
SOUTH LAKE ELEMENTARY SCHOOLS

**Handbook of
General Information
2011-2012
SOUTH LAKE SCHOOLS**

**Avalon, Elmwood, Koepsell
St. Clair Shores, Michigan**

**Kindergarten
Grades 1 through 5**

A MESSAGE TO PARENTS

“The difference between a successful person and others is not a lack of strength, nor a lack of knowledge, but rather a lack of will.”

Vince Lombardi

Children are our nation’s best and brightest resource. The mission of our schools is to produce citizens who can effectively communicate, gather and use information, make responsible decisions and adapt to challenges of the future.

Research shows that learning of children is influenced greatly by parents and other family members. In fact, parents’ involvement in the learning process enables children to learn more. Research also shows that, when parents and staff work together cooperatively, student learning can be enhanced.

South Lake Schools recognizes this and encourages parents to be active participants in their child’s educational growth. Therefore, please let staff members know how our schools can better serve your child.

The 2011/12 school year will present many challenges within our school district. South Lake graduates will demonstrate that they are educationally prepared to contribute to and lead our society. As superintendent, I feel especially proud knowing that our students, and subsequently our nation’s future, are in good hands . . . the care of South Lake’s outstanding staff.

Pamela Balint
Superintendent of Schools



OUR VISION

It is our vision to create a School District, characterized by the quality of our staff, committed to working together with the community in a positive environment to prepare all learners for the future.

OUR MISSION

South Lake Schools' commits itself to being a leader of excellence.

OUR GOALS FOR STUDENTS

A Pre K-12 education in South Lake Schools will provide all students with opportunities to develop their potential in order to lead productive, satisfying lives, and to prepare for their adult roles, which include becoming:

- Literate individuals
- Healthy and fit people
- Responsible family members
- Productive workers
- Involved citizens
- Self-directed lifelong learners

To this end, the District adopts the following broad educational goals.

Students will maximize their capacity to:

- Pursue the goal of lifelong learning
- Gather and use information
- Make responsible decisions
- Feel positive about themselves and others
- Think clearly and communicate effectively
- Adapt to the challenges of the future
- Manage change effectively
- Be creative and innovative persons

Chain of Command/How to Effectively Communicate with School Officials

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way.

- 1. On Matters Involving Instruction / Curriculum**
 - a. Classroom Teacher
 - b. Principal
 - c. Curriculum Director
 - d. Superintendent
 - e. Board of Education
- 2. On Matters Involving Athletics**
 - a. Coach
 - b. Athletic Director
 - c. Superintendent
 - d. Board of Education
- 3. On Matters Involving Student Discipline**
 - a. Classroom Teacher
 - b. Assistant Principal
 - c. Principal
- 4. On Matters Involving Student Expulsions**
 - a. Superintendent
 - b. Board of Education
- 5. On Matters Involving Facilities/Grounds/Buildings**
 - a. Principal
 - b. Director of Operations
 - c. Superintendent
 - d. Board of Education
- 6. On Matters Involving Transportation**
 - a. Bus Driver
 - b. Transportation Director
 - c. Superintendent
 - d. Board of Education

**SOUTH LAKE ADMINISTRATION
2011-2012**

Superintendent pbalint@solake.org	Pamela Balint 586-435-1602
Director of Special Services tkasander@solake.org	Toni Kasander 586-435-1610
Director of Human Resources & Transportation tvonhiltmayer@solake.org	Ted Von Hiltmayer 586-435-1630
Director of Business & Operations mdishman@solake.org	Matthew Dishman 586-435-1660
Director of Instruction & Assessment jthero@solake.org	John Thero 586-435-1640
Avalon Elementary jpoleski@solake.org	Jeanne Poleski 586-435-1000
Elmwood Elementary kterry@solake.org	Kellie Terry 586-435-1100
Koepsell Education Center dboehm@solake.org	Diane Boehm 586-435-1500
Middle School Principal lwells@solake.org	Lauren Wells 586-435-1300
Middle School Assistant Principal & Athletic Director jkasparian@solake.org	Jason Kasparian 586-435-1308
High School Principal ckennedy@solake.org	Carmen Kennedy 586-435-1404
High School Asst. Principal	586-435-1462

**BOARD OF EDUCATION & ADMINISTRATION
OFFICES**

23101 Stadium Boulevard
St. Clair Shores, Michigan 48080
(586) 435-1600

**BOARD OF EDUCATION
2011-2012**

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TONI KASANDER	<i>Director of Special Services</i>
JOHN THERO	<i>Director of Instruction & Assessment</i>

ELEMENTARY SCHOOLS

Avalon School

20000 Avalon
St. Clair Shores, MI 48080
(586) 435-1000 Fax (586) 445-4358
Jeanne Poleski, *Principal*
Cheryll Heckman, *Secretary*

Elmwood School

22700 California
St. Clair Shores, MI 48080
(586) 435-1100 Fax (586) 445-4338
Dr. Kellie Terry, *Principal*
Kyle DeBusschere, *Secretary*

Koepsell Education Center

21760 Raven, Eastpointe, MI 48021
(586) 435-1500 – Fax (586)445-4322
Diane Boehm, *Principal*
Debra Setlak, *Secretary*

SCHOOL HOURS

All elementary students K-5 attend a full day. Kindergarten sessions are full day. Elementary schools will start at 8:20 a.m. and dismiss at 3:15 p.m. The lunch hour is flexed between 11:00-12:30 p.m. For safety of children, parents should time departure from home so that pupils arrive about five minutes before starting times. All pupils are required to report at home directly after dismissal.

