

# DOUGLAS ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK 2023-2024



Mrs. Michaëlle Gust  
Principal

<p><b>+</b></p> <p><b>GOALS</b></p> <p>To provide:</p> <ul style="list-style-type: none"><li>• a personalized education.</li><li>• a culture conducive to learning.</li><li>• excellence in offerings and delivery.</li><li>• district strength and viability.</li></ul>	<p><b>MISSION STATEMENT</b></p> <p>Prepare students for life</p>	<p><b>SHARED VISION</b></p> <p>Support every child</p>
	<p><b>WE VALUE</b></p>	<p>*Every Individual *Integrity *Excellence *Our Community</p>

## Saugatuck Public Schools

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<b>SOME INFORMATION AT A GLANCE</b>
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**Attendance and Absences:**

1. Children are expected to be in school and on time.
2. Parents should call by 8:30 a.m. if the child is absent.
3. Excessive absences and tardies will be reported to the Ottawa Area ISD Truancy Officer.
4. If your child needs to leave early, **please sign them out in the office and meet them there.**

**Bus & Student Pickup:**

Written/Verbal notification to the teacher and office staff from the parent/guardian is necessary for any deviation in the student's established dismissal procedure. Any permanent changes to the student's bus schedule should be reported to the SPS Central Office 269-857-1444.

**Chain of Command:**

Contact the teacher first for concerns.

**Food Service:**

1. Breakfast – Open 7:45 – 7:55 a.m. Cost is \$1.90 per day.
2. Lunch – Cost is \$2.50 per day.

**Health and Recess:**

A child will go out for recess unless the school is provided with a doctor's excuse or the school determines the weather is too severe for all students.

**Lockers:**

Children should have nothing on lockers. Decorating student lockers for birthdays, special recognition, etc. is not permitted at DES.

**Notice of Qualifications**

All Douglas Elementary School staff members are teaching in the areas of their certification.

**Notice of Non-Discrimination**

The Saugatuck Public Schools do not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, material status, handicap, disability, or limited English proficiency, or other protected characteristics in any of its programs or activities.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resource Services  
Saugatuck Public Schools  
201 Randolph St.  
Douglas, MI 49406  
(269) 857-1444

**Parking Lot:**

No parking in the drop-off drive.

**Personal Appearance:**

Children should wear clothing appropriate for a learning environment.

**Personal Property:**

Children should bring toys only with a teacher's permission. No cell phones are to be used by children while school is in session.

### **Phones – Classrooms:**

Classrooms will not be interrupted for phone calls for students or teachers unless it is an emergency. Parents calling with after school changes should leave messages with office personnel as early in the day as possible.

### **School Hours:**

PreK-5 Regular School Day Monday-Friday  
7:55 a.m. to 2:55 p.m.

### **Students Staying After School:**

Students may stay after school only with teacher permission and supervision.

### **Truancy:**

Students who are tardy to school lose valuable educational time. Arriving at school on time and ready to learn is a key to the success of all students.

## **Ottawa County Attendance Policy and Absenteeism Protocol**

### **Definitions**

- **Chronically absent** means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused or excused (for instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.)  
\*\*\*Note: Add absences for the school year should be counted, even if they have carried over from a different school. Attendance shall be continuous and consecutive for the school year (sec 1561) and not start over each semester.
- **Disciplinary absence** means absences that result from school or district disciplinary action and are neither unexcused nor excused absences. (*Does not count against chronic absenteeism*).
- **Tardy** means arriving to school or class after start time 1-20 minutes late.
- **Late arrival** means arriving to school or class any time after 20 minutes of the start of class or the day (after 8:30 a.m. at DES).
- **Left Early** means leaving school or class early prior to dismissal (before 2:50 p.m. at DES).
- **Unexcused absence** means an absent that is neither excused nor disciplinary. Ten late arrivals and/or early dismissals = one unexcused absent.
  - Truant means a student who has 8 or more unexcused absences in a school year.
  - MCL 712A.2(a)(4).
- **Excused absence** means the following:
  - Student illness/injury/residential treatment (with doctor's note or verified by parent).
  - Medical appointments (with doctor's note)
  - Religious holidays
  - Lice (3 days)
  - Funeral/death in family
  - And others

### **Administrative Summary**

The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents.

## ACADEMICS AND PROGRAMS

### **ACADEMIC TESTING:**

Students in grades K through 5th participate in common math, writing and reading assessments.

Students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades take state required standardized tests.

Students in grades two through five participate in the NWEA-MAP (Northwestern Education Association Measure of Academic Progress) test. This is a computer-based assessment that is given each fall as part of our AdvancEd Accreditation plan. This test measures student growth over time.

Test periods are long. In order for students to do their best, they need to come to school well rested having eaten a good breakfast. The results of these tests are used in program planning for our students.

### **CURRICULUM:**

Teachers use the Michigan Content Standards and the Common Core Standards at each level. Teachers are responsible for creating a balanced and reasonable program within these standards for each elementary student. They are happy to discuss any areas of the curriculum with parents. If there are any questions before conference times, please call for an appointment with the teacher.

### **EXTRACURRICULAR OPPORTUNITIES:**

Extracurricular opportunities offer students both enrichment and remediation opportunities. These meet after school and are run by our teaching staff or assistants.

Boys and Girls Club is an outside organization offering after school programming at Douglas Elementary School. Boys and Girls Club is not part of Douglas Elementary School, but services DES students.

### **FIELD TRIPS:**

Field trips are an excellent way to support and extend the classroom learning experiences. Arrangements are made for an adequate number of adult chaperones and safety precautions are taken. The classroom teacher provides information for each field trip. A parent permission slip for all field trips during the school year should be signed by parent/guardian, and returned to the school in the fall. All field trips off school property require parent permission given through Final Forms. Parents asked to serve, as chaperones must accompany the students on the bus unless requested to drive by the classroom teacher. There should be no smoking at all. All volunteers must fill out a Background Check Form, well in advance of the field trip, in order to chaperone any/all field trips.

### **GRADING POLICY:**

All Grade Levels - Teachers are to provide parents with progress reports at parent/teacher conferences and report cards twice annually. Students are graded in each subject area using a standards based report card.

### **HELPING YOUR CHILD:**

It is important for home and school to work together. Here are some suggestions:

1. The child's health and school progress demand plenty of food to supply energy for work and play. They need a wholesome breakfast and a nutritious midday meal. A good dinner is very important too.
2. A growing child needs plenty of rest. A sluggish, indifferent child in the classroom often has been up late the night before. A reasonable bedtime should be set and maintained.
3. Have your child periodically examined by a physician, particularly in the areas of hearing and vision.
4. A child needs security, needs love, confidence, and the understanding that only a home can provide. Recognize that emotional tensions at home will affect your child's performance in school.
5. The school day is a child's working day and it should not be over loaded. Music lessons, dancing lessons, scouting, horseback riding, etc., are important, but these activities should be balanced to allow the child an opportunity for relaxation and free play.
6. Acquaint your child with the wonders of nature and the world around him/her. Make trips to nearby places of interest such as museums, zoos, art galleries, and historical spots. These experiences give the children something to build on in the classroom and confidence in their approach to schoolwork. Hobbies and collections are also valuable.

7. Encourage your child by expressing a genuine interest in school and its activities. For concerns about some phase of development, contact the teacher or principal.
8. Regular school attendance is important when your child is healthy. Absences cause a strain on interest and enthusiasm when the child returns and finds that he/she does not understand the work.
9. Critical discussion of school should be avoided in the presence of your child. The place for this discussion is with the school personnel concerned.
10. Read with your child.
11. Provide a place to study that is well lit, quiet and has supplies. Set a consistent study time for each day.
12. Encourage creative play, spend time together as a family, and talk together about school. Encourage the positives!

### **HOMEWORK GUIDELINES:**

At Douglas Elementary School, we value homework as a way to communicate with parents, help students to practice skills, and teach students organization and responsibility.

Our homework policy reflects best practice research and our collective beliefs. As a parent, you can expect our teachers to follow these guidelines:

- Homework should be engaging and purposeful
- Homework expectations, responsibility, and rigor should be different for each grade level
- Students should not lose recess because of homework
- When possible, homework should be differentiated to meet student developmental and academic needs
- Reading at home is an expectation at all grade levels

### **SPECIAL PROGRAMS:**

Douglas Elementary offers a number of special programs and services to meet the individual needs of students. Included are a resource program, reading and math Response to Intervention (RtI), speech and language services, occupational therapy services, physical therapy services, social work, and psychologist services. At DES, we use a tiered approach to intervention through our Multi-tiered System of Supports for both academic and behavior.

<b>ATTENDANCE</b>
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### **ARRIVAL AND DEPARTURE:**

Students are allowed to come to school at 7:35 a.m. From 7:35-7:50 a.m., students have supervised play on the playground

Students are allowed in the classrooms when the bell rings at 7:50 a.m.

Parents may only pick up their **own** student(s).

Parents are requested to use the drive for drop off and pick up. Parking should **only** be done **in** the lot. Parents are requested to drive slowly and watch for children at all times.

### **ATTENDANCE: ABSENCES:**

Michigan law mandates school attendance for all children. Therefore, students must be regular and punctual in their school attendance. Parents are to call the school by 8:30 a.m. when their child is absent. The office will call the parent if the parent has not called to excuse the student. This enables us to keep records of any serious communicable disease, and to monitor the safe whereabouts of our students.

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### Definitions

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- **Unexcused absence** means an absent that is neither excused nor disciplinary. Ten late arrivals and/or early dismissals = one unexcused absent.
  - Truant means a student who has 8 or more unexcused absences in a school year.
  - MCL 712A.2(a)(4).
- **Excused absence** means the following:
  - Student illness/injury/residential treatment (with doctor's note or verified by parent).
  - Medical appointments (with doctor's note)
  - Religious holidays
  - Lice (3 days)
  - Funeral/death in family
  - And others

*If at any time during the school year a student's absences have reached 10% of their school days as being absent, this should initiate steps by the district to address the concern. If the student's attendance doesn't improve, the school will make a truancy referral.*

**STUDENT LEAVING SCHOOL EARLY:**

If you find it necessary to pick up your child earlier than regular dismissal time, please notify his/her teacher and the office by phone/note. Please report to the office to sign out your child. We must be sure the proper person is taking the child from school. Your child will be called to the office.

**TRANSFER OR MOVING FROM THE DISTRICT:**

Should you move from the school district during the school year, please let the school know of the intended move at least one school week in advance. The school needs to know the last day of attendance, and if possible, the school district to which you are moving. Students must return all supplies (books, library materials etc.). The new school will request official school records. To avoid any delays in transferring records, please make sure that you use our school's correct address. (P.O. Box 818, Douglas, Michigan 49406)

**VACATION POLICY:**

If a child will be out of school for an extended period of time for a vacation, parents are requested to notify the school as soon as possible. Teachers are not always prepared to create and plan lessons far in advance. Students may be required to make up their work upon their return. If parents choose to take children out of school for a trip, they will be expected to help their child catch up with work upon their return.

<b>BEHAVIOR GUIDELINES/DISCIPLINE</b>
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DES uses Positive Behavioral Interventions and Supports (PBIS) in our Multi-tiered System of Support Framework for students. PBIS is an evidence-based framework for supporting students' behavioral, social, emotional, and mental health.

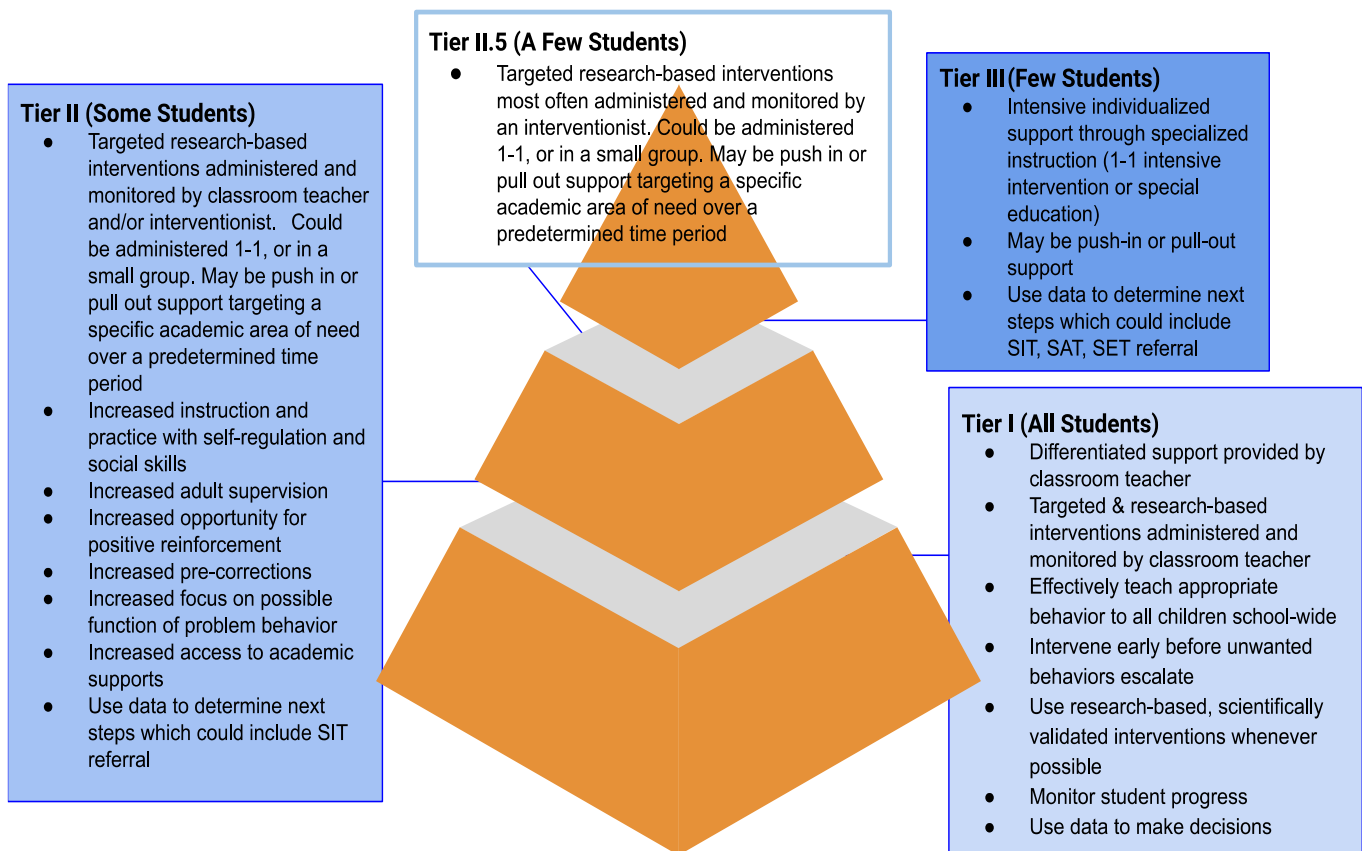
**Douglas Elementary School Behavior Expectations**

*Be Responsible*  
*Be Respectful*  
*Be Safe*

Listed below is the matrix for behavior expectations and the MTSS framework for student academic and behavior support at DES:



DES PBIS Behavior Matrix			
Location	Respectful	Responsible	Safe
<b>Classroom</b>	<ul style="list-style-type: none"> <li>-Listen when others are speaking</li> <li>-Follow adult instructions</li> <li>-Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>- Do your personal best</li> <li>- Participate in classwork</li> <li>- Use classroom materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Walk at all times</li> <li>Sit and move in a safe way</li> <li>-Follow computer rules</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>-Listen and follow instructions of adults</li> <li>-Use appropriate tone, volume, and language</li> <li>-Raise hand to leave your seat</li> </ul>	<ul style="list-style-type: none"> <li>- Eat your lunch in the time allowed</li> <li>- All food stays in the lunchroom</li> <li>- Clean up your trash and space</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> <li>- Walk at all times</li> <li>-Stay seated at your assigned tables</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>-Listen and follow instructions of adults</li> <li>-Use appropriate tone and language</li> <li>-Demonstrate good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>-Return equipment and line up with your class when whistle blows</li> <li>-Collect your belongings when the whistle blows</li> <li>-Wear a coat if it is under 50°</li> </ul>	<ul style="list-style-type: none"> <li>-Keep control of your hands and feet</li> <li>-Keep food or drinks off the playground</li> <li>- Use playground equipment properly</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>-Listen and follow instructions of adults</li> <li>-Show respect for the learning environments of others</li> </ul>	<ul style="list-style-type: none"> <li>-Be ready to move with the line with eyes forward</li> <li>-Keep the hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Walk at all times</li> <li>-Stay with your line at all times</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>-Listen and follow instructions of adults</li> <li>-Use appropriate tone, volume, and language</li> <li>-Give privacy to others</li> </ul>	<ul style="list-style-type: none"> <li>-Flush, wash, throw, and go</li> <li>-Use efficiently and quietly</li> <li>-Keep the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Walk at all times</li> <li>-Report concerns immediately to an adult</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>-Listen and follow instructions of adults</li> <li>-Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>-Keep track of your belongings with you</li> <li>-Put your belongings in your locker and get to class on time</li> </ul>	<ul style="list-style-type: none"> <li>-Exit the car quickly and carefully</li> <li>-Go directly to your intended location</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>-Listen and follow instructions of adults</li> <li>-Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your belongings with you</li> <li>-Stay within your class area</li> <li>-Watch for your car and listen for your name</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Walk at all times</li> <li>-Stay with your siblings</li> <li>-Stay behind the cones</li> </ul>
<b>Learning Commons</b>	<ul style="list-style-type: none"> <li>-Use a quiet voice</li> <li>-Follow adult instructions</li> <li>-Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>-Treat all library materials with care</li> <li>-Return books by due date</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Walk at all times</li> <li>-Use all furniture properly</li> </ul>



Douglas Elementary Multi-Tiered System of Support (MTSS)  
*A Multi-Tiered System of Support (MTSS) is a proactive, holistic tiered system of support designed so that all students have equitable access to high-quality instruction and interventions to meet all student needs.*

**Tier II.5 (A Few Students)**

- Targeted research-based interventions most often administered and monitored by an interventionist. Could be administered 1-1, or in a small group. May be push in or pull out support targeting a specific academic area of need over a predetermined time period

**Tier III (Few Students)**

- Intensive individualized support through specialized instruction (1-1 intensive intervention or special education)
- May be push-in or pull-out support
- Use data to determine next steps which could include SIT referral

**Tier II (Some Students)**

- Targeted research-based interventions administered and monitored by classroom teacher and/or interventionist. Could be administered 1-1, or in a small group. May be push in or pull out support targeting a specific academic area of need over a predetermined time period
- Increased instruction and practice with self-regulation and social skills
- Increased adult supervision
- Increased opportunity for positive reinforcement
- Increased pre-corrections
- Increased focus on possible function of problem behavior
- Increased access to academic supports
- Use data to determine next steps which could include SIT referral

**Tier I (All Students)**

- Differentiated support provided by classroom teacher
- Targeted & research-based interventions administered and monitored by classroom teacher

- Effectively teach appropriate behavior to all children school-wide
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions whenever possible
- Monitor student progress
- Use data to make decisions

**BUS POLICY:**

The transportation of students to and from school is the joint responsibility of the pupils, their parents, and the school. The safety, comfort, and reliability of transporting children depend upon the complete cooperation and understanding of all persons involved. Students may only ride their assigned bus from and to their designated stop.

In an effort to insure proper conduct of all bus passengers, the following discipline regulations have been established as a means to control and misbehavior.

**Minor Incidents:**

- Verbal Warning: A verbal warning by the driver to the pupil pointing out the pupil’s misconduct and instructing him/her to refrain from further incidents.
- 1st Written Offense: A warning by the driver to the pupil pointing out the pupil’s misconduct and instructing him/her to refrain from any further incidents. The driver will follow up with parent contact and the principal will send a form. The principal will talk to the student.
- 2nd Written Offense: The pupil will not be permitted to ride the bus for a period of 3 days. The principal will talk to the student, send a form to the parent, and call the parent.
- 3rd Written Offense: The pupil will not be permitted to ride the bus for a period of 5 days. The principal will talk to the student, send a form to the parent and call the parent.
- 4th Written Offense: The pupil will not be permitted to ride the bus for a period of two (2) Weeks. The principal will call the parent and send the form.
- 5th Written Offense: The pupil will be suspended from riding the bus for the remainder of the school year. The principal will call the parents and send the form.

**Major Incidents:**

These incidents are serious enough to immediately jeopardize the safety of all bus riders. It includes opening the emergency doors, fighting, laser pointers, etc.

- |  |   |
|--|---|
| 1 <sup>st</sup> Major  | 5 day suspension  |
| 2 <sup>nd</sup> Major  | 10 day suspension                                       |
| 3 <sup>rd</sup> Major  | Loss of riding privilege for remainder of the year.     |
| Illegal substances (alcohol, flammable/explosive device, tobacco/illegal substances, dangerous object/weapon). |   |
| 1 <sup>st</sup> Offense  | 10 day suspension                                       |
| 2 <sup>nd</sup> Offense  | Loss of riding privilege for the remainder of the year. |

Step one may be by-passed, depending on the situation.

**Responsibility of Pupils:**

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To keep conversations at a normal voice level while riding the bus.
3. To obey the driver and to report promptly to the school officials when instructed to do so by the driver.

4. To be at the designated bus stop both morning and evening ready to board the bus on schedule. The driver is responsible for the maintenance of his/her schedule, and WILL NOT WAIT FOR A TARDY PUPIL.
5. To wait until the bus has come to complete stop before attempting to get on or off.
6. To use caution while waiting for a bus and when crossing the street to board or leave a bus.
7. When leaving a bus, if you must cross the road, cross only in front of the bus and then only upon proper signal from the driver.
8. To keep hands and head inside the bus at all times.
9. To help keep the bus clean, sanitary, and orderly.

**Responsibility of Parents:**

1. To ensure that their children arrive at the bus stop on time in the morning. Schedules will not permit waiting for students to come out of their home after the bus arrives.
2. To provide necessary protection of their children when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation. We welcome the opportunity to discuss any phase of transportation with you.
5. To give the school written notice if the student is to leave the bus at other than his/her normal stop.
6. Unauthorized students, or others, will not be permitted to ride on a school bus. Our buses are usually loaded to capacity and students are not allowed to ride a bus, other than his/her usual bus, home with other students.

**Responsibility of Drivers:**

1. To maintain order and discipline on the bus.
2. To assign seats to pupils so as to produce the least confusion in loading and unloading: or as means of elimination of any forms of misconduct.
3. To permit a child to leave a bus only at regular stops except upon written request of parents or direction of the school administration.
4. To supervise the activities of children leaving the bus until they have crossed the street in safety or are otherwise not subject to hazards.
5. To have children pass in front the bus when leaving bus and crossing street.
6. To prevent children from hitching on the bus when skating, riding bicycles, etc.
7. To observe that all children are in their seats before the bus has started.
8. To observe the schedule except when to do so would involve unnecessary hazards.
9. To report cause for failure to maintain the school bus time schedule.
10. To report immediately to the school administration the misconduct of any pupil while on the bus or under his/her immediate supervision.

**CHEATING**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Students cheating on a test, project, or assignment will receive a grade of zero ("0") on that assignment and the teacher will make parent contact.   |
| 2 <sup>nd</sup> Offense | Students cheating a second time during the school year will receive a zero ("0") for that assignment. A conference will be held with the parents, student, teacher, and principal.  |
| 3 <sup>rd</sup> Offense | Students cheating a third time during the school year will be subject to a suspension from school. A meeting with the principal, parent, and student will be held. The student will also receive a grade of zero ("0") for that assignment. |

**DRUGS, ALCOHOL, AND TOBACCO:**

Any student in possession of or under the influence of alcohol, non-medication drugs, illegal drugs (including marijuana and look alike drugs), or tobacco on school property and school sponsored events will be immediately suspended from school for up to 5 days. A phone call will be made to the child's parents to pick their child up from school. A conference with the parents, principal, and counselor will be arranged prior to the student's return to school. A report of possession or use will be reported to the Douglas Police.

**HARRASSMENT AND/OR INTIMIDATION:**

Harassment or intimidation of any kind of a student by another student(s) or a staff member is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. Harassment and/or intimidation will not be tolerated.

Harassment and intimidation may be included but is not limited to:

1. Verbal or physical harassment or abuse.
2. Physical intimidation and threats.
3. Intentional pushing, tripping, touching, etc.
4. Requiring favors from another student by threatening them with physical harm.
5. Making fun of another student or a member of their family.
6. Making fun or jokes about another student or members of their family because of their race, nationality, or religion.

**SEXUAL HARRASSMENT:**

The board shall maintain an environment in the district for all students that is free from sexual discrimination, insult, intimidation, or harassment. Sexual harassment consists of verbal or physical behaviors related to a person's gender, which create an intimidating, hostile, or offensive environment.

The consequences for harassment will be determined by the principal based on the nature and severity of the offense. These consequences may include a conference with the student, parent conference, in-school suspension or out-of-school suspension.

**LUNCHROOM BEHAVIOR:**

Students are expected to walk to and from the lunchroom in a safe and courteous manner. While eating, they are to remain seated and exercise good manners. Specific rules for lunchroom conduct will be discussed at school.

**LUNCHROOM RULES:**

1. Use quiet, indoor voices.
2. Stand with both feet on the floor while waiting in line.
3. Keep my hands and feet to myself.
4. Sit at the table while eating.
5. Choose a meal choice carefully in the morning and then take that choice at lunch time.
6. Speak kindly to people.
7. Use words like "please", "thank you", "no thank you", and "excuse me".
8. Stack tray neatly, throw all garbage away, and recycle any recyclable items.
9. Raise a hand when help or dismissal is needed.
10. Take just enough ketchup or other condiments.
11. Walk carefully without bumping into others.
12. Sit at the table that has been assigned.
13. Line up quietly to go out for recess.
14. Pick up all the trash in the area and carefully dump it

## **PLAYGROUND RULES:**

1. Be courteous at all times and follow the directions of the school staff members on duty.
2. Play in designated areas only. The trees, courtyards, steps, and railings are “off limits” as play areas. Team activities should take place on the outfield of the baseball field only. Kids may play on the grassy areas and should avoid walking on or past the baselines. In the event that a PE class is taking place, cones will be placed to create a border between the sides and the kids will use the far side of the field.
3. Use nice language.
4. Be kind to others.
5. Keep hands, feet, and body to yourself.
6. Walk in the building and bus areas, using the appropriate sidewalks.
7. Touch sports like touch football and tag will be one hand touch only.
8. Don't throw objects (stones, sticks, wood chips, snowballs) on the playground.
9. Use the playground equipment in the proper way. All swings should be for one student only and should go forward only. Slides are for going down, one at a time, on your bottom, and other students should avoid standing in front of the bottom or along the sides when a child is going down the slide.
11. Knives, matches, lighters, skateboards, firecrackers, sleds, (including roll-up style), guns (including squirt guns), Heelies, etc. may not be brought to school.

## **WEAPONS:**

In compliance with State law, the board shall discipline any student who possesses a dangerous weapon in a district building or on district property, including school busses and other school transportation.

## **BEHAVIOR DEFINITIONS:**

**Horseplay:** Goofing around or playing that may include pushing, grabbing, hitting, unwarranted touching, tripping, play fighting, name calling, or disrespecting the property of others where there is no intention to hurt or control.

**Teasing Behaviors:** “Just kidding” behaviors, name calling, insulting remarks or noises, taunting, ridiculing, spreading rumors, mean notes, mean tricks, directed profanity or other behavior that would hurt others or make them feel bad about themselves.

**Refusal or Defiant Behavior Directed Toward an Adult:** Behavior including but not limited to arguing, backtalk, refusal to follow directions, name-calling, disrespectful comments or walking away from adults.

**Physical Contact:** Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to hurt or control others.

**Intimidation:** Threats of emotional or physical violence, or exclusion.

**Severe Physical Contact:** Punching, kicking, fighting, directed spitting and similar behavior that is designed to injure others.

**Sever Harassment & Intimidation:** Racial, ethnic, sexual, and/or religious harassment or other forms of severe harassment.

**Bullying:** Intentionally causing harm to another student. The hurt can be either physical or psychological. It is unprovoked, it occurs repeatedly, and the bully is a stronger or perceived to be stronger than the victim. Student discipline will be at the discretion of the building principal. The following guidelines will be used to determine consequences for student behavior:

1. Minor to moderate – Logical consequences that may include loss of recess, call to parents, silent supervised lunch, etc.
2. Fighting or severe physical contact, intimidation, or harassment – Suspension from school.
3. Bullying or other aggressive behavior toward a student – Suspension from school.

## **BUILDING AND GENERAL POLICIES**

### **ADVERTISING AND POSTERS IN SCHOOL BUILDINGS**

Permission to display posters or advertising of any type must be obtained from the building principal.

### **BICYCLES:**

Students who ride bicycles to school must obey the following rules of care and safety:

1. Students are responsible for the safety and security of their bicycles when they ride them to school (locks are recommended).
2. Bicycles should be walked across corners and children riding bicycles should obey traffic signs. Students should wear helmets when riding bikes to and from school.
3. Bicycles are to be parked in designated areas and not on the lawn or sidewalk areas. Bicycles must remain there until dismissal.
4. Bicycles are to be parked and may not be ridden on the playground before or during school hours.

### **PERSONAL APPEARANCE:**

Dress should be appropriate, suitable for learning and the health and safety of our children. It is requested that parents and teachers guide students toward appropriate dress.

Our goal is education. **Personal appearance** should not be distracting or take away from the learning environment. **Appearances should not be contradictory to the building's mission statement.** Phone calls will be made home for substitute clothing or to discuss appearance issues if the above policy is not followed.

### **FOOD SERVICE:**

#### **STUDENT LUNCH ACCOUNT POLICY:**

The Saugatuck Public School District provides students with the ability to establish lunch accounts, for the convenience of prepaying for students lunches. Students may also pay cash. In order to establish an account, it must be pre-funded. In the event, a student's account does not have sufficient funds to cover their meals, they will be allowed to charge up to 3 additional lunches before their charge privileges will be revoked. No student will be denied food. However, an alternative lunch may be provided until the account is fully funded. Families may participate in the National Free and Reduced Hot Lunch and Breakfast program, which may allow free or reduced lunch prices for your student based upon family income. More information and applications are available on the district's website.

The Saugatuck Public Schools offers a breakfast program to its students. Cost is \$1.90 per day. The breakfast line will close at 8:00 a.m. unless there is a late bus. Students may enter the building for breakfast at 7:35 a.m. through the door by the cafeteria.

Lunch will be served the first full day of school. Cost for lunch is \$2.50 per day. Parents can apply for free or reduced breakfasts and lunches anytime during the year. Forms are available in the office and kitchen.

Students may bring their own lunch or breakfast to school if parents do not wish to purchase them. Cost of milk is \$0.50 if bought separately.

### **FUND RAISING:**

All fund raising activities must have prior approval from the building principal and the administration office. Fundraising requests must be submitted 25 days prior to the fundraising event.

### **HALLWAY LOCKERS:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and

personnel. Accordingly, the Board authorizes the public school principal or his/her designee to search lockers and locker contents at any time without notice, and without parental/guardianship or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

#### Seizure:

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker

#### **HOUSEKEEPING:**

Students are to keep their work and storage areas in order. The students should have clean desks, and keep books, shoes, and other materials in their proper place so that the cleaning personnel can properly clean the floors after school hours. It is important that everyone works together to maintain a clean and neat school. This effort also teaches responsibility and respect for the property of others. Stickers and decals must not be placed on school property.

#### **LOST AND FOUND:**

Occasionally, a child loses a possession. A "lost and found" area in or near the main hallway door to the playground is provided for lost clothing, equipment, etc. Valuables (watches, rings, money, etc.) are turned into the office. Parents can help by marking clothing and other personal items.

After the December Holiday Break and after the last day of the school year, leftover items in the lost and found are given to charity.

#### **PERSONAL PROPERTY:**

Student use of non-school electronic devices - including games and cell phones - is prohibited during school hours. Students bringing these items to school risk their personal devices being damaged or stolen. All electronic devices must be stowed away and out of sight at all times.

#### **THEFT:**

Any student who steals property from another person will be disciplined under the school's discipline policy.

#### **PHONE CALLS:**

Students and teachers are busy during class time and interruptions stop the continuity of learning. Therefore, phone calls will not be put through to classrooms during class time. Voicemail is available and/or the office staff can deliver important messages at the end of the day.

#### **ROOM PARTIES:**

On certain holidays, room parties will be held following the afternoon recess. Each classroom teacher will determine individual classroom parties.

#### **PARTY INVITATIONS**

Handing out party invitations during school hours is discouraged as it can be a distraction and lead to hurt feelings for students not invited to a party. **School staff members do not manage the passing of party invitations at school.**



**SCHOOL HOURS:**

TK-5 Regular School Day Monday-Friday  
7:55 a.m. to 2:55 p.m.

**SCHOOL STARTING AGE:**

The Michigan School Code states that a child must be five years of age by December 1st of the current school year to enter kindergarten programs. Documents needed to enroll a student include an official birth certificate, an enrollment form, and a record of immunizations for communicable diseases as required by Michigan Law. Students who turn 5 between September 2 and December 1, can enter Transitional Kindergarten with a waiver signed by a parent.

**SCHOOL SUPPLIES AND PROPERTY:**

Each student will need a pair of gym or rubber soled shoes properly identified. The school provides paper and pencils in reasonable quantities to students for their use in preparing school assignments. Crayons, paste, glue, rulers, and scissors are also needed for schoolwork. Many students prefer to have their own supplies. This is encouraged.

If students lose, mistreat, vandalize or otherwise damage school property they are expected to replace or pay for that property or otherwise make restitution, and may even be prosecuted.

**STUDENTS STAYING AFTER SCHOOL:**

- A. Whenever it is necessary for students to remain after the regular school day as requested by a teacher, parents are notified of the reasons (to finish schoolwork, to assist the teacher etc.). Arrangements for the student’s transportation home are made with the parents.
- B. Students may not stay after school unless they are under direct supervision of a teacher or have permission from the principal.

**COMMUNICATION**

**ANNUAL REPORT:**

Each year in accordance with P.A. 25 of the state school code, Douglas Elementary makes an annual report to the public. Our annual report is available on our website [saugatuckpublicschools.com](http://saugatuckpublicschools.com)

**COMMUNICATION TO DIVORCED PARENTS:**

Divorce laws stipulate that the custodial parent has the responsibility for custody care, control, and education of said children. Under the Family Educational Rights and Privacy Act (FERPA), parents shall have access to their child’s educational records. FERPA regulations presume equal access for both parents, unless there is a court order or legal document to the contrary.

In the event of a request for access to a child’s records or to a parent-teacher conference from a non-custodial parent, it shall be the procedure of the principal or the principal’s designee to allow such access unless a legal document to the contrary is on file in the school office.

Information such as newsletters, conference information and report cards will be sent to the non-custodial parent, if requested in writing to the child’s classroom teacher.

**COMMUNICATION WITH HOME:**

At Douglas Elementary School we strive to communicate with parents effectively and on a regular basis. If you ever have questions or concerns, please reach out to us so that we can help. Here’s what you can expect from our teaching staff and administration in regard to communication:

- o *Regular, bi-weekly communication to all parents from classroom teachers and the office detailing events happening in the classroom and at school.*
- o *Regular, ongoing communication of timely information through emails, phone calls, blogs, Class DOJO, School Messenger, etc.*
- o *Replies from faculty and staff to parent communication within 48 hours. Please note that staff may not check email or phone messages in the evenings, on weekends, or during holiday breaks.*

**CONCERNS AND QUESTIONS:**

Whenever a parent has a question regarding any matter relating to school, the parent should first contact the teacher.

If the concern or question needs further clarification, it should next be brought to the attention of the building principal. If satisfactory resolution is not possible by the building principal, the parent should next contact the superintendent.

However, most situations are resolved at the building level by either the classroom teacher or the building principal.

**PARENT-TEACHER ORGANIZATION (PTO):**

Parent involvement in a positive school experience is an important goal of the Douglas Elementary School PTO. Parents are encouraged to attend monthly PTO meetings. Volunteers are always needed and appreciated. Volunteers work together with the elected Executive Board to plan school events and help communicate ideas to the general membership. Information is published on the PTO BLOG.

**HEALTH AND SAFETY**

**ANIMALS AND PETS:**

Although animals and pets are an important part of many children’s lives, there are several reasons why there must be regulations governing their coming to school: allergies, the unpredictable behavior of animals, students’ safety, the school’s lack of space and proper facilities, and the nature of animals. Pets may be brought to school with classroom teacher permission, if an adult accompanies the pet and takes the animal home after the children have had a chance to see it. Dogs should be in arms or on a leash.

**EMERGENCY INFORMATION FORM:**

Parents who are absent from home during the school day must have current information on file as to where they can be reached in an emergency (i.e. sickness, injury). This can be done by filling out the information in Final Forms at the beginning of the school year and by **notifying the school of changes during the school year.**

**EMERGENCY DISMISSAL:**

A. No School - During severe ice and snowstorms, it sometimes becomes necessary to cancel school. School personnel do this after an early morning investigation of road and weather conditions. You are advised to listen to the local radio stations and/or local TV channels for this information. Parents will receive an automated message to the phone number they have listed on file if school is cancelled.

Television:

WWMT	CBS
WOOD-TV	NBC
WZZM	ABC

Radio:

WYVN	Saugatuck	92.7 FM
WOOD	Grand Rapids	1300 AM, 105.7 FM, WLAV
	Grand Rapids	1340 AM, 97 FM
WKLQ	Grand Rapids	94.5 FM
WGRD	Grand Rapids	98 FM, 1410 AM
WCUZ	Grand Rapids	1230AM
WLHT	Holland	95.7 FM

B. Early Dismissal – Schools are seldom dismissed early. However, on those occasions it becomes necessary to dismiss school early, (i.e. tornado watch, snow storm, boiler, or electrical failure). Parents will receive an automated message to the phone number they have listed on file if school is cancelled. There will also be a broadcast on local radio and TV stations, if time permits. Students are dismissed in the usual manner and cautioned to go directly home or to a place already prearranged between you and your child.

**FIRE DRILLS, TORNADO DRILLS, & SAFETY DRILLS**

Fire drills, tornado drills and safety drills are held so students can practice a safe and orderly response to a possible emergency. Since an emergency can occur at any time, students need to have proper footwear on at all times. There are five fire drills, two tornado drills, and three safety drills each year.

**FIRST AID:**

Should a student receive a minor injury or become ill at school, appropriate first aid measures will be taken. Should a serious injury occur at school, office personnel will call 911 and then the child’s parents or emergency contact person. The staff member in charge will file an accident report outlining when and how the accident occurred.

**HEALTH/RECESS:**

In order to protect the health of all children, we ask that you keep your child at home when he/she does not feel well. Do not expect the teacher to diagnose illness. In the event that a child has a fever, he/she should remain home a minimum of twenty-four hours after the fever is gone without the assistance of a fever reducing medication.

All children are expected to participate in the recess periods unless there is a signed doctor’s excuse. We believe that participation in vigorous play and exercise help develop fitness, and that physical activity helps to stimulate a child after a period of physical inactivity.

Children will play outside each day unless it is pouring rain, freezing rain, extremely muddy conditions exist, or the temperature is 10 degrees F or less, or there is a wind chill of 0 degrees F or less.

**SCHOOL MESSENGER SYSTEM**

School Messenger will be used for ongoing notification and communication.

**LASER POINTERS:**

Laser pointers will not be allowed on school buses, in the school buildings, or on the school grounds due to the danger to others.

**MEDICATION POLICY:**

No medication, prescription or otherwise, can be administered by a school official without a signed consent of the parent. Medication is kept in a locked, supervised place away from the children. An adult in the school office always administers it. A procedure has been established for children receiving medication at school.

**Prescription medicine:**

1. A form signed by the parent and prescribing physician must be on file.
2. Medication must be in the original container with the child’s name and the prescription type and dosage.
3. Parents are responsible for insuring that a proper supply of medication is brought to the school office.

**Non-prescription medicine:**

1. Tylenol or Benadryl (25 mg) or a like brand, may be given to a child for headache, fever or allergic reaction (bee stings, etc.), if a signed form is on file in the school office.

**SCHOOL NURSE:**

We do not have a school nurse on duty at Douglas Elementary School.

**TORNADO WATCHES & WARNINGS:**

Should there ever be a tornado watch or warning during a school day, the proper authorities will notify the school. Practices for such occasions will be held at school, and consequently your child will be as safe here as at home. If school is dismissed early, the emergency dismissal policy will be used.

**FEDERALLY REQUIRED ANNUAL NOTICES AND MORE**

**PUBLIC NOTICE OF STUDENT RECORD REGULATIONS:**

In compliance with Federal regulations, the Saugatuck Public School District has established the following guidelines concerning student records:

- ◆ Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult students (18 years or older), and those designated by Federal Law or District regulations.
- ◆ A parent, guardian or adult student has the right to request a change or addition to the student's records, to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- ◆ Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" the following: a student's name, address, telephone number, date of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.
- ◆ Parents, guardians and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within 30 days after receipt of this public notice.
- ◆ No liability shall attach to any member, officer or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with the district's policy and regulations.

**NOTICE TO PARENTS OF PESTICIDE APPLICATION:**

Saugatuck Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than bait or gel formulation at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at entrances to your child's school. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail please contact the main office at the beginning of the school year.

In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or e-mailing Kevin Kimball the District's Director of Operations at phone number 269-857-2133 or e-mail address [kkimball@saugatuckps.com](mailto:kkimball@saugatuckps.com). This number or e-mail may also be used when school is not in regular session.

**SAUGATUCK PUBLIC SCHOOLS TITLE IX COORDINATOR:**

**Title IX** requires each school district that receives federal funds to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator. Our Saugatuck Public Schools Title IX coordinator is Katie Gibbie. Her office address is PO Box 818, Douglas, MI 49406. Her telephone number is 269-857-2139.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):**

Pursuant to the Federal Educational Rights and Privacy Act, school districts must provide parent/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclosure of personally identifiable information in education records, and file a complaint with the U.S. Department of Education.

**PROTECTION OF PUPIL RIGHTS AