

ALLEN ELEMENTARY SCHOOL

16500 McCann Street
Southgate, MI 48195
Phone: (734) 246-4644 Fax: (734) 246-7277
www.southgateschools.com

Code of Conduct & Common Procedures

Southgate Community Schools
Southgate, Michigan

ALLEN MISSION STATEMENT

“Learning for Life”

ALLEN VISION STATEMENT

Southgate Community Schools: The best choice for students and parents

SCHOOL HOURS

Mondays - Fridays

Office Hours = 7:45 a.m. - 3:40 p.m.

K-5 = 8:10 a.m. - 3:14 p.m.

Young 5's = 7:50 a.m. - 2:54 p.m.

ECP AM = 7:55 a.m. - 11:00 a.m.

ECP PM = 11:45 a.m. - 2:50 p.m.

Half Days AM = 8:10 a.m. – 11:29 a.m.

Young 5's Half Day = 7:50 a.m. - 11:09 a.m.

Dear Parents and Students,

Welcome to Allen Elementary School!

The mission of our school is to provide a positive environment conducive to the belief that every child can learn. The faculty and staff of Allen Elementary School are committed to working with our students, parents, and the community in educating the whole child socially, physically, emotionally and academically.

This code of conduct and common procedures will provide information regarding school procedures and policies. As questions about our school and our programs may arise, please feel free to contact us.

We are looking forward to working with you in making this a rewarding, enjoyable school year. Your involvement and support in this endeavor are appreciated and necessary.

Sincerely,

Mrs. Renne' Chilson,
Principal

ABSENT WORK (Vacation or Sick)

Any make-up work that a student needs will be available when the student returns to school. If you would like homework sooner, you must email the teacher for the missed work. If a student has an extended illness, schoolwork may be requested prior to the student's return. Please give the school 24 hours to have the homework available .

ACCIDENT OR ILLNESS

When a pupil is ill or seriously hurt in school, the parents are contacted to make arrangements for the child's care. If we are not able to reach the parents, the school will call the person(s) designated on the Emergency Card.

It is important to keep the information on the Emergency Card current. If your address, phone numbers, or emergency contacts change, please notify the school office in writing or in person as soon as possible. You can also change your personal information on the Parent Portal (MiStar).

ANTI-BULLYING POLICY

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS -- It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Notification Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and

Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation. Reporting No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy. The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education. Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification. Implementation The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. Procedure Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation. The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the

situation. The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence. The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber-bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis. Non-Retaliation/False Reports Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as

bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Prevention/Training The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior. Definitions The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action. "Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving. "At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District. "Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following: A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students; B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or D. causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are: A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact. B. Verbal – taunting, malicious teasing, insulting, name calling, making threats. C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may

occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.). "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason. "Staff" includes all school employees and Board members. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516. M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014 Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education Revised 8/18/15 © Neola 2015

ARRIVAL & DISMISSAL

Classes begin at 8:10 a.m. Monday – Friday (TK 7:50 a.m.-3:00 p.m.). Students who are walking to school or dropped off should plan their arrival no earlier than 5 minutes before the start of school. Parents of TK & K students are asked not to leave children unattended while waiting outside the building. Students are not to use playground equipment or other facilities **before or after** school without proper parental supervision.

DROP-OFF & PICK-UP OF STUDENTS

It is expected that all parents will adhere to the drop-off and pick-up procedures.

Instruct students to cross at the CROSSWALKS ONLY!!

Keep ALL FIRE LANES free from parked or standing cars!

Occasionally it may become necessary for a child to leave school prior to dismissal. Children leaving during the school day must be signed out by the parent/guardian in the office. Under such circumstances parents should go directly to the office to pick up their child. Please do not go to your child's classroom to retrieve them. Your child will meet you in the office once the secretary has called the classroom. Children will not be permitted to leave school alone prior to regular dismissal times. Please send the teacher a note if you are aware of an early pickup ahead of time. **Please refrain from signing**

your child out of class after 2:30 pm unless arrangements have been made with the office prior to 2:30 pm.

Parents are asked to schedule all appointments and plan trips outside the course of the regular school day. It is important for children to attend school everyday, for the entire instructional day.