EMERGENCY SCHOOL CLOSINGS

Closings are reported via the St. Clair Shores Police Department to the Michigan Law Enforcement Information Network (LEIN).

Closings are announced locally over the following media: Comcast Education Cable Channel 20, as well as regular television channels 2, 4, and 7 and radio stations WWJ, WJR, CKLW, WWWW and WKQI.

INTRODUCTION

To establish reasonable consistency in the schools, a uniform Student Discipline Code has been developed. Teachers may develop individual rules and disciplinary practices to deal with individual or classroom problems which supplement this Code and which are not in conflict with it. The Code of Student Conduct applies to students enrolled in South Lake Schools. Notwithstanding any other provision of this code, the district will comply with procedural safeguards under Section 504 of the Rehabilitation Act (Section 504) and the Individuals with Disabilities Act (IDEA) discipline regulations for students with disabilities when applicable.

Disciplinary infractions and the responses to them are divided into four levels. In choosing an appropriate disciplinary response for offenses, school personnel may select from the disciplinary responses appropriate to the level of the offense. In certain circumstances a combination of disciplinary responses may be appropriate.

This process is progressive and designed to promote learning and application of appropriate behavior and social skills in all children of elementary age.

The school administrator/designee must be informed of all acts of misconduct that may result in the removal of a student from school or an extracurricular/co-curricular activity.



Level I

Level I offenses are acts of misconduct which interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

Infractions

- Classroom disruption
- Disruptive conduct
- Dress code
- Profane, obscene, abusive language/materials
- Tardiness/skipping
- Disrespect for others

Level I Responses

- Parental contact
- Verbal reprimand
- Lunch detention (parental contact recommended)
- Warning of referral to Level II
- Behavior Plan
- School/classroom Behavior Management Plan

Level II

Level II acts of misconduct may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others.

Level II Infractions

- Destruction of property
- Attempting to fight or inciting others
- Harassment
- Repeated misconduct
- Open defiance

Level II Responses

- Parental contact/conference (recommended)
- Student/teacher/principal conference (recommended)

Level II Responses

- Behavior contract (written)
- In-school suspension (one day)
- Lunch detention (parental contact recommended)
- Out of school suspension (one day)
- Warning of referral to Level III

Level III

Level III infractions include, but are not limited to: repeated acts of misconduct, serious disruptions of the orderly conduct of school, threats to the health, safety and property of self or others, and other acts of serious misconduct.

Level III Infractions

- Assault
- Battery of student
- Fighting (mutual altercation)
- Destruction of property or vandalism (**over \$100**)
- Gross insubordination
- Repeated misconduct
- Malicious harassment, bullying or intimidation
- Smoking (and other use of tobacco products)
- Theft (\$50 & over)

Level III Responses

- Parental contact conference (mandatory)
- Student/teacher/principal conference (recommended)
- Behavior contract (written)
- In-school suspension (2-3 days)
- Out of school suspension (2-3 days)
- Expulsion from school
- Referral to appropriate prevention or treatment program

Level III Responses

- Notify appropriate law enforcement agency
- Alternative placement
- Temporary or permanent removal from participation in extracurricular and/or co-curricular program or activity
- Warning of referral to Level IV

Level IV

Level IV acts of misconduct are those of the most serious category.

Level IV Infractions

- Assault of employees and volunteers
- Threat or false report of bomb or other destructive device/explosion
- Breaking and entering
- Drugs/substance abuse
- Extortion

Level IV Responses

- Parental contact (mandatory)
- Student/parent/principal conference (mandatory)
- Suspension from school (4 to 10 days with recommendation for expulsion)
- Post suspension contract
- Expulsion from school
- Notify law enforcement
- Alternative placement

REPORTS TO LAW ENFORCEMENT AGENCIES

The School Board views criminal acts, and those which may affect the health, safety, and welfare of those on a school campus as extremely serious in nature.



In addition to disciplinary action administered at the school level, certain acts shall be reported to the appropriate law enforcement agency.

1. Arson
2. Assaults in which the victim is injured and any continued pattern of recurring simple assaults, including recurring fighting with, or threats to, others and any assault or threat by word or act to use deadly force, whether or not the student has the apparent ability to use such force
3. Bombs and other explosive agents other than minor firework
4. Breaking and entering

5. Disturbances that substantially disrupt school
6. False alarms or calls
7. Possession/use/distribution of weapons or ammunition
8. Property damage of a substantial nature
9. Robbery
10. Sexual offenses/battery endangering the health, safety or welfare of others
11. Smoking tobacco products in, on, or within 1,000 feet of campus by a student under 18
12. Theft
13. Throwing from the bus window any object likely to cause bodily harm or property damage
14. Vandalism other than of a minor nature
15. Possession/use/distribution of drugs or alcohol products
16. Gang rivalries or activities

SUBSTANCE ABUSE

Student use, sale and/or possession of tobacco, drugs, narcotics, alcohol or behavior altering substances is against the law and expressly forbidden by the South Lake Schools' Pupil Conduct Code. Consequences include parent notification, suspension and police department referral. A copy of the Pupil Conduct Code may be obtained from the principal.

