

Beverly Elementary Parent Handbook



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BIRMINGHAM PUBLIC SCHOOLS MISSION STATEMENT

By ensuring educational excellence, we challenge and inspire all learners to positively impact their world.

BEVERLY MISSION STATEMENT

Beverly Elementary School in partnership with family and community will provide a positive learning experience that ensures respect, cooperation and communication where all students will become literate, adaptive, creative and contributing members of our society.

STAFF LIST

BEVERLY ELEMENTARY SCHOOL
18305 Beverly Road
Beverly Hills, MI 48025
(248) 203-3150
Principal Matthew Fairchild

Office Manager

Linda Johnson

Office Assistant

Andrea Bossio

Kindergarten

Caroline Copp
Laura Handzel

First Grade

Helen Forrest
Nick Paholak
Laura Shipes

Second Grade

Anna Centi
Julie Christ
Kate Swigert

Third Grade

Amy Palmer
Colleen Thomas

Fourth Grade

Mike Iatrou
Fleur Zahner

Fifth Grade

Chris Knoper
Mary Beth Pardington

Art

Amy Darby

Comm. School Org.

Tracey Flaherty

Counselor

Jennie Bosley

Instructional Specialist

Cyndi Settecerri

Kitchen Supervisor

Kandace Kemp

Kids' Club

Beth Finley
Jackie Pages
Sue Sadley
Lauri Whisenant

LRC

Chelsie Ballard
Kim Davis

Librarian

Susan Arslanian

Music -Orchestra/Band

Bobby DeLisle
Adam Hendry

Music – Vocal

Beth Buchanan
Deb Navin

Noon Supervisors

Donzella Ballard
Clare Grinnen
Vicki Lazzarini
Janet Lumetta
Sue Sadley
Cindy Wingate

Paraprofessionals

Dolores Childs
Beth Finley
Mine Kessler
Audrey Lajeunesse

Physical Education

Josh Noyes
Craig Schaepkins

Preschool

Jennifer Marszalek
Jillian McDonald
Wendy MacKenzie

Psychologist

Amy Wilson-Mohr

Reading Support

Dawn Murua
Jennifer Stoller

Social Worker

Ken Stetson

Spanish

Rosio Zamudio

Speech Therapist

Allie Hill

Technology Operational Assistant

Tre' Tademy

ATTENDANCE INFORMATION

ABSENCES

If, for any reason, your child will be absent from school, (illness, doctor appointment, dentist appointment, etc.) please call the school before 8:15 a.m. at 203-3150, press "2" for the attendance line, or send an e-mail to beverlyattendance@gmail.com and leave the following information:

- Child's homeroom teacher
- Name of child
- Reason for absence

As soon as the teacher's attendance sheets arrive in the office (9:00 a.m.), we will cross-check the absences with the phone lists to ensure all students are accounted for.

TARDINESS

All students arriving at school **after 8:49** a.m. are to report to the school office before going to their classroom.

It is important that students maintain good attendance and arrive at school on time. Excessive absenteeism and tardiness is detrimental to a student's ability to achieve his/her highest level.

CHILDREN LEAVING WHILE SCHOOL IS IN SESSION

When it becomes necessary for a child to go home due to illness or pre-arranged appointment, a parent or other adult designated by the parent must sign the student out of the building. Parents are reminded to make dental and medical appointments for the children after school hours, whenever possible.

ARRIVAL AND DISMISSAL

ARRIVAL AT SCHOOL

Kindergarten will line up outside the Media Entrance

1st grade will line up at the Main Office Entrance

2nd and 4th grades will line up by classes outside on the south side of the building on the blacktop

3rd grade will line up by class outside on the north side of the building by the K/1 playground

5th grade will line up at the Southeast Corner Entrance

Staff supervision begins at 8:44 a.m.

It is suggested that parents help gauge the time the child(ren) leaves home in order to arrive at school as close to 8:40 a.m. as possible. If it is necessary for your child(ren) to be dropped off before 8:40 a.m., please make prior arrangements with Kids' Club.

