

# Student/Parent Handbook 2009-10

## Addison Community Schools Wayne Gray Early Learning Center Pre K-2 Panther Elementary 3-6

**The mission of Addison Community Schools  
is doing what is best for our students!**

We believe . . .

. . . A strong, well-rounded program is essential for student achievement.

. . . a safe, friendly school atmosphere promotes learning.

. . . open communication benefits all relationships.

. . . everyone is a role model for behavior and learning.

. . . learning takes place in an environment of mutual respect.

. . . partnerships are the key to a productive school and community.

STUDENT/PARENT HANDBOOK  
2009-10

Dear Students and Parents,

It is my pleasure to welcome you to Addison Community Schools. The teachers and support staff join me in saying that we're happy to partner with you in educating Addison's elementary students!

The pages of the Student/Parent Handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

In addition, we feel that the handbook will serve as a helpful reference for you as you seek to provide academic support at home. Addison parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the 2009-10 school year and encourage you to volunteer in the PTO. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Your Partner in Education,

Mrs. Judy Britsch, Principal  
K-6 Principal  
Wayne Gray Early Learning Center PreK - 2  
Panther Elementary 3 - 6

K-6 ELEMENTARY STAFF  
2009-10

**Wayne Gray Early Learning Center Pre K-2**

Kindergarten Jr.

Room 6 Cynthia Binns

Kindergarten

Room 1 Jean Lucey

12 Sherri Day

16/18 Diane Dempsey

First

Room 19 Jennifer Skinner

20 Deb Filip

21 Angela O'Brien

Second

Room 15 Jessica Sword

17 Brian Fether

22 Sue Ruesink

**Panther Elementary 3-6**

Third

Room 11 Sarah Beougher

12 Jessica Brown

13 Sherry Ramsdell

Fourth

Room 7 Betty Jo Winters

9 Kyle Hunt

10 Pat Hawkins

Fifth

Room 5 Karen Spink

6 Christine Kennard

Sixth

Room 2 Kim Comstock

3 Kathy McClure

4 Brian Schafer

**K-6 Literacy Coaches**

Wayne Gray Early Learning Center

Room 3                      K-2 Joni Baranowski

Panther Elementary

Room 1                      3-6 Cristie Particka

**K-6 Special Education**

Wayne Gray Early Learning Center

Room 3                      K-2 Joni Baranowski

Panther Elementary

Room 8                      3-6 Sarah Spitzley

**K-6 Music**-Christen Black

Wayne Gray Early Learning Center-Room 5

Panther Elementary-Room 16

**K-6 Art & The Arts**-Brenda Braun

Wayne Gray Early Learning Center-Room 8

Panther Elementary-Room 14

**K-6 Computers**-Kathee Santiago

Wayne Gray Early Learning Center-Room 7

Panther Elementary-Room 15

**K-6 Physical Education**-Rick Sherry

Wayne Gray Early Learning Center-Multi-Purpose Room

Panther Elementary-Addison Performance Gymnasium

**K-6 Library**-Molly Upell, Media Paraprofessional

Wayne Gray Early Learning Center-Room 9/11

Panther Elementary-Room 15 Media Center

**Pre K-2 Secretary**-Sallie Dutoit

Wayne Gray Early Learning Center Office

547-6124 ext. 150

**K-6 Office Clerk**-Karen Yager

547-6124 ext.151

**K-12 School Nurse**-TBA

Wayne Gray Early Learning Center Health Office

547-6124 ext.102

**3-6 Secretary**-Rosemary Yanakeff

Panther Elementary

547-6125 ext. 350

**Behavior Intervention/Student Support Specialist**-Jennifer Loughlin  
Panther Elementary  
547-6125 ext. 300

**K-6 Principal**-Judy D. Britsch  
Wayne Gray Early Learning Center  
547-6124 ext.100  
Panther Elementary  
547-6125 ext. 300

**Superintendent**-Eileen Grant-Ball  
Jr./Sr. High School  
Superintendent's Office  
547-6123 ext. 550

**Board of Education**  
President-Mike Jackson  
Vice President-Michelle Gramm  
Secretary-Mike Murphy  
Treasurer-Brian Burt  
Trustee-Rick Doyle  
Trustee-Dave Luke  
Trustee-Michael Karabetsos

### STUDENT REGISTRATION

Registration for **new** students will be completed through the building office. A parent or guardian **must** accompany the child. Students **must** have a birth certificate, immunization records and proof of residency.