STUDENT DRESS CODE

Dress and Grooming Guidelines

The primary purpose of school is to provide an atmosphere which enhances teaching for all students. It is necessarily emphasized that the basic responsibility for acceptable dress, both in schools and in the community, belongs to the parents.

Specific applications of the dress code will be dependent upon building environment, class requirements and age and characteristics of the student. As such, specific rules may differ between the elementary, middle and high school dress codes.

The overall appearance of a student should not disrupt the educational process. Students are advised that cleanliness, neatness and other aspects of personal appearance are mandatory.

In School you **MAY** wear:

- Slacks, blue jeans and denims
- Skirts, dresses and shorts which are no shorter than your fingertips with your arms at your sides.
- Appropriate safe footwear - please use reasonable judgment

In school you **MAY NOT** wear:

- Outlandish costumes that display blood and gore.
- Bare midriff, halter tops, tank tops or muscle shirts (see-through clothing)
- Flip flops
- Clothing printed with abusive, foul or bad language or inappropriate pictures or advertisements

Coats, hats, sunglasses and other over-clothing designed for outdoor wear may not be worn to classes. Hats must be removed upon entering the classroom. Pants must be worn at the waistline. No baggy/saggy pants will be permitted. The building principal can require a change in clothing if a student's clothing is not appropriate. Weather conditions should guide parents' decisions about clothing to be worn to school.

THE TESTING PROGRAM

In order that we may evaluate a pupil's progress more accurately, a testing program has been developed to evaluate achievement at various intervals during a student's progress through school.

The Michigan Educational Assessment Proficiency Tests (MEAP) is administered annually in grades 3-5 as required by the State of Michigan. Computer scoring provides the teacher with information which identifies each student's achievement. A computer printout, called a Parent's Report, is received by South Lake Schools from the test bureau and is given to parents.

Reading tests may be given to identify specific areas of difficulty for the individual reader. All test results become a part of the pupil's permanent record.

ACCELERATED PROGRAM CLASSROOMS

Elmwood School houses two accelerated classrooms, one for fourth grade students and one for fifth grade students. Parents of students in the third and fourth grades from all three South Lake elementary schools are invited to apply in May for a slot in these classrooms for the following fall.

Availability is determined each year based on the number of parent requests. For more information, contact the principal of your child's school.

SPECIAL SERVICES

SPEECH AND LANGUAGE DEVELOPMENT

This program is designed to aid the child with a speech difficulty related to articulation, fluency, quality or delayed language development.

Speech Therapists divide their time among all of the public and parochial schools within our district, meeting with children individually or in small groups on a regular basis.

The Speech Therapist also provides hearing screening to individual students thought to be having hearing problems. Children who have been observed by the speech therapist, parent or classroom teacher to be in need of speech and language service will be evaluated for speech and/or language classes.

DIAGNOSTIC SERVICES

The School Psychologist is a professionally trained person who applies the principles of educational evaluation and measurement to explore behavioral and learning problems.

The school psychologist assists in developing appropriate programs to guide students who cannot adequately adjust to current school circumstances because of disabilities that stem from learning impairments, whatever their primary cause might be. Early identification of children with learning problems is a primary goal.

The service is individual and confidential. All observations and factual data are recorded and written in a summary report along with specific procedural recommendations. A copy of the report remains in the special education and principal's file. The school psychologist concludes the evaluation with oral and written interpretation of test results to the parents of the student along with specific procedural recommendations. If a special education referral was initiated through the building principal, the psychological evaluation becomes part of the multidisciplinary team (MET) reports.

SCHOOL SOCIAL WORKERS

The School Social Worker serves as a link between the home and school in cases where social/emotional problems are affecting the academic and social growth of the child's school life.

SPECIAL EDUCATION PROGRAMS

South Lake Schools offers modified programs geared to the special needs of students who cannot learn effectively in regular academic classrooms. It is the purpose of special education programs to help students overcome specific impairments to effective learning.

Students who are eligible are considered for placement in special education programs at a meeting of an Individualized Education Program Team (IEPT) meeting which is attended by both school personnel and the student's parents. Students assigned to special education programs will participate in many activities of the regular school program while enjoying special programs designed to meet their different learning rates and different methods of teaching. High school programs provide an opportunity for many students to complete a full 12-year program who might otherwise leave school before graduation.

Provisions have been made through the Macomb Intermediate School District's Special Education Department and through the cooperative efforts of other school districts in Macomb County to offer special services for the physically impaired, visually impaired, hearing impaired and emotionally impaired.