Should weather conditions be extreme, students will be allowed to line up indoors in the hall by their entry door.

DISMISSAL FROM SCHOOL

All students will be dismissed at 3:50 p.m.

Dismissal time on half days is 12:05 p.m. for all students.

STUDENTS WHO HAVE DIFFERENT DISMISSAL ARRANGEMENTS MUST HAVE A WRITTEN NOTE FROM PARENTS OR HAVE SENT AN E-MAIL INDICATING THE CHANGE. DISMISSAL CHANGES AFTER 2:00 P.M. MUST BE COMMUNICATED TO THE OFFICE BY PHONE AT 248-203-3164.

A.M. DROPOFF 8:40 A.M.

As you pull into the parking lot, please stay in the right lane as you pull around the first loop that is just south of the parent/visitor parking lot. Pull up as far as possible so that more than 1 car can drop off at a time. PLEASE STAY IN YOUR CAR and have your child exit the car curbside. After you have dropped off your child, please proceed around and out of the driveway. Staff members will be at the drop off area to assist students in getting to class. **Drop off time is as close to 8:40 a.m. as possible.** The final bell rings at 8:49 a.m.. **Please do not drop students off before 8:40 because staff is not available to supervise them before this time.** Please realize that the long driveway will be temporarily blocked off until all busses have arrived. You MUST observe all stop signs and drive at a safe speed.

P.M. PICKUP 3:50 P.M.

Students are dismissed at **3:50 p.m.** It is imperative that you wait in your vehicle in the pick-up lane. If you wish to leave your vehicle, please park in the lot and wait near the dismissal door. Students must enter cars curbside only. Students will not be allowed to cross any lane to enter a car. This is unsafe. Please wait your turn in line and do not cut in front of others. Be Patient – the parking lot usually clears by 4:00 p.m. Please be prompt in picking up your child(ren) at the end of the school day. If you are unable to pick your child(ren) up by 3:50 p.m., please make prior arrangements with Kids' Club. At dismissal, students will not be permitted to leave the building and go into the front parking lot to a car unless accompanied by an adult.

BELL SCHEDULE

8:35 Service and Safety Patrol on duty

8:44 First bell

8:49 Final bell, classes begin

3:50 School dismissal

12:05 Half Day dismissal time

COMMUNITY EDUCATION

Beverly Community Education offers the following programs, licensed by the State of Michigan:

PRESCHOOL

Beverly Preschool is a half-day, play-based program for children ages 3 and 4. Children learn and explore in an age-appropriate and engaging environment. The curriculum covers many different areas of development: physical; cognitive; language, communication and literacy; interpersonal skills and relationships; creative arts; dramatic play; and construction.

The preschool program located at Beverly Elementary School is tuition-based and licensed by the State of Michigan. Teachers have a minimum of a four year degree and experience working with young children. The maximum staff to child ratio is 1:8.

For the 2020/2021 school year, we offer a 4-year-old program that meets on Monday, Wednesday and Friday from 8:50 a.m. to 11:15 a.m. Beverly Preschool is a school year program, beginning in September and ending in June.

Please refer to the Preschool page on the Beverly website (under Programs & Activities) for details on tuition and registration.

KIDS CLUB

The Beverly Kids Club program operates as a service to Beverly families. The program provides a safe, secure and caring environment for students before and after school. Kids Club is open to all students in grades K - 5. A wide range of activities, including outdoor play (weather permitting), is offered during program hours. The Kids Club program is licensed by the Michigan Department of Human Services.

SCHEDULE

AM Session: 7:15 am - AM start of school

PM Session: PM school dismissal - 6:00 pm

Kids Club follows the BPS calendar and is only in session on school days. Kids Club is not offered on half-days for the 2020-2021 school year.

REGISTRATION

All children attending Kids Club must be pre-registered for the program. A family registration fee is required.