### SCHOOL INFORMATION

If your family situation necessitates having a copy of school information sent to two (2) different addresses, please let the office know. We want all family members to be informed of their child's activities and progress.

### MEDIA/FIELD TRIP/CLASSROOM LIST PERMISSION FORM

A blanket permission slip, which will cover any media, school field trip or class list is given to each student. If you wish your child to be included in media activities, field trips away from the school building, or classroom lists please sign the permission slip that is in the registration packet. Parents will be notified prior to any field trip. **EVERY STUDENT MUST HAVE A SIGNED PERMISSION SLIP TO PARTICIPATE.**

### IMMUNIZATIONS

Any Addison K-6 student who is out of compliance with the immunization schedule required by the Michigan Public Health Code (Part 92, Act 368 of the Public Acts 1978, as amended) will not be allowed to start school and will be excluded until proof of immunization or a waiver is on file in the office. **The following immunizations are currently required by Michigan state law: 4 doses of Diphtheria, Tetanus & Pertussis (DTP).** If a dose was not given on or after the 4th birthday, a **booster** is required. **3** doses of Polio. If a dose was not given on or after the 4th birthday, a **booster** is required. **2** doses of Measles, Mumps, & Rubella (MMR). The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose. **3** doses of Hepatitis B. The 2nd dose must be at least 1 month after the 1st dose and the 3rd dose must be given at least 4-6 months after the 1st dose. **Michigan law requires the varicella (chickenpox) vaccine.**

### DAILY SCHOOL SCHEDULE

|                        |                                 |                      |
|------------------------|---------------------------------|----------------------|
| 7:30 a.m. to 3:30 p.m. | School Office Hours             |                      |
| 8:00 a.m.              | Students enter their Classroom. |                      |
| 8:10 a.m.              | Instruction Begins              |                      |
| 10:50 a.m.-11:35 a.m.  | Kindergarten                    | Passing/Lunch/Recess |
| 11:00 a.m.-11:35 a.m.  | First & Second Grade            |                      |
|                        | Passing/Lunch/Recess            |                      |
| 11:30 a.m.-12:05 p.m.  | Grades 4 & 6                    | Passing/Lunch/Recess |
| 12:10 p.m.-12:45 p.m.  | Grades 3 & 5                    | Passing/Lunch/Recess |
| 3:00 p.m.              | Students Dismissed.             |                      |

**When picking up students after school, parents should plan to arrive between 2:55 and 3:00 p.m. UNLESS CHILDREN ARE IN A CLUB MEETING OR SOME ACTIVITY WITH A TEACHER OR LEADER PRESENT, THEY ARE NOT TO**

**BE IN THE BUILDING AFTER 3:10 p.m.**

**CHANGES IN SCHEDULE**

**Please SEND A NOTE with your child or CALL THE OFFICE if there will be a change in your child's regular routine (goes home with a friend, rides a different bus, etc.). For reasons of safety, unless the office is contacted before 2:30 p.m., your child will be expected to follow his/her usual routine.**

**Thank you for working with us.**

**PARENT, VISITOR & PARKING PROCEDURES**

Parents are welcome to visit our schools. Please schedule a time with the appropriate teacher. This will allow you to see the type of activity you are interested in. All parents, visitors, and volunteers in the building are requested to check in and out at the office. This is to preserve the safety of the students and provide access to you in emergency situations.

**Children are not permitted to bring guests.**

Parent and visitor parking is available in front of the Wayne Gray Early Learning Center on Comstock Street. Panther Elementary guests may park in the parking lot on the south side of the school.

**HEALTH OFFICE**

For health problems, or information on illness or diseases, contact , Sherry Thompson RN, School Nurse at 547-6124 ext.102. Addison Community Schools are committed to providing educational opportunities in a safe environment. The school recognizes its responsibility to minimize the spread of contagious diseases among students and staff. For this reason, Addison Community Schools will work cooperatively with the Lenawee County Health Code for the prevention, control, and containment of communicable diseases in the schools.

**MEDICATION**

**It is the policy of Addison Community Schools to administer medications only to students with prior written permission from the parent/guardian and physician.** A medication administration form may be obtained from the elementary or health office. All students must have a medication administration form on file before medications may be administered to them. **Verbal permission over the phone is not acceptable.** A new medication administration form must be filled out if there is any change in the student's medication. All medications must be in the original container, clearly labeled with the student's name, physician's name, medication name, dosage, and frequency. All medications must be turned in to the office. No medications may be kept in the student's desk or locker. At the end of the school year it is the parent/guardian's responsibility to pick up any unused medications. Medication left after the end of the school year will be properly disposed of in accordance with school policy. **We will not provide pain relievers for students.**

## **SPECIAL HEALTH PROBLEMS**

Please make the school aware of any health problems concerning your child. We will be happy to cooperate with you in arriving at the best methods of aiding these students.

## **COMMUNICABLE DISEASE**

**If your child has a contagious disease, such as chicken pox, pink eye, rashes, head lice, please contact the health office.** The information will be kept confidential. The school may need to inform families as to the potential of their child developing a similar problem.

Communicable disease control is an integral part of school health service. The school follows current health practices and rules and regulations governing the control and prevention of communicable disease that are set up by the state and county health department. We suggest that you follow the directions listed below when returning your child to school after an illness.

**Blushing (Fifth) Disease**-May return with rash if no fever or distress remains in 1-3 days.

**Cold Symptoms**-May return with reduction of cough and runny nose (no fever) in 1-6 days.

**Chicken Pox**-May return when blisters are scabbed over usually in one week.

**Hepatitis**-May return with doctor's permission only.

**Impetigo**-May return with doctor's permission or clearing condition 24 hours after first medication.

**Measles (Rubella) 3 day**-May return when rash and fever are gone in 4-8 days.

**Measles (Rubella) 7 day, hard, red**-May return when rash, fever red eyes, and red nose are gone in 7-10 days.

**Mononucleosis**-May return with Doctor's permission, and all symptoms are gone.

**Mumps**-May return when swelling and fever are gone 1-2 weeks.

**Pediculosis-Scabies (head & body lice)**-May return when all lice and eggs (nits) are gone in 1-7 days.

**Pink Eye**-May return with doctor's permission or eyes are clear in 1-4 days.

**Ringworm**-May return with doctor's permission or the area is clear.

**Strep Infections (Scarlet Fever, Strep Throat, Scarletina)**-May return with doctor's permission.

Should your child become ill during school hours and we find it necessary that he/she go home, it is the responsibility of the parent or guardian to arrange transportation. **Please leave emergency phone numbers with the building office so that we may reach you where you are or a reliable adult can be contacted. Supply this information on the registration forms in your packet or call us with this information if there is a change in phone number or emergency contact.** If your child needs immediate medical care and we cannot reach anyone at these numbers, we will call the Addison Ambulance.

### MANAGEMENT OF SELECTED DISEASES

The school principal may exclude students from school who are suspected or diagnosed with a communicable disease or condition. Recognizing that there are a variety of health conditions in various school settings, school personnel may exclude a student with a communicable disease if they exhibit a behavior which is not conducive to the school environment, thus increasing the risk of other children contracting the disease.

### STUDENT EVALUATION

**Report cards are issued four times a year.** Progress reports may be sent home midway through each marking period to keep students and parents informed of progress before final grades are issued. Parent-Teacher Conferences are held twice a year. Invitations to parents will be sent home ahead of time. Parents are encouraged to schedule conferences with teachers to discuss their child's progress and adjustment to school. Additional conferences are available by contacting the teacher at school. Please call the Wayne Gray Early Learning Center office 547-6124 ext.100 or Panther Elementary 547-6125 ext. 300, if you have any questions.

### COMMUNICATION

District and Individual school building information is provided by the following means:

- Periodically, **The Panther Pride**, a District Newsletter, containing more detailed school information is sent to all families.
- Weekly, **The Panther Paw**, a K-6 Newsletter, of elementary school events and classroom news is sent home on Fridays with every elementary student.
- Many classroom teachers send home their own classroom newsletters as well.

### ATTENDANCE

**Please call the school and inform the teacher if your child is going to be absent due to illness, appointments, family trips, etc. Please call the school before 8:30 a.m.** You can make arrangements to pick up homework or have it sent home with another student if your child will be out more than a few days.