CHILD FIND

Recent legislation requires South Lake Schools to seek all disabled children living within the school district in order to provide them with appropriate special education services. If you have a child who may be disabled (cognitively, physically or emotionally), or if you wish to obtain more information about special education programs and services, contact the office of the Director of Special Education: Ms. Toni Kasander, at 23101 Stadium Boulevard, St. Clair Shores, Michigan 48080 or call (586) 435-1610.

SUPPORT SERVICES

South Lake Counseling Services provide a developmental, sequential guidance and counseling program for all students K-12. The guidance component assists students in moving successfully through the learning process to prepare for life and career roles. The counseling component assists students in dealing with present life situations more effectively by developing positive personal, interpersonal and social skills.

SECTION 504 SERVICES

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," prohibits discriminating against students on the basis of disability. The District expects its employees to be knowledgeable about its Section 504 procedures.

If you have Section 504 questions concerning either current or prospective students, contact the Director of Special Services at 586-435-1610.

STUDENT HEALTH

An optimum level of health is necessary for a child to perform his/her best academically. As a personal health precaution, and in consideration of the health of others, **a child should be kept at home** if any of the following symptoms are present: nausea, vomiting, abdominal pains, complaints of chills and fever, sore throat, persistent coughing, or any skin rash or eruption.

In the event of injury or illness to the child at school, the teacher or principal will contact the parent immediately so that the parent or other emergency contacts can make arrangements for the child to be picked up from school.

If in the event of illness or accident the parent cannot be reached, the child will be taken to the nearest available doctor or hospital. In case of severe injury or illness, the local Fire Department Ambulance Service will be called. The Fire Department will bill parents for the costs of the service.

Sometimes students are well enough to attend school and/or need to take medication. No prescription or over-the-counter medication will be administered to students by school personnel unless specific procedures have been followed.

Students are not allowed to take medication on their own. This includes aspirin, acetaminophen, cough syrup, cough drops, throat lozenges and other over-the-counter medication. If your child needs to take any medication, contact your principal. He/she will help you make the

necessary arrangements. **Please note:** Parents must take all medication in original packaging to the office and complete the required forms. Children should not carry their own medicine to school.

HEALTH RECORDS

A medical and developmental history form is filled out by the parent as each child enrolls in kindergarten. The medical and developmental information allows the school to know each child better and to be on the alert for symptoms of potential learning disabilities in certain children.

Michigan law requires adequate up-to-date immunizations for each child entering Michigan schools. Written proof of vision and hearing tests is required by law for all children who are entering Michigan schools for the first time. The tests may be completed by the family physician or by certified health department vision technicians.

HEALTH SERVICES

Although South Lake Schools does not employ a school nurse, certain health services are available to the schools through cooperative programs with the Macomb County Health Department. Cooperative South Lake/Health Department services include:

Vision Screening:

All students in first, third, fifth, seventh and ninth grades are tested each year. Teachers and parents are encouraged to refer children at any level who appear to have a vision difficulty.

Hearing Screening:

Kindergarten, second and fourth grade students are routinely tested each year. Any child with a known or suspected hearing difficulty will also be evaluated.

HOMEBOUND OR HOSPITALIZED STUDENTS

Homebound/hospitalized services are provided to pupils who are confined to their homes or to a hospital for a limited period of time. Parental requests for homebound/hospitalized services should be made to the

principal of your school. If the request is appropriate, the principal will arrange services for the child. Teachers of homebound or hospitalized pupils travel to home or hospital twice each school week working with books and materials used in the regular classroom.

Children identified as Special Education students will be served by Special Education. Ms. Toni Kasander, Director of Special Education can be contacted at (586) 435-1610.

SAFETY ISSUES

In order to maintain the safe and orderly environment required for learning, the district has established the following procedures.

EXPULSIONS/SUSPENSIONS

The Safety and well-being of students is the utmost priority in South Lake Schools.

The Board is continually concerned about the District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student in grade 6 or above who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or

firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel if the student can establish to the satisfaction of the Board that:

- A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- B. The weapon was not knowingly possessed.
- C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

The Board shall permanently expel a student in grade six or above if that student commits physical assault against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's direction if the student commits verbal assault against a District employee, volunteer, or contractor. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

The Board shall expel a student in grade six or above for a minimum of 180 days or longer for making bomb threats against any person, building, or site within South Lakes Schools.

The student may be enrolled in lieu of expulsion, in an Alternative Education Program or Evening High School upon the Superintendent's recommendation. Students enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the expulsion is duly noted in the student's record and that the student has been referred to the Family Independence Agency or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy 5610 is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the

types of weapons that were brought into the weapon-free school zone.

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents or legal guardian, may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:

1. The extent to which reinstatement would create a risk of harm to students or school personnel.
2. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel.
3. The age and maturity of the student.
4. The student's school record before the expulsion incident.
5. The student's attitude concerning the expulsion incident.
6. The student's behavior since the expulsion and the prospects for remediation.
7. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions, placed on the reinstatement. Such conditions may, as example, include a written agreement by the

student and/or a parent who filed the reinstatement request to:

- a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
- b. participate in an anger management program or other counseling activities;
- c. cooperate in processing and discussing periodic progress reviews;
- d. meet other conditions deemed appropriate by the committee;
- e. accept the consequences for not fulfilling the agreed-upon conditions.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

Additionally, a referral to the St. Clair Shores or Eastpointe Police Department will be made for possible prosecution in accordance with city, county, state and/or federal laws.