TUITION & FEES

Please refer to the Kids Club page on the Beverly website (under Programs & Activities) for details on tuition and fees.

Kids Club attendance must be scheduled 24 hours in advance. There are no refunds or make up days for illness, Covid-19 related absences, or inclement weather closings.

DRESS CODE

We like to encourage Beverly students to dress in a manner that allows for the most individual comfort and freedom, while still maintaining a productive atmosphere for learning. Student dress and grooming are the responsibility of the parents and student. Respecting individuality, the following rules for dress are established, as necessary for the operation of the schools:

1. Clothing should properly cover the body.
2. Footwear must protect the foot and safeguard the health of the student. Open-toed shoes and sandals are discouraged.
3. Dress should not distract from the educational process.

If any Beverly staff member thinks that an item of clothing is inappropriate, a student may be asked to call home for a change of clothes. Beverly staff members have the final decision as to the appropriateness of any apparel. If you have doubts about an article of clothing, suggest that your child select another outfit.

EMERGENCY SCHOOL CLOSING PROCEDURES

Inclement weather is the most common reason schools are closed, start times are delayed or students are dismissed early. The decision to close schools is made by the Superintendent upon the advice of the Manager of Transportation Services and local police authorities.

When weather conditions make school closings seem likely, students and parents/guardians are Notified through ENews and advised to:

- Listen for school closing announcements on major radio and television stations.
- Call the BPS information line recording. To reach the recording, call 248- 203-3000 (the main BPS line) or any main school phone number and access closing information by pressing 4.
- Check the district website at www.birmingham.k12.mi.us.

If a child walks to school and weather conditions in the immediate area make the trip to school hazardous, parents should keep their child at home. The school district covers an area of approximately 25 square miles, and conditions can vary significantly.

If a child rides the bus, parents should wait only a reasonable time for the bus in inclement weather, and then return home.

GUIDELINES FOR PARENTS

Occasionally school emergencies occur which require the closing of a building prior to the normal dismissal time. Such emergencies include loss of power, boiler failure, broken water main or a severe snow storm. If necessary to close school prior to the regular time an emergency E-NEWS and E-MAIL will be activated by the principal and children will be dismissed and sent home early. During an emergency school closing, every effort will be made to reach parents; however, it may be necessary to evacuate children before all parents are called. **If we need to evacuate off-site, we will be transported to Groves High School.**

Parents can plan ahead for an emergency closing by practicing the following steps:

Provide all information requested by the school office in case of early dismissal, this data is to be updated annually by parents via the RSVP process in PowerSchool:

- Child's name
- Home phone number/ Cell phone numbers
- Other contacts who have permission to pick up your child(ren)
- Email address

Discuss the emergency procedure with your child(ren):

- Location of a key or code to the house
- Review names of neighbors listed on the emergency card several times during a school year where a child can go if no one is home.
- List parent's work telephone numbers for children
- How to put a note on the door informing parents where the child is staying

ENROLLMENT/REGISTRATION

ENTRANCE AGE

Kindergarten entrance is to take place no earlier than the year in which a child's fifth birthday is celebrated before **September 1st**.

Michigan School Law dictates that all children of the state must be in school during the year their sixth birthday is celebrated before September 1st.

ENROLLMENT

Returning students may qualify to register online. New students need to register at the Birmingham Education and Administration Center. Details are available on the BPS website www.birmingham.k12.mi.us.

OPEN ENROLLMENT

Parents who might desire that their child(ren) attend a Birmingham Public School other than the one that serves their area, have this option available to them. There are several specifics related to this request

and anyone desiring information on open enrollment is advised to call the school office. Parents or Employees of BPS can also contact Central Administration to acquire information regarding our Tuition Enrollment Plan (TEP), for out-of-district enrollment.

HEALTH INFORMATION

At the time of initial registration parents are asked to complete a Health Assessment Form with their child's pediatrician stating dates and type of immunizations, communicable diseases the child has had, and other pertinent medical or health information which would be beneficial for the school to know. The parent must submit either a certificate showing required immunizations have been given; or a physician-signed waiver that the required immunizations could not be given because of medical contraindications; or a parents/guardian's signed waiver that for religious or other reasons, stated by parent/guardian, the immunizations have not been given.

