability, peer relationships and boy/girl numbers. **Parent requests will only be taken with special consideration via the principal.** Retention recommendation will be made after the 3<sup>rd</sup> marking period. Student placement is the

responsibility of the school after grade one. Any questions can be directed to the school principal.

### **Report Cards/Conferences**

Bark River-Harris uses a 9 week grading period. Report cards are issued 4 times during the school year. Conferences are scheduled twice during the school year, the first one will be held in November and the second one will be held February. Other conferences should be arranged with the teacher as needed.

The grading scale used in grades 3-6:

90-100	A
80- 89	B
70- 79	C
60- 69	D
Below 60	F

### **Snow Day/School Closings**

Decisions to close school during severe weather will be mass messaged to all parents and announced over local radio/TV stations. Whenever early dismissal is warranted, we ask that parents listen to the radio and **not call the school**. It is important for parents to **send a note early in the school year** with specific instructions if their child is to go elsewhere in early dismissal situations.

### **Lost and Found**

A lost & found area is designated near the elementary office. Please check it should your child be missing any articles of clothing. Please **mark your child's name** on all clothing.

### **School Dress Code**

Hats or bandannas are not to be worn in the building.

Shorts and skirts must be at least fingertip length.

All clothes need to be worn appropriately so as not to show undergarments

Halter tops, tight tank tops are unacceptable. No bare midriffs (boys or girls).

Coats or heavy outerwear type clothes are not to be worn in the classroom, unless permission is given by the teacher.

Prohibited clothing which reflects inappropriate language, suggestive phrases, or advertise beer, tobacco, or liquor.

Students are to have inside shoes to be worn in building and classroom.

Parents will be notified if their child is wearing inappropriate clothing and will need to either bring their child appropriate clothing to change into or pick up their child to change.

### **Release During School Hours**

If your child needs to be picked up during school hours, you need to **report to the elementary office**. Do not go to your child's classroom, we will call them to the office. Should you know in advance you are picking up your child early, please send a note to their teacher.

### **Student Pick Up After School**

If you are picking up your child after school you need to send a note in advance to their teacher. Students will be released to their parent/guardian at the **pickup point** located in room 190 (hallway by big gym).

### **Withdrawal of Students from School**

Whenever a student is permanently withdrawn, such as to attend another school, please communicate this to the school office **immediately**. This gives us time to compile records and send along any pertinent information for your child's new teacher. Records will be forwarded immediately to your child's new school upon our receipt of written request from them.

### **Staying After School**

No students are allowed in the building or on the grounds after 3:07 p.m., unless they are taking part in a supervised activity such as basketball, dance, etc.

### **School Visitors**

All parents/visitors are required to stop in the school office before proceeding to other areas in the building. All doors will be locked with the exception of the main entrance during school hours. Students visiting from other schools are not allowed to attend classes at Bark River-Harris.

### **Personal Items at School**

We discourage bringing toys, trading cards, electronics and such to school unless it is for a specialized purpose such as a classroom activity. We also discourage students from carrying money to school unless needed for a special occasion.

### **School Issued Books and Supplies**

Students are responsible for the care of school issued books and supplies. They are to be returned in a satisfactory condition. Items which are not returned or are damaged will result in a fee being assessed equal to the replacement or repair cost. Failure to return books or supplies and not paying replacement or repair costs will result in their report card being held.

### **General Rules and Regulations**

Listed below are rules and regulations you and your child need to know:

1. Separate gym shoes are required whenever using the gym. These are also to be worn in the carpeted classrooms.
2. Paraprofessionals handle playground supervision. Any fighting, accidents, etc. are to be reported immediately to them.
3. Students are not allowed on the football field or bleachers during recess.
4. Students are not allowed to leave school property unless they have written permission. BR-H maintains a closed campus K-12.
5. Students who take bikes to school are to park them in the designated area. Bike locks are the students' responsibility.
6. Elementary students are not allowed in the high school unless they have permission from their classroom teacher.
7. When attending home basketball games, students are not allowed on the gym floor and are not to be playing with the team basketballs. They are also to remain in the gym and not roam the hallways.

### **Special Programs and Services**

Several types of programs and services are available for elementary students. They include:

- \* Speech Therapist
- \* School Social Worker
- \* Special Education classrooms for students with diagnosed educational handicaps
- \* Title I Program (remedial reading instruction for students one grade or more below level)
- \* Special classes and activities funded through gifted and talented monies
- \* Title VII

### **Outdoor Recess**

Students spend a considerable amount of time outdoors each day: before school in the morning, during lunch recess, and after school if waiting for their bus. Proper dress is needed, especially during the fall and winter seasons. As a general rule, if a child is well enough to come to school, he or she, with proper dress, can spend a short time outdoors. Our policy is elementary students will NOT go outside for recess if either the wind chill (based on weatherbug.com) or air temperature (based on the school's time/temp sign) is below zero degrees.

### **Fire, Severe Weather, Lockdown Drills/Evacuation Plan**

Six fire drills, two severe weather drills and two lockdown drills are planned throughout the school year. The procedures are discussed with the students at the beginning of the school year. An evacuation plan is in place at school.

### **Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to 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.

### **Student Records**

The School District maintains all student records including both directory information and confidential information. Access to all students' confidential records is protected by Michigan law. Confidential records include test scores, psychological reports, behavioral data, disciplinary records and communications with family and outside service providers. Parents have the right to review and receive copies of all educational records.

### **Review of Instructional Materials and Activities**

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

### **Home/School Involvement**

BR-H has regularly scheduled parent/teacher conferences that have been very successful years past. Individual student conferences are also held on an "as-needed" basis with parents, when either the parent or teacher deems it necessary. Other special conferences held throughout the year include: special education IEP's, student intervention team meetings, student staffings, home-visits when needed, Title I parent meetings, briefings to the PTO by administration, and conferences for disciplinary concerns. Parent/community involvement also include: Grandparents Recognition Day, Young Author's Day, Doughnuts with Dads, Muffins with Moms, Noodles and Notes Dinner, classroom visitations, school music programs, and volunteer help in school.

Parents are also involved in a variety of student learning activities that take place throughout the year.

- Parents will be involved in the school improvement (including Title I) planning process through active involvement in the planning committee and ongoing communication.
- Parents will be asked to enter into a parent/school and family/teacher compact that outlines the responsibilities of each party.
- An annual meeting will be held to provide parents with information about the Title I program.
- Opportunities will be made available for parents to meet with Title I staff at conference times and by appointment.
- Parents are asked to complete parent surveys at the first conference of the year to be reviewed by the School Improvement Team.
- Strategies designed to improve parent involvement will be listed for each school improvement strategy.

### **Discipline**

The School acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. We believe the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Behavior Expectation Policies will address student discipline issues.

### **Search & Seizure**

Students are provided lockers and desks in which to store materials. This equipment is property of the school and may be searched at any time if there is reasonable suspicion that the student has violated the law or school rules. Students' privacy rights will be respected regarding any items that are not illegal or against school policy.

### **Limited English Proficiency**

Students identified as having limited proficiency in the English language 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.

### **Individuals with Disabilities**

No individual will be discriminated against on the basis of a disability. A student can access special education services through the proper evaluation procedures. Contact the school principal to inquire about the evaluation procedure and programs.

### **School Board Policy on Drug Free Schools**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances that could be considered a "look-alike" controlled substance. Compliance with this policy will be subjected to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

### **Equal Education Opportunity**

It is the policy of the Bark River-Harris School District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mrs. Kelly A. Erdody, Elementary Principal  
Bark River-Harris School District  
P.O. Box 350  
Harris, MI 49845