Daily attendance is important for the continuity of your child's program. Please attempt to schedule non-school appointments (doctor, dentist, hair-cuts, etc.) after school when possible.

Absences from school are considered **"excused"** if the child was ill or if there was a death in the family. On the day your child returns from the absence, send a note to school with him/her explaining the reason for the absence, which should be given to his/her classroom teacher. Certain absence may also be **"excused"**, however, we ask that you **BRING A NOTE REQUESTING THE ABSENCE BEFOREHAND, STATING THE REASON FOR THE ABSENCE.**

As a staff, we strongly believe that students need to be at school every day to receive the maximum benefits of our learning environment. The principal will contact the parents of any student who is absent from school more than 5 days during a marking period. If a

student has a chronic problem with attendance or tardiness, a letter will be sent home as a reminder, indicating the importance of regular attendance and recommending a conference with the school. The Health Department nurse and/or attendance officer from the Lenawee Intermediate School district may investigate excessive absenteeism. If your child is absent due to a contagious disease, we ask that you call the school to report the absence. Thank you for your cooperation.

### **TARDINESS**

Your child is tardy if he/she arrives at school after the scheduled beginning time for morning or afternoon sessions. Students are expected to be in their classroom by 8:10 a.m. Those who arrive to school tardy should **bring a note from home** stating the reason for the tardiness. If a bus arrives late to school, the child is not considered tardy. **Children should not arrive prior to 7:45 a.m. and they must wait in the designated areas until the bell rings.**

### **BUS TRANSPORTATION**

Please discuss with your child the importance of bus safety, adhering to bus rules, and following directions from the bus driver. Remind your child that riding the bus to school is a privilege, not a right, and that proper bus behavior is essential to everyone's safety!

For the children's safety and the safety of others, please cooperate with and follow these rules:

- 1. Follow all Bus Driver's requests immediately, including assigned seats.**
- 2. Stay in your seat and keep head, hands, and feet inside the bus..**
- 3. Keep the bus clean.**
- 4. School rules apply to the bus.**

These rules are not intended to be complete. They only serve as a guide. Discipline on the school bus is the basic responsibility of the driver.

#### Procedures for addressing concerns and safety issues:

1. Bus driver addresses the concern with student.
2. Bus driver addresses the concern with parents.
3. Bus driver refers student to Director of Transportation.
4. Director of Transportation refers student to Building Principal.

Students are expected to go home each day via their regular routes. Any change in this route must be preceded by a note or telephone call from parents. Please do not send students on the bus with glass jars or glass containers. **If you have any questions concerning our transportation program, please contact our Transportation Director, Mike Corbin, at 547-3252.**

### **BICYCLES**

Due to the dangerous traffic congestion in the school area, elementary students in grades K-6 are not allowed to ride bicycles to school.

## LUNCH PROGRAM

The Food Service Department uses a computerized cash register/data processing system Meal Magic in our cafeteria. Each student receives an I.D. Number. Elementary students are check in to the system by classroom using the photo touch screen option, student number or cards.

Parents can check what their child is eating by accessing their accounts on-line. To access on-line accounts, parents must contact the Food Service director. Reports are quickly and easily printed and show what your child bought each day along with a detail of deposits made.

The Meal Magic system will allow parents to send one check for prepayment of all your students' school meals, rather than one check for each student. Credit can be applied toward your child's account in the monetary figure of your choice. The money may be divided evenly, or in the proportion of your choosing, among your children. Once divided, no child can have access to a sibling's share of the money, without parents written consent.

The system also allows notes to be displayed for the cashier's information. If your child suffers from a medical condition that restricts his/her dietary intake, (lactose intolerance or diabetes, for example), please notify the Food Service Department. They can then add notes to your child's account to help you monitor their diet.

Another big advantage of the system is that it avoids "over identification" of a student's meal status. With the Meal Magic System, the information for free and reduced meals is embedded in the system. The only person who sees that information is the food service worker who's operating the cash register.

Please use an envelope to send money in with any elementary student. The envelope must have the student's name, number, and teacher's name on it. Parents are encouraged to pre-pay for lunch and breakfast. Weekly, monthly, or even by the semester payments are appreciated whenever possible.

|                |                 |
|----------------|-----------------|
| Student Name   | Teacher Name    |
| Envelope       |                 |
| Student Number | Amount Enclosed |

Any questions about the Food Service system, please call 547-6809. If you cannot reach Michelle Dunn, Food Service Director, please leave a message with your name and phone

number where you can be reached and she will return your call as soon as possible.

**CLOSED CAMPUS**

A **Closed Campus** means that students may only leave the school grounds due to illness, doctor, or dental appointments, or emergencies. If a student leaves school for any of the above reasons, he/she is required to check out through the office. **PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM OR THE PLAYGROUND.** No child will be allowed to leave the school until the office has identified the person with whom he/she is leaving. The office will call for the student to come to the office, direct the parent to the classroom, or call a playground supervisor to send in a child whose parents wish to have their child leave school with them. A STUDENT IS NOT ALLOWED TO LEAVE THE SCHOOL GROUNDS WITHOUT THE KNOWLEDGE OF THE PRINCIPAL, OR DESIGNEE. Students are **never** allowed to go downtown after arriving at school.

**LUNCH/RECESS PERIOD**

During the lunch/recess period, noon supervisors supervise the children. Parents should make sure that their children have proper clothing to wear on the playground (boots, warm clothing, etc.). The children should plan ahead as to what they will need to wear or take with them during the lunch period, as they will not be allowed back into the building except for restroom needs.

**ITEM IDENTIFICATION**

Please put your child’s name on jackets, sweaters, hats, mittens, boots, lunches, lunch boxes, etc. This makes it easier when something is misplaced. There is a large tub in the cafeteria for lost and found items. Please check for lost items frequently.

**SCHOOL DELAY/CANCELLATION**

In the event that it is necessary to delay or close school because of snow, ice, fog, or mechanical failure, the Honeywell Instant Alert System will notify parents who have registered with the school for this service.

Delay/closing information will also be given to:

|                    |         |                 |           |
|--------------------|---------|-----------------|-----------|
| WABJ-1490 AM       | Adrian  | WCSR 92.1       | Hillsdale |
| WLNS Channel 6     | Lansing | WTVG Channel 13 | Toledo    |
| WLEN-103.9 FM      | Adrian  | WTOL Channel 11 | Toledo    |
| WILX-TV Channel 10 | Lansing | WJR             | Detroit   |

Or check [www.cancellations.com](http://www.cancellations.com)

**EARLY DISMISSAL**

On rare occasions, due to inclement weather or mechanical failure, it might be necessary to dismiss school early. The decision is based upon the severity of the weather and the recommendations of the Sheriff’s Department and/or the State Police. If students are sent home during a school day, we will use the Honeywell Instant Alert System to announce the early dismissal plus calling emergency numbers if the student thinks their parents may not be home. If there is a chance you may not be at home at such times, tell your children

where to go (a neighbor is best so that the same bus may be ridden). We do not want to leave a student alone.

Due to the number of students away in special programs, early dismissal is difficult and changes are quite remote. However, parents are free to come and pick up their children.

### **EMERGENCY DRILLS**

Fire, tornado, and lock-down instructions are given to teachers for each classroom. These are discussed with the children. When an alarm is sounded, all students must proceed as directed in a quick, quiet, and orderly manner. They are to remain quiet to hear any possible change of instructions. An all clear will be sounded when the drill is over.

### **SPECIAL SERVICES**

Special Services which may be requested by parents and/or school:

County Health Department Services:

1. Preschool immunization and hearing and vision tests.
2. Hearing tests to even-number grades and referrals.
3. Vision tests to odd-numbered grades and referrals.
4. Home calls upon request.

Intermediate School District Services:

1. Psychologist-Gives tests for suspected learning difficulties and possible placement in Special Help programs (referral must have parental consent).
2. Social Worker-Works with students who appear to have home-school problems. (Must have parental consent).
3. Speech Therapist-Evaluates the first graders and others as needed.

Local School Services

Inclusion classrooms are provided at each elementary grade level. Special education and regular classroom teachers work together to meet the individual needs of all students.

### **SCHOOL SOCIAL WORKER**

The Lenawee Intermediate School District (LISD) provides the services of a school social worker for students who are identified by teachers or principals as students who would benefit from social work intervention. The students referred to the school social worker are assessed for severity of the problems that may interfere with school and/or social performance. Intervention provided could include:

- Teacher-Social worker consultation regarding the student.
- Parent-Social worker consultation regarding the student. (This may range from private consultations to recommendations for outside agency counseling.)
- Individual counseling with the student.
- Group counseling with the student and peers also referred for social work.

**Students MUST HAVE parental permission to work with our social worker.**

To ensure that education remains the core of a student's life, a social worker acts as a liaison among school, home, and community. The social worker will work with all sources available to her to obtain and retain peak education environment from every student at Addison Community Schools.

Student social work may be obtained by calling the school office.

### **STUDENT TEXTBOOKS AND MATERIALS**

The Addison Board of Education furnishes all basic and supplementary texts. They are accepted as a loan and should be returned in as good condition as they are received. Books range in price up to \$55.00 and should see at least five years service. The reputation and character of the student body is told, in part, by the condition of their textbooks. Pupils are expected to use books with care. The student must replace lost or mutilated books.

### **LIBRARY SERVICE**

The library offers a variety of materials such as books, magazines, videos, and other resource materials. Children use the library with the assistance of the school library paraprofessional. Books are loaned for one week and may be renewed. Children should notify the library paraprofessional when books are lost, and they may be charged for the lost or damaged books.

### **BUILDING ETIQUETTE**

Each of us must help to keep our school attractive and clean. Out of respect for the learning environment, running and loud talking are not allowed in the halls or in the classrooms. Older students are expected to assist younger students when it is necessary. All students should be gracious to each other, to teachers and support staff, as well as to visitors to the building. Students are expected to respect the requests of any teacher or staff member who may find it necessary to remind students of building etiquette. It is our hope that each and every pupil of our school will make a sincere effort to be a good citizen. This can best be accomplished by learning the rules of the school.

### **SCHOOL CODE OF CONDUCT**

- |                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Safety:</b>         | Are my actions safe for myself and for others?                                                      |
| <b>Respect:</b>        | Do my actions show respect for myself and for others?                                               |
| <b>Honesty:</b>        | Do my words and actions represent truth?                                                            |
| <b>Responsibility:</b> | Do my actions meet the expectation to take care of myself and be a dependable student at my school? |
| <b>Courtesy:</b>       | Do my actions help make this a nice place, where people feel                                        |

welcome and accepted, and where they can do their work  
without disruptions?  
**Students will follow authorized adult guidance at all time.**

### **ELEMENTARY SCHOOL BEHAVIORAL PLAN**

When the student forgets to practice the Student Code of Conduct, a respect plan may be completed. The goal of the plan is to focus on positive, appropriate behavior. The plan entails the student and involved staff member discussing the situation to help the student determine what the inappropriate action was, what a better choice would be in the future, and the student's thoughts on appropriate consequences. We believe the process of thinking about one's actions, and options for subsequent action will help the students to use appropriate behavior in the future. The respect plan will be utilized for serious concerns, such as fighting, and for repeated minor occurrences. It is our goal to help the students to view the respect plan as a reminder of appropriate behavior rather than something to be feared. A copy of the plan will be sent home for parental signature. Please return the signed copy to school so we can be sure you are aware of your child's behavior. We appreciate your support in discussing the situation with your child about the appropriate action to be taken in the future.

### **PARENTING ASSISTANCE**

Addison Community Schools endorses the philosophy of Discipline with Love and Logic initiated by Foster Cline, Ph.D. and Mr. Jim Fay. If you would like to know more, books regarding the parenting aspect of this program are available from the elementary office.

### **STUDENT DRESS CODE**

A committee of students, parents, teachers, and principals drafted this code upon the request of the Board of Education. Refinements were made by the Board's Policy Committee, the Superintendent of Schools, and legal counsel.

This code was intended to set appropriate and reasonable standards for student dress and Appearance. The following code is not all-inclusive.

Realizing that a strong correlation exists between one's attitude, behavior and dress, students should dress and groom in good taste, dignity, modesty, and in a manner that will do honor to themselves and Addison Community Schools. Students should avoid extremes in dress and appearance. Dress should be clean, safe, and not disruptive to the educational process. Cleanliness and neatness are also conducive to good citizenship and overall morale.

The following rules will apply in Addison schools:

No underwear or undergarments will be exposed. No midriffs, backs, sides of the body, chests or cleavage will be exposed.

**4<sup>th</sup>-12<sup>th</sup> grade students are required to wear a shirt or blouse that has a type of sleeve that covers the shoulders and shows no cleavage.**

Proper shoes must be worn at all times for safety and health reasons. Examples of proper

shoes would be sneakers or loafers. **Flip-flops are strongly discouraged as they provide improper protection at school.**

NO HEALIES/WHEELIES are permitted.

Shorts and skirts shall be within one inch above the top of the knee length. A shirt must overlap the pants.

Jewelry and accessories deemed unsafe or inappropriate will not be allowed. This includes but is not limited to wallet chains, studded or spiked jewelry, and heavy chains.

Clothing that advertises or promotes drugs, alcohol, cigarettes, illegal or inappropriate activities/topics is prohibited.

The wearing of outerwear coats, hats, and sunglasses will not be permitted in school without principal approval.

The staff will assist students in complying with this code, and students should always feel free to ask questions or seek clarification from their building principal. Possible approaches to enforce and assure compliance with the Code include the following:

Staff members may discuss, review and/or clarify this code and how it relates to your dress and/or appearance.

Your parents may be contacted regarding your dress or appearance.

A staff member may choose to lend you an appropriate article of clothing to wear for the day.

Your parents may be required to bring you an appropriate outfit.

You may be required to leave school to change into an appropriate outfit or improve your appearance.

You may be asked to remove and give to an administrator for safekeeping any unsafe/inappropriate jewelry or accessory.

Serious and/or repeated violations of this code may result in further disciplinary actions up to and including suspension and in extreme cases expulsion.

#### **Due Process Procedures:**

Students are required to follow all directions given to them regarding their dress and appearance. However, Addison Community Schools strongly believes in open communication, respecting students thoughts and ideas, and due process. If a student or parent wishes to contest a decision of the building principal, the following process will be used within 3 days of the principal's decision:

1. A formal meeting with the Building Principal. A written statement may be required regarding your concern or issue.
2. A formal hearing with the Superintendent of Schools who will render her decision in writing.
3. A formal review of your concern with the Board of Education's Policy Committee.
4. A formal hearing before the Board of Education.

Students are required to follow all directions given to them regarding their dress or appearance until further direction is given.

### **SEXUAL HARASSMENT AND BULLYING**

Sexual harassment is a form of misconduct that undermines the integrity of a relationship. Sexual harassment is any unsolicited and unwelcome sexual conduct or overtone that may be verbal, physical, written or visual. A student believing themselves to have been harassed or bullied must clearly indicate to the offender that any further sexual conduct or communication is unwelcome. If the harassment or bullying continues, a student should report it to the elementary principal who will investigate the circumstances of the situation. Any discipline will range from a warning to suspension depending upon the circumstances and previous violations.

### **SCHOOL PROPERTY**

Student lockers and desks are school property and remain at all times under the control of the Addison Community Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct by periodic general inspections of lockers and desks at any time, without notice, without student consent and without a search warrant.

### **VANDALISM**

Students found to be vandalizing, defacing walls, etc., will be responsible to costs needed to repair the damage. Further disciplinary actions may also be taken.

### **STUDENT CELLULAR AND VIDEO PHONES AND PAGERS**

It is the responsibility of the School Board to provide a safe and productive environment for learning and teaching. Therefore, students will deactivate and stow out of sight all cellular and video phones and pagers before entering a school building or activity. Students are strictly prohibited from using these devices in a harassing and/or inappropriate manner. The school administration for each school will inform parents and students of this rule annually in the student handbooks. Penalties for violation of this policy will be determined by building principals, which may range from a warning up to and including expulsion depending upon the circumstances and number of previous offenses. Students who violate this policy may be requested to surrender their phone or pager to school administration, and parents may be required to pick up the device at school. (School Board Policy 8570)

### **WEAPONS**

Parents should explain to their children that it is illegal for any public school student to carry a dangerous weapon in school. State Law mandates the expulsion of any public student who is carrying a dangerous weapon (firearm, dagger, stiletto, knife with a blade over three inches long, knife opened by a mechanical device, iron bar, brass knuckles) in a school building or on school grounds. Parents should remind children of this rule periodically and check pockets and backpacks.

### **SAFE AND DRUG-FREE SCHOOL ZONE**

Students have the right to attend school in an environment free of inhalants, alcohol, tobacco, and drugs. The possession or use of look alike drugs/alcohol/smoking materials is not permitted. Any student who possesses or uses any illicit substance in the school building, on grounds, and at other school activities will be subject to discipline procedures including suspension.

### **HOMEWORK**

This is to be given at the discretion of the teacher. It is to be adjusted to the age and attention span of the child. Homework gives children opportunities to practice classroom skills at home in order to solidify skills already taught. In the upper grades there may be some sort of homework assignment that enables students to build skills in completing a long-term project. The school recognizes that children are involved in many kinds of activities and that academic work should not take an undue portion of the child's time.

### **BIRTHDAY/HOLIDAY PARTIES**

Parents who wish to bring refreshments for birthday parties should contact the teacher about a week ahead of time to determine if there are any children with special diet needs in the class. Parents are to contact their child's teacher to make arrangements to bring in the birthday treats.

Any parent who would like to assist with Holiday parties is welcome to volunteer. Room parents are usually chosen at the beginning of the school year. Your support is greatly appreciated. Short school parties are held for special occasions such as Valentine's Day, Halloween, and Christmas. For Halloween, the children in Grades K-6 are to bring their costumes to wear for the parties. Regular clothing is worn to and from school.

### **PETS**

Occasionally a child has a pet such as a rabbit, puppy, or kitten which he/she would like to have the class see. This can be arranged by having the parent contact the teacher to make arrangements for the parent to bring the pet to school at a specific time and then take the pet home.

### **TOYS**

Children are asked to leave toys at home. They serve no real educational purpose in the school building.

### **PARENT-TEACHER ORGANIZATION**

At Addison all K-6 families are members of the Parent-Teacher Organization and there are no membership dues. The PTO is a volunteer organization for the enrichment of education. Parents and teachers work together to provide activities for the children and staff. Some of these activities are: Open House, Teachers' Suppers on Conference Nights, Santa's Secret Shop, Staff Appreciation Days, R.I.F., & assemblies. R.I.F.-

(Reading Is Fundamental) is a reading program designed to promote leisure reading. Students receive **free** paperback books at distributions scheduled three times each year. The books are purchased through a grant from the Federal Government and local fund raising efforts. In addition, the PTO sponsors fund raisers to provide for the purchase of needed items around the school such as playground equipment & special student activities and assemblies. Your involvement is encouraged & appreciated. PTO meetings are generally held on the third Tuesday of every month at 6:30 p.m.

### **VOLUNTEERS**

If you would like to volunteer your help at school activities, field trips, and events, please complete the Criminal Background Check form that is included in your student's enrollment packet. In the past, we have had many excellent volunteers. Let us know if you can help.

### **STUDENT TEACHERS**

Through a partnership with Adrian College, Siena Heights University, and Spring Arbor University, and other Michigan universities, Addison Community Schools support student teachers who are completing their formal teacher education training. In general, these students are in their final semester of college and will be graduates when the student teaching assignment is completed. Frequently, our building sees many of these student teachers return as substitutes until regular employment can be found.

### **BEHAVIOR INTERVENTION/STUDENT SUPPORT SPECIALIST**

The Behavior Intervention/Student Support Specialist is responsible for the behavioral assessment of students, generating and implementing behavior plans to remediate behavioral and social problems for students in general and special education programs. She is also available for consultation to school personnel and parents of these students. The role of the behavior specialist is to facilitate, assess and support instructional programs for students in general and special education; provide training and work collaboratively with teachers, aides and support staffs to demonstrate best practices, strategies and techniques to enhance instruction for students with social, communication, behavioral and learning challenges; provide preventative classroom lessons which include but are not limited to bullying prevention, problem solving, self-esteem, and developing appropriate social skills. The Behavior Intervention/Student Support Specialist will help to design a three-tier behavioral intervention model appropriate to elementary students.

***"In a hundred years from now, it will not matter what my bank account was, the type of house I lived in, or what kind of clothes I wore. But the world may be much different because I was important in the life of a child."***

**-Author Unknown**

