

ELKTON-PIGEON-BAY PORT LAKER SCHOOLS

# LAKER ELEMENTARY

## Parent & Student Handbook



2018-2019

*Elementary Education: "The Formative Years"*

# **LAKER ELEMENTARY SCHOOL**

## **2018-2019 Parent and Student Handbook**

Dear Laker Families:

Thank you for entrusting your child to the Laker Elementary Educational Team! It is our mission to provide all students with an excellent academic program and a safe and engaging learning environment. We encourage you to be involved in all aspects of your child's education. This handbook will provide you with several topics that you can review with your children. We look forward to your input and visits, as we together prepare your child for a lifetime of success!

Sincerely,

Kathy Dickens  
Laker Elementary Principal



Laker Elementary School  
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Office Hours: Monday – Friday, 7:30 am to 3:30 pm

EPBP Laker Board of Education for 2018-2019

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*\*The Elkton-Pigeon-Bay Port Laker Schools provides equal opportunity for all people regardless of race, color, national origin, sex, religion, or marital status.*

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**A. POSITIVE BEHAVIOR SUPPORT (PBS)**

PBS is the main philosophy that defines all other systems within Laker Elementary. Positive Behavior Support involves clearly teaching students what positive behavior looks like, feels like, and sounds like in every area of the school. Research has shown that directly teaching respect, responsibility, and safety results in increased time for instruction and a decrease in disruptive behaviors.

**B. ACADEMIC PROGRAMS**

1. Class Offerings include:  
Core Classes: Math, Reading, English Language Arts, Science, and Social Studies  
“Special” Classes: Physical Education, Music, Art, and Computers  
\*All girls and boys will participate in a regular program of physical education. The appropriate shoes for PE class are athletic (tennis) shoes. If there are medical or physical reasons for non-participation, please inform the office and have your doctor send the school a note of excuse.
2. Report Cards  
Report cards are generated at the end of each nine week marking period, indicating your child’s academic performance. Between report cards, teachers will communicate with parents on an on-going basis, via phone, e-mail, or personal visits as needed.
3. Honor Roll  
Honor Roll is based exclusively on an A/B system in core subjects.
4. Parent Teacher Conferences  
Parent Teacher Conferences are scheduled shortly after the end of the first marking and during the month of March. Parents will reserve a specific appointment time that is best for their schedule (afternoon or evening).
5. Skyward Parent Access Portal  
Parents may access their child’s grades, attendance, and discipline reports via Skyward. The Skyward link can be found on the Laker Website ([www.lakerschools.org](http://www.lakerschools.org)). Under the “Students” tab, select the Skyward link. Your username and password can be obtained from the elementary office. Please utilize this terrific communication tool.
6. Title I Supports  
Laker Elementary receives federal funding through Title I. The purpose of these funds is to provide academic support to students so that they can be proficient in core content areas. Laker Elementary utilizes Title I funds to provide academic interventions and homework help before the school day, during the school day, or after the school day. Parents are encouraged to call the office to seek these services if their child should need it.
7. HOMEWORK POLICY  
Homework, when assigned to be completed at home, will not be excessive. A homework assignment should not be confused with work that has been expected to be completed in class, but due to slowness of completion, the student elects to finish the assignment at home.  
In an attempt to assist upper elementary students and parents with academic success, the following actions will be taken by school personnel as noted:  
**Automated Phone Calls:**  
Each Monday morning an automated phone call will be made to parents whose fourth or fifth grade student is earning a C- or lower in any given subject area.
8. Retention of students will be considered for students who have failed 3 or more of the five main academic subjects (Reading, Math, English-Language Arts, Science, and Social Studies).

### C. THIRD GRADE READING

Third Grade Reading Legislation requires that all students in grades DK-3 have a reading plan in place for each student and that parents are regularly updated on their child's reading progress. Reading plans and progress will be shared with parents every time that it is updated.

**We want all students to be good readers by the end of Grade 3. In order to achieve this mission, our school will:**

- ✓ **Provide core instruction** in phonemic awareness, phonics, fluency, vocabulary, and comprehension that is systematic, explicit, multisensory, and sequential.
- ✓ **Use a Universal Screening** tool such as Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Next to assess ALL students, K-3, for reading proficiency, at least **three times each year**. The first screening will occur **within 30 days of the beginning of the school year**.
- ✓ **Complete diagnostic and formative assessments** for the skill area(s) of phonemic awareness, phonics, fluency, vocabulary, and comprehension, as indicated by the universal screening results. This 'digging deeper' will help us determine what additional instruction each child needs.
- ✓ **Notify parent**, in writing, of their child's reading deficiency. **Within 30 days** of identifying the student, the teacher, principal, parent, and other pertinent personnel will **create an Individual Reading Improvement Plan**.

**The plan will include:**

- Student's **assessment results**.
- **Intensive intervention services** the pupil will receive during the school day, in addition to regular classroom reading instruction, until the deficiency has been remedied.
- **A Read-at-Home Plan for parents with tools and training provided by the school**.
- Documented **efforts to engage the parent** and whether or not efforts were successful.
- Documentation of any **dissenting opinions** about the plan.

**For Grade 3** students with an identified reading deficiency, the plan will also include:

- An intervention program proven to **accelerate achievement** within the same year.
- **More dedicated instructional time** than given the previous year.
- **Daily, targeted, small-group or 1-to-1 instruction with more detailed and varied explanations, more extensive opportunities for guided practice, and more opportunities for error correction and feedback**.
- More **frequent progress monitoring**.
- Supplemental instruction provided by someone with **specialized reading training**.

### D. ATTENDANCE POLICY

The Compulsory Education Law states that every parent or guardian of a child between 6-16 years of age is legally responsible to send their child to school. The Laker Elementary attendance policy is in accordance with this law.

#### 1. Reporting of absences

Student absences may be excused with a parent phone call to the office the day of an absence or with a note delivered to the office the day of return. Any absence without a parent phone call or note will be determined unexcused. Excessive absences will be reported to the Huron County Truant Officer, regardless of whether they are excused or unexcused.

- **1-6 Absences**  
Letters will be sent home reminding parents of the importance of good attendance and the compulsory education law.
- **7-12 Absences**  
The Huron County Truant Officer will be notified of the student's absences and may call the parents as they visit with the student.
- **12 or More Absences**  
The Huron County Truant Officer may refer the case to the prosecuting attorney's office for review.

2. **Assigning Tardies**  
It is important for students to report to class on time at the start of every day. A great deal of learning is lost when students show up late. For this reason:
- A Tardy will be assigned to students who arrive to school between 7:43 and 8:00 am.
  - Every third tardy in a marking period will result in discipline and the student's parent will be informed.

3. **Policy on Illness**  
*Students leaving school due to illness*  
If a student is nauseous, has a temperature of 100 degrees or more, has excessive coughing, or diarrhea, contact will be made with parent or guardian per the instructions of the emergency medical form on file in the office. It is the parent's responsibility to transport and care for child in the instance of illness.

*Students returning to school after illness*  
Any child who has had a fever of 100 degrees or more, may not return to school until they are fever free **without medication for 24 hours**.  
Any child who has suffered from vomiting or diarrhea may not return to school until they have been free of diarrhea or vomiting for 24 hours.  
A note of medical clearance from a doctor is required for the child to return to school in the instance of an infectious or communicable disease.

*Head Lice*  
Students found with head lice will be excluded from school until appropriate treatment has been given – including removal of nits and lice. Students can return to school only after being checked by the school nurse and found to be lice and nit free or with written permission from a doctor.

*Medication*  
Medications for long term duration ordered by a physician, or medications sent from home will be administered by the school nurse or school personnel. The medicine must be in a proper container with the child's name, the name of the medication, dosage, and when it is to be given. The child must not carry any medication to or from school. Medications should be handled by adults only.

4. **Policy on Injury**  
Student injuries are reported to the teacher, nurse or principal. In the event the injury needs more than minor first aid, parents will be notified.  
Medical emergencies will be handled per the instructions on the child's medical emergency form on file in the elementary office. Please be sure that this information always has up-to-date information.  
By law #380.1178, it is the responsibility of school personnel to administer medicine as needed (including aspirin, cough medicine, antibiotics, etc.). Parents must have a written note on file in the office.

## **E. DRESS CODE POLICY**

Good judgment should be used with regard to any clothing worn to school – no bare midriff, no tobacco or alcohol related clothing or clothing with offensive materials. Shorts should touch the child's fingertips when holding their arm down. Flip flops and sandals may be worn to school, but athletic shoes must be worn to physical education class and to outdoor recess.  
Parents are requested to see that their child is dressed appropriately for school and current weather conditions. Students wearing inadequate clothing for the weather, will be required to stay in for recess and parents will be called.

## F. DISCIPLINE

### 1. Philosophy

The primary objective of student discipline is to produce a school environment in which complete attention may be directed to teaching and learning. The standards of acceptable behavior at Laker Elementary are:

- Students will accept responsibility for their own actions
- Students are to respect the rights and property of others
- Students are to respect school property and all school materials entrusted to them
- Students are not allowed to leave the school grounds during the school day without parent written permission
- Students will respect the authority of all school staff and carry out requests made by them
- School rules apply when students are at school, on the bus, at the bus stop, or on a field trip

### 2. Students in grades Kindergarten through Fifth grade at Laker Elementary adhere to the following behavior guidelines in all areas of the school campus: classroom, hallway, library, recess, specials, cafeteria, and field trips.

#### **GREEN LEVEL: Expected Behaviors**

Good listening, following directions, completing work without disrupting others, raise hand to get teacher, wait your turn, positive words and voice, apologize when needed, respect others and property, keep arms / feet and body to self, walk safely, and tell the truth.

These behaviors are rewarded in several ways in the classroom and by the principal's office.

#### **YELLOW LEVEL: Intensity 1 Behaviors**

Off task behavior, not listening or following directions, uncooperative, noise making that disrupts, talking out of turn, and distracting others.

These behaviors are typically corrected by the teacher in the classroom.

#### **ORANGE LEVEL: Intensity 2 Behaviors**

Continuing intensity 1 behavior. Arguing with the teacher, inappropriate physical contact, bullying, verbally threatening, swearing, lying, cheating.

These behaviors are typically corrected by the teacher in the classroom.

#### **RED LEVEL: Intensity 3 Behaviors**

Continuing intensity 2 behaviors, significant defiance, pushing/poking, hitting with intent to harm, physical aggression/unsafe behavior, safety issues, stealing.

These behaviors are typically referred to the Student Responsibility Center where the student completes a contract of how they will correct their behavior. The parent will be called.

#### **PURPLE LEVEL: Intensity 4 Behaviors**

Repeated violations of Intensity 2 or Intensity 3 Behaviors.

Purple Level behaviors are typically referred to the principal's office for administrative action.

#### **SUSPENSION/EXPULSION**

In the case of a suspension of more than 10 days or expulsion, the Administrator must consider the following factors:

1. The student's age.
2. The student's disciplinary history.
3. Whether the student has a disability.
4. The seriousness of the violation or behavior.
5. Whether the violation or behavior committed by the student threatened the safety of another student or staff member.
6. Whether restorative practices will be used to address the violation of behavior.

7. Whether a lesser intervention would properly address the violation or behavior.

Once these factors have been considered, it may still be appropriate for long-term suspension or expulsion to take place. This decision lies with the administrator.

It should be noted that violations involving weapons, arson, and criminal sexual conduct are grounds for immediate expulsion. There are certain exceptions where weapons are involved, pertaining to knowledge and intent of the possession.

3. **BUS DISCIPLINE  
FIRST OFFENSE:**

The driver shall issue a written warning to the student indicating their misconduct and that their bus riding privileges are in jeopardy.

**SECOND OFFENSE:**

Any student given a second written misconduct slip will be called to the building principal's office and a warning will be given to the student.

**THIRD OFFENSE:**

The student will be removed from the bus for the number of days that addresses the intensity of the offense.

**NOTE:** Repeated bus discipline will result in field trip privileges being removed from students, since field trips require good bus behavior.

**G. BREAKFAST AND LUNCH PROGRAM**

Breakfast and lunch are available to all Laker Elementary students.

Costs for 2018-19 are: DK-5 Breakfast, \$1.30 DK-5 Lunch, \$2.30 Extra Milk, \$0.35

Federal free or reduced price lunch program applications are available in the office.

School meals cannot be charged, so please keep money in your child's account. Deposits can be made by dropping off a check or cash in an envelope to the deposit box by the elementary office.

Menus are published monthly and sent home from the school as part of the calendar.

In the event of a one hour delay, breakfast will be served. In the event of a two hour delay, breakfast will not be served.

**Lunch Debt**

- Lakers will provide consistent and concise guidelines for paying lunch debt in a timely manner.
- A guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school during the school year detailing consistent directions for students who are eligible for free and reduced lunch but do not have funds in their account to cover the cost of their meal at the time of service.
- Bad debt that is incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any federal program, such as food service funds. Any related collection costs arising from bad debt that is determined to be uncollectable are also unallowable costs to federal programs.

**H. OTHER**

1. Registration for School

Students may be registered by parent or guardian, with student birth certificate, immunization record or waiver signed by the Health Department, and proof of residency.

2. Fees

Student books and most supplies are provided by the school without cost. However, students are subject to book fines or replacement fees of class textbooks, library books, or other supplies that are damaged or lost. Fees are based on repair or replacement costs. A library fee of \$.05 per day for an overdue book will be charged beyond the due date.

3. Rights to Access and Privacy of Records

All parents and guardians of students under 18 years of age and all students 18 years of age or older have the right, pursuant to the Family Education Right and Privacy Act of 1974, to examine the official records, files and data maintained by Laker Elementary School directly relating to the student. Parents have the right to challenge any of the contents of said records to insure accuracy and fairness. Procedures for such examinations and challenges, including a hearing on a challenge, shall be established by the Board of Education and be made available upon request. Parents and guardians are reminded that a student's legal name must be used for all records.

No records, files, or data directly relating to an individual shall be made available to anyone without the consent and/or notification of the student or of the parent or guardian of a student under 18 years of age, except:

- a. The teachers and officials of Laker Elementary School, who have a legitimate educational interest in such information.
- b. A federal or state request for submission of student records has been made.
- c. The student or parent will be notified if officials of a school to which a student is to enroll desires access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

4. Field Trips

Field trips are special events that classes are rewarded with each school year. These trips are a privilege and may be taken away from students who fail to meet certain criteria. Students who continually break rules of conduct or consistently fail to complete required school work will lose their privilege. Parents will be notified when a trip is in jeopardy.

*Chaperones*

Field trips are set up and directed by classroom teachers. Parents are asked to follow specific directives set by the classroom teacher. (One directive is to not smoke in front of students.) Chaperones are to be the parent or legal guardian of the student. Only one chaperone is allowed per student. The optimal student to chaperone ratio is 3:1, therefore we will plan our trips accordingly. However, if there is more space on the bus, we will allow extra chaperones on a first come, first served basis.

Furthermore, our field trips are to public places and we welcome parents to drive and meet us there, if there is not enough space on the bus. Siblings are not to accompany parent chaperones on field trips. Parents are expected to enforce and exhibit proper school behavior at all times. **Appropriate clothing should be worn (examples: no spaghetti straps, no tank tops, no t-shirts with profane or inappropriate messages, and all shorts mid thigh). Thank you for setting a positive example!**

Volunteer background check paperwork must be filled out and approved 2 weeks prior to any field trip.

5. Lost and Found

Lost items can be readily identified if they have been marked with the child's name. At school, many times students have items that are the same in appearance as another child. The name is identification on hats, boots, lunch pails, glove, etc. helps solve many problems. The school is not responsible for lost items.

6. Personal Items

We ask that students not bring toys, sports cards, radios, or other personal items to school. These items can get lost or stolen and create problems. The school is not responsible for the

protection or replacement of personal items. If it becomes a problem, parents will need to pick the item up from the principal.

**\*\* NOTE:** Many students now have cell phones. If a parent wishes that their child bring their cell phone to school, it must be kept on silent, in the student's locker until dismissal time.

7. Pets

For the safety of students and staff, we ask that family pets not be brought to school.

8. No School Due to Inclement Weather

On days of inclement weather when school is to be cancelled or delayed, you will be notified by School Messenger and Bad Axe Radio WLEW (102.1 FM).

If the school is closed early due to weather, the students that ride the bus will be taken home to their normal drop off point. Parents are encouraged to direct their child on what to do when special situations arise and no one is home when he/she arrives home from school.

**I. PARENTS' RIGHT TO KNOW REQUIREMENT**

Parents have a right to know and may request information as to:

whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree

The Laker Elementary Team sincerely thanks you  
for reading this handbook and reviewing it with your child.



We welcome you to call or visit any time you  
have a question, concern, or suggestion!!  
989-453-4600