EMERGENCY INFORMATION

At the time of initial registration and each August thereafter, parents are to complete the online re-enrollment process. The information requested is used in case of injury or illness and a printed copy is maintained in the office.

Should any changes be made in the data initially provided on this form, **please contact the office** in order to update and keep our information current.

STUDENT RECORDS

1. Transfers: Students transferring to a school out of the district must have a "Release of Records Authorization" signed by a parent before records can be sent to the new district. Students transferring to a school within the district need only to register in the new school and records will be automatically forwarded. Records will only be released when the school office receives a request from the receiving school.

2. Parental Access: Parents have direct access to all cumulative records gathered and forwarded to each newly-assigned classroom teacher. If a parent desires to review the accumulated data, a phone call to the principal must be made and a date and time set.

3. Right of Privacy: Only those persons who have legal and direct educational responsibility for a student have a right to review or copy any cumulative or recorded data pertaining to a minor child.

ELEMENTARY ASSESSMENTS

Birmingham Public Schools' testing and assessment program includes tests and assessments intended to guide instruction, report to the Board of Education on the academic achievement of students, and meet federal and state mandates. Information about assessments used throughout the district can be found on the BPS website at www.birmingham.k12.mi.us

VISION SCREENING & HEARING TEST

Vision screening is done annually in grades 1,3,5 and for all students in the district. Teacher referrals are screened in grades K,2,4, where there is a concern. Parents are contacted only in those cases where professional attention is required. Vision screening is carried out by a trained technician through Oakland County Health Department.

Hearing testing is done annually in grades K,2,4 and for all students in the district. Teacher referrals are screened in grades 1,3,5 where there is concern. Parents are contacted only in those cases where

professional attention is required. Hearing testing is carried out by a trained technician through Oakland County Health Department.

INSTRUCTIONAL PROGRAMS & SUPPORT SERVICES

READING SPECIALIST SERVICES (Literacy Support)

The services of the Reading Specialist are available to children who are experiencing difficulty in the area of reading. The Reading Specialist, along with the classroom teacher, works with identified children to help accelerate their reading progress. Assistance may be through one-on-one reading lessons or literacy groups. Instruction is delivered in small group reading support. Children are selected for extra reading instruction based on diagnostic evaluation.

INSTRUCTIONAL SPECIALIST SERVICES

The role of the Instructional Specialist is to support the instructional practices within the elementary buildings. The Instructional Specialist works with both staff and students to maintain a positive learning environment for all students. This is done through monitoring and gathering data from standardized assessments, supporting struggling and advanced students, and providing professional learning for teachers. Staff and students are supported in large group, small group, and in one-on-one situations as determined by need. Additionally, the Instructional Specialist coordinates and monitors accommodation plans for students within the building.

LIBRARY

The Beverly Library is a place for creative, thoughtful learning. In grades K-5, students build a foundation in technology, reading and research skills. Through weekly library classes in grades K-2, students explore the physical library, locate pleasure reading materials, and begin to develop their research skills. In grades 3-5 students gain a deeper understanding of classroom curriculum when the librarian and classroom teacher collaboratively plan and teach. The librarian and teachers of all grades work together to design projects to build technology skills and introduce the research process.

Parent volunteers help us make the Library a welcoming place for students. Volunteers keep the Library vibrant by shelving books, working at the circulation desk, assisting with clerical tasks, and helping students. If you would like to volunteer in the Library, please call us at 248-203-3192.

SPANISH

All BPS students in grades 3-5 receive Spanish instruction. Students are actively involved using the language with an emphasis on speaking and listening skills, cultural exploration, engaging internet activities, music, and games.