BOMB THREATS

Bomb threats will be dealt within an equally serious manner. Students who make bomb threats will face a minimum suspension of 10 days, with immediate referral to the St. Clair Shores or Eastpointe Police Department for investigation and possible prosecution. Expulsion may also be recommended.

VISITORS TO SCHOOL

During school hours, all building doors are locked. Visitors may ring the bell and share their name and purpose for the visit. The door will then be buzzed open.

For the safety of our students and staff, all visitors, including parents, **MUST** sign in at the school office before proceeding to any part of the school.

SCHOOL VOLUNTEERS/CHAPERONES

South Lake Schools relies upon and greatly appreciates active participation by parents as classroom volunteers and field trip chaperones. For the welfare and safety of all students, volunteers and chaperones are required to report to the school office to complete a screening form. This visit should take place 5 days prior to the activity date. Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

LASER TOYS

Laser toys carry a warning that lasers can cause eye damage. For the safety of our children and staff, students are not permitted to have laser toys or any laser devices in school.

TOY WEAPONS

In order to promote a safe and orderly environment, toy guns, weapons, or look-alikes are not permitted in school.

AEROSOL PRODUCTS

In order to maintain a safe and healthy environment, aerosol products are not permitted in school. This includes but it is not limited to, hairsprays, perfumes, and breath sprays.

COMMUNICATION DEVICES

By state law, students may not bring or use pagers and beepers in schools. School policy extends this to include the use of cell phones, walkie-talkies, two-way radios and other electronic communication devices.

Cell phones may be brought to school, but may not be visible or turned on during the school day. Please have your children leave these things at home to be used with your supervision.

HARASSMENT / INTIMIDATION / VIOLENCE

All students and all school employees are expected to conduct themselves with respect for the dignity of others. Harassment and intimidation consists of verbal or physical acts when that activity has a substantial adverse affect on another person, or when it creates an intimidating, hostile, or disruptive learning environment.

Such activities of verbal or physical abuse may include, but are not limited to, the following:

- ◆ Racial or ethnic slurs;
- ◆ Threats or acts of violence;
- ◆ Bullying;
- ◆ Teasing, name calling, "put downs";
- ◆ Spreading rumors;
- ◆ Ostracizing, excluding, and isolating another;
- ◆ Any repeated, persistent actions which are intended to annoy or upset someone else or are disrespectful of another person.

In determining whether the alleged conduct constitutes harassment or intimidation, the totality of the circumstances, the nature of the actions and the context in which the alleged incidents occurred will be considered.



SEXUAL HARASSMENT

Student sexual harassment consists of overt activity of a sexual nature when that activity has a substantial adverse effect on a student in the school or creates an intimidating, hostile or offensive learning environment. Such overt activity may include, but is not limited to, the following:

1. Spreading sexual rumors;
2. Commenting about anatomy, name calling;
3. Showing sexual messages, cartoons, pictures, or graffiti;
4. Flashing, mooning, or pulling down someone else's pants;

5. Touching, grabbing, or pinching in a sexual way, bra snapping;
6. Sexual gestures;
7. Forcing a kiss.

What to Do

If a student has concerns about the nature of any conduct or physical contact by an adult employed by the school system, by a fellow student, or by a member of the public, the student should immediately report this concern to the social worker, counselor or principal. Appropriate steps will be taken according to the Student Code of Conduct, the school's discipline procedures and/or the law. We are committed to maintaining a safe and orderly environment. It is essential for learning.

How You Can Help

You can help keep our schools safe by discussing these rules and consequences with your child. **Do not scare them** — our schools have been safe places for students, and we intend to keep them safe. You also can help by letting the principal know if you hear or see something in the neighborhood that seems suspicious.

Together, we can work to keep our schools safe places to learn.

CHILD ABUSE AND THE MICHIGAN CHILD PROTECTION LAW

Reporting of child abuse, neglect, or exploitation is required by Michigan law of all teachers, counselors, administrators, social workers and others who are child-care providers. Key provisions of the law are as follows:

- School employees are required under penalty of prosecution to report child abuse. Other persons may report.
- Child protective service workers do the investigating. They may have access to the child in school, without parental consent, if necessary to complete the investigation or to prevent abuse or neglect of the child.

- School employees are not required or expected to investigate child abuse, only to report it. When they report child abuse, they are released from all liability for the report. If they don't report when they should, they are liable for prosecution.

Copies of the South Lake Schools' Procedural Bulletin on the Child Abuse Protection Law may be requested by calling (586)435-1602.

The Bulletin advises educators on what to look for in considering the possibility of child abuse and how to report child abuse when it is suspected.

RELEASE FROM SCHOOL

Children will be released from school only to custodial parents or persons whose **name** appears on the Emergency Card. Special permit forms are provided which must have the signature of an authorized adult. Verification of the identity of any adult may be requested.

