

Oakwood
Elementary
Student/
Parent
Handbook

Oakwood Elementary School

Where Childhood is a journey not a race.

Student/Parent Handbook

Welcome to Oakwood Elementary School!

On behalf of the staff and administration of the Oakwood Elementary School, we would like to extend a warm welcome to all our students and their parents for this coming school year. You will no doubt find Oakwood to be a friendly and caring environment, a school focused on improving student achievement. It is important that we all work together and communicate frequently to enhance the education of our students.

It is our intent that students will grow intellectually and emotionally during their years at Oakwood, and that each student will view Portland as a positive place with which to be associated. Remember that your child's education is very important to us and we would encourage you to become an active participant in helping your child to succeed here at Oakwood.

We make a special effort to create a positive relationship between the school and home. School newsletters will be sent out monthly as a paper copy or through e-mail, parent-teacher conferences are held in the fall and spring, and special events throughout the year give each family many opportunities to interact with our staff. Parents are encouraged to become involved in the educational program here. You are welcome in our classrooms, as a part of our special events, and to become involved in our many extra-curricular activities. Please sign in at the office before reporting to classrooms, and then enjoy the fact that your participation continues to help make Oakwood Elementary School a special place to be!

Please take a few minutes to read through this student handbook with your child. It contains valuable information and has been written to help students and their parents/guardians to become aware of, and to understand, the guidelines, policies and regulations which are in place at Oakwood Elementary School. We wish you all well this school year as we work hand in hand. The commitment to work together is the backbone of education.

Enjoy a wonderful school year!

**Oakwood Elementary School
School/Student Information**

School Hours: 8:35 a.m. to 3:46 p.m.

Phone Numbers:	School Office	647-2991
	Transportation	647-2993
	Latch Key	647-2991
	Food Service	647-2984

PLEASE CALL THE OFFICE BY 9:30 A.M. IF YOUR CHILD WILL NOT BE IN SCHOOL THAT DAY. DIAL 647-2991 and you may leave a message. We appreciate your support.

DISTRICT MISSION STATEMENT

The mission of Portland Public Schools, in partnership with the community, is to educate citizens who demonstrate the academic, teamwork and personal management skills needed to function effectively in a global society.

PORTLAND PUBLIC SCHOOLS ELEMENTARY MISSION STATEMENT

We the elementary staff of Portland Public Schools believe that all students can learn. We accept the responsibility to educate all students, recognizing their previous academic performance, family background, socioeconomic status, race or gender. Student progress will be monitored formally and informally. In a partnership with the family and community, we will foster positive behaviors and attitudes which promote academic, social emotional and physical growth.

ACCEPTABLE USE POLICY/TECHNOLOGY

Acceptable Use Policies are in place for all users of the Portland Public Schools' network. Policies are designed with the premise of protecting personal security and safety, system and data integrity and safeguarding all hardware and software that is used at Portland Schools. In addition, Acceptable Use Policies are developed in compliance with The Child Internet Protection Act (CIPA) and MSBO. Acceptable use policies in conjunction with server software and hardware reinforce Internet safety for our staff, students and community members by restricting the use of outside email, chat rooms and inappropriate material. A firewall client runs on the server protecting the district from outside attacks on our network. Internet filtering software (DansGuardian and SquidGuard) is installed on the Internet server to filter websites by content, and subject matter. DansGuardian and SquidGuard also allow system administrators to block sites by specific URLs. The District also uses a Spam filter (Spam Assassin) to block inappropriate and malicious email. All formal policies relating to technology use in the district are formally approved by the Portland Board of Education. *The complete Acceptable Use Policy can be obtained from the Oakwood Office should you desire a copy.*

A Technology Code of Ethics

1. I shall never copy and use software, videos, music, or anyone else's work, which is normally sold for money unless it has justly been paid for. I shall never copy or use anyone else's work (including software, videos, etc.) without his or her permission.
2. I shall never use technology to distort the truth, to lie, or to misrepresent someone else.
3. I shall never use technology intentionally to harm or harass anyone.
4. All of my e-mail, my electronic drawings, photographs, videos and music, and everything I publish on the web will be things to which I am proud to sign my name and show to my parent(s)/ guardian(s) and teachers.
5. I shall never use my skills for unjust personal gain, to access the private files of others, or to illegally access or damage any computer system.
6. I shall abide by the rules of those whose systems and equipment I use.
7. When I discover an error, a bug, or a weakness in any system, I will report it to my teacher so that it may be corrected.
8. I shall be patient and helpful toward those who do not understand a technology as well as I do, and I shall never take advantage of their lack of understanding.
9. I shall work diligently to guard the rights and freedoms of all technology users, and shall report and attempt to stop anyone who would use technology unjustly.
10. I shall be mindful of the needs of other users, and refrain from monopolizing equipment, bandwidth, storage space, or any other shared resource.

11. I will not use the system for political lobbying. I may use the system to communicate with my elected representatives.

ACCEPTABLE USE OF COMPUTER NETWORK RESOURCES

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information, which is interesting and helpful to other users.
- Always use the network as a resource to further their education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

Users may not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material that may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk or chain messages which degrade system performance.
- Use of electronic mail to send harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message "flames" or other attacks.
- Attempt to access material or sites, which are blocked by the District, or attempt to use the network while access privileges are suspended.