ATTENDANCE – Absence & Tardy

Regular attendance is essential to success in school. A student not only misses work on the day of the absence, but is also not prepared for the next day because of missed instruction. If a child is unable to attend school due to illness or other reason, parents are asked to call the school office by 8:00 a.m. In the event that we do not receive notification of the absence, the office will contact the home to verify absences. In the case of a prolonged absence, it is not necessary to call each morning once the initial contact has been made. The school office telephone number is (734) 246-4644. Parents wishing to call prior to 7:45 a.m. can leave a message on voicemail. Please give the child's name, teacher's name, and reason for absence.

Children arriving after school begins, must report to the office before going to their classroom. Parents **must** sign their child at the office if they are tardy. Students are considered tardy if they arrive after 8:15 AM. Parents must bring them in whether they are five minutes late or two hours late. School staff will escort your child to their classroom.

Attendance is an important factor in promoting academic success. Families will be contacted if their child's attendance at school becomes irregular or problematic. When a student accumulates 5 & 8 absences a notification letter will be sent home. When a student accumulates 10 or more absences, the school may consider this to be chronic and the local and state agencies may be contacted for support and assistance. If an attendance problem arises, please contact your child's teacher and the principal for assistance.

BIRTHDAYS

You are more than welcome to send in a birthday treat for your child's class. We would like all treats sent in to be alike. Please send in all materials (i.e. paper plates, napkins, etc.) for your child's birthday treat.

Birthday party invitations may be passed out in school **ONLY** if everyone (or all of the same gender: boys/girls) in the class are invited. No classroom lists will be provided to parents.

BREAKFAST/LUNCH PROGRAM - All students are eligible for FREE breakfast and lunch

Breakfast is served in the classroom at 8:10 am.

CITIZENSHIP

Good citizenship is that combination of attitude and behavior which reflects on the student, the student's family, school, and community. It is important that home and school efforts are combined and supported in developing an appropriate attitude.

The development of good citizenship attitudes is one of the teacher's primary goals. He or she works to avoid most discipline problems through a carefully planned classroom program, building good classroom attitudes, and an individualized approach.

When discipline problems are persistent and a classroom teacher has exhausted reasonable alternatives within the confines of the classroom, the student will be referred to the office for disciplinary action. Such a referral may result in a restorative practice, warning, lunch detention, and/or in-school/out of school suspension. Parents will be notified should their child receive a lunch detention or suspension.

CODE OF CONDUCT

We believe all students can act appropriately at school. No student can be allowed to prevent the teacher from teaching or interfere with other students learning. Each classroom established rules, rewards, and consequences. Guidelines are also established for behavior in school outside the classroom.

RATIONALE

It is obvious that a classroom atmosphere must be one in which students can learn. When a student first disrupts the learning process, the difficulty can usually be overcome in a student/teacher conference. If a student is having a problem he/she should seek aid from an adult. In cases of severe or chronic disruption, assistance, including parent conferences, social workers, administrators and specialists can be available to both students and their parents. Students and parents should recognize that school authorities distinguish between violations of this code and more serious infractions. If a state, federal or local law is broken, the student involved may be referred to the proper authorities and the parents have an obligation of accepting the responsibility for their child's actions.

SCHOOL PERSONNEL RESPONSIBILITIES

All school personnel, teachers, administrators, custodians, administrative assistant, lunchroom supervisors, support staff, etc. have the right to initiate corrective action at any officially sanctioned school activity, even if not located within the Southgate Community School District. Only an administrator may suspend a student from a class or the school for a period of a day or more. Teachers and other authorized school employees may remove a student from a class or other activity and/or send the student to the office.

The Elementary Code of Conduct provides guidelines which school authorities will utilize regarding any student misconduct. The code recognizes individual situations, special circumstances, and specific individual educational plan directives as requiring special consideration in certain cases. It allows the administrator to use discretion to deal with these special cases in a fair, humane and conscientious manner for all concerned. Any suspension from school is intended to help correct a situation rather than harm or disgrace the student involved. It is the intent of this document to provide for due process.