TORNADO SAFETY

The National Weather Service in cooperation with the Michigan State Police and Michigan Department of Education has urged all schools to update their tornado safety plans and procedures.

With coordination from the Macomb County Office of Public Safety Services and Planning, South Lake Schools has participated in tornado safety drills and planning. The St. Clair Shores Police Department and weather broadcasters alert the schools to serious weather conditions.

TERMINOLOGY:

- 1. Tornado Watch:** A forecast of the possibility of one or more tornadoes in a large area.
- 2. Tornado Warning:** A tornado has been detected and may be approaching.

SCHOOL PROCEDURES:

1. Tornado Watch

- a. Schools are alerted to watch for severe weather conditions.
- b. If the tornado watch continues through dismissal times, students will be dismissed at the regular time.

2. Tornado Warning

- a. Students and staff take shelter within each school building according to local school plan.
- b. If at regular dismissal times a tornado warning is in effect, students and teachers will remain in designated areas until the "all clear" is announced.
- c. No student will be released from school during a tornado warning period except under provisions of the Release from School procedure stated on page 27 in this handbook.

CODE RED/LOCKDOWN

A code red occurs when there is a threat in or around the school. Explanation of Codes: To comply with new state guidelines, schools will conduct two lockdown drills per year.

CODE RED LOCKDOWN-NO RESPONSE

All movement in the building must stop. Students not in classrooms must immediately report to the nearest one. Teachers record attendance. **NO ONE LEAVES A ROOM.** Response Team does not report to office.

CODE RED LOCKDOWN – RESPONSE

All movement in the building must stop. Students not in classrooms must immediately report to the nearest one. Teachers record attendance. **Response team reports to office, or Command Center.**

CODE RED EVACUATION

Evacuation will be conducted according to specific directions provided. Response Team reports to office, or identified site (Command Center).

CODE GREEN

Principal announces that the emergency is over. Staff and students can return to the building. Resume activities and movement in the building.

SAFETY PATROL

Safety Patrol members are stationed at key points close to school where it is necessary for children to cross in large numbers. Parents are urged to instruct their children to cross streets at patrol locations where provided.

GENERAL INFORMATION

FAMILY EDUCATION RIGHTS AND PRIVACY

School Records: School records are open to review by parents or adult students. Formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to school principals. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.

Directory Information: "Directory Information" consists of the student's name, address, telephone number, date and place of birth, major field of study, participation in school activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended by the student.

The information is usually given to newspapers when they print stories on student accomplishments. It may be used in school publications and provided to parent-teacher committees. It may also be requested by for-profit businesses and non-profit agencies. Directory information may be requested for members of

graduating classes by prospective employers, post graduate schools and colleges, and by armed forces' recruiters.

If a parent does not want this information distributed, he/she must tell the principal to take the child's name off the listing of directory information. Adult students (18 years of age and older) must request the "unlisting" of directory information on their own.

PEOPLE YOU WILL WANT TO MEET AT SCHOOL

The teacher can work more effectively with your child by knowing you personally. When children feel that their parents and teachers are members of the same team, it leads to a happy and successful school life.

The principal is directly responsible for the school program and quality of work accomplished. In time, the principal will know your child well. Feel free to call on the principal for help or advice.

The school secretary answers your telephone calls to the school, takes messages, and greets you when you come to the office. School secretaries take care of school records and effectively coordinate school office routines.

WHEN TO VISIT YOUR SCHOOL

- If you are confused or upset over some school matter, see the teacher or principal. Please don't criticize the school in front of your child or in public places over something which might just be a misunderstanding. Please give us the chance to make things right.
- If you are invited to a meeting, conference, social get-together, assembly, open house or study group, please come.
- If you want to coordinate home learning tools with the school program, please arrange for a meeting.

- If you want to visit your child's classroom during class time to see how your child learns and/or interacts with other students, please call in advance of your visit.
- Be sure to visit. Your child's attitude mirrors yours. When you show that you think school is important, your child will grow to believe school is important also, and will find school an enjoyable place to be.

LATCH KEY PROGRAM

The Latch Key Program is designed to provide in-school child care for elementary students before and after school. The school's corrective discipline procedures will be used. Contact the principal for details.

COMPLAINT PROCEDURE

Today more demands than ever before are imposed on school employees and students alike. In their efforts to meet these expectations, employees may make decisions or perform in a manner with which students and/or parents disagree. Parents are encouraged to use this appeals' process to resolve conflicts between a school employee and a student.

- First, discuss your complaint with the school employee involved. Most problems can be clarified and resolved at this level.
- If the problem is not solved as a result of this discussion, appeals should be made to the building principal.
- Appeals not settled by the principal may be directed to: Pamela Balint, 23101 Stadium Boulevard, St. Clair Shores, Michigan 48080.
- If the Superintendent's review does not resolve the problem, final appeal may be made to the Board of Education.

SOUTH LAKE SCHOOLS NEWSLETTER

Periodically throughout the school year, Pamela Balint, Superintendent, directs a report of school activities to the community. This report contains information on the curriculum content of South Lake Schools as well as significant financial and operational information.