ELEMENTARY VOCAL MUSIC EDUCATION

Vocal Music is taught to all students in grades K – 5. Our elementary music program includes four key areas of study appropriate for each grade level:

- Singing alone or with others
- Playing classroom instruments alone or with others

- Reading and notating music
- Listening, analyzing, and evaluating music

Programs are presented in addition to individual programs that develop from their classroom work. The child's innate creativity, as well as enjoyment of music in everyday life, is encouraged.

At the 5th grade level, students are invited to join Beverly Singers. This is a voluntary singing group that meets before school begins and performs at various events in school and in the community.

ELEMENTARY ART EDUCATION

Art education promotes and develops creative thinking and the ability to visualize; strengthens self-concept, self-confidence, and self-understanding. Our program encourages creative problem-solving and decision-making while developing an appreciation for the individuality of others.

Students learn how to compare and contrast, organize themselves and their material, recognize patterns in art and everyday life and follow step-by-step instructions and activities.

ELEMENTARY PHYSICAL EDUCATION

The mission of the Physical Education Department is to provide activities that develop knowledge, skills, fitness, and attitudes necessary to lead a healthy and active lifestyle. Physical Education is that group of experiences which promote and encourage lifelong physical activity, well-being, and fitness for living while contributing to the development of positive attitudes, team skills and practices.

At the elementary level, students practice age appropriate physical activities, injury prevention, and fitness concepts. Positive character traits are reinforced in physical education by demonstrating team building, sportsmanship and fairness in competitive play.

Students are asked to wear comfortable clothing that allows for free movement and tie or Velcro athletic shoes. To help eliminate the stress of forgetting shoes, it is requested that each student have a pair of athletic shoes marked with the student's name to be kept at school.

INSTRUMENTAL MUSIC PROGRAM

As one of the areas of the fine arts, instrumental music has as its primary purpose the improvement of the quality of life of the individual. For many students, music is the most feasible and enjoyable means of communication available to them. As an expressive art, instrumental music requires growth in physical, intellectual, emotional and aesthetic areas.

Fifth grade students are welcome to participate in either Band or Orchestra. The instrumental students represent the top of the academic scale in our schools. Their social skills, communication skills, self-concepts, cooperative talents and a creative mind will all be nurtured through their study of music. These life-skills will serve as an important foundation as they take on various responsibilities in their future.

LEARNING RESOURCE CENTER (LRC)

The services of the Learning Resource Center are available to children who are not achieving up to their potential in areas of reading, math and written language. To be eligible for this program, a student must receive a complete psychological and academic evaluation given by qualified school personnel. The State of Michigan determines the eligibility guidelines for this special education program.

The Learning Resource Center is staffed by a certified special education teacher and paraprofessionals. Depending on the students' needs, a portion of a student's day can be spent in the LRC, although we mostly focus on mainstreaming into a General Education classroom with appropriate support from the LRC staff (teachers and paraprofessionals). The child can receive total instruction for an academic area or support for classroom assignments.

ENRICHMENT PROGRAM

Beverly's enrichment program gives all students opportunities for accelerated progress and access to new, more challenging concepts outside of the traditional school day. Students may participate in activities such as Battle of the Books, Math Pentathlon, Science Olympiad, and National PTA Reflections Program. BASE (Beverly After School Extras) offers classes for a minimal fee to participants in art, sports, games and activities.

ADDITIONAL SUPPORT SERVICES

Through the Office of Specialized Instruction and Student Services, Beverly provides additional services, support, and programs to ensure that all eligible students' educational needs are being met. Specialized instruction, including Speech, Occupational and Physical therapy are available in the school environment at no cost to parents. These programs are designed to meet the unique educational needs of students who have a disability in one of the areas of disability described in the Michigan Administrative Rules for Special Education. Birmingham Public Schools offers a full continuum of services to special education students. Eligibility, placement and program decisions are made by special education multidisciplinary teams that include the parents/guardians.

LUNCH PROCEDURES

Chartwells School Dining Services is the food service company that provides meals for all our students. A complete student lunch includes a choice of an entrée supplying a protein and grain + fruit and/or veggie sides + a low fat milk or 100% fruit juice.