PARENTAL RESPONSIBILITY

It is recognized that it is important to have the administration and teachers maintain a direct involvement with parents, either by letter, telephone, or conference. The administration and staff should also utilize various auxiliary personnel such as social workers, psychologists, outside agencies, etc. as a resource when dealing with students and/or their parents.

Parents are responsible for developing and maintaining the appropriate behavior patterns of their children. Parents are also responsible for supporting and reinforcing appropriate school authorities' action when children misbehave in school. Parents are responsible for developing consequences for their children's actions, making restitution when appropriate, and recognizing it is detrimental to their children's development to ignore or excuse inappropriate behavior. Parents should recognize this code provides for progressive measures/consequences and to ask for special consideration will not teach their child the value of following reasonable rules.

In addition to those rules listed in the district's code of conduct, the following expectations are established to help promote a safe, positive, learning climate in our school.

STUDENT RESPONSIBILITIES:

Each child is responsible to know two key items upon arrival to school.

1. They should know who is picking them up after school. This allows the child not to brood throughout the day in regards to who is picking them up. It also helps the teacher by him/her not having to be interrupted by a phone call from the office.
2. Each child should know whether they are bringing their lunch or buying it. Each child is responsible to bring money to school throughout the year in a labeled envelope. Each envelope needs to have the child's name and teacher's name along with the amount. Prepaid envelopes are available in the office or from the cashier.

PLAYGROUND EXPECTATIONS

The following expectations are established to help promote acceptable behavior and provide a safe, enjoyable place for children to play.

This means children should:

- Be Respectful to the Lunch Monitors.
- Always follow the instructions of the Lunch Monitors.
- Play cooperatively and fairly with other students. Students should follow the rules of the game, and allow all children to play.
- Play only on the playground area assigned to them. Students should not leave this area without permission from the Lunch Monitors.
- Avoid all physical contact which may cause injury to themselves or others. Football, wrestling, tackling, tag, pushing, shoving, and play fighting are prohibited. Games, which become too physical, may also be prohibited.
- Never throw woodchips, sticks, stones, dirt, or other objects at other students. Students may use only soft playground balls or pre-approved game balls on the playground. Snowballs are never to be thrown. Throwing snowballs may result in an automatic removal from recess.
- Treat others with respect. Students should avoid name-calling, racial slurs, vulgar language, and gestures.
- Dress properly for outdoor play.
- Play in areas away from the building, windows, and the fences.
- Line up and wait quietly to be instructed to reenter the building after recess. Playground behavior should be left on the playground.
- Use all equipment properly and safely. Students must sit on swings, with no power twisting or hitting other swings. No one should jump off the moving swings, or run between them while in use. Students must go down the slides, one at a time; feet first; and facing forward. Students should not sit or stand on top of the jungle gym,

monkey bars, or the climbers. Students should not hang from the monkey bars with their feet/legs. The equipment should be used for its intended purpose. Other games such as tug of war and tag should not be played on the equipment.

GANG behavior will NOT be tolerated.

SCHOOL-WIDE DISCIPLINE PROGRAM
ALLEN ELEMENTARY SCHOOL

Due Process:

The due process of this Discipline Program would be as follows:

1. Level #1 - Verbal Warning/Notification of Parents
2. Level #2 - Referral to Office & Notification of Parents
3. Level #3 - Parent Involvement
4. Level #4 - Suspension

Level #1: Verbal Warning/Notification of Parents

School Disruptions

Disruptions addressed by the individual classroom teachers include:

Talking out of turn	Out of Seat
Not Listening	Interrupting
Not following directions	Incomplete class work/homework
Student-student disagreements	Mild disrespect/argumentative
Minor infractions of classroom rules	

Level #2: Referral to the Office & Notification of Parents

Incidents that require referral to the office include:

Inappropriate gestures fighting, etc.)	Physical violence (hitting, pushing, Destruction of property
Inappropriate language (profanity, obscenities)	Blatant disrespect
Stealing, lying, cheating, forging	
Bullying behavior (deliberate harassment, teasing —name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves, exclusion, threatening, intimidation —physical or verbal)	

At level #2 the student will be referred to the office and receive a consequence. The consequence will depend on the severity of the behavior or:

- 1st referral = 1 day lunch detention
- 2nd referral = 3 days lunch detention

- 3rd referral = 5 days lunch detention (level #3)
- 4th referral = In-School/Out-of-School Suspension (level #4).