SCHOOL LUNCH POLICY

The South Lake Schools comply with the Michigan Mandatory Food Service Act 454 of the Public Act of 1976. All students are eligible to have lunch at school under rules set by the State Board of Education. Each principal has been directed to develop, publish and enforce reasonable rules governing the conduct of students who remain at school over the lunch period. Student violations of lunch hour regulations result in disciplinary action according to provisions of the Pupil Conduct Code.

Parents are urged to continue to dress their children for the weather. In the event that a student comes to school with no lunch or lunch money, the school will provide a lunch. Following a meal replacement, a notice will be sent home requesting payment on the following school day. Ongoing situations will be dealt with on a case-by-case basis by the principal.

ABSENCE AND TARDINESS

Regular attendance and punctuality are the results of good teaching by parents and teachers. Illness and an emergency in the family are legitimate reasons for absence. Any other reasons should be weighed and discussed with your school principal.

For the safety of your child when he/she is absent or tardy, parents must notify the school office by telephone stating the reason for absence or tardiness. A written excuse is helpful but not necessary. If absences or tardies form a pattern, letters will be sent to parents notifying them of the attendance concern prior to a referral to the Macomb County Truancy Officers.

CARE OF SCHOOL PROPERTY

Furniture, textbooks, calculators, computers and other educational materials are provided for instruction. Encourage your child to take good care of school property. This will help to avoid paying for the replacement of lost or damaged materials.

PERSONAL PROPERTY

The school is not responsible for personal property. This includes clothing, money, trading cards, games, toys, electronics, etc. Please clearly label personal property with your child's name. Selling, trading and bartering of personal property are expressly forbidden. IPODs, CD players, MP3 players, Game Boys, etc. should not be brought to school.

SEX EDUCATION

School districts in Michigan are required to teach about dangerous communicable diseases including, but not limited to, HIV/AIDS at least once a year in every building (P.A. 165 of 2004). The South Lake Board of Education has approved a program of instruction for elementary, middle and high school students, which includes sexuality education, HIV/AIDS and other serious communicable disease prevention education. Lessons will be offered at various times throughout the school year.

Elementary school students will have the opportunity to participate in instruction about hygiene, puberty and HIV/AIDS. Middle school and high school curriculum will stress abstinence from sex is the only 100% protection against unplanned pregnancy, STDs, and HIV/AIDS. The curriculum will also include legal, emotional, and economic consequences of sex, responsibility of parenthood, refusal skills, and healthy dating relationships.

According to law (P.A. 165/166 of 2004), parents have the right to review materials in advance of instruction. If you wish to review the materials or curriculum, please contact the principal of your child's school.

In addition, by law (P.A. 165), you have the right to excuse your child from participation, without penalty. If you wish to exercise your right to excuse your child from reproductive health and human sexuality, including HIV/AIDS, please complete the Parent Request to Excuse Student from Reproductive Health and/or HIV Education form and return to the principal of your child's school.

LOST AND FOUND

Lost articles are kept in Lost and Found. When possible, they are returned to the owners. Please put your child's name on his/her things (clothing, boots, backpacks, lunch boxes, umbrellas, etc.). Articles are not kept after thirty (30) days.

They are turned over to charitable organizations. The school is not responsible for students' lost or damaged articles.

OUTDOOR RECESS

Elementary school children need large muscle activity, which recess period provides, to relax the tensions built up by concentrated study. When children are not given recess, attention spans shorten and school work suffers. All normal healthy children well enough to be in school will participate at recess just as they do in any other part of the school program. Be sure your child is properly dressed. Recess is not held outdoors on inclement days.

DIRECTORY INFORMATION

South Lake Schools shall exempt from disclosure information that, if released, would prevent the South Lake Schools from complying with section 444 of subpart 4 of part C of the general education provisions act, title IV of Public Law 90-247, 20 U.S.C. 1232g, commonly referred to as the family educational rights and privacy act of 1974. South Lake Schools that is a local or intermediate school district or a public school academy shall exempt from disclosure directory information, as defined by section 444 of subpart 4 of part C of the general education provisions act, title IV of Public Law 90-247, 20 U.S.C. 1232g, commonly referred

to as the family educational rights and privacy act of 1974, requested for the purpose of surveys, marketing, or solicitation, unless that South Lake Schools determines that the use is consistent with the educational mission of the South Lake Schools and beneficial to the affected students.

South Lake Schools that is a local or intermediate school district or a public school academy may take steps to ensure that directory information disclosed under this subsection shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

Before disclosing the directory information, South Lake Schools will require the requester to execute an affidavit stating that directory information provided under this subsection shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

HOMEWORK

The matter covered should represent a review of material already introduced, and it should not take more than thirty (30) to sixty (60) minutes of diligent effort for average pupils to complete. In early years, the length of the assignment is commensurate with average attention spans for the level. Not all teachers assign homework and few assign it every night. When it is assigned, they follow the above policy.

Parents should oversee homework, not do it for the student. The assignment is the child's, and if the child is to develop into a self-reliant adult, he/she should be held responsible for his/her own assignments. As we have noted above, material assigned as homework has been previously introduced in class.



STUDENT INSURANCE

A student accident insurance policy is made available to all students by a private insurance agency at the opening of the school year. The contract is made between the insurance company and the parents; the school acts as an intermediary for communication. The Board of Education has immunity from financial responsibility for accidents occurring in the normal course of attending school, and for this reason, student insurance is a good investment for its modest premium.

TECHNOLOGY AND ETHICS

South Lake Schools (www.solake.org) will incorporate technology throughout the educational program to improve the achievement and performance of all learners. With access to technology come certain responsibilities:

- Careful use of equipment and software;
- Respect for other's property and work;
- Respect for the privacy of data files and e-mail;
- Respect for the copyright of software/online services;
- Respect for the Internet Acceptable Use Agreement.

Failure to demonstrate these responsibilities may result in loss of privileges and/or disciplinary action based on the Student Code of Conduct. For more information about Internet access, the technology curriculum and/or the technology in your school, contact John Thero, Director of Instruction & Assessment, at 586-435-1640.

EMERGENCY TELEPHONE NUMBERS

POLICE and FIRE

St. Clair Shores	911
Eastpointe	911
Grosse Pointe Shores	911

POISON CONTROL CENTER 1-800-764-7661

**Acceptable Use Policy
BOARD OF EDUCATION OPERATIONS
SOUTH LAKE SCHOOLS
7540.03**

TECHNOLOGY USE BY STUDENTS AND STAFF

The purpose of this policy is to facilitate technology use, network (electronic mail and electronic bulletin board) and Internet access (all referred to as "Network"), for educational purposes for the staff and students where appropriate. As such, this access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, "user" includes both staff and students.

The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

The District reserves the right to remove files, limit or deny access, and refer the user for other disciplinary and/or legal actions in accordance with Board of Education Policy, Administrative Guidelines, current collective bargaining agreements (where applicable) and/or the Student Code of Conduct.

The District reserves all rights to any material stored in files, which are generally accessible to others, and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A user will not use his/her district-approved computer account/access to obtain; view, download, or otherwise gain access to such materials.

Computers will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. The District will use passwords and filters.

All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

The District and/or Network resources are intended for the exclusive use by their registered users. The user is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a user member's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

- A. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- B. Misrepresenting other users on the network;
- C. Disrupting the operation of the network through abuse of the hardware or software;
- D. Malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
- E. Retrieving, viewing, obtaining, copying or sending obscene, pornographic, sexually oriented, or similar adult materials;

- F. Retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered in the context of a school assignment;
- G. Interfering with others' use of the network;
- H. Extensive use for non-curriculum related communication;
- I. Installation (downloading or executing) of copyrighted or non-direct approved software;
- J. Unauthorized downsizing, copying, or usage of licensed or copyrighted software, video and music;
- K. Allowing anyone to use an account other than the account holder;
- L. Uploading, downloading, creating, or knowing transmission of viruses.

The use of District and/or Network resources is for the purpose in order of priority.

- Direct support of the academic program
- Telecommunications
- General information
- Recreational

All of the above uses should still be related to the educational or business mission of the District.

The District and/or Network does not warrant that the functions of the system will meet all specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The user will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

The district and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users. Email is not to be considered a private form of communication. Email may be monitored; stored email may be accessed and read at any time by the employer at the discretion of the employer.

The user may not transfer file, shareware, or software from information services and electronic bulletin without the permission of the Technology Coordinators. The user will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

Copyrighted material must not be placed on any system connected to South Lake Schools without the written permission of the copyright holder. All software must be approved prior to installation on district hardware. Users may not download copyrighted data, including digital music and software, without permission of the author. Fees for such downloads must be authorized in advance by the district. The district shall be the custodian of all licenses and proofs of purchase.

The District reserves the right to log computer use and to monitor file server space utilization by users.

The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

The user is responsible for the proper use of the equipment and will be held accountable for any damage to, or replacement of, equipment caused by abusive use.

M.C.L.A. 397.606 (6)

Definitions

A **user** is a person who uses technology to acquire process or create information.

Technology includes computers, printers, and other hardware; software applications; and Internet services.

Use/activities which support the educational mission refers to viewing and retrieving information related to the district's curriculum, i.e., student's course work, teacher's instructional program, and an administrator's duties.

Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the district system or any other system. This includes, but is not limited to, the uploading, downloading, creation or knowing transmission of computer viruses

EQUAL OPPORTUNITY

All policies and procedures adopted by the South Lake Schools are intended to be fair, reasonable, and for the good of the schools and of the students. All are intended to comply with federal law and constitutional rights of individuals. Race, color, religion, national origin, creed or ancestry, age, height, weight, gender, sexual orientation, marital status, disability, or any other legally protected characteristic, will not be grounds for denying participation in classes or programs for which a student is otherwise eligible. Complaints of such discrimination must be made in writing to the principal of the school by parents on behalf of their children, or by adult students on their own behalf. The principal will respond to properly made complaints within ten (10) school days. Complaints, which are not settled by the principal, may be appealed in writing to **Mrs. Pamela Balint, Superintendent, 23101 Stadium Blvd., St. Clair Shores, Michigan 48080.**

