

# **2022 - 2023**

# **New Lothrop Elementary**

# **Student Code of Conduct**



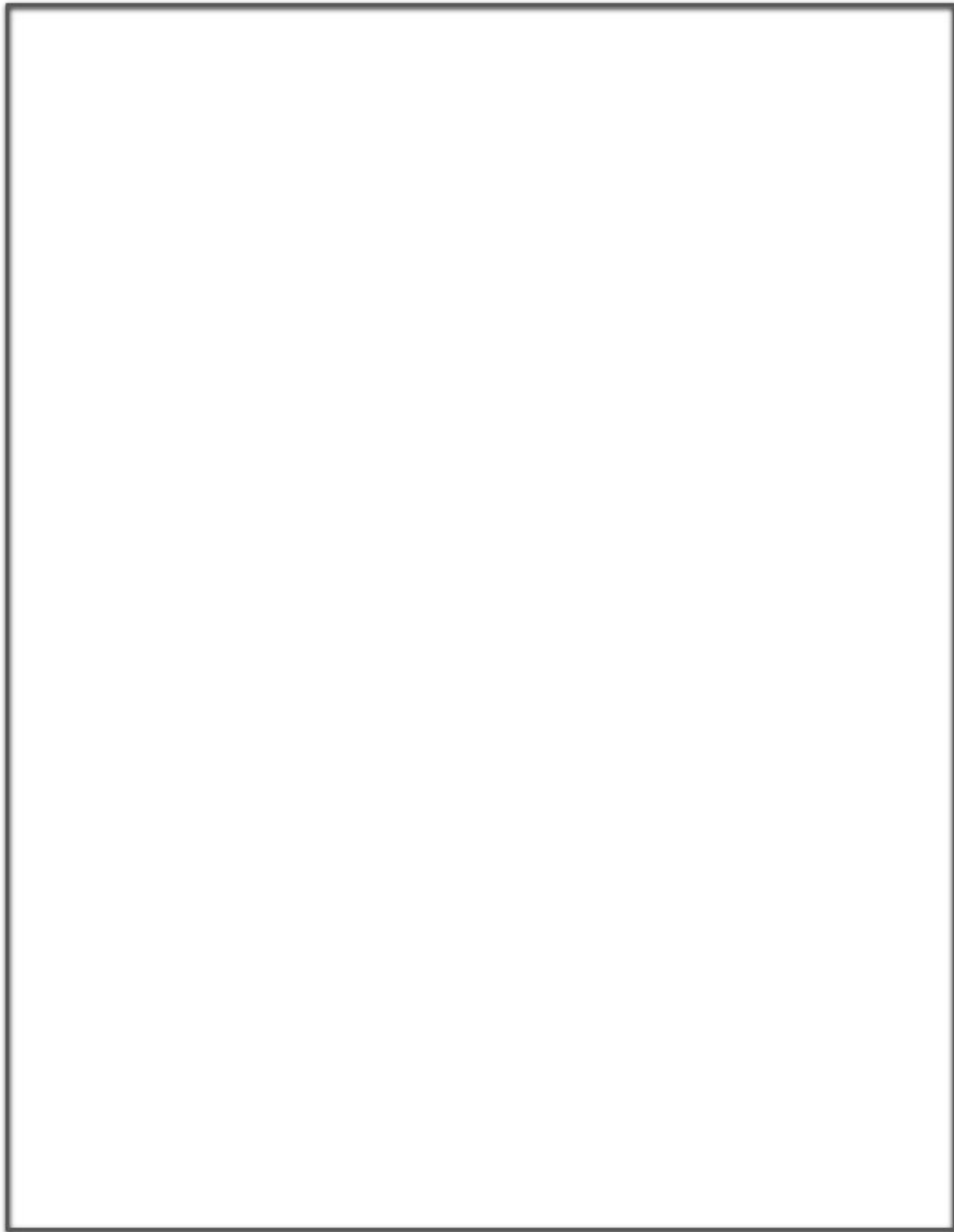
**New Lothrop Area Public Schools**

**NEW LOTHROP ELEMENTARY SCHOOL**

**9387 Genesee St. P.O. Box 279, New Lothrop, MI 48460**

**Phone: (810) 638-5026 • Fax: (810) 638-7289**

**Due to the COVID-19 pandemic, many of these procedures may be altered/changed/revised based on recommendations from the Shiawassee County Health Director, the Michigan Department of Education or any Executive Orders.**



## **HOURS**

Elementary Office: 7:30 a.m. - 3:30 p.m.

School Hours: 7:50 a.m. - 2:40 p.m.

Latchkey Hours: 6:30 a.m. - 7:30 a.m. & 3:00 p.m. - 6:00 p.m.

## **ELEMENTARY ADMINISTRATION**

Drew Severn PreK-6th Grade Principal

Jenn Otter Elementary Secretary

Brooke Ebenhoeh Social Worker

Mark Wakefield Transportation

Valerie Baker Food Service

Anthony Berthiaume Superintendent

## **NEW LOTHROP BOARD OF EDUCATION MEMBERS**

Richard White President

Greg Ruddy Vice President

Adam Green Secretary

Jessica Unangst Treasurer

Jim Eustace Trustee

Joe Henige Trustee

Wendy Vincke Trustee

## **The Mission of New Lothrop Elementary School:**

The New Lothrop Elementary School community will establish the foundation for continued growth by meeting the educational, emotional, social, and physical needs of all students so that each may realize his or her individual potential.

**We have Hornet PRIDE!**

# New Lothrop Elementary Code of Conduct

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# Elementary Handbook Updates

## CELL PHONES:

Pg. 3

Cell phone use is not allowed during the school day or on school buses. It is understood that with so many activities after school, students need to carry cell phones. However, during school hours and on school buses, cell phones must be kept out of sight and turned off. Failure to comply with this rule will result in a parental contact about the disruption and the phone may be taken away. If a phone is confiscated, a parent/guardian will need to make arrangements to pick it up.

**Students with an IEP or 504 plan will be allowed the use of electronic devices in "accordance with their plan."**

**Any student who damages a school-purchased electronic device (such as a graphing calculator, iPad, Chrome Book, etc.) will be responsible for paying one-half or the full cost of replacing the device depending on the circumstances, which will be reviewed by the administration. The school will not be liable for personal electronic devices (including cell phones) at school in the event the device is lost, destroyed, or stolen. Any staff who confiscates a cell phone will give it to the principal.**

**Discipline tier for electronic device use (subject to the discretion of the administrator):**

- 1. FIRST OFFENSE:** confiscation of cell phone/device; parent notified of confiscation of cell phone/device. Parent must pick up cell phone/device from office.
- 2. SECOND OFFENSE:** confiscation of cell phone/device; (1) lunch detention to be served within 48 hours of violation; parent must pick cell phone/device from office after detention served.
- 3. THIRD OFFENSE:** confiscation of cell phone/device; 1-day in-school-suspension served before return of phone/device; parent must pick cell phone/device from office after suspension is served.

**All penalties may be subjected to increased discipline if excessive violations occur.**

**The school prohibits the use of any camera/video device from any restroom, hallway, classroom, school vehicles or other "common" area where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images or recordings will face disciplinary action up to and including, suspension, loss of privileges, and maybe recommended for expulsion.**

**CONSEQUENCES for using a device to take or transmit images/recordings:**

**First Offense:** (1) days out-of-school suspension and parent meeting

**Second Offense:** (3) days out-of-school suspension and parent meeting

## Acceptable Use of Technology

**Note:** Please refer to our Board Policy #7540.03, Agreement for Acceptable Use of Technology Resources for Students on our district website under the technology tab (technology plan, pages 20-24).

## Afternoon Pick-Up

Pg. 5 Walkers

**Students may only sign themselves out as a walker if they are in 4th-6th grade. As part of this distinction, if a 4th-6th student is responsible for signing out younger siblings/relatives they must be present for the younger siblings to still be signed out as walkers.**

**If the 4th-6th student is absent or unavailable due to sports or other after-school events, the younger siblings/relatives would require parent pick up. An end-of-day change note will need to be sent in for the younger students.**

## Transportation

Page 6:

**Transportation Documentation for ALL Families:** A mandatory transportation form (available in the office) must be completed for every family attending New Lothrop Schools, regardless if parents have children who walk to/from school, ride the bus to school or get dropped off/picked up from school. If there are permanent changes to the bus routine, please complete a new form and submit those changes for the Transportation Director to review. Please contact the office if a form is needed. If a temporary transportation change is needed, parents must complete a Temporary Transportation Change Request Form. **The request will be reviewed and approved/denied within one week of the request. We cannot accommodate last-minute changes from parents/guardians.**

**School Buses:** All students who live at least one mile from the school are eligible to ride the bus. Parents must be home and visible to the Bus Driver for any child in K-3rd grade(s), or be with an older sibling (4th grade or older) in order for the driver to let the students off. Otherwise, students will be returned to the school at the end of the route. Students brought back to the school will be checked in to Latchkey and charged accordingly.

Bus students will not be allowed to walk home. Students must ride their regular assigned bus and are not allowed to ride a different bus for any reason. In the event that students miss the bus at the end of the day, they should report to the office immediately. In case of an emergency, students will be placed in Latchkey at the end of the day and parents will be charged accordingly.

Students who ride a bus to/from school on a regular route are not allowed to get off at another stop on the route unless pre-approved arrangements have been made through the Elementary School office and the Transportation Office. Bus Drivers are not allowed to make unauthorized stops without the consent of the Director of Transportation and the Transportation Office.

**Please note:** While on school grounds yield to and give the buses the Right Of Way. Please do not drive through the bus parking lot while the buses are assembled for daily routes. Please consider that the bus drivers are only doing their jobs, to safely transport your students to and from school, interfering with that while driving on school property could cause unnecessary delays or accidents.

# Elementary Handbook Updates

## Playground

Page 19: Weather

Children are encouraged to dress appropriately for the weather. If the weather brings only light rain or snow, they will be going outside. If the temperature outside is ten degrees or below (actual temp with wind chill), the children will not be going outside for recess.

In terms of students being appropriately dressed for the weather, it is the parent's responsibility to send their children to school with appropriate gear, and it is the classroom teacher's responsibility to make sure that students are dressed appropriately heading out to recess. Any article of clothing that comes out to recess with a student, must stay on their body.

See guidelines for appropriate dress:

- Above 50 degrees (to 60): students are expected to come onto the playground with some type of lighter jacket or hoodie.
- 40-50 degrees: students do not need winter coats out on the playground, yet they are still expected to wear a form of leg coverings, windbreaker, fleece, hoodie, or some lighter jacket to cover themselves up. Wearing just t-shirts or even long sleeve t-shirts is not acceptable.
- 20-40 degrees: students must have a coat (rated for winter weather) along with some form of leg covering.\*
- 10-20 degrees: hats, gloves/mittens, coats, winter pants, and boots are required. \*

\*If there is snow on the playground, students are required to wear all winter gear.