Level #3: Parent Involvement

When a student has been referred to the office three times, a parent conference may be required. This conference will be scheduled within two days of the infraction. The purpose of this conference will be to develop a stronger plan of action for the student, in an attempt to avoid a suspension from school. This conference will be arranged by the referring teacher. Possible persons in attendance: Parent(s), Student, Teacher, Principal.

Note: *this conference does not take the place of the Lunch Detention; consequences to behavior are a part of life.*

Level #4: Suspension

If a student is referred to the office four times, a suspension will be assigned as a consequence. This suspension may be In-School Suspension (ISS) or Out-of-School Suspension (OSS), based upon the determination of the Principal after consulting with the referring teacher/staff member and the severity of the incident. The number of days suspended will be based on the actual behavior. The durations would be a minimum of 1-2 days, but would not exceed five days. Students eligible for Special Education services may require a Manifestation of Behavior. In the case of 3 or more suspension, a conference would be required prior to the student's return to school with the parent, teacher, principal, and student attending. School work would be assigned and due upon the student's return to school.

Note: Consequences may differ based on actual behavior

Explanation of Consequences

Lunch Detention: while peers are at recess, student engages in quiet, solitary, school work under staff supervision.

In-School Suspension: student attends school but does not mingle with peers, completes academic work outside of the classroom under staff supervision, has lunch detention, has lunch in a non-social setting, does not attend specials, and cannot participate in extra-curricular activities.

Out-of-School Suspension: student does not attend school, completes the days work at home to turn in when he/she returns to school.

Expulsions:

http://www.michigan.gov/documents/mde/weapons_expulsion_oct_10_369956_7.pdf

COMMON COMMUNICABLE DISEASES

Kind and Incubation: CHICKEN POX

1-21 days, average: 13-17 days

Symptoms: Fever and characteristic lesions which appear in successive crops.

Readmission to School: On the 10th day after appearance of first crop of lesions or earlier if the skin is clear of moist lesions and only dry crusts are present.

Kind and Incubation: CONJUNCTIVITIS (Pink Eye)

1-14 days, depends on organism

Symptoms: Redness, irritation of eyes, sensitivity of eyes to light, discharge depending on causative organism.

Readmission to School: When eyes are clear.

Kind and Incubation: IMPETIGO

Variable 1-5 days

Symptoms: Clusters of blisters and pustules which later form yellowish crusts.

Readmission to School: On recovery or after 48 hours of care in accordance with the recommended and prescribed treatment of the private physician of the WCHD.

Kind and Incubation: PEDICULOSIS (Head Lice)

Symptoms: Appearance of lice and eggs (nits) in the hair, commonly at nape of neck and/or behind the ears. Nits are fastened firmly to hair. (Dandruff is loose.)

Readmission to School: When evidence has been presented that the child has been appropriately treated and is completely free of all lice and nits.

COMMUNICATION FROM THE SCHOOL

Communication from the school may come in one of the following forms:

Website School Calendar Marquee Allen News
Monday Folders Classroom Newsletters Planners (Grades 2-5)

Please make sure you check these often to stay informed.

DRESS CODE

The style and manner in which a student dresses when attending school shall be the prime responsibility of his/her parents. Parental discretion shall be the major criteria for student dress. The school district maintains the right to impose restrictions on dress for the following reasons:

1. If the style of dress or grooming is disruptive to the educational process.

2. If the style of dress or grooming is detrimental to health, safety and welfare of the student or others with whom he/she attends school.
3. If the apparel is of a type that may cause physical damage to the school plant (i.e., chains, cleats on shoes).

The administrative staff, with the cooperation of the faculty, shall determine those standards in specific areas of the school that are necessary for the health, safety and welfare of the student.