TERMS AND CONDITIONS OF USE OF COMPUTER NETWORK FOR STUDENTS

The District provides access to our computer network to students to promote and enhance the learning of our students through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the District may restrict, suspend, or terminate any student user's account with or without cause at any time. In requesting an account for access to the network, the user agrees to the following terms and conditions. Failure to abide by these terms and conditions, or any of the District's rules and regulations for computer network use, may result in the loss of privileges, disciplinary action, and/or legal action.

1. Use of the network must be for the purpose of education and research consistent with the goals of the District.

All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.

ACCIDENTS/INJURIES/ILLNESSES

If your child has an accident, is injured, or becomes ill, every effort will be made to contact you or a person listed on your child's Emergency Card. It is important that the information on the Emergency Card is up-to-date and accurate. Please make sure that you inform the office of information changes as they occur.

Usually, the decision about what to do will be yours. If it is obvious to school personnel that your child needs medical attention, you will be informed. If we make a mistake in our "diagnosis," it will be on the side of being cautious. Whenever possible, the school nurse will make decisions related to health issues.

It is important in these emergency situations that your child's enrollment card includes your current phone numbers and the names and phone numbers of two people who you trust with your child's welfare.

Please note on the enrollment card any allergies or other medical conditions that are important for school personnel to be aware of in an emergency.

ANNUAL ASBESTOS NOTIFICATION

During the spring of 1988 Portland Public Schools, in accordance with Federal and State mandates, conducted an Asbestos Survey of all facilities. This survey was professionally done by Trust Thermal Systems. All asbestos containing building materials were identified and a management plan was filed with the Michigan Department of Health. In accordance with current AHERA guidelines all buildings are inspected every three years. EPA guidelines require that each school district give annual notification that we are in compliance of all AHERA guidelines and that a management plan is on file at each building office and available upon request. Most of the asbestos has been removed from our buildings. The most recent inspection by Trust Thermal Systems indicates that no friable asbestos containing materials were found in our buildings.

ATTENDANCE POLICY

Regular attendance at school is a positive factor in a student's school success. We very strongly urge you to make regular attendance at school an important part of your family routine. If it is necessary for a student to miss school, parents must call the office between 8:00 a.m. and 9:30 a.m. or use the 24 hour attendance line by calling 517-647-2991 and leaving a message with student's name and reason for absence. If the office does not receive a phone call by 9:30 a.m., the Oakwood School office will call the phone numbers you have listed on the emergency card. For parents without phones, it will be necessary for the students to present a note to their teacher when they return to school stating the reason for their absence.

In carrying out the shared responsibilities of maintaining students' attendance:

1. Parents/guardians have a responsibility and obligation to require their sons and daughters to attend school on a regular and consistent basis.
2. Parents/students have the responsibility and obligation to explain all absences to those in authority with the Portland Schools within twenty-four (24) hours.
3. Teachers and administrators have the responsibility and obligation to make established efforts on a regular basis to inform parents/guardians of student absences and assure fair application of rules and policies for all students.
4. All teachers shall supply make-up work assignments when requested by the student's parent/guardian.

ABSENT/TARDY

Absence definition

An absence is defined as reporting to class after 9:30 a.m. for the morning session or 1:30 p.m. for the afternoon session or not reporting to class at all.

We do encourage parents/guardians to arrange their vacations so they do not interfere with the regular school calendar. It is in the best interest of the student that attendance excellence is promoted.

If a student is to be excused before the end of the school day, a signed note must be presented to the classroom teacher when the student arrives showing the reason and the time the student is to be dismissed. No student will be allowed to leave the school grounds without the approval of the classroom teacher. **ALL STUDENTS WHO LEAVE EARLY FOR ANY REASON ARE REQUIRED TO SIGN OUT IN THE OFFICE BEFORE LEAVING.**

Excused Absences

Parents/guardians are required to notify the school of absences.

Unexcused Absences

Students absent without proper notification will be issued an unexcused absence.

Tardy Policy

Tardy Definition: A tardy is defined as not being in the classroom at the designated time (after 8:45 a.m.)

Excused Tardy: If students are tardy to school, they should be escorted into the office by a parent/guardian and signed in.

Truancy

Michigan Compulsory Attendance Law states the following:

“...every parent, guardian or other person in this state having control and charge of a child from the age of six to the child's 16th birthday, will send that child to the public schools during the entire school year. The child's attendance will be continuous and consecutive for the school year fixed by the district in which the child is enrolled.”

When a student 6 years old or older has 10 absences, a letter will be sent home. If the student's attendance does not improve and 15 absences accrue, another letter will be sent home requesting a meeting with the parent(s)/guardian(s), and an administrator. If attendance still does not improve and 20 absences accumulate, the student and parent/guardian will be turned over to the truancy law officer of the county.

BATHROOM USE

If you wish to use the bathroom during recess or lunch time, you must receive permission from the playground aide who is on duty.

Bicycles

Students must be third grade or above to ride a bike to school, therefore Oakwood students are not to ride bikes to school.

BREAKFAST AND LUNCH INFORMATION

Portland Public Schools makes available to all its students a hot lunch program which provides daily choices of nutritious, well-balanced meals.

- When eating in the lunchroom, students are expected to use good table manners. All papers are to be thrown in the barrels before leaving the lunchroom!
- All food is to be eaten in the lunchroom. Students are not to take any food on the playground or in the library. Children will have as much time as they need to complete their lunch. However, if you use the lunchroom as a playground, then you will be removed from the lunchroom and these privileges will be lost!

Please send the money for your child's lunch account in a sealed envelope with your child's name, the classroom teacher's name, and the amount of money in the envelope. Please make checks out to **Portland Public Schools**. No refunds for lunch or milk will be made at the end of the year. Please only purchase the number your child can use.

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- Menus are sent home monthly. Please check the menus so that you may properly plan which lunches to buy.
- Children bringing their own lunches should avoid the use of glass containers. The use of a thermos for milk, soup, etc. is permissible, but children should be advised to take caution as it is breakable. Spoons and napkins (when needed) are to be provided by parents. Please do not send soda pop as no refrigeration is provided.
- Family applications for the Free and Reduced Lunch and Breakfast Program are available in the school offices and are sent home with all students at the beginning of the year. All information is kept confidential.
- Parents are always welcome to visit the lunchroom and eat with their child. An adult may purchase a school lunch for the day. Please notify the office ahead of time; lunch orders are called in at 9:10 a.m.
- For safety reasons the cafeteria is not equipped with microwave to warm lunches brought from home.

BREAKFAST

Portland Public Schools will be offering breakfast to students beginning the first day of school at Oakwood and Westwood Elementary schools. Students eligible to receive free lunch are also eligible to receive free breakfast.

Breakfast consist of four components; milk, bread protein and fruit or vegetable. Students will be asked to choose at least three components.

Students wishing to participate in the school breakfast program should report to the lunchroom beginning at 8:20 a.m. Any questions or concerns regarding school lunch/breakfast should be directed to the Food Service Director at 647-2984.

BULLYING

Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while enroute to or from school are subject to disciplinary action as per school board policy 8260.

BUS PASSES

If you intend for your child to ride a different bus than usual, or ride a bus when he/she usually doesn't, you must contact the Transportation Department. Some buses are completely full with regular riders. State safety regulations prohibit allowing more students to ride the bus than it is licensed to hold. Therefore, there will be times when a request for a bus pass will be denied. Call the Transportation Department at 517-647-2993 to find out which buses don't have room for extra riders before you count on it.

BUS SAFETY

The Transportation Department has established guidelines for behavior on the buses with safe transportation of students and consideration of the rights of all people in mind. Oakwood staff supports the efforts of the bus personnel to provide safe, peaceful transportation for all of our students.

PORTLAND PUBLIC SCHOOLS SCHOOL BUS DISCIPLINE POLICY

Typical Examples (Not Conclusive)

1. Very noisy behavior
2. Disrespectful language
3. Bothers or provokes other students
4. Refusal to give name or show I.D. upon request
5. Will not follow directions
6. Window misuse
7. Gum chewing, spitting, eating or drinking on the bus
8. Unsafe conduct at bus stop or railroad crossing
9. Forgery of bus passes, parent notes or other documents
10. Throwing objects on, from or at the bus
11. Pushing, crowding or standing
12. Use of water guns, water balloons, etc.
13. Fighting or Wrestling
14. Vandalism or theft
15. Lighting matches or lighters
16. Smoking or chewing tobacco
17. Tampering with emergency equipment
18. Profanity or obscene gestures
19. Flagrant intimidation or defiance of school authority
20. Possession or use of alcoholic beverages or illegal substances.

Bus drivers will maintain control of students on the busses through the use of progressive discipline. Progressive discipline will start with the driver talking to the student that has caused a problem on the bus and giving a verbal warning. If this alone does not work then the driver shall contact the parent or guardian. We realize it is not always possible to talk with parents because of busy schedules. If the parent could not be reached by phone then a message will be left if you have an answering machine. (In the case of a serious conduct violation it may be appropriate to go directly to a written Conduct)

Our new School Bus Conduct Report will use progressive discipline throughout the year. Any points a student receives will be added from one conduct report to the next one. So if a student has an accumulated 3 to 5 points even

though they were each one point conducts, that will be a one day suspension. All consequences will be based on the accumulated points per student. The bus driver shall make an attempt to talk with the parent for each conduct report written. The consequences for conduct points are listed toward the bottom of the conduct slip. Any student issued a conduct may **NOT** ride **ANY** bus until the conduct slip is signed by a parent or guardian and returned to the driver.

CLASSROOM VISITATIONS

- Although many parents would love to observe their children in the classroom without the children knowing, it is disruptive to the class to have parents peeking through the door window ... children usually discover the parent and are distracted from their school activities.
- Parents are urged to make plans with the classroom teacher for a more straight-forward visit of at least half an hour. It's a great way to really see how the child functions among his/her peers. Please sign in at the office before proceeding to the classroom for your scheduled visit.

CHILD ABUSE REPORTING

Suspected child abuse or neglect will be reported to County Protective Services or a local law enforcement agency as required by Michigan law.

COMMUNICABLE DISEASES

Health regulations require parents of children who are showing symptoms of having communicable diseases to keep them at home until all signs of contagion are gone. If a child appears at school with obvious signs of having a communicable condition, the office will contact you to take your child home. Please do not send your child back to school until all signs of contagion are gone.

Following is a practical guide that we hope will help you decide whether you should send your child back to school:

Chicken Pox - When the skin is clear of active lesions, but not less than 7 days nor more than 10 days from the appearance of the first crop of pox.

Red Measles - Upon recovery, but not less than 7 days.

German Measles - Upon recovery, but not less than 4 days.

Whooping Cough - Upon recovery, but not less than 7 days.

Mumps - When swelling is gone, but not less than 1 week.

Scarlet Fever - When authorized by doctor.

Scarlatina - When authorized by doctor.

Strep Throat - When authorized by doctor.

Common Cold - Many contagious diseases begin with cold symptoms. This is the most contagious stage of any illness.

Head Lice - After recommended treatment and procedures have been completed. Student's hair must be free of any sign of lice.

Pink Eye - When authorized by doctor.

Please contact the school office if your child exhibits symptoms of any of the above conditions.

Information about the communicable diseases listed above may be obtained from the local Health Department.

Any student with a temperature of 100 or higher, or discharge from the nose and/or eyes, persistent cough, sore throat, earache, headache, skin eruptions or rashes, should be at home. Please expect the school to contact you in such cases. We encourage regular attendance at school, but sick children are better off at home not at school.

COMMUNICATION

The staff of Oakwood Elementary believes in open communication between school and home. Please feel free to first contact your child's teacher, then the office staff or principal any time you have a question, suggestion, or concern. The school newsletter and classroom newsletters are published and sent home frequently. Classrooms and offices are equipped with phones and voice mail, and each teacher has e-mail access as well. The best time to reach teachers is before and after school.

PARENT/TEACHER CONFERENCES

Every fall and spring, after the first marking period has ended, we schedule conferences between parents and teachers to discuss each child's progress and to plan for the rest of the school year.

Any time you feel the need to talk with your child's teacher about his/her education please don't hesitate to call to set up a meeting. One of the most important factors in a child's progress in school is the active involvement of parents.

CORPORAL PUNISHMENT

- Prohibition of the use or threat of inflicting physical pain in the Portland Public School District does not give license to students to defy authority or disobey rules and regulations.
- Use of physical contact is still appropriate to guide a student to a desired destination (principal's office, etc.) or to handle an act of insubordination.

CURRICULUM

Portland Public Schools is continually working to upgrade its curriculum. Oakwood Elementary teachers play an active part in this process. Teachers are responsible for ensuring that each student is provided with the benefits of the district approved curriculum. They are always willing to discuss the curriculum with interested parents.

DAILY SCHEDULE

Classes are to begin and end at the times indicated. Students are expected to be in their assigned classroom at these given times.

8:35 a.m.	School begins
3:46 p.m.	School ends

After 8:45 a.m., all entrance doors, except the front entrance, will be locked for the duration of the day. The side entrance will be locked during the posted times.

Before School

Students are not to enter classrooms before 8:35 a.m. Students who walk to school are encouraged not to arrive before 8:20 a.m. Students report to their assigned playground unless it is raining. On rainy days or extremely cold days students are to report to the assigned indoor area. **Supervision does not begin before 8:20.**

After School

Anyone who misses a bus should go immediately to the office. We will call your parents for you. DO not start to walk home or go to a friend's house!

DEBUG SYSTEM

1. De Bug System (Described)

Students are equipped with 5 steps to take when being bothered ("bugged") by another student instead of acting out in violence.

The steps are:

1. Ignore the behavior.
2. Move away from the person "bugging you".
3. Ask nicely for the person to stop.
4. Tell firmly that if they don't stop, you will tell an adult.
5. Tell an adult and let them take care of the offender.

2. De Bug System (Implemented)

- At the beginning of the school year, a staff member or Principal will visit each classroom to explain the system.
- Each classroom will have a De Bug System poster prominently on display.
- Teachers will review the system often with their classes.

- Playground Supervisors will ask students who get in trouble if they used the system by going through each step.
- Principal will ask students who get in trouble if they used the system by going through each step.

DISMISSAL/PICK UP PROCEDURES

- **Early Dismissal**

If you desire to have your child released from school before the dismissal bell, you must report to the office to sign out your child. Please call the school ahead or send a note so your child can be prepared for your arrival. Please do not pick your child up directly from the classroom. This precaution is for the safety of the student. Students may leave school only with a parent, guardian, or designated parent substitute. We will ask for identification or phone for parent/guardian consent if we do not recognize an adult asking for the release of a child. If the office has not been notified and the person is not on the emergency card, the child will not be released until clearance is made with the parent/guardian.

- **Parent Pickup at Dismissal Time**

If entering the building, parents are asked to wait in the designated area until the dismissal bell has rung. End of the day organization and instructions are important, and students are easily distracted. Students being picked up by parents will be released from their classrooms at the dismissal bell and escorted to the designated area by a staff member.

Adults picking up the students will be able to enter the building by way of the cafeteria doors.

- **Walkers**

Students walking home will be released from their classrooms at the dismissal bell and exit through the main doors of the school.

- **Bus Riders**

Students will be supervised at the school after dismissal until they board their buses.

- **Changes in Transportation Arrangements**

Unless we have received a note or been contacted by a parent/guardian, a child must follow the normally designated transportation arrangements. Signed notes must be sent in the morning to inform teachers of any change in plans for a child's transportation home or to another destination. This is a security issue and should not be left to a telephone call during the last hour of the school day. *Emergency changes should be made by calling the school office and speaking directly with the school secretary or principal.*

DISTRIBUTING INFORMATION

Despite the frequent unreadable piece of paper floating in the washer, students are our best means of communicating information to you. It is our belief that the more communication there is between home and school, the better the student's chances of being successful. You will hear from us often.