## PBIS Pride Matrix

Pgs

We have updated some of the categories on our Hornet Pride Matrix and added a Hornet SEL Pride Matrix. Please see the according pages for the updated Matrices.

## **EXPECTATIONS**

We have Hornet PRIDE! A safe and orderly environment is of the utmost importance to the business of education. To create an environment conducive to the learning process, all students are expected to follow directions given by any member of the New Lothrop Elementary Staff. Students will demonstrate Hornet PRIDE:

**Participation:** Take part actively in something. Respect yourself and others.

**Respect:** Treat yourself, others, property and materials respectfully.

**Integrity:** Do the right thing even when no one is looking.

Take responsibility for actions and decisions.

**Determination:** Focus on best effort at all times.

**Excellence:** Strive for safety and greatness.

## **ENROLLMENT**

Families new to the school district can stop by the Elementary Office during normal business hours to pick up a registration packet. The completed packet should be returned along with the following information: official birth certificate, record of immunizations, student's social security card, proof of residency (i.e. utility bill, rent receipt, property tax receipt, etc.), and an out-of-district request form (if applicable).

Children entering kindergarten must be five-years-old before September 1st, of the year they are beginning school. Likewise, a child entering the first grade must be six-years-old before December 1st, of the First Grade school year according to Michigan State law. However, if a kindergarten child has a birthday between September 1st and December 1st, and the parent feels it is in the child's best interest to start kindergarten, please contact the school to discuss the option for a kindergarten waiver. No exceptions can be made for students who turn five after December 1st.

Students who are registering from a home school, or who are new students, may be asked to complete a placement test prior to grade level assignment.

## **VISITORS**

Visitors are welcome. Please make arrangements ahead of time. To keep the children safe, all visitors (including parents) should buzz the doorbell outside the main building doors. Once buzzed in, please stop into the office to sign in and pick up a visitor badge.

## **VOLUNTEERS and CHAPERONES**

If planning to volunteer or chaperone, an I-Chat form requesting a background check will need to be returned to the teacher. An I-Chat will need to be ran before each field trip. **A copy of your Driver's License must accompany the I-Chat form to confirm identity.** (If you have submitted a DL previously for an I-Chat, it may be on file in the Administration Office.)

It is preferred that volunteers or chaperones have their i-Chat request submitted at least one week before an event. For the safety of our students, to assist teachers with planning, and to ensure there is ample time to run background checks,

**I-Chats MUST be submitted 48 hours prior to the event.** Failure to follow this procedure may result in the inability to chaperone or volunteer on the date of the event. Students may be dismissed from a field trip if a parent or family member arrives at a field trip unannounced and attempts to join the field trip.

## **DELIVERIES**

Please drop off birthday treats, classroom snacks, forgotten items, lunchboxes, etc., in the office. Office staff is happy to deliver these items to your child's classroom.

## **MESSAGES FOR STUDENTS**

If a parent or guardian has a message that needs to be relayed to a student, it is important to call before 2:00 p.m. in order to give the office time to deliver the message. In case of an emergency, students are permitted to use the school phone. It will be at the teacher's discretion to allow students to use the phone for forgotten books, assignments, gym shoes, etc.

## **BIRTHDAY TREATS**

It is helpful if teachers are aware of birthday treats being sent in ahead of time. Individually wrapped or easy to serve treats are preferred (i.e: cookies, cupcakes, Rice Crispy treats, etc.). Please do not send in items that need to be cut into individual servings or poured into individual cups, as time for prep is not always available.

## **PERSONAL BELONGINGS AND ELECTRONICS**

Personal belongings such as iPods, headphones, personal video games, toys, etc. are not allowed at school unless special arrangements are made with the office or teacher in advance. These valuable items are not the responsibility of the school or our teachers. Any personal belongings brought from home that are lost, stolen or damaged are not the responsibility of the school. If these items are found, they may be confiscated. Confiscated items that are turned in to the Office will need to be picked up by a parent during Office Hours.

## **GPS TRACKING DEVICES**

If a student is in possession of a GPS tracking device while at school, the audio surveillance capabilities MUST be disabled; subject to the following provisions:

- A. The student's parent/guardian must sign an agreement that the device's audio surveillance capabilities will be disabled during the school day, which includes transportation to and from school.
- B. The student's parent/guardian must direct the device manufacturer to promptly notify the building principal or designee if the audio surveillance capabilities are enabled during the school day.

Violation of this Policy will result in the device being confiscated and/or prohibited at school. If the device is confiscated, it will be returned to the student's parent/guardian after confirmation that the device's audio surveillance capabilities have been disabled and no recordings have been made.

*GPS Tracking Device: A device other than a cell phone which allows a parent/guardian to remotely track the location of a child using the Global Positioning System (GPS) or similar technology that can pinpoint longitude, latitude, ground speed, and course direction of the target.*

*Audio Surveillance Capability: The ability of a device to remotely listen, overhear, record, amplify, or transmit audio occurring in one location to another device in another location or which has a voice monitoring or two-way call feature.*



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Acceptable Use of Technology

Note: Please refer to our Board Policy #7540.03, Agreement for Acceptable Use of Technology

Resources for Students on our district website under the technology tab (technology plan, pages 20-24).

## **MOVIES/VIDEOS**

Throughout the school year, movies rated G & PG may be shown as part of the curriculum or used as a reward. If you would prefer that your child not participate in viewing G & PG movies, please let your child's teacher know so arrangements can be made for your child to work in the office instead.

## **LOST AND FOUND**

Collection boxes are located in the cafeteria. Students are encouraged to help by turning all lost items in to the cafeteria. Please be sure to mark all items with the child's name to help with recovery of lost items. Our Lost and Found boxes are donated to Goodwill throughout the year. If children are missing something, please be sure they are checking the box often.

## **SCHOOL CLOSING**

If New Lothrop Area Public Schools are closed, families will receive notification through our School Reach system.

In the event of a closing, and in addition to School Reach, local radio and television stations will also broadcast the closing. Most often, closings will be announced by 6:30 a.m.

**Note:** When school is closed, Latchkey and Preschool will close as well.

## **BUILDING ACCESS PROCEDURES**

### **Access:**

The main entrance doors will be unlocked from 6:30-8:00 a.m. to accommodate Latchkey, students entering for the day, and Preschool parents dropping off children for the morning session.

Parents/Guardians will not be allowed to follow their children to their classrooms in the morning. They need to say goodbye at the Cafeteria door when the first bell rings at 7:45 a.m.

### **Mid-day Access:**

After 8:00 a.m., all visitors will need to ring the doorbell in order to enter the school. Unrecognized visitors may be asked to state their name/purpose for visiting. Upon entering the school, visitors need to stop at the office where they will sign their child in or out. A visitors badge will need to be filled out and worn at all times if the visitor plans to be in an area other than the office.

### **Afternoon Access:**

The main entrance doors will unlock at 2:30 p.m. for a 2:40 p.m. dismissal. For the safety of all students and to avoid disrupting the learning environment, please refrain from arriving any earlier. Otherwise, feel free to wait outside the main doors or in your vehicles until 2:30 p.m. when the doors unlock. At 2:30 p.m. Preschool parents will go directly to the Preschool classrooms and Elementary parents will need to wait inside of the cafeteria for their child(ren). Thank you in advance for your help with these procedures!

## **DROP-OFF and PICK-UP PROCEDURES**

**Morning Drop Off:** The circle drive should be used for student drop off. Please enter through the east side and exit through the west side. Remember, the circle drive should be a “**Stop, Drop and Go**” area only. If parents choose to walk into school with their child, they should use the parking lot on the east side of the building. Please remember, any child dropped off before 7:30 a.m. must be checked into Latchkey by an adult, and will be billed for the time spent in Latchkey.

Morning Latchkey drop off time is from 6:30 - 7:30 a.m. An adult must sign Latchkey students in daily. Students will remain in the Cafeteria under the supervision of our Latchkey personnel until 7:45 a.m., at which time they will be dismissed to go to their classroom. **Students must be in their classroom before the final bell rings at 7:50 a.m., or they will be considered tardy.**

**Afternoon Pick-Up:** At the end of the school day, all students will be walked to the buses by their teacher. Any student not riding the bus (walkers, Latchkey students, parent pick-up, etc.) will be dropped off in the Gymnasium where our Latchkey personnel will be waiting to walk them to the Cafeteria. These students will then be checked out to walk home or signed out by a parent. Parents picking up students at the end of the day should wait **inside of the Cafeteria** for their children. **Please do not wait in the hallway.**

Any students not picked up by 3:00 p.m. will be included in the Latchkey activities and parents will be charged accordingly. Students are not allowed in the Library or at team practices (if they are not part of the team) after school unless they are accompanied by a parent or guardian.

### **Walkers:**

Students may only sign themselves out as a walker if they are in 4th-6th grade. As part of this distinction, if a 4th-6th student is responsible for signing out younger siblings/relatives they must be present for the younger siblings to still be signed out as walkers.

**If the 4th-6th student is absent or unavailable due to sports or other after-school events, the younger siblings/relatives would require parent pick up. An end-of-day change note will need to be sent in for the younger students.**

**Late/Early Drop Off and Pick-Up:** Students arriving late to school must stop into the office at the time of arrival for a tardy pass/late pass. If parents do not wish to come into the school with their child, please call ahead of time or send a “note to school” with your child. If a parent/guardian does not report a reason for an absence or a tardy, these will automatically be marked as “**unexcused**”.

If parents are picking up their child early from school please give the office plenty of notice. A “note to school” can be sent in prior to the day of the scheduled time. If early pick-up is needed due to a last minute schedule change, please **contact the office by 12:00 p.m.** This is a very important rule that everyone should follow. Unexpectedly stopping in to pick-up a student early may take longer than expected to get a child ready to leave for the day and it may disrupt classroom learning.

**Preschool Student Drop-off and Pick-up:** In order to maintain safety and security for all of the students in the building, we have protocol for entering the building for pick-up and drop-off. Please note that students must be signed in and out every day. Parents are asked to wait to enter the building no earlier than five minutes prior to the beginning or end of class to ensure safety of the entire building. Preschool families please enter using the southeast entrance of the building.

Please refer to the Preschool Handbook or check with the Preschool teacher for more information.

### **CIRCLE DRIVE NOTICES:**

It is important to show patience. **DO NOT PASS** vehicles during morning drop-off in the circle drive. This creates a safety concern for students who may be present or walking around vehicles in the circle drive.

If possible, please have your child exit on the passenger's side of the vehicle so they are dropped off directly at the curb. It is safest for students to slide across the back seat, not to exit from the driver's side of vehicles.

Be alert during drop off. Cell phones should not be used in the Circle Drive.

### **PARKING**

**Handicapped Parking..** Parking spaces are available in the front of our school and should be left open for those in need.

**Sick Child Pick-Up.....** Parking space is available in the front of the school next to the handicapped parking. This is 5 minute parking only.

**Circle Drive .....** This is the fire lane and should remain open at all times. **Do not park** in the circle drive. It is for drop-off only.

### **Transportation**

**Transportation Documentation for ALL Families:** A mandatory transportation form (available in the office) must be completed for every family attending New Lothrop Schools, regardless if parents have children who walk to/from school, ride the bus to school or get dropped off/picked up from school. If there are permanent changes to the bus routine, please complete a new form and submit those changes for the Transportation Director to review. Please contact the office if a form is needed. If a temporary transportation change is needed, parents must complete a Temporary Transportation Change Request Form. **The request will be reviewed and approved/denied within one week of the request. We cannot accommodate last-minute changes from parents/guardians.**

**School Buses:** All students who live at least one mile from the school are eligible to ride the bus. Parents must be home and visible to the Bus Driver for any child in K-3rd grade(s), or be with an older sibling (4th grade or older) in order for the driver to let the students off. Otherwise, students will be returned to the school at the end of the route. Students brought back to the school will be checked in to Latchkey and charged accordingly.

Bus students will not be allowed to walk home. Students must ride their regular assigned bus and are not allowed to ride a different bus for any reason. In the event that students miss the bus at the end of the day, they should report to the office immediately. In case of an emergency, students will be placed in Latchkey at the end of the day and parents will be charged accordingly.

Students who ride a bus to/from school on a regular route are not allowed to get off at another stop on the route unless pre-approved arrangements have been made through the Elementary School office and the Transportation Office. Bus Drivers are not allowed to make unauthorized stops without the consent of the Director of Transportation and the Transportation Office.

**Please note: While on school grounds yield to and give the buses the Right Of Way. Please do not drive through the bus parking lot while the buses are assembled for daily routes. Please consider that the bus drivers are only doing their jobs, to safely transport your students to and from school, interfering with that while driving on school property could cause unnecessary delays or accidents.**

#### **Bus Rules:**

Students must follow bus rules and demonstrate safety at all times-

- Obey the bus driver at all times. Distracting the bus driver is not permitted (School rules apply).
- Stay seated.
- Keep hands, feet, and objects to oneself and inside the bus at all times.
- Do not damage bus or equipment. Broken windows, cut or damaged seats/equipment must be paid for by the person causing the damage. There should be no marking on the seats or bus parts.
- Be on time to catch the bus.
- Wait back from the curb (road) - 10 feet.
- Enter/exit the bus only after it comes to a complete stop.
- Cross in the front of the stopped bus (away from the bus) when the driver signals you.
- Do not eat or drink on the bus.
- Do not bring any living creatures to school on the bus.
- Be courteous, do not use profane language or gestures. Do not engage in shouting, talking loudly or whistling.
- Talk to the driver only when necessary.
- Do not fight, push, or shove.

Bus Drivers are authorized to assign seats and will report unruly students. Inappropriate behavior may warrant a write-up, discipline, and/or suspension from riding the bus. Students may be suspended from the bus temporarily or permanently.

If there are any questions regarding transportation, please contact the **Transportation Office at (810) 638-5400.**

**Bikes:** Students are welcome to ride their bikes to and from school as long as they are able to do so safely. Please note the bike riders are doing so at their own risk. The school cannot be held responsible for their safety. The inability to follow these rules may result in losing the privilege of riding bikes to school.

**Bike Rules:** Students must follow bike rules and demonstrate safety at all times-

- The bike rack must be used. No bikes are to be lying on the ground.
- Students must ride their bikes safely, adhere to traffic rules, and yield to pedestrians.

### **CONFERENCES AND REPORT CARDS**

Conferences are held twice a year, once in the fall and once in the spring. In addition, teachers are also available upon request, if you have any concerns. Please contact the teacher in advance to set up a meeting time.

**Fall Conferences:** Kindergarten through Fourth grade conferences are teacher-led. Each family will have a scheduled time to meet with the teacher to discuss the child's progress. Fifth and Sixth grade conferences are student-led. Student involvement in the conference makes learning active, provides opportunities for students to evaluate their performance and encourages students to accept responsibility for their learning. \*While these conferences are student-lead, parents are encouraged to express concerns at Fall conference if they have any.

**Spring Conferences** - All spring conferences are by invitation only. The teacher may request a conference or parents may request a conference.

**Report cards** are issued at the end of each trimester. Student grades are available on PowerSchool and can be checked as often as parents would like. Please contact teachers if you have questions about grades.

### **SCHOOL COMMUNICATION**

**Hornet Envelopes:** School information is shared weekly through our Hornet Envelopes and will be sent home with the youngest child in every family on Monday's. This information is also posted on the Elementary Page of the website if you happen to miss something:  
**[www.newlothrop.k12.mi.us/NLES](http://www.newlothrop.k12.mi.us/NLES)**

**PowerSchool:** Parents are encouraged to access PowerSchool to check their child's grades. This is especially helpful for students in 3rd-6th grade. Parents who do not have an account set-up can contact our office to request information.

**Website:** Our website has important information, such as school calendars, menus, staff contact information, etc. Check us out at **[www.newlothrop.k12.mi.us](http://www.newlothrop.k12.mi.us)**

**Shared Custody of Children:** If children share time between two households, and both households are actively involved, please communicate this information to the child's teacher and the office to ensure addresses and contact information can be put on file. If parents feel that they are lacking on communication, please contact the child's teacher for classroom information, and refer to the website for Hornet Envelope information.

## **ATTENDANCE PROCEDURES** We **NEED** to hear from **YOU** if your child is absent. Call 810-638-5026 Option 1

Promoting good attendance habits is not only a state law, it is also good practice. Please support and encourage children to arrive to school on time and only absent when necessary.

Research indicates that attendance in the classroom is an important element in a student's education and a strong correlation to good academic performance. Attendance and tardiness will shape future employment patterns. It is not too early for students to make connections between their roles and responsibilities, and the expectations they face in the future. Children depend on adult guidance to assist them in building these good habits.

Behavior, attendance and tardiness are part of the **State of Michigan Compulsory Education Law** which states:

*"If a child is repeatedly absent from school without a valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or guardian of the student fails, the Principal may request that the Shiawassee Intermediate Truancy Officer, contact the parent/guardian requesting that they attend a meeting at the school or at a place designated to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities."*

### **NEW LOTHROP ELEMENTARY ATTENDANCE POLICY**

The first bell rings at 7:45 a.m. and the second bell rings at 7:50 a.m. The expectation is that all students are in their classrooms when the second bell rings. **Students not in their classrooms are considered tardy (or absent).** Tardy students will need a pass before they can be admitted to class.

**Each student returning to school after an absence or arriving late to school **MUST** have an excuse on file in the office.**

**Students are allowed a total of 10 excused absences and 10 excused tardies each semester.**

- After 10 absences or 10 tardies are accumulated, all future absences or tardies become **unexcused** regardless of the reason, unless they are accompanied by a note from a doctor.
- School personnel may send a letter to express concern at 7, 10 and 10+ occurrences. The parent and the student may be asked to attend a meeting to come up with a plan to encourage good attendance.

**If students accumulate 5+ unexcused absences or tardies during a semester**, students may be assigned a lunch-detention, an after-school detention, or an in-school suspension to make up the missed time.

NLE follows the **State of Michigan Compulsory Education Law**. The law pertains to the child. This means the child has to serve the consequences, regardless of the reason for absence.

Weather conditions, parent/child oversleeping, vacations, car trouble, alarm clock failure, etc. are examples of life situations that cannot be excused after 10 occurrences)

Attendance will be documented as "Tardies" and "Absences" on the Report Cards.

Tardies, Late Arrivals, Leaving Early, and Early Dismissals will all be recorded as a "Tardy" on the Report Card. See next page for more details.

### Attendance Code Reference Chart:

The chart below gives examples of how the child's absence will be recorded, depending on the time missed during the school day.

### Attendance Code Reference Chart:

The chart below gives examples of how the child's absence will be recorded, depending on the time missed during the school day.

#### Amount of time missed:

25 minutes or less = **Tardy** (or Left Early)

26 – 90 minutes = **Late Arrival** (or Early Release)

1.5 – 4.5 hours = **Half Day Absence**

4.5+ hours = **Full Day Absence**

#### For your reference, codes on your child's attendance record are as follow

**ET:** Excuse Tardy, **UT:** Unexcused Tardy

**EL:** Excused Late Arrival, **UL:** Unexcused Late Arrival

**LE:** Left Early, **ER:** Early Release

**EA:** Excused Absence, **UA:** Unexcused Absence

**EA DR** or **ET DR:** Excused Absence or Excused Tardy due to Doctor's note

**UA 10+** or **UT 10+:** Unexcused due to 10+ absences or tardies

### THINGS to KNOW about ATTENDANCE and TRUANCY

**Parents need to communicate: We NEED to hear from YOU if your child is absent. Call 810-638-5026 Option 1 or send in a note from the "Daily Schedule Change" form packet provided at the beginning of the year.**

Parents **MUST** contact the school to excuse their child's absence. It is important to hear from parents ASAP if a child is absent.

Absences should be reported on the day of the absence.

Absences or Tardies not reported to the Office within five days will stay "unexcused".

Each student returning to school after an absence or arriving late to school, must have a parent/guardian call to state the reason for the absence/tardy. **Without a telephone call or an excuse on file with the Office, the absence/tardy will be considered unexcused.**

**When a student has 10+ absences or tardies** a medical note from a physician will be required in order for the absence to be considered excused. Without a medical excuse, the time missed will be marked unexcused.

Continued absences or tardiness may result in a formal truancy petition filed with the Shiawassee County Truancy Officer. This may result in further court action.

Vacation forms should be filled out for any pre-arranged absences in excess of three or more days. Family vacation days **DO** count toward the 10 days of allowed absence. Any vacation days that go beyond the first 10 allowable days of absence will be marked as **unexcused**.

Students with several unexcused absences are considered "**Truant**." If a student reaches 10 unexcused absences in a **SCHOOL YEAR**, it is **mandatory** for the school to report the student to the Truancy Officer. In addition the truancy occurrence will be reported to the State of Michigan in the year end attendance report.

### HOMEWORK REQUESTS (due to an unexpected absence):

If a student is absent for one day, homework will be given when the student returns to school. If a student is absent for two or more consecutive days, homework may be requested. Please contact the office to make this request before 9:00 a.m. Homework can then be picked-up at the end of the school day or sent home with a designated student. Under normal circumstances students are allowed one day for each day absent to make up any missed work. If parents know in advance that the child will be absent from school they are encouraged to let the teacher know and request any assignments that may be missed.

### VACATION REQUESTS (prearranged absence):

Vacation requests for prearranged absences of three or more days must be submitted at least one week prior to the vacation. Forms are located outside of the office.



## FREQUENTLY ASKED QUESTIONS ABOUT ATTENDANCE:

*What if my child has to leave early ONCE, is he/she eligible for Perfect Attendance award?*

- Unfortunately, no. Perfect attendance is just that, Perfect. Children, who arrive late in the morning or leave early, will **NOT** be eligible for a Perfect Attendance award. To receive this award, children must be present **100%** of the time every day. The **ONLY EXCEPTIONS** for leaving early and not having it count against the child's perfect attendance is when the child is participating (not watching a sibling) in a school sponsored event, or if they leave with their parent, after a classroom field trip or a classroom party.

*How many absences can I excuse?*

- You can excuse up to the first 10 absences or tardies by letting the office know, calling, or sending a note.
- **Only a doctor** may excuse absences or tardies which exceed 10 per semester.

*What happens if I don't report my child's absences?*

- When an absence is not reported, it is recorded as **unexcused**. Teachers do not have to accept late work for credit when an absence is unexcused. Consequences may be assigned for frequent unexcused absences or tardies. In addition, the Shiawassee County Truancy Officer may become involved with students once they have accumulated 10 or more unexcused absences in a school year. The truancy concern is reported to the State of Michigan with year end paperwork for any students with 10 or more unexcused absences.

*My child was late or absent because of me. Why does he/she have to serve a lunch or after school detention?*

- The law applies to the child. Unfortunately, parents sometimes are the reason behind tardiness or absences. However, the child is missing out on the number of hours/days that *he/she* is required to be present in school, so the child is the one who must fulfill the missed time.

*What if our vacation occurs during the school year?*

- Parents are encouraged **not** to take their child out of school during the school year for vacations. When a family vacation must be scheduled during the school year, understand that those absences apply to the attendance policy. A student's first 10 absences may be excused. After that, they are recorded as unexcused.

*What if my child was suspended from school?*

- A suspension is considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up school work lost due to suspension. They are allowed the same time to make up the work as an absent student is given.

*What happens if my child is referred to the Shiawassee County Truancy Officer?*

- This is handled case-by-case. If a child is referred, the Truancy Office will contact the parent to inform them how to proceed.

*Could my child have to repeat if he/she misses too many days of school?*

- Yes, if a child's attendance has impacted his/her learning, it is possible that they may need to repeat a grade to make up the lost instruction.

## HEALTH INFORMATION

**Illnesses:** Please keep children home if they have the following:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>· Vomiting and/or diarrhea within 24 hours</li><li>· Fever of 100° or more within the past 24 hours</li><li>· Head lice</li><li>· Colds, influenza, and/or other viral infections</li></ul> | <ul style="list-style-type: none"><li>• Chicken Pox</li><li>· Strep throat, Scabies, Scarlet Fever, Pink Eye, Meningitis and/or other communicable diseases.</li></ul> <p><b>****If a child comes down with any of these illnesses; ask the doctor for guidelines as to when the child is able to return, but no less than 24 hours after beginning treatment.</b></p> |
|---|--|

Parents will be called to pick up children who become ill at school. Ill students will remain in the office until they are able to be picked up. If a parent is not able to be reached, the contacts on the emergency information form will be contacted.

**Communication on Illnesses:** As a courtesy, if a confirmed case of a communicable disease or a parasite (ex: strep throat, chicken pox, lice, scabies) is reported, a note will be sent home with every student in the classroom where the illness was reported and with the youngest child of every family in the school. The purpose of this information is to raise awareness in case similar symptoms are noticed in a child. If additional reports are received up to two weeks after the original note is sent home, additional notifications will not be sent.

**Lice:** We do not conduct entire school lice checks, because the Michigan Department of Health and Human Services advises against this practice. Mass screenings are NOT recommended. In general, students should be assessed on a private and confidential basis. However, if a classroom has several cases of lice within the same time frame, a classroom check may be conducted to help control the spread of lice.

If there is a reason to suspect a student has lice, the child is sent to the office to get checked. Parents will be notified if anything is found, and given resources on how to treat symptoms at home. Upon re-entry: A parent will need to accompany the student for a head check, and the student should be deemed lice free before returning to class.

**Medication:** Students should not transport medicine to school, all medicines should be dropped off to the Office by a parent. Prescription medication that needs to be taken at school must be brought to school in the original container and an "Authorization for Medication Form" needs to be completed by a physician and the parent/guardian. These forms are available in the office. All medication must be kept in the office and dispensed as indicated by the physician. Non-Prescription medication can also be dispensed at the office provided it is brought to school in the original container with a note from the parent/guardian indicating dosage and time to dispense the medication.

Under Michigan law, public schools are required to have two EpiPens, or auto-injector epinephrine devices, on hand in case of an allergic reaction. Select staff members have been trained on how to administer them, should the need arise.

**Allergies and/or Health Concerns:** It is important that the teacher be informed of any allergies or health concerns that a child may have. Please do not allow children to attend class when they are not feeling well or if they are contagious.

Please note that some classrooms and areas of the Cafeteria are deemed "**Peanut or Tree Nut Free**". If this pertains to the child's classroom please be cognizant of the food/snacks that are sent to school. Some allergies are so severe that even airborne contact can lead to hospitalization.

**Accidents, Injuries, and Incidents:** If a minor accident or injury occurs, it will be treated as needed and an accident/injury report will be sent home. In the case of a major injury or accident, in addition to an accident report, the building principal, parents and emergency personnel (if needed) will be contacted. Students need to be self-advocators so the school is able to address any ailments.

## **BEHAVIOR CODE OF CONDUCT**

It is important to offer a school environment that promotes a safe, orderly and respectful learning environment. In order for this to happen, students need to conduct themselves in a safe and orderly fashion. To create an environment conducive to the learning process, all students are expected to follow directions given by any member of the New Lothrop Elementary Staff.

### **Expected Behaviors**

Students shall be expected to:

- Abide by national, state, and local laws.
- Follow PRIDE expectations and school rules at all times.
- Respect themselves and others.
- Respect all property and materials.
- Accept responsibility for their actions and decisions.
- Be in control of themselves.
- Be prompt to school and attentive in class.
- Complete classwork to the best of their ability and on time.
- Help maintain a safe school environment.
- Treat others as they would like to be treated.

### **Unacceptable behavior**

If students are not demonstrating PRIDE behavior or following general rules of conduct, consequences may be issued.

Minor infractions are typically handled between the classroom teacher and student. Parents will be made aware of minor infractions as needed.

Depending on the severity of the rule broken, the behavior may be considered a major infraction which typically involve referrals to the Social Worker or Administration. Parents are made aware of major infractions and documentation of these behaviors are typically kept on file, either in the Student Management System or in the CA-60.

Consequences for Unacceptable Behavior may be, but not limited to:

- Conversation with student(s)
- Intervention
- Loss of Recess
- Lunch Detention
- Separation from student(s) or event
- Parent Notification (via Teacher, Social Worker, Administrator, or other school staff)
- After School Suspension (up to 90 minutes)
- In-School Suspension (up to 2 days)
- Out of School Suspension (up to 5 days)
- Expulsion (up to an entire calendar year)

Consequences will be handled on an individual basis. They are progressive based on the severity/frequency of the offense and are assigned at the discretion of staff and administration. Consequences and details of children's behavior, other than their own, cannot be shared with parents.

Examples of major infractions may include, but are not limited to:

1. Fighting (including play fighting), physically attacking, threatening, and/or intimidating other students
2. Obscene language or gestures, including verbal or written attacks/abuse
3. Destruction of school or student property
4. Disruptive, disrespectful, or defiant behavior
5. Any behavior on the part of the student that would be considered discrimination (race, gender, religion, ethnic background, sexual orientation, etc.) or sexual harassment, including “panting”
6. Dishonesty, including academic dishonesty such as cheating or plagiarism
7. Possession or use of dangerous objects, (matches, lighters, sharp objects, etc.) including facsimiles
8. Possession or use of inappropriate substances, including replicas or facsimiles.
9. Dispensing medicine to other students, both intentionally and unintentionally.
10. Other offences as outlined in the NL Jr./Sr. High School Student Handbook and/or NEOLA Policy

#### **Common Consequences:**

**Lunch/Recess Detention:** Students assigned a lunch detention serve both lunch and lunch recess in the office. Likewise, students assigned a recess detention will spend their recess in the office. Students will be assigned, a PRIDE reflection sheet to reflect on their behavior so they can come up with a plan for making better choices in the future.

**In-School Suspension:** Students who have been assigned in-school suspension will report to the office for the amount of time assigned. In-school suspensions are typically a half or full day in length. A PRIDE reflection sheet will be assigned, and teachers will send down work to be completed. If a student misses school on the day they are assigned an ISS, or another consequence, the student will complete the consequence on the day they return.

**Out-of-School Suspension:** Students who have been suspended out-of-school shall be given the opportunity to make up the work that has been missed. It is the responsibility of the student (or the parent) to contact the classroom teacher to obtain assignments. Make-up work due to suspension should be completed by the time the student returns to school. In the event, that it is not possible to have the work completed when they return, students will be given the same number of days, per days absent to make up work. When a student has been suspended, a meeting may be held with the principal, parents, social worker, teacher and student to determine the best plan for future success.

Students who have been suspended from school are not allowed to return to school grounds until the suspension has been lifted. Failure to follow this rule could result in further suspension.

#### **Uncommon Consequences:**

**Long-Term Suspension (Over 10 days) and Expulsion:** In extreme cases of persistent disobedience, or if major infractions/offences have occurred, the school may recommend long-term suspension or expulsion. A list of offences may include, but are not limited to: illegal possession of alcohol or drugs, arson, malicious destruction of school property, hazing, possession/use of a dangerous weapons, including facsimiles, criminal sexual conduct, and other major infractions. Extreme behaviors, such as those listed above, will be handled on a case-by-case basis.

### **Suspension Notes:**

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described below.

If a student is suspended, s/he and his/her parents will be notified, by phone or in writing within one (1) day, of the reason for and the length of the suspension. Only suspension and expulsion exceeding three 1/2 (3.5) days can be appealed, within five (5) school days after receipt of the suspension notice, to Superintendent or designee. The request for an appeal must be in writing. The appeal shall be conducted in a private meeting and the student may be represented. Sworn testimony shall be given to the Superintendent. If the suspension or expulsion appeal is heard by the Board, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

### **Expulsion Notes:**

Mandatory permanent expulsion offenses subject to possible reinstatement according to MCL380.1311(2):

1. Possession of a dangerous weapon;
2. Arson on school grounds;
3. Criminal Sexual Conduct on school grounds

The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of "firearm" in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994 which in turn refers to another section of federal law which defines "firearm" as any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; The frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

### **Due Process Rights:**

The Constitutional Rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student, parent, or guardian.
- A student must be given an opportunity for a hearing with the appropriate school administration if the student, parent or guardian indicate the desire for one. A hearing shall be held to allow the student and a parent or a guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and a parent or guardian allege prejudice or unfairness.
- Note: During an appeal process, the student shall not be allowed to remain in school.

### **Discipline of Students with Disabilities:**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

## **ACADEMIC INTEGRITY**

It is our intention to build study skills and work habits with our students. Cheating, copying somebody else's work, and plagiarism, using somebody else's work and taking credit for it, is not allowed. If students are found to cheat or plagiarize, or allow another student to cheat without reporting the incident will receive partial credit or have to complete the assignment again and parents will be contacted. Further incidents may be referred to the Office. Students may receive zero credit for repeated incidents.

### **Concerns on Student Grades:**

- If parents disagree with a grade given by a teacher, the parent must discuss the situation with the teacher first.
- After the parents have discussed the situation with the teacher, the parents may request to meet with the teacher and principal.

## **DRESS CODE**

While fashion changes, the reason for attending school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student selects a manner of appearance that is beyond the mere freedom of expression, is deemed inappropriate, disrupts the educational process, or presents a risk to themselves or others; they may be asked to change. Students may be removed from the educational setting until appropriate apparel is available.

**The following are examples of appropriate and inappropriate clothing and/or accessories:**

### **Appropriate Apparel:**

- Jeans, slacks, capri, or crop pants
- Shorts/skirts/dresses that are below the fingertips in length when arms are freely hanging down at sides
- Shirts with sleeves
- Sleeveless shirts with collars or crewnecks
- Hair which is clean, neat, and not hanging in eyes
- Shoes which are able to be worn safely at all times throughout the day

### **Inappropriate Apparel:**

- Showing of undergarments, including bra straps
- Shorts that have less than a three inch inseam
- Spandex shorts or pants (unless worn under a skirt or shorts)
- Dresses/Skirts that are above the fingertips in length when arms are freely hanging down at sides
- Holes in pants, shorts, skirts
- Shirts/tops showing midriff, chest, or cleavage
- See-through tops (undergarment must meet dress code)
- Halter or Tube tops and Shirts hanging off of the shoulders
- Shirts that have spaghetti straps or are less than two-fingers in width
- Hoods, hats, and bandanas may not be worn in the building (they may be worn at recess)
- Advertisements for alcohol, tobacco and drugs on clothing (Violation of the District substance abuse policy)
- Clothing with subject matter containing profanity, slogans, symbols, pictures, or words which are inappropriate for minors, derogatory, obscene, vulgar, violent and/or discriminatory
- Articles of clothing or accessories that may create a disruption to instruction or the school

If good judgment in choice of attire is questioned by the school, students will be spoken to and may be asked to change. Any questionable dress will be at the discretion of the school staff. If continued offences occur, consequences may be issued and parents will be notified.

## **PBIS BEHAVIOR COMPACT:**

Students have the opportunity throughout the year to earn PRIDE cards from all building staff members for showing PRIDE behavior that goes above and beyond.

PRIDE stands for:

**P**articipation - Actively take part.

**R**espect - Treat others as you want to be treated.

**I**ntegrity - Do what's right, even when no one is looking.

**D**etermination - Focus on best effort at all times.

**E**xcellence - Strive for safety and greatness.

PRIDE cards are used as incentives in several different capacities such as:

**Weekly Drawings:** Each week students are able to submit the bottom part of their PRIDE cards into a drawing. Students have the opportunity to win a PRIDE prize, a \$5 gift card, or a PRIDE pencil and coupon for a complimentary popcorn.

**Trimester Rewards:** Each trimester, students can turn in the tops of 10 PRIDE cards for a trimester reward. The reward will be announced near the end of the trimester. Past rewards have included fruit bars, a slush from the concession stand, and prize popcorn with one winner drawn from each classroom.

**Trimester Drawings:** Before Winter, Spring, and Summer break students will have the opportunity to submit the bottom part of their PRIDE cards into the drawing for larger prizes of their choice. Prizes for this drawing are typically bigger ticket items. Past items have included bikes, electronics, Kindles/iPads, Echo Dot, \$25 gift cards, a bundle of games or sports items, art supplies, etc.

**Classroom Rewards/Drawings:** Teachers sometimes have PRIDE card incentives in their classrooms as well. Ask your child's teacher for details.

**Classroom Recognition:** Classes who stand-out as a whole for showing PRIDE may be given a "hornet award" to be hung on the outside of their classroom door. Hornet awards are counted up every other month and the classroom with the most hornets is given a class prize.

While it is very fun and rewarding to award students with PRIDE prizes and to recognize student for positive behavior, sometimes students struggle to show PRIDE at school, on the bus, on the playground, etc. Unfortunately, student behaviors are not always acceptable, and consequences are necessary to correct behavior.

Students who show poor PRIDE behavior may acquire the following consequences:

- **Parents contacted** to report misbehavior
- **Lunch or Recess Detention** assigned by teachers or recess aide
- **After School Detention** assigned by teachers
- **Losing privileges** such as a class party, field trip, assembly, or field day
- **Office Referral** which may result in a conversation, a phone call home, lunch/recess detention, after school detention, time off of the bus, a suspension, or expulsion depending on the referral

## **PBIS BEHAVIOR COMPACT, Continued:**

Our school strives to promote positive behavior. When students begin to show a pattern of misbehavior, then privileges, such as participating in recess, class parties, field trips, assemblies, and field days may be revoked.

After a student is issued several lunch detentions, they may be issued an After School Detention. Transportation will need to be arranged by parents.

After a student is issued two after school detentions, a larger privilege may be revoked at the request of a classroom teacher and at the discretion of the building administrator.

Below is a guideline for revoking privileges:

	<b>Minor Incidents that Result in a Lunch Detention</b>
1	Lunch Detention
2	Lunch Detention
3	Lunch Detention
4	Lunch Detention
5	After School Detention
6	Lunch Detention
7	Lunch Detention
8	Lunch Detention
9	After School Detention
10	Assembly, Class Party, Field Trip, or Field Day Suspension

Major incidents will result in stiffer consequences and can revoke privileges sooner.

If a student has a privilege revoked due to a pattern of misbehavior, they should spend that time working in the office. If a parent chooses to keep their child home from an event, the absence will be recorded as unexcused. The only exception to excusing this absence is if the student is home sick and they have a doctor's note to excuse the absence.

## **THINGS TO KNOW AND NOTICES**

- An **Acceptable Use Policy** must be on file for all students before they are allowed to access district technology. Please refer to Board Policy #7540.03, Acceptable Use of Technology Resources for Students on the district website to revisit this policy.
- The school maintains the right to **Search and Seizure** if there is reason to suspect that students have something in their possession that they should not have in school. School authorities may search a student, student lockers, backpacks, or possessions and may seize any unauthorized, illegal, or contraband material discovered in the search. Please refer to Policy #5771 for more information on the Search and Seizure Board of Education Policy.
- To view **SPED/504 Grievance Procedures**, please refer to Neola Policy 2260.03. A link to search NEOLA policies is located on the New Lothrop Area Public Schools district website.
- New Lothrop Area Public Schools uses **SafeSchools.com** to provide training on blood borne pathogens and AED use.
- For additional policy and procedure information, please refer to the **NEOLA Policy** posted on the New Lothrop Area Public Schools district website.



## **FOOD SERVICE**

Monthly lunch and breakfast menus are posted on our website. Lunch is served daily to students who choose to eat. The cost of hot lunch is \$2.20 and milk is 50¢. Lunch may be purchased by placing money on the child's meal card. Parents can put as much money, or as little money, as they choose on the cards. Children also have the option of bringing a sack lunch. All students are expected to walk to the cafeteria with their teacher. All students will go outside during lunch recess except during inclement weather, or if they have a doctor's note on file in the office.

### **Breakfast:**

Breakfast will be served daily to students who want to eat. Instead of, or in addition to bringing a morning snack from home, children have the option to have a hot breakfast for \$1.35 (money can be placed on the child's meal card). Children **MUST** report to their classroom when the morning bell rings. Teachers will dismiss the children for breakfast after they have checked in.

### **Free or Reduced Meals:**

New Lothrop Area Public Schools is proud of our child nutrition staff and the meals that they offer every school day. Good nutrition is an important part of a child's education. Without access to adequate nutrition, learning is hampered. If a child is eligible for Free or Reduced School Meals Plan, it is important to submit the information in a timely manner. Eligibility information and applications are available on the website or can be picked up in the office.

Important Information:

- If a child is new to the district, an application must be filed and approved before the child will begin receiving free or reduced meals. Please send a sack lunch with the child or plan to pay for the child's meals until an approval letter is received from our child nutrition staff.
- A new application is required each school year.
- All applications must be filed before the end of September each year.
- All applications received are kept strictly confidential.
- All household members including parent signing the application must be listed. If the household receives assistance, a case number must be provided.

### **No Charging Policy (Effective 06/19/17):**

The Meal Charging Policy will be sent home with every student and is available upon request if there are questions. While meal charging is strongly discouraged, it is understood that it occasionally happens. The Elementary guidelines are as follows:

- Only meals may be charged, ala carte items may not be charged.
- Students may charge any combination of meals (breakfast and lunch) up to \$20.00. The student will not receive a meal if he/she exceeds this amount.
- When a student charges a meal, their balance becomes negative. Repayment is expected for all charged meals.
- Students are not permitted to purchase ala carte items or milk if they have a negative balance.
- NO CHARGING will be permitted 2 weeks prior to the end of the school year.
- Parents will not be allowed to chaperone a field trip if their child carries a negative balance over \$20.00, until a payment plan is in place and approved by The Food Service Director.
- All unpaid charges must be paid at the end of the school year. Payments must be made in full to the Nutrition Service Department.
- Any questions can be directed to the Food Service Director: 810-638-5054 ext. 2289

*See Appendix III for Smart Snacks in School Information (USDA'S "All Foods Sold in Schools" Standards).*

## **CAFETERIA EXPECTATIONS**

**Rules:** Students need to show PRIDE in the Cafeteria. In addition:

1. Students need to enter (and exit) the Cafeteria in an organized manner.
2. Students should raise their hand if they need to use the restroom.
3. Students are given as much time as they need to finish eating.
4. Students are dismissed by rows of tables to go to the playground.
5. Coats should be brought to the cafeteria and put on when excused for the playground.
6. Students will not be allowed to go back to their classrooms to retrieve items after arriving in the Cafeteria. Classrooms are off-limits during lunch time and outside recess.
7. Students are not able to request food be heated up in the microwave. Food needs to be ready-to-eat.

### **Table Manners:**

1. Children are expected to keep their hands to themselves at all time.
2. Food should not be shared at any time.
3. Students should not take food from other people.
4. Students must pick up after themselves after eating.
5. Hats may be brought to the cafeteria to be worn on the playground, but must be removed at the table.
6. We encourage the use of kind words (please, thank you).

Note: If students are not able to follow Cafeteria rules, they may be assigned a seat in the Cafeteria or in the Office.

## **PLAYGROUND EXPECTATIONS**

Please understand that access to the playground is a privilege. In order for students to participate in recess, they need to show that they can follow the rules, be safe and show PRIDE behavior. Failure to do so may result in missed recess time or an office referral.

**Weather:** Children are encouraged to dress appropriately for the weather. If the weather brings only light rain or snow, they will be going outside. If the temperature outside is ten degrees or below (actual temp with wind chill), the children will not be going outside for recess.

In terms of students being appropriately dressed for the weather, it is the parent's responsibility to send their children to school with appropriate gear, and it is the classroom teacher's responsibility to make sure that students are dressed appropriately heading out to recess. Any article of clothing that comes out to recess with a student, must stay on their body.

See guidelines for appropriate dress:

- Above 50 degrees (to 60): students are expected to come onto the playground with some type of lighter jacket or hoodie.
- 40-50 degrees: students do not need winter coats out on the playground, yet they are still expected to wear a form of leg coverings, windbreaker, fleece, hoodie, or some lighter jacket to cover themselves up. Wearing just t-shirts or even long sleeve t-shirts is not acceptable.
- 20-40 degrees: students must have a coat (rated for winter weather) along with some form of leg covering.\*
- 10-20 degrees: hats, gloves/mittens, coats, winter pants, and boots are required. \*

\*If there is snow on the playground, students are required to wear all winter gear.

**Illnesses/Injuries:** Children will be allowed to stay indoors during recess only if they have a signed note from their doctor indicating the reason and length of time required to stay indoors. Without a doctor's note, children will be expected to participate.

**Recess Rules:**

Show PRIDE at all times - Follow the PRIDE rubric. In addition:

1. Stay in the playground area only.
2. Do not leave the playground without permission.
3. No fighting, play fighting, pushing, kicking or wrestling.
4. Do not pick-up or throw the wood chips from the playground area.
5. No snowballs or sliding on the ice and leave snow on the ground.
6. No hard balls.
7. No tackle football - flag football only!
8. Playing in the water or mud is not allowed.
9. Eating is not allowed on the playground.
10. Line up when the whistle is blown.
11. Walk quietly in the hallway when coming in from recess-Voice Level 0.

**Swings-**

1. Only one person is allowed on a swing at a time.
2. No twisting on swings or going sideways.
3. No jumping off or standing on swings.
5. Stop the swing before getting off.
6. Students that are not on a swing need to stay outside of the wood chip area.

**Slides-**

1. Slide down the slide sitting in an upright position.
2. Slide down the slide one at a time.
3. Slide all the way to the bottom, and no jumping off early.
4. No running up or down the slide.
5. No putting snow or dirt on the slide.

**Other Equipment-**

1. Do not stand on the top or pull the legs of other students as they hang from any bars.
2. Take turns, be fair, work together.
3. Do not play on any equipment that is broken. Please notify a playground aide.

**EMERGENCY DRILLS**

Per the State of Michigan, we are mandated to practice five fire drills, two tornado drills, and three lock down drills each year. Once these drills are completed the schedule is posted to our website. The drills are as follows:

**Fire Drills:** Fire drills are held periodically and each classroom knows exactly where to go during a drill. Teachers will tell the children what to do and a sign will be posted on the classroom wall with directions.

**Tornado Watch/Warnings:** If a tornado warning is issued, students and staff will take shelter in a number of safe places throughout the building. To prepare the students, tornado drills will be performed several times during the school year. During emergency situations, students are not allowed to use the telephone, and parents are asked not to call in, tying up the phone lines.

**Lockdown Drills:** Safety is our number one concern and procedures are in place with building staff trained to deal with crisis situations. "Secure Mode" and "Lockdown" plans are in place. They are practiced with students so they are familiar with these plans in case of a crisis situation. In a true Lock-down situation, for the safety of our students, visitors are not allowed to enter the building.

## **SPECIAL AREA CLASSES**

On various days throughout the week children will have instruction outside their regular classroom. The Specials Classes available include Gym, Computers, Music, and Library. Fifth and Sixth grade students may attend Band, Study Hall, Advanced PE or Enrichment. All of these opportunities are important elements of a good education. Students should be on their best behavior during these classes.

**Gym:** It is mandatory that each child have a pair of tennis shoes to participate in gym class. Street shoes are not allowed on the gym floor. Children will be allowed to sit out of gym class, only if they have a signed note from their doctor, indicating the reason and length of time required not to participate. Without a doctor's note, children will be expected to participate.

**Health:** Our PE teacher follows the State of Michigan standards for Health classes. Kindergarten– 6th grade students will have Health instruction during the school year.

- Human Growth and Development classes are offered to our fifth and sixth grade students. Notification will be sent home prior to the class. Parents will have the option to preview materials and/or opt their child out of the class. Look for details in the spring or contact the PE teacher if there are questions.

**Computer Class:** All students will work in the computer lab during the school year. Support lessons in the areas of math and reading are available to all classes.

**Music:** Vocal Music classes are fun to attend. All classes enjoy singing during music class, plus listening to favorite songs on the CD player and learning how to read notes in music books. Classes may even be asked to help with a performance.

**Band:** Band is open to any Fifth or Sixth grade student wishing not only to learn to play an instrument, but to have a head start in becoming a future member of the New Lothrop High School Marching Band! The band also performs for programs and assemblies.

**Library:** Typically an entire class will go to the library for books each week. The librarian will help the children find their favorite books, show how to sign out books and how to return them, and sometimes show movies on topics they are studying. Book Fines - The student is responsible for all school books issued by the teacher or library books that he/she signs out. The student will be charged for any lost or damaged book in his/her possession.

**Religious Education:** Students have the opportunity to attend religious education/bible classes (first - sixth grade). Parents must register and give permission for students ahead of time. Catholic Religion students walk to the Good News Center (with their religion teacher) and can register by contacting St. Michael's Catholic Church (989) 845-7010. Non-Denominational Bible students can register for Kid Venture by completing a permission slip (available in the office). Kid Venture classes are held in the Village Office Building and children are walked to and from class by their religion teacher.

**Enrichment Opportunities:** Fifth and Sixth grade students may have the opportunity during the year to participate in an enrichment class taught by one of their classroom teachers during their Specials block. In addition, students may elect to take Advanced PE for one or two semesters. If this is a possibility, permission slips will need to be signed and returned. Students with poor behavior may lose out on this opportunity.

## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

#### WHAT IS A CONCUSSION?

A **concussion** is a **type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

# New Lothrop Board of Education

## ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### A. Prohibited Conduct

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
  - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. Having an actual and substantial detrimental effect on a student's physical or mental health;  
or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

- ### B. Reporting an Incident.
- If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

1. **Anonymous Reporting.** To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.

2. **Complaints Against Certain School Officials.** Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

- C. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.
- D. **Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- E. **Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- F. **Responsible School Official.** The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- G. **Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

**Training and Educational Programs.** The Responsible School Official shall provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

#### H. **Definitions**

1. **"At school"** means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.

2. **"Telecommunications Access Device"** means that term as defined in Section 219a of the

Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

- a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
  - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. **"Telecommunications Service Provider"** means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:
- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
  - b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
  - c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

*Elementary Procedures Note:*

*It is the responsibility of students and/or parents to report suspected bullying to assure that the school is aware of the issue. Typically, situations of suspected bullying or peer conflict can be handled between the teacher, individual students, and parents, only if they are needed. The next step includes getting the social worker or administration involved to come up with a plan for all parties involved. It is important to give the plan some time to work, and then all parties will monitor, adjust if needed, with the eventual goal of resolving the situation.*

*If there is a plan in place, and the situation is not showing any improvement, then it might be necessary to prompt an official bullying investigation. The paperwork for this type of investigation may be obtained in the Main Office. 28*



# **New Lothrop Board of Education**

## **SUBSTANCE ABUSE POLICY**

The New Lothrop Area School District recognizes the detrimental effects that substance abuse (chemical/alcohol) has on students and the school environment. It is believed that substance abuse affects the physical and mental well-being of individual students. We also recognize the fact that chemical dependency attacks a child's brain, preventing him from learning and developing the thinking processes that he/she would normally have.

The intention of the New Lothrop Area School District is to provide a safe, clean environment in which our students can best be educated and in which our teachers can best teach. The intent is also for this policy to be in effect for all school sponsored activities, whether on or off campus.

In order to achieve this goal we must EDUCATE students, faculty, and community on the harmful effects and problems related to substance abuse. As a district, we recognize that substance abuse, chemical abuse, or alcohol abuse is a disease. In order to treat it in the school, law enforcement agencies and the community must work together for the benefit of all children. It should be recognized, that as a disease, it is contagious. If not dealt with in a positive way, it will spread.

This policy is being built around three factors: intervention, prevention, and after care.

INTERVENTION is the effort to identify students at risk or who may be having substance abuse related problems before these problems become full blown dependency. It is our objective to help students find agencies that can serve them best.

Through PREVENTION efforts, it will be our objective to not only educate students K-12 but to participate in a community wide education program. By educating students and helping them develop decision making skills, we will increase their chances of avoiding dependency problems.

As a district, we also recognize the fact that any student who undergoes counseling for a dependency problem, will need AFTER CARE. Once the student returns to the normal school environment there will be support groups or personnel in place to help them through the rough times and the tough decisions they will have to make.

In summary, it is the objective of this district to develop avenues for identifying students with problems and to help them get the best care possible for their situation. Whether students are identified through self-referral or through internal school efforts, all information compiled by the Core Team will be kept confidential in an effort to protect the student, and make their healing process the easiest possible. The final objective of this policy is to identify specific procedures for school personnel to follow when reporting unusual behavior or situations. It is also important that there is a clear policy to follow when interpreting difficult situations as to what course of action the district will take. This policy may be reviewed and revised as situations and laws merit.

## **Self-Referral**

Students who are concerned about their involvement with chemicals should ask a staff member for assistance. The adult contacted will encourage the student to talk with a school counselor and will also discuss the nature of the counseling relationship: what the student can expect from the counselor and what the counselor can expect from the student. All self-referrals will be treated confidentially. The counselor will provide supportive service; no disciplinary action is involved in a self-referral.

Many students do not use chemicals, but are adversely affected by someone who does; an acquaintance, a friend, or family member. In other instances, chemical free students witness use by other students and do not know how to respond. Sometimes the emotional, physical and psychological stress experienced by the student who is a non-user is very great. It is important to note, therefore, that students who are affected by another person's chemical use are also encouraged to make self-referrals.

## **Possession, Under The Influence, Smell of Marijuana or Alcohol**

Rationale: It is the opinion of the school district that students cannot be educated if they are under the influence of alcohol or drugs. Furthermore, it is believed that the presence of these substances in our school leads to a general disruption of the educational process and detracts from the environment that students should have to learn from effectively.

## **Procedure for Reporting**

1. Any school personnel or student who suspects a violation under this rule will report it immediately to the office. All illegal substances and the student should be taken to the office by school personnel.
2. It is the administration's responsibility to investigate and confirm any violation.

## **Course Of Action**

1. Once a violation is confirmed, the parents will be notified to pick up their child. At no time should students be allowed to leave while under the influence.
2. Law enforcement may be brought in. All illegal substances will be turned over to the police.
3. It is the priority of the district to help students identify and solve their problems. In an effort to do so, suspensions may be reduced if a student undergoes a chemical dependency assessment by a school-approved outside agency and agrees to follow the recommendation of that agency.

## **Example**

- First offense: 10-day suspension, reduced to 3 if they undergo a chemical dependency assessment and follow the recommended program.
- Second offense and all subsequent offenses: Board hearing for disciplinary action. Board has flexibility to expel, extend suspension, require long term programs, etc.

Rationale: Drug paraphernalia is a strong indicator of a student's use of illegal substances. The presence of such paraphernalia also detracts from the educational environment and will inevitably hamper the learning process from the counselor, and what the counselor can expect from the student. All self-referrals will be confidential. The counselor will provide supportive service; no disciplinary action is involved in a self-referral.

4. Violation of closed campus by non-students involved in drug activity will be referred to the police.
5. Buyer would be dealt with.

### **Drug Paraphernalia**

Rationale: Drug paraphernalia is a strong indicator of a student's use of illegal substances. The presence of such paraphernalia also detracts from the educational environment and will inevitably hamper the learning process.

### **Distribution and/or Selling of Drugs**

Rationale: Selling or distributing drugs, illegal or otherwise, on school property or at school functions will not be tolerated. Sellers and pushers are creating a major problem and are trying to profit from the moral decay of others.

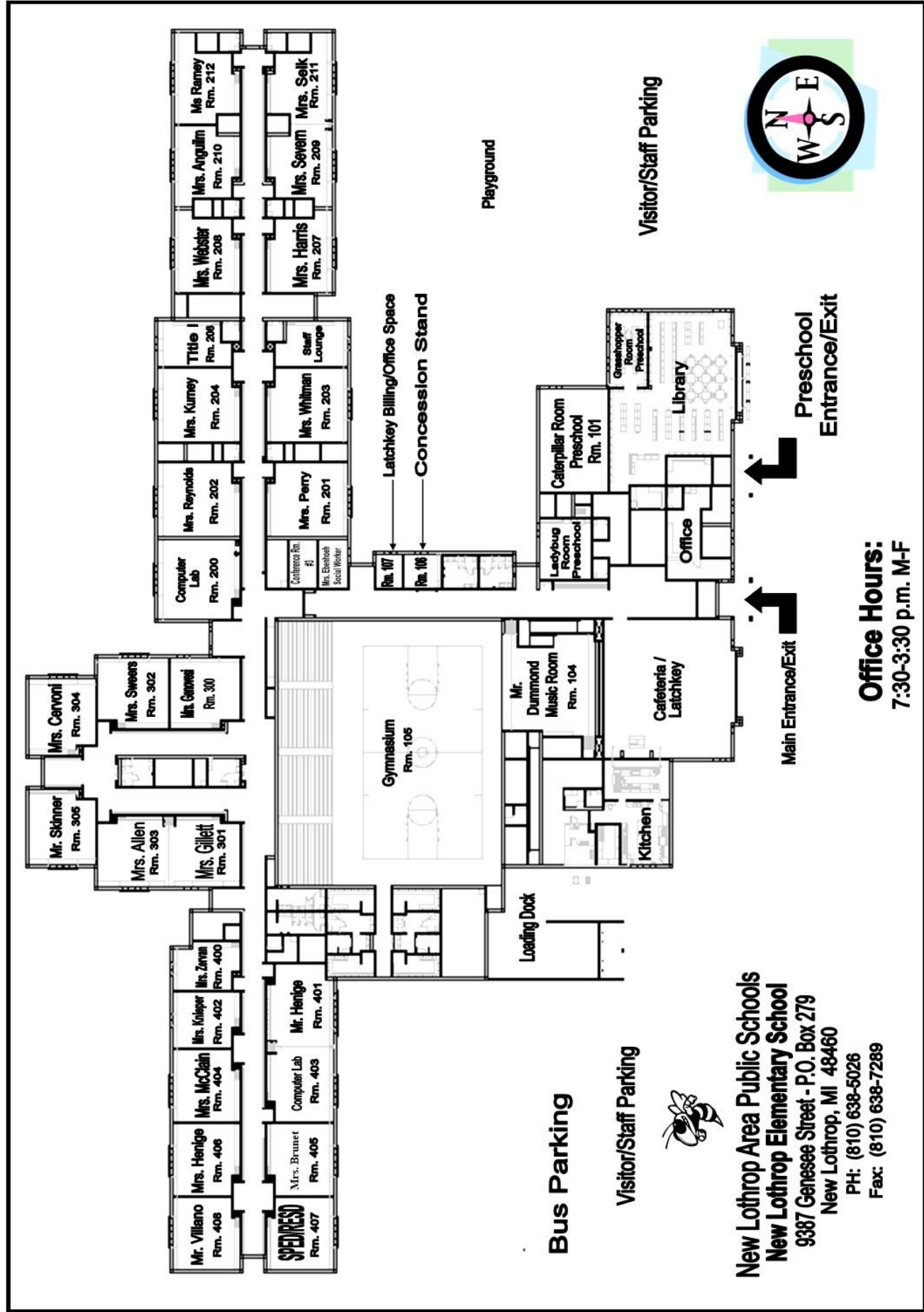
### **Procedure for Reporting**

1. All suspicions by school personnel, students, or citizens will be reported to the Principal.
2. The administration will investigate all reports and work closely with the police.
3. All substances will be confiscated and turned over to the police.
4. Parents will be informed and asked to pick up their child.
5. Student will be offered a Board hearing for disciplinary action. Student's case will go to the Board regardless of his/her presence.

### **Course of Action**

1. Information on paraphernalia will be turned over to the "Core Team". This information will be compiled to help build the student's profile.
2. Parents will be notified of confiscation.
3. First offenses-at Principal's discretion.
4. Possession of such paraphernalia gives the administration probable suspicion, which entitles them to search student lockers and vehicles for illegal substances. The adult contacted will encourage the student to talk with a school counselor and will also discuss the nature of the counseling relationship; what the student can expect from the counselor, and what the counselor can expect from the student. All self-referrals will be treated confidentially. The counselor will provide supportive service; no disciplinary action is involved in a self-referral.

**NEOLA Policy Note:** It is important to note that this handbook is intended to be a quick, user friendly reference guide. It does not define every rule by which New Lothrop Area Public Schools abides. If an unreferenced or unusual situation should occur, the administration will rely on Board approved NELOA Policy to guide practice. NEOLA policy can be referenced on the district website.



**New Lothrop Area Public Schools**  
**New Lothrop Elementary School**  
 9387 Genesee Street - P.O. Box 279  
 New Lothrop, MI 48460  
 PH: (810) 638-5026  
 Fax: (810) 638-7289

**Office Hours:**  
 7:30-3:30 p.m. M-F

**Bus Parking**  
 Visitor/Staff Parking

Visitor/Staff Parking

Playground



## New Lothrop Area Public Schools 2022-2023 School Calendar



### **2022**

Wednesday, August 17 .....	7 <sup>th</sup> Grade/New Student Orientation – 6:00 p.m.
Monday, August 22 .....	Professional Development Day
Tuesday, August 23 .....	Professional Development Day
	Open House – Elementary School 5:00 – 6:00 p.m.
	Open House – Jr. High/High School 6:00 – 7:00 p.m.
Wednesday, August 24.....	No Students/No Staff
Thursday, August 25 .....	First Day of School
Friday, September 2 .....	No School
Monday, September 5.....	No School Labor Day
Thursday, October 27 .....	Half Day for Students
	Students will be released at 11:15 a.m.
	DK-12 Parent/Teacher Conferences
	<i>(Conference Schedule: 1:30-7:30 p.m., Dinner 4:30-5:00 p.m.)</i>
Friday, October 28.....	No School
Wednesday, November 23.....	No School – Thanksgiving Vacation
Thursday, November 24.....	No School – Thanksgiving Vacation
Friday, November 25 .....	No School – Thanksgiving Vacation
Monday, November 28.....	School reconvenes
Tuesday, December 20.....	Half Day for Students
	Students will be released at 11:15 a.m.
	Half teacher records day
	Christmas Vacation begins at the end of the day

### **2023**

Wednesday, January 4.....	School reconvenes
Monday, January 16 .....	No Students – Professional Development Day
Thursday, February 16 .....	DK-12 Parent/Teacher Conferences
	<i>(Conference Schedule: 4:00-7:00 p.m.)</i>
Friday, February 17 .....	No Students – Professional Development Day
Monday, February 20 .....	No School – President’s Day
Friday, March 17 .....	No Students – Professional Development Day
Friday, March 24 .....	Spring Break begins at the end of the day
Monday, April 3 .....	School reconvenes
Friday, April 7.....	No School – Good Friday
Monday, May 29 .....	No School – Memorial Day
Friday, June 9 .....	Last Day of School (½ day)
	Students will be released at 11:15 a.m.
	Teacher records day until 1:00 p.m.
Monday, June 12.....	½ Professional Development Day

The Board and Association recognize that if the New Lothrop Area Public Schools negotiated calendar cannot provide the required minimum number of hours of student instruction for purposes of receiving State Aid (1098 hours) and/or days mandated by the state (180 days of pupil instruction), then the Board may add the day(s)/hours during and/or at the end of the school year to receive its complete share of state aid. Section 101 of School Aid Act - Beginning in 2016-2017, the required minimum number of days of pupil instruction is 180

# Smart Snacks in School

## USDA's "All Foods Sold in Schools" Standards

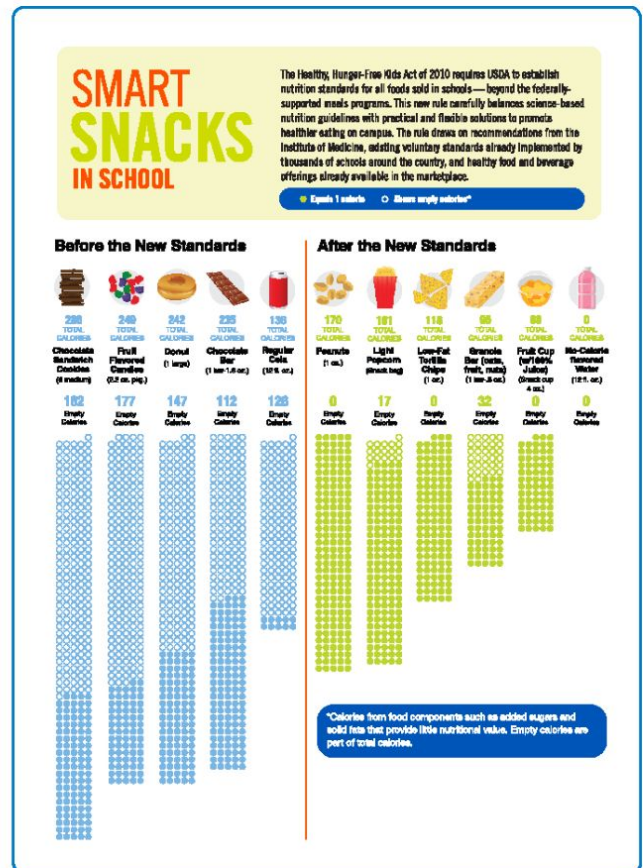
USDA has established practical, science-based nutrition standards for snack foods and beverages sold to children at school during the school day. The standards allow schools to offer healthier snack foods to children, while limiting junk food.

The health of today's school environment continues to improve. Students across the country are now offered healthier school lunches with more fruits, vegetables and whole grains. The *Smart Snacks in School* standards build on those healthy advancements and ensure that kids are only offered tasty and nutritious foods during the school day.

*Smart Snacks in School* also supports efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students.

### Nutrition Standards for Foods

- **Any food sold in schools must:**
  - Be a "whole grain-rich" grain product; or
  - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
  - Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
  
- **Foods must also meet several nutrient requirements:**
  - Calorie limits:
    - Snack items: ≤ 200 calories
    - Entrée items: ≤ 350 calories
  
  - Sodium limits:
    - Snack items: ≤ 200 mg
    - Entrée items: ≤ 480 mg
  
  - Fat limits:
    - Total fat: ≤35% of calories
    - Saturated fat: < 10% of calories
    - Trans fat: zero grams
  
  - Sugar limit:
    - ≤ 35% of weight from total sugars in foods



## **Nutrition Standards for Beverages**

- **All schools may sell:**
  - Plain water (with or without carbonation)
  - Unflavored low fat milk
  - Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
  - 100% fruit or vegetable juice and
  - 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.
- **Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.**
- **Beyond this, the standards allow additional “no calorie” and “lower calorie” beverage options for high school students.**
  - No more than 20-ounce portions of
  - Calorie-free, flavored water (with or without carbonation); and
  - Other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
  - No more than 12-ounce portions of
  - Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.

## **Other Requirements**

- **Fundraisers**
  - The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.
  - The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
  - The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards.
- **Accompaniments**
  - Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.
  - This helps control the amount of calories, fat, sugar and sodium added to foods by accompaniments, which can be significant.



United States Department of Agriculture

# CIRCLE DRIVE SAFETY



**DROP &**



- **BE READY!** If drop off is taking longer than expected, please respect those around you and move to the East lot.
- The circle drive is for dropping students off **ONLY**. This should be a quick **STOP, DROP & GO** area only.



## SAFETY OF STUDENTS:



**NO CELL PHONE USE** - Please, no talking or texting during drop off.



**DO NOT PULL AROUND CARS FOR ANY REASON** - Be patient and wait for the person in front of you to unload and pull forward. This is for the safety of everyone.



**ALL STUDENTS SHOULD UNLOAD ON PASSENGER SIDE** - Please have students slide across back seat and only unload onto the sidewalk closest to the school.

## PARKING REMINDERS:



- **The Bus Lot is Not for Drop Off.** Do not drive through the bus parking lot for any reason.
- **Handicapped spots are reserved for drivers who have a handicapped permit.** Do not park there unless authorized to do so.
- **Vehicles may be ticketed for:** Driving around other vehicles, parking in handicapped spaces, using cell phones while in the drop off areas, etc.

**BE PATIENT!**

**OUR GOAL IS TO KEEP EVERYONE SAFE!**



Please pass this info onto our younger drivers as well (High School siblings)





# Let's keep our students SAFE at NL Elementary!



## Handicapped Spots - These are only for those with a permit.

Do not park there unless authorized to do so.



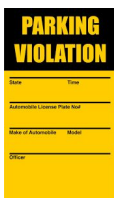
## Bus Lot - Not for Drop Off

Do not drive through the bus parking lot for any reason. Staff parking (behind the bus spots) are not for drop off.



## The EAST parking lot is the SAFEST place for drop off.

In this lot students do not need to cross traffic like they would in the West lot.




## Vehicles may be ticketed for:

Driving around other vehicles in the circle drive, parking in handicapped spaces, using cell phones while in the drop off areas, etc.



# Hornet PRIDE Matrix

	<b>P</b>	<b>R</b>	<b>I</b>	<b>D</b>	<b>E</b>
	<b>Participation</b>	<b>Respect</b>	<b>Integrity</b>	<b>Determination</b>	<b>Excellence</b>
	<i>Actively take part.</i>	<i>Treat others as you want to be treated.</i>	<i>Do what's right, even when no one is looking.</i>	<i>Focus on best effort at all times.</i>	<i>Strive for safety and greatness.</i>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Be prepared</li> <li>Return materials on time</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Value others property and ideas</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely</li> <li>Stay focused</li> </ul>	<ul style="list-style-type: none"> <li>Be neat and organized</li> <li>Keep four on the floor</li> <li>Push in chairs</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Stay with your class</li> <li>Stay in a single file line</li> </ul>	<ul style="list-style-type: none"> <li>Keep feet on the ground</li> <li>Keep hands, feet, and body to self</li> <li>Be respectful of property</li> <li>Use voice level 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>Get there, get back</li> <li>Help others</li> <li>Value school property</li> </ul>	<ul style="list-style-type: none"> <li>Stay focused</li> <li>Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Keep hallways clean</li> <li>Keep locker clean</li> <li>Walk</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Go, flush, wash</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Give others privacy</li> <li>Use voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Use water wisely</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean</li> <li>Keep feet on the floor</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>Be on time</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Keep hands, feet, and body to self</li> <li>Use voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Report problems</li> <li>Maintain personal space</li> <li>Help others</li> </ul>	<ul style="list-style-type: none"> <li>Stay in designated area</li> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in an orderly manner</li> <li>Walk</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Be on time</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use appropriate language</li> <li>Use voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Report problems</li> <li>Value school property</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared for your bus stop</li> <li>Set a good example</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in an orderly manner</li> <li>Stay seated while on the bus</li> <li>Walk</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Include others</li> <li>Stay focused on eating</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use table manners</li> <li>Use voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clear of trash</li> <li>Maintain personal space</li> <li>Stay with your lunch choice</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Raise hand for assistance</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy eating choices</li> <li>Walk</li> <li>Eat your own food</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Respond quickly to the whistle</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Keep hands, feet, and body to self</li> <li>Show kindness in words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Ask for permission to reenter the building</li> <li>Go where you need to go</li> </ul>	<ul style="list-style-type: none"> <li>Be a good sport</li> <li>Stay in the designated area</li> </ul>	<ul style="list-style-type: none"> <li>Use playground equipment appropriately</li> <li>Keep woodchips and snow on the ground</li> </ul>
<b>Assemblies/Events/Field Trips</b>	<ul style="list-style-type: none"> <li>Be Engaged</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use appropriate voice volume</li> <li>Keep attention to the speaker</li> <li>Respond to the "0" Hand Signal</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Enter and exit with your class</li> <li>Walk on the bleachers/bus</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit with your class</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands to yourself</li> <li>Walk</li> </ul>

# Hornet SEL PRIDE Matrix



<b>P</b>	<b>R</b>	<b>I</b>	<b>D</b>	<b>E</b>
<b>Participation</b>	<b>Respect</b>	<b>Integrity</b>	<b>Determination</b>	<b>Excellence</b>
<i>Actively take part.</i>	<i>Treat others as you want to be treated.</i>	<i>Do what's right, even when no one is looking.</i>	<i>Focus on best effort at all times.</i>	<i>Strive for safety and greatness.</i>
<ul style="list-style-type: none"> <li>• Be engaged</li> <li>• Set goals to work on</li> <li>• Include others</li> <li>• Invite others sitting alone to join you.</li> <li>• Ask a friend if they want to talk.</li> <li>• Recognize when others are happy, sad, or upset.</li> <li>• Use the Buddy Bench</li> </ul>	<ul style="list-style-type: none"> <li>• Value others ideas</li> <li>• Value others feelings</li> <li>• Value others space</li> <li>• Give others privacy</li> <li>• Use table manners</li> <li>• Show kindness in words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems</li> <li>• Help others</li> <li>• Talk to a safe adult when having problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Do your best</li> <li>• Always keep trying</li> <li>• Ask if you do not understand</li> <li>• Use time wisely</li> <li>• Set a good example</li> <li>• Be a good sport</li> <li>• Stay focused</li> </ul>	<ul style="list-style-type: none"> <li>• Help others find what they are looking for.</li> <li>• Offer to help with a task.</li> <li>• Identify safe adults to talk to at school.</li> <li>• Be an ally</li> <li>• Make healthy eating choices</li> </ul>



NEW LOTHROP ELEMENTARY  
STUDENT CODE OF CONDUCT  
2012-2013