Parents and students are asked to observe the following specific guidelines:

- **NO** Open-toed sandals, platform shoes, and flip-flops. These are not safe for school wear and the playground. Please avoid wearing this type of footwear.
- **NO** see-through materials or bare midriffs.
- **NO** dyed hair (Hair color should be natural shades; Mohawks and spiked hair higher than 1 inch is not allowed.)
- **NO** 'Heelies' (shoes with wheels).
- **NO** body piercings.
- **NO** caps, hats, visors, bandanas and sunglasses are allowed in school.
- Tops and shirts should touch top of slacks.
- Shorts should be appropriate in length (students should be able to touch the bottom of their shorts with their fingertips while standing up).
- Clothing should be free of excessive holes.
- Chains and jewelry which may injure the student or others should not be worn.

EMERGENCY CARDS:

It is the parental responsibility to be sure that your child's emergency card is complete and up to date. This includes current cell phone numbers and work numbers. It also includes any and all people you wish to release your child to. Anyone that could possibly pick up your child should be on their emergency card or we will not be allowed to release them.

FIELD TRIPS

Field trips help expand the learning environment of the classroom and will be educational. All students are expected to participate in the field trip if they are in attendance at school. Children must have a signed permission form in order to participate in the field trip. Permission to participate must be done by the parent/guardian in writing. No verbal permission can be accepted.

Siblings are not allowed under any condition to attend field trips. This includes any type of trip where students leave the building such as a day at the museum or a walk to the Dairy Queen. The field trip permission form must be signed along with the required

fee sent in by the deadline date as specified on the field trip note. Students who have not turned them in will stay back at the school in a different classroom. Each field trip is unique in its schedule and needs. Specific rules will be applied as needed and expected to be followed. Chaperones that do not follow field trip rules will not have the privilege to attend future field trips. Field Trip Monies must be paid by **CASH ONLY**. Students who are on In-School Suspension/Out-of-School Suspension the day of the trip, will not be allowed to attend the field trip.

LATCHKEY

A latchkey program is available for students in grades K-5. Latchkey sessions begin at 6:15 a.m., before school, and end at 6:00 p.m., after school. The latchkey room is located in our cafeteria. Parents bringing children to latchkey or picking them up are asked to use the Lobby entrance. Information is available by calling Ms. Crystal Priest at 734-246-4636.

LOCKERS

Lockers will be assigned to all students in grades 1st – 5th. It is their responsibility to keep the lockers neat and clean. **Locks are not permitted.**

LOST AND FOUND

Many valuable articles of clothing are turned in to the “Lost and Found” every year. Parents are encouraged to label items in order that they may be returned to the student. Parents and children are invited to seek lost belongings in the “Lost and Found.”

LUNCH PROGRAM & RECESS

Hot lunch is served daily. Free and reduced-priced meals are available for those children who qualify. Applications for free and reduced-priced meals are sent home at the beginning of the year and may be obtained at any time throughout the school year in the office. Since supplementary funds are made available by the government, based on the number of students who qualify for the free/reduced-priced lunches, parents are encouraged to complete and submit the form even though they may not plan to participate in the lunch program. All applications are reviewed in strict confidence. Lunch prices are announced at the beginning of each school year. Children may purchase hot lunch, or bring a cold lunch from home. Milk is available for all students to purchase everyday. Lunches can be purchased on a weekly and monthly basis. We encourage this to help avoid bringing money to school each day.

Our lunchroom is supervised by support staff personnel. Students are expected to be well mannered in the lunchroom. They should be careful to see to it that no papers or

food are left on their tables or the floor. Empty milk cartons, straws, paper napkins, and sandwich wrappers should be deposited in the proper wastebaskets. Glass bottles are not permitted. Tables and floors should be left clean and dry when students leave the lunchroom. Students who demonstrate continuous and/or grossly inappropriate behavior during the noon hour may lose the privilege of recess and/or eating lunch in the lunchroom at school.

Recess is an integral part of the daily program, and children should come to school dressed appropriately. Under normal circumstances children will have outdoor recess if the wind chill temperatures are 10 degrees Fahrenheit or above. If children are not feeling well enough to participate in recess, parents should carefully consider whether they are well enough to be in school.

Children recuperating from an illness will be permitted to remain indoors for **1** school day with a written request from the parent. Requests to remain indoors for two or more days must be accompanied by a doctor's note. Students that must stay in during recess will sit in the office or cafeteria. They can take a book to read or work to do.