LUNCHROOM EXPECTATIONS:

- Proper conduct in the lunchroom:
- Be courteous & use your inside voice
 - Keep hands to yourself
 - Walk quietly to and from the lunch room
 - Clean up your area
 - Stay in your seat, unless you ask permission
 - Sit at assigned table

All students are expected to participate in outdoor recess activities in a cooperative manner. **Students well enough to attend school will go outdoors at lunch recess unless a doctor's note indicates otherwise.** Please make sure your child has appropriate shoes, jackets, snow pants etc. for outside recess.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held twice a year. Check the District Calendar on the Website for dates. Sign up for conferences will be online and the link to the web page will be sent out by your student's teacher and the principal. If additional conferences with specific teachers are desired at another time during the school year, please make arrangements with your child's teacher.

PERSONAL PROPERTY

Students are not allowed to bring the following personal items to school unless requested to do so by a teacher: **sports equipment, electronics, cell phones, smart watches, toys or other items that would be disruptive in a classroom setting.**

Any self-propelled devices are not allowed anywhere on Birmingham Public Schools' property. These devices pose an unreasonable risk of fire and injury while they are being charged or are in use. The safety of our students, staff and other members of our school community is our highest priority.

Pets and animals are not allowed on school grounds with the exception of approved participation in a school event or if serving as a guide dog. If a pet is brought to Beverly at arrival or dismissal time, they may not go past the flag pole at the north end of the school.

Articles lost by students are gathered and placed in the Lost and Found area. Parents and students alike are requested to peruse the collection periodically. Each year many usable articles go unclaimed. Articles of clothing and other personal items students bring to school should be clearly marked with the student's name. Unclaimed items are donated to a charitable organization on a monthly basis.

PERSONAL PROPERTY DAMAGE AND LOSS

The Birmingham Public Schools does not provide insurance for student injuries or damage/loss to personal property. Your homeowners policy may cover property damaged or lost from the school premises, i.e., band instruments, calculators, etc. We encourage you to make sure you have adequate health and property damage/loss insurance coverage.

PLACEMENT, PROMOTION, AND NON-PROMOTION OF STUDENTS K-5

Children grow and learn at different rates and are promoted on the basis of their learning progress and achievement. The placement recommendation for each child represents our professional judgment and should give your child a chance for success and progress.

The building principal will have the responsibility for determining the placement of each child in the building with regard to room and/or teacher assignment as well as grade or instructional level assignment, (subject to appeal process, Policy 2450). These assignments will be made for the beginning of each school year or at a time when a student first enrolls in the school.

The basis for decision regarding a child's grade or instructional level placement shall be scholastic achievement with special emphasis on reading readiness as well as age, social, emotional, mental and physical maturity, and/or many other individual circumstances which may be relevant.

REPORT CARDS

Report cards are shared with parents three times during the school year by utilizing PowerSchool. Parent-teacher conferences coincide with the distribution of the first and second trimester report cards.

SCHOOL PICTURES

Individual student pictures will be taken annually by a professional photographer. Parents may order pictures prior to the photographic session. All students will have their photo taken, even if parents do not order prints, so that everyone is included in the yearbook.

SCHOOL VISITATIONS

All visitors must enter through the Main Entrance. Please sign in at the office and wear a visitor's badge. This is for the safety of all students. A personal ID may be requested. Visitors will be greeted and, if appropriate, allowed entry to the building. The schedule below indicates activation times for our parents/guardians and visitors:

7:00 – 8:45 a.m. Keypad entry is available for Kids Club parents

Throughout the school day the Visitor Notification System (VNS) is active. All exterior doors are locked and visitors must use the VNS system to enter the building.

4:00 – 6:00 Keypad entry is available for Kids Club and BASE parents.

If you wish to meet with your child's teacher, it is necessary to schedule an appointment in advance so that instructional time will not be interrupted. Teachers will not be available to meet before or after school without an appointment.

Please do not go elsewhere in the building without first stopping by the office.

STUDENT EXPECTATIONS AND SERVICES

At Beverly it is our goal to set high expectations for students both academically and behaviorally. It is our expectation that all students behave in a safe, courteous and respectful manner while at school.

CHARACTER TRAITS

RESPECT

Show empathy and regard for yourself, others, the environment and the world around you.

RESPONSIBILITY and ACCOUNTABILITY

Show that you follow through on your commitments (what you say you will do) and are answerable for your actions and decisions.

KINDNESS

Show consideration to others in all you do.

HONESTY

Speak the truth and act truthfully

INCLUSIVENESS

Treating everyone as an equal and accepting those who are different than me

At Beverly, we embrace and emulate these character traits every day. We expect every community member to use these five pillars every day to guide their conduct. Any classroom guideline or charter will have at its core one or more of these principles.

SERVICE/SAFETY SQUAD

Service Squad: Students in the 4th and 5th grade have available to them a volunteer service program designated to aid their fellow students and the school staff. They help by assisting in classrooms, assisting in the office, helping with library and computer tasks, and by assisting in Kids Club.

Safety Patrol: Students in 5th grade have the opportunity to serve on Safety Patrol. Their duties include keeping order at line-up time, assisting the crossing guards at crosswalks, helping with bus duty, and leading students safely to their classroom line-ups.

STUDENT'S HEALTH AND WELL-BEING

SCHOOL ACCIDENTS OR ILLNESS AT SCHOOL

When a serious situation requiring immediate medical attention occurs, and a parent cannot be reached, the doctor whose name appears on the emergency data sheet will be called and the child taken to the hospital designated on the form.

Any parent who objects to medical aid on religious grounds should make this known to the school office. It is also important that any health problem a child has is made known to the teacher and office staff.

FIRST AID

First aid for minor cuts and abrasions will be taken care of by school personnel.

Aid for serious bumps, bruises or breaks will also be taken care of by school personnel, but parents will be contacted and consulted prior to any decisions regarding disposition of treatment or need of follow-up. **Parents are notified in ALL injuries that involve the child's head, regardless of the severity of the injury.**

In compliance with the Michigan Sports Concussion Law, BPS coaches, employees, volunteers and other adults involved in a youth athletic activity, including physical education, must complete a concussion awareness on-line training. All parents/guardians of students in pre-K through eighth grade must review the "Understanding Concussion" material and return the acknowledgement form to the student's school. The form is available at each school building.

MEDICATION AT SCHOOL

Any medication (prescription or over-the-counter) to be taken by students during the school day must be taken under the following guidelines:

- Written directions must be received from the parent/guardian along with the doctor's signature on the required district form (Appendix A). The child's name, the doctor's name, the name of the medicine, the dosage, the specific time of administration, the expected duration of treatment, possible side effects, and special instructions shall be listed clearly by the doctor on this form.
- All medication is to be delivered to the school office by a parent or guardian when the child first arrives at school. Prescription medications should be supplied to the school in the original prescription bottle. The container must be labeled with the child's name, the type of medication, appropriate dosage and the specific times for administering the medication. This applies to prescription medicines as well as non-prescription medicines such as cough drops, vitamins and aspirin, creams and lotions, etc.
- Medication will administered by office personnel or other school personnel designated by the principal as long as it is administered in the presence of another adult. The person administering the medication will be knowledgeable about the student's possible reaction to the medication as outlined by the physician of the permission form.

- Storage of medication shall be regulated by procedures designated by the principal.

FOOD ALLERGIES IN THE CLASSROOM

School administrators rely on parents to alert them to any allergies or other health concerns their child may have that could require special medication and/or emergency treatment during the school day. If your child has asthma, bee sting or food allergies, seizures, diabetes or any other health concern that would put them in jeopardy, notify the school office before the start of the school year. Together, district staff and parents/guardians will develop a Care Plan tailored to your child's specific needs. The Care Plan must be completed by a parent/guardian in conjunction with your physician and returned to the school the first week of the new school year. If medication must be administered during the school day, a Permission to Administer Medication Form (available in your school office) should also be turned in to the school the first week students return to the classroom.

HEAD LICE

Head lice (pediculosis) can be a sensitive topic and while it does not pose a significant health hazard, a case of head lice can create concern. The District follows the recommendations of the Michigan Department of Community Health, the Michigan Department of Education and the American Academy of Pediatrics in responding to cases of head lice. The most effective approach to this issue involves parental awareness and diligence. It is recommended that parents/guardians learn what to look for so that they can regularly monitor their child for any lice infestation. The Michigan Head Lice Manual provides information about identification, prevention and treatment and can be viewed at http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf

ILLNESSES

Please keep your child at home if you have any doubt about his/her health. It is required that all children be fever-free for 24-hours before returning to school. All communicable diseases should be reported to the office. A chart of Communicable Diseases can be found at the Oakland County Health Division web site at <http://www.co.oakland.mi.us/> Regarding communicable diseases: The school district will provide communicable disease information as directed by the Oakland County Health Division.

TECHNOLOGY

Our technology tools and access to online resources offer a world of educational opportunities for students and staff. We believe our schools provide some of the most innovative technology opportunities available, but with that knowledge comes personal responsibility. We require both students and staff to sign and abide by the Board of Education's Technology Acceptable Use Policies. The policies explain our Technology Code of Ethics and Rules for Technology Use and delineate proper use of technology and the internet. It also lists consequences students and staff may incur if the policy is violated.

TRANSPORTATION

The Birmingham School District policy states that ONLY children eligible for bus transportation will be allowed to ride on the bus. Many of our buses are at or near capacity and allowing additional students to ride the bus can create overcrowded conditions.

Students riding any BPS bus must follow the rules and regulations. Rules and safety procedures are reviewed with students regularly. ***The principal has the right to withdraw bus privileges for any student who interferes with the safety of other students on the bus, at the bus stop or with the bus driver.***

All students walking to school are expected to use sidewalks. Crossings should be made at intersections or other designated locations. Students riding bicycles are to walk them when on school property. Bicycle racks are provided for parking and each bicycle should be locked.

VOLUNTEER OPPORTUNITIES

We hope that every parent will share the elementary school experience with his/her child. The PTA has monthly meetings and various volunteer opportunities. If you are interested in any of these activities, please contact your PTA president.

All volunteers will be required to complete a Criminal Record Check Volunteer Consent Form.

In addition, you might want to consider volunteering during the school day in classrooms or the Library. Contact your child's teacher via email for more info on opportunities to volunteer at Beverly

Notice of nondiscrimination

The Board of Education is committed to maintaining a learning/ working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The Birmingham Public Schools has adopted the following procedure for addressing complaints of discrimination: Step 1: A person who believes that he/she has been discriminated against by Birmingham Public Schools shall discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student. [NOTE: If it is the immediate supervisor or building principal who is the subject of the complaint, the employee or student may, instead, contact the District's Compliance Officer.] The person receiving the complaint shall verbally convey his/ her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 days. Step 2: If the informal Step 1 process does not resolve the matter, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the District's Compliance Officer. The complaint shall include (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and (5) the specific relief sought. A Step 2 meeting shall be conducted within 10 days following the submission of the written complaint. Within the next 10 days, the immediate supervisor or principal [or Compliance Officer] shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint. Step 3: If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the District's Compliance Officer within 10 business days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Compliance Office shall reply in writing to the complainant and the person who is the subject of the complaint within 10 business days. Step 4: If the complainant wishes to appeal the decision of the Compliance Officer, he/she may submit a written appeal to the Superintendent of Schools within 10 business days after receipt of the Compliance Officer's reply. The Superintendent or his designee shall meet with all parties involved and respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint. All inquiries concerning the school district's implementation of its nondiscrimination policy