Please be aware that we will not use your children to carry any information that does not relate to their education in some way. Students will not carry information resulting in profit without a bidding process. You can expect information on such for - profit activities as fund raisers and school pictures. All such activities have the approval of the superintendent or his designee.

DRESS CODE

- Children will be going outside for recess even in cold weather. Coats, hats, mittens or gloves, and boots should be worn. Snow boots should not be worn throughout the school day. A spare pair of shoes may be left at school if you wish.
- Shoes are to be worn during school hours in the building. Stocking feet will not be permitted for health and safety reasons. Flip flops and high heels are also discouraged for safety reasons. Shoes with wheels are not allowed in school for safety reasons.
- Gym shoes are required to participate in gym class; black soled shoes should not be worn in gym as the shoes leave black marks on the floor.
- In warmer weather, shorts may be worn; however, spaghetti strap tank tops and short shorts should not be worn. No bare mid-riff tops are allowed. T-shirts should have appropriate sayings and pictures for the school atmosphere. For example: T-shirts, hats, and other clothing advertising alcohol, drugs, or tobacco products will not be permitted.

- Hats are not to be worn inside the building by boys or girls, unless a “Hat Day” has been declared as a special school-wide event.

It is recognized that student attire does assist in establishing and maintaining the educational tone of the building as well as helping students create a positive, upbeat feeling about themselves and others. Students are expected to dress in neat, clean, safe attire.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of this exercise of disciplinary authority shall be reasonableness and fairness.
2. Efforts shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent/guardian.
3. A student must be given an opportunity for hearing with the appropriate school administrator if he or his parent/guardian indicated the desire for one. A hearing shall be held to allow the student and his parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his parent/guardian allege prejudice or unfairness.

EMERGENCY PROCEDURES

It is vitally important to your child's safety to know what to do in case of fire, tornado, or other emergency. For that reason, the school conducts fire drills, tornado drills, and other emergency procedures.

- NOTE: In the event of an actual tornado watch or warning, parents wishing to pick up their children please report to the school office so that children may be paged. Do not go to the classroom as children may be in a different take-shelter area.

Please establish a plan to follow at home in case of fire, tornado, or other emergency. When the emergency happens, it is too late to plan your family's reaction.

EQUAL EDUCATIONAL OPPORTUNITIES

Portland Public Schools

Board of Education

Statement of Assurance of Compliance With Federal Law

The Portland Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 2004, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Portland Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. The Portland Public School District is an Equal Opportunity Employer.

NOTIFICATION OF RIGHTS

The Federal Education Rights and Privacy Act

In compliance with Federal regulation, Portland Public Schools has established the following guidelines concerning student records:

- A. Mr. Charles Dumas is the Records Control Officer for the District, and is responsible for the processing and maintenance of all student records. His office is located at 1100 Ionia Road, Portland Michigan, and can be reached by calling 517 647-4161.
- B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation.
- C. A parent, guardian or adult student has the right to request a change or addition to the student's records and to either

obtain a hearing with district officials or file a complaint with the U.S. Department of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Family Educational Rights and Privacy Act.

D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building administrator in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all such information: The student's name, picture, major field of study; weight and height; participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

E. Pictures of the student may be used solely for District purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.

F. School officials of a public high school are required to provide access to "directory information" (pupil's name, address, and, if a listed or published telephone number, the pupil's telephone number) to official recruiting representatives of the armed forces of the United States and the service academies of the armed forces of the United States. School officials will not allow access to the pupil's directory information if the adult pupil or parent or legal guardian of the pupil submits a signed, written request to school officials indicating that the directory information for that pupil be withheld.

G. A copy of the Board of Education's policy (Portland Public Schools Board of Education Policy #1430) is available in the Superintendent's Office.

FIELD TRIPS

Field trips are a valuable addition to the curriculum. Teachers plan them in order to provide students with first-hand knowledge related to the material being learned.

Parents are asked to fill out the Field Trip Permission form on the back of the Emergency Card at the beginning of the school year. The form, when signed, will give your child's teacher permission to take him/her on a field experience trip related to a specific curriculum area. This slip will cover trips within 20 miles of school. If the trip goes beyond that radius, you will receive a Field Trip Permission Slip for that specific trip only. You will receive information about every field trip your child is expected to go on within an adequate period of time.

HALLWAYS

1. Walk on the right side of halls, especially when turning corners.
2. Remember, when you are walking down a hall or lining up, there are over 500 other students in the building, and the majority of them are in the classroom setting. It is your job to make sure you do not disturb them.
3. Students are not to run in the building.

LOST AND FOUND

A lost and found area is provided near the office for found clothing, equipment, etc. Lost watches, money, wallets and valuable jewelry are turned in directly to the office secretary. Please mark all clothing and other personal items with your child's name. Items left at the end of the school year are donated to charities.

MEDICATIONS/HEALTH RESTRICTIONS

If your child has any medications (prescription and non-prescription) which must be administered by school personnel, **YOU MUST HAVE A PERMISSION FORM ON FILE FOR PRESCRIBED AND OVER THE COUNTER MEDICATION COMPLETED BY A PHYSICIAN OR AUTHORIZED PRESCRIBER AND SIGNED BY THE PARENT OR GUARDIAN.** The law does not allow school personnel to administer any medication without this form on file.

Students' medications must be kept in the school clinic. They will be dispensed by designated personnel who will record the action in the daily medications log.

The medications must be in a container showing the student's name, the pharmacy prescription number, identification of the medication, and the dosage and time to be administered.

Please bring your child's medications to school personally and avoid the obvious safety problems involved with sending medications with children.

If your child has any health restrictions other than medication that school personnel should be aware of, please make

office personnel aware of them in writing. It is not sufficient for the student to tell the adult. That information is not always the most accurate.

Students who have been absent because of an illness, but who have become well enough to attend school, will be allowed to avoid outside recess for one (1) day with a signed note from a parent or guardian. If your child needs more than one day inside, you should keep him or her home.

NON-CUSTODIAL PARENT RIGHTS

Divorce laws stipulate that the custodial parent alone has the responsibility for custody, care, control, and education of the child(ren). Under the Family Education Rights and Privacy Act (FERPA), non-custodial parents have access to their child(ren)'s educational records. FERPA regulations presume equal rights for BOTH parents, unless there is a court order to the contrary on file in the office.

In case the of a request for a child's records or a parent-teacher conference from a non-custodial parent, it will be the principal's procedure to inform the custodial parent that the school will grant access unless the custodial parent produces a court order within 7 school days of the date of notification.

PARENT TEACHER ORGANIZATION

Oakwood Elementary and Westwood Elementary share a very active PTO. Among the many activities that our PTO sponsors are: The Carnival, Open House, and raising funds to support our activities. PTO meetings will be held monthly. The meetings will be held in the library and alternate between the two buildings.

PARENT INVOLVEMENT

Part I. General Expectations

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- play an integral role in assisting their child's learning
- are encouraged to be actively involved in their child's education at school
- are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Oakwood Elementary School agrees to implement the following:

- The building will put into operation programs, activities and procedures for the involvement of parents in our school. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents.
- The school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school will involve the parents of the children in decisions about how Title I funds reserved for parental involvement are spent.

Part II. Implementation of Parental Involvement Components

Oakwood Elementary School will involve parents in the development of its school-wide parental involvement policy.

Oakwood Elementary School will welcome, encourage, and recruit parents to participate in the process of school review and improvement to improve student academic achievement and performance.

Oakwood Elementary School will provide an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school at an annual meeting with the involvement of parents. This evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use findings of the evaluation/surveys about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, its parental involvement policies and activities.

Oakwood Elementary School's parental involvement policy will be presented to parents at an annual parent meeting for review, parental input, and dissemination. The policy will also be available in various formats including a paper document or online at our web site.

Oakwood Elementary School will work together with parents to enhance the school community's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve students' academic achievement, through the following activities:

1. Oakwood Elementary School will provide assistance to parents of children served by the school district or school in understanding topics such as the following:
 - Michigan's academic content standards
 - Michigan's student academic achievement standards
 - Michigan and local academic assessments
 - The Title I, Part A requirements
 - How to monitor their child's progress
 - How to work with educators
2. Oakwood Elementary School will provide communication, materials and training in a variety of ways including classroom and school-wide newsletters and parent meetings to help parents work with their child(ren) to improve their academic achievement.
3. Oakwood Elementary School will continue to educate its teachers and other staff in parental involvement strategies to include: how to reach out to, communicate with, and work with parents as equal partners; the importance of parental contributions, and how to implement and coordinate parent programs to build ties between our parents and school.
4. Oakwood Elementary School will develop practices that encourage parent involvement: This will consist of such things as:
 - making sure that all activities are offered at times convenient to parents
 - setting high expectations for parent involvement
 - sending frequent communication to parents about units of instruction and required learning
 - helping parents to understand expected performance standards and what they can do help students achieve those standards
 - recognizing parents who assist, participate, and attend school functions; i.e. PTO meetings, volunteering in classroom, assisting with field trips, attending parent meetings, etc.
5. Oakwood Elementary School will develop with parents, students, and staff a school-parent-student compact that outlines how all parents, the school staff, and students will share the responsibility for improved student achievement. The compact includes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment in order for the children to meet the State's student achievement standards. It also outlines the parent responsibility to support their children's learning in different ways. The students' responsibility to participate fully and take advantage of the learning opportunities provided is also described.
6. Oakwood Elementary School will ensure that the information related to school and parent programs, meetings, and other activities be sent to parents in an understandable and uniform format, including alternative formats upon request, and to the extent practicable in a language the parents can understand.
7. Oakwood Elementary School will integrate and coordinate parental involvement strategies with parental involvement strategies under the following programs: Great Start Readiness Program, Start Smart (ISD), and any other similar programs developed.

Part III. Adoption

This school Parental Involvement Policy has been developed jointly, with, and agreed upon with, parents of students in our building, including those involved in Title I, Part A programs. The members of the committee who participated in its development included the building administrator, the school improvement team, and parents.

PARTIES

Each room may have three parties during the year. (Halloween, Christmas and Valentine's Day).

Food and beverages of limited nutritional value shall not be served at any school party. Healthy foods may be served at school parties. Notices shall be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or award celebrations.

PESTICIDE APPLICATION NOTIFICATION

Our school district has trained and licensed persons applying the needed pesticides to our school buildings and grounds. All applications are made in compliance with Michigan Pesticide Control Act. We make every attempt to not apply pesticides during the school week. However, the occasional emergency (ex: bee removal) might require that we use pesticides, if that happens you will be notified in accordance with State and Federal guidelines as needed.

BRINGING PETS TO SCHOOL

We recognize that children's pets are a big part of their lives and that boys and girls like to show them to their teachers and classmates. You must have permission in advance from the teacher for your child's pet to visit school. You are asked not to send the pet with your child, but to bring the animal yourself for a short visit and then take it home. We have to remember that there are people who have serious allergic reactions to animals.

RECESS

- Recess is an important part of our school day. It is a period of change from mental activity to physical activity and provides students with an opportunity to release extra energy. Each recess period is supervised, and students are expected to follow school rules. Students are provided with recess time during the lunch hour and in the morning and/or afternoon.
- All children are expected to go outside at recess time. Fresh air, exercise, and a change of pace help students return to their classroom refreshed.
- If your child is well enough to come to school, we assume s/he is well enough to go outside for recess.
- Students recovering from a serious illness, surgery, or on crutches may stay in with a doctor's note explaining the special circumstances.

PLAYGROUND RULES

We have over 500 students on our playground every day. We expect all students to behave on the playground, to use common sense, and at the same time have fun.

With this number of students using the playground, we have no choice but to remove any student from the playground who does not use it properly.

On the playground the students are expected to follow the school rules.

1. Be Safe
2. Be Kind (Respectful)
3. Be Neat (Responsible)

A few specifics you may need to know are:

1. Students are to use all playground equipment properly.
2. **No Tackle Football**
3. Students are not to climb trees or go off the playground to get balls which are kicked outside the fence.
4. Students are NOT to come inside from the playground without permission from the playground aide.
5. Students are not to wrestle or fight with each other; pretend or real.
6. **Parents requesting permission for children to stay inside due to illness are to write notes to their children's teachers.** Permission will only be granted for medical reasons. Prolonged or often repeated requests will require a doctor's statement.
7. No Skateboards or rollerblades.
8. No gum, food or drinks are allowed on the playground.
9. No electronic devices.
10. Students are asked to use care and caution on the playground for the safety and protection of self and others.

11. The following items are not permitted on the playground: hard bats or baseballs.

INSIDE RECESS

Students in all grades (DK-2) shall be kept inside the school building during recess times whenever the outside air temperature is lower than 10 degrees. Air temperature and wind chill factor will be determined locally. The Building Principal is responsible for determining whether or not there will be an inside recess.

- A. In as much as feasible with the current staff, constructive alternatives to outside recess shall be developed.
- B. Whenever an extended cold weather period causes four consecutive days of inside recess, students may be allowed to go outside for shortened recess periods or their teacher may take them outside for a brief period of time. The decision to offer these types of alternatives rests solely with the Building Principal.

REPORT CARDS

All students will be given periodic written reports or report cards during the school year. They will be sent home four times a year. Specific times will be communicated by the teachers at the parent meetings and in their newsletters. If you have any concerns, please feel free to contact you child's teacher.

RETENTION

The Instructional Consultation process (ICT), Special Education services, and Title I support are used as early intervention for students have difficulty performing academically at the appropriate grade level. If extenuating circumstances are such that the intervention strategies above fail to bring the student's achievement to an acceptable level, a committee composed of at least the student's parents or guardian, the current classroom teacher and the building principal shall convene to explore the appropriate alternatives for the student. If any party involved in this process disagrees with the decision of the committee, the party has the right to appeal the decision to the superintendent. Such appeal shall be made within one month of the committee decision. The superintendent's decision is final.

OAKWOOD ELEMENTARY SCHOOL RULES AND CONSEQUENCES

Childhood misbehavior is treated as an opportunity for the children to learn. With that in mind, when a child chooses to break a rule they will be talked to about their choice and what they should have done and what they should not have done. Our goal is to help the children understand appropriate choices. To stay with these beliefs when a child breaks a rule the consequences will be respectful, related, and reasonable.

Schoolwide rules are:

1. Be Safe
2. Be Kind (Respectful)
3. Be Neat (Responsible)

All Board Policies are in effect. These rules include:

1. Dress and grooming practices that interfere with the educational program are not allowed.
2. The use and/or possession of tobacco products is not allowed in school buildings, on school grounds, on school vehicles, and at school-related events.
3. Students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law.
4. The Board prohibits the use, possession, concealment, or distribution of any drug at any time on District property or at any District event.
5. The Board will not tolerate the possession of weapons by anyone while on school property or at a District-related event.

Consequences for actions that violate the rules *may include, but are not limited to* one or more of the following:

- Verbal correction
- Parent contacted by phone
- Student excluded from privileges (recess, field trips, parties, etc.)
- Detention (before or after school)
- Written Reflection
- Student assigned specific duties
- Suspension (in-school or at home)

SCHOOL CLOSING/DELAYED OPENINGS/EARLY DISMISSALS

Sometimes events happen which cause a planned day of school to be canceled or begin late or end early. Portland Public Schools has plans for dealing with such events. The superintendent of schools makes the decision to close school or delay its start based on the most current information available. Reports from area police agencies, road commissions, and the National Weather Service help him make informed decisions.

When the decision to close school or delay its opening is made announcements will be made on the following radio stations and television channels:

<u>Television:</u>	WLNS (Channel 6)	WZZM (Channel 13)	
	WOOD (Channel 8)	WOTV (Channel 41)	
	WILX (Channel 10)	WSYM (Channel 47)	
<u>Radio:</u>	WJXQ (106.1 FM)	WHZZ (101.7 FM)	WWDX (92.1 FM)
	WITL (100.7 FM)	WVIC (94.1 FM)	WFMK (99.1 FM)
	WQTX (92.7 FM)	WJIM (1240 AM/97.5 FM)	

In case of an early closing of school, it is important to your child's safety and peace of mind to have a rehearsed routine for such an event. **IF THE ROUTINE IS DIFFERENT FROM YOUR NORMAL ROUTINE PLEASE INCLUDE THIS INFORMATION ON THE BACK OF THE STUDENT EMERGENCY CARD.**

Please, remember that the telephone lines to Oakwood, the Board Office and the Transportation Office must remain open in case of an emergency. **PLEASE DO NOT CALL THE OFFICES.** All information will be announced on the listed television channels and radio stations. If school is not canceled, but you feel your child would be safer at home during threatening weather conditions, please make the decision you are most comfortable with.

SCHOOL IMPROVEMENT

Every building has a school improvement team composed of staff members, parents, community members, and the building administrator. Progress is reported in the Annual Report each fall.

SEXUAL HARASSMENT POLICY

Board of Education Policy #4116 recognizes that all people have the right to work and learn in an environment free of the fear of coercion. Therefore, the Board has established a policy prohibiting sexual harassment. The complete text of this policy may be viewed at the Board of Education office in the high school.

NOTIFICATION OF PARENT/STUDENT RIGHTS

Identification, Evaluation, and Placement

The following is a description of rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District you have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the District advise you of your rights under Federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- F. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- G. Have transportation provided to and from an alternative placement at no greater cost to you than would be incurred if the student were placed in a program operated by the District;
- H. Have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by

the District;

I. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement;

J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

K. A response from the District to reasonable requests for explanations and interpretations of your child's records;

L. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

M. Request mediation of a impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. Charles Dumas.

N. Ask for payment of reasonable attorney fees if you are successful in your claim; and

O. File a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is Mr. Charles Dumas, Superintendent (517 647-4161).

SNACK BREAKS

Classroom teachers may schedule nutritional snack breaks and will communicate directly with parents.

SUSPENSION / EXPULSION

Suspension – The student is temporarily removed from the regular class routine because of a misdemeanor or persistent disobedience. A suspension may be for a short term, not exceeding five (5) days per incident, or long term, exceeding five (5) days but not more than ten (10) days per incident. A short term suspension may be imposed immediately upon a student without first affording the student or parents/guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. During a suspension, the students will not be allowed on school grounds during school hours or at school events without parental escort. The length of the suspension will be determined by the nature of the offense.

Expulsion – The student may be permanently removed from school because of a gross misdemeanor or persistent discipline. "Repeat offenders" (students who habitually violate the Code of Conduct) will be taken before the Superintendent for expulsion. Expulsion will be determined by the Superintendent. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

SUPPLIES

Required supplies such as books, paper, pencils, etc. are provided to students. Parents may furnish additional supplies and are encouraged to check with the teacher to see if the items are appropriate to classroom needs.

TEACHER QUALIFICATIONS

As a parent of a student at Portland Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Michigan Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact Simone Margraf at 517-647-2991 or smargraf@portlandk12.org.

TELEPHONE USE

The school telephone has only two lines available to over 40 staff members and over 400 families. Student use of the telephones will be limited.

- Students may use the school phone only in cases of emergency. Please help your children remember their supplies, money, lunch, agendas, etc. when they leave for school. This will save you valuable time and help make your child's day at school go more smoothly.
- Arrangements should be made at home for after school activities; those arrangements cannot be made at school.

TEXTBOOKS AND EQUIPMENT (LOST OR DAMAGED)

Some textbooks are issued directly to students. The number of the textbook and its condition will be recorded by the teacher. Students are responsible for taking care of textbook and library books. Costs will be assessed for damage to books and materials beyond reasonable use. Cost of replacement will be charged if the book is lost or deemed unusable.

VISITORS (PARENTS, TOO)

To insure the safety of our students, Oakwood visitors are required stop in the office to sign in and pick up a visitor pass to wear while in the building. We like to know who is here, and we like to try to help our visitors. During the school day the only entrance to the building which will remain unlocked is the Main Entrance. Non-adult visitors or guests (school-aged persons) are not allowed, as they cause a disruption to the educational process.

VOLUNTEERS

We encourage and welcome parent volunteers in our schools. Please contact your child's teacher or the building principal for further information. Your involvement and interest in school will have a positive effect on your child's attitude toward learning.

Student Handbook Awareness Statement

We have received the Student Handbook, which includes general information, rules and regulations. We realize that we are responsible for reading and following its contents. ***Parents are required to inform the school of any changes in residency, custody, daycare, home or work phone numbers and emergency contact information.***

Date: _____

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Teacher Name: _____

Please return this signed form to your child's teacher as soon as possible.

Thank you!