The District's policy for lunchtime for staff and students is 45 minutes. Lunch time consists of 20 minutes of recess, 5 minutes for passing, and 20 minutes to eat. It is important that outdoor garments are worn appropriate for the weather conditions.

MEDICATION POLICY

The school district's "Permission Form for Prescribed Medication" form **MUST** be completed by a physician whenever a student needs to take medicine during school hours. School personnel are not authorized to administer medication without that form being on file in the school office. Students are **NOT** allowed to bring and administer their own medication in school (prescription or over the counter). Students are not allowed to carry cough drops or any type of over the counter medication on their person. All medications (prescription and non-prescription) must have a doctors completed Medication form on file in the office.

MISSION STATEMENT

'Learning for Life'

MONDAY FOLDERS

All students will be issued an Allen **Monday** folder. This folder will be filled with informational flyers, notes from the office, notes from the classroom, etc. Students will

bring this folder home each Monday for parents to go through. Students will return this folder to their teacher the next day (Tuesday).

PARENT CONFERENCES

Open communication between the school and the home is extremely important. Whenever parents wish to have a conference with their child's teacher, they are encouraged to email the teacher, phone the school or to write a note to establish a conference time with the teacher.

Parent/teacher conferences are also scheduled in the fall and spring. Ongoing communication through email, telephone calls and notes are welcomed and encouraged. Short brief information in an email or on a note is encouraged. A few examples for "noteworthy" information might be: If your child has been coughing a lot, is being picked up by grandma, or if you need another field trip note sent home. However, should you have a concern about your child's academic progress, difficulty with peers, or other personal issues, these are more easily dealt with in a phone call or a scheduled conference. If you need to talk to the teacher during the day, please call and leave a message to have the teacher call you. Phone calls will not be put through to the teacher during instructional time. Teachers will return phone calls as soon as possible, but when they have an appropriate amount of time to talk with you.

It is expected that all parents will follow the Districts "chain of command":

****It is the Principal's policy that classroom concerns are brought to the classroom teacher's attention first, before contacting the Principal.****

The quickest form of communication is through email. You can email any notes, questions or concerns to the Principal and Teachers via the website, www.southgateschools.com, and click on Allen Elementary.

PARENT VOLUNTEERS

Parents who are interested in participating in school-wide programs, fundraising events, assisting in specific school activities, and/or working in the classrooms are encouraged to contact the office, their child's teacher and or PTO to volunteer. Parent support and participation is appreciated and necessary. **ALL VISITORS AND VOLUNTEERS** must fill out a Criminal History Check Form prior to visiting and volunteering in the school.

PARKING

Parents are asked not to park in the driveways or the bus loop. These driveways need to have flowing traffic. Parking is available in the parking lot and on the street. All parents are expected to follow the drop-off & pick-up procedures. We asked that you follow traffic signs and be courteous.

PERSONAL PROPERTY

The school is not responsible for loss or damage of personal property. Students should not bring Cell Phones, radios, games, toys, electronic items, or other non-essential items to school. For safety reasons, students are **not** allowed to wear roller-blades or “**heelies**” (**shoes with wheels**) to school, nor should they bring their skateboards.

PETS AND ANIMALS

NO pets in school. For the safety of children and the cleanliness of our grounds, Dogs & Cats are **NOT** permitted on the school premises. Please refrain from bringing your pets to school to pick up your child(ren).

REPORT CARDS

A Report Card, which includes information on the academic growth and development of related skills for each student will be provided at the end of each marking period. These Report Cards will describe your child’s academic achievement and indicate the curriculum items, which have been mastered by your child. Students in grades Transitional Kindergarten through five will receive a Report Card at the end of each marking periods.

SCHOOL PICTURES

Students’ pictures will be taken during the fall and in the spring. A yearbook will be available for purchase. Picture packages can be ordered from the photographer following both sessions.

SNACK POLICY:

If your child’s classroom has snack, we encourage students to bring snacks providing that they are healthy of reasonable portions, and non-disruptive to learning and class time. **Snacks that are healthy include fresh fruit and vegetables, cheese, crackers, granola bars, etc. See below for a snack suggestion list:**

Keep in mind: the fewer preservatives in something, the more the brain will think!

- ◆ Cut up fresh fruit and veggies
- ◆ Pieces of cheese
- ◆ Crackers (plain or cheese and crackers/PB and crackers)

- ◆ Small baggies of non-sugared cereal (Cheerios)
- ◆ Granola bars
- ◆ Plain popcorn
- ◆ NO GUM

Please make sure you check with your child's teacher to see if there are any food allergies in your child's classroom.

STORM PROCEDURES – EARLY DISMISSAL

Weather conditions which create hazardous driving situations may necessitate an emergency closing or delay of school. In the event this occurs, plans will be announced on local radio stations: WJR (760), CKLW (800), WWJ (950), and WXYZ (1270). Parents are encouraged also to watch Channel 2, 4 and 7 for emergency closing bulletins.

In the event that weather or other emergency conditions necessitate the closing of school, students will be dismissed as soon as possible. Parents are expected to discuss with their children the steps to be taken in the event this should occur. Arrangements should be made for supervised care for all youngsters.

All elementary teachers will have available for immediate use, an emergency dismissal card for each child in the classroom. Parents/guardians will complete the emergency dismissal card at the beginning of the year or at time of registration. It is the responsibility of the parent/guardian to inform the school **in writing** of any changes on the emergency dismissal card during the course of the school year.

STUDENT RECORDS (For Parents and Adult Students)

The Family Educational Rights and Privacy Act (FERPA) of 1974 directs that we inform you of your right to review any and all school records which relate to your child or to you (adult student). If you feel there is any inaccurate, misleading, or inappropriate data in these files, you have the right to request a hearing to challenge and/or correct such information. Such a hearing request should be directed to the building principal.

As in the past, we will not release any information about your child or about you (adult student) without your written permission.

The only exceptions to this procedure are when another school district legitimately requests such records or when limited “directory information” is published in school

directories, yearbooks, athletic programs, honor rolls, etc., or when provided to various associations, alumni groups, post-secondary educational institutions, military services, etc. Such “directory information” will normally be released where appropriate unless expressly prohibited in writing by the parent or adult student.

STUDENT TRANSFERS

Children who plan to leave school to enroll in another school should follow this procedure:

1. Notify the classroom teacher and the office a few days ahead of moving. We would like to know:
 - a. New address
 - b. Date of moving
 - c. Name of school where child will be enrolled.
2. Return all classroom texts and library books.
3. Take home all personal belongings.

TELEPHONE USAGE AND MESSAGES

The office telephone can be used for school business and emergency calls ONLY. Parents are asked to refrain from calling with messages for students. To ensure the safety of our children, we can relay ONLY emergency messages which you personally deliver.

TEXTBOOKS AND EDUCATIONAL MATERIALS

Textbooks and workbooks are supplied by the school district without a service fee to the parents. Children are held responsible for the condition of all textbooks and library books checked out to them. Normal wear and tear will carry no assessment, but loss or damage beyond “usual wear and tear” will be assessed.

VISITORS

Parents are cordially invited to visit our school. Visits to the classrooms during the school day can be arranged by contacting the teacher and the school office. An appointment should be made for a conference with an individual teacher. For the safety of our students, **ALL** visitors are required to report to the office upon entering the building. Parents who will be visiting the classrooms, or working in the building, are asked to register in the office and pick up a visitor’s badge. **ALL VISITORS AND VOLUNTEERS** must fill out a Criminal History Check Form prior to visiting and wear a visitor’s badge when volunteering in the school.

Parents are asked to wait outside the building when dropping off and picking up their children at arrival and dismissal time. To help insure student safety and minimize hallway congestion, parents may meet their children outside the building or at the designated dismissal door for your child(ren).

If you need to drop off an item for your child (a lunch, snack, clothes, etc.) please bring these items directly to the office. The office will make sure that these items get to the designated classroom. Under no circumstances should lunches or other items be delivered directly to students on the playground during school hours.

WEBSITE

Parents are encouraged to check the school website frequently, www.southgateschools.com (click on Allen). This is designed to provide information about the school and upcoming events. Parents are encouraged to use email to communicate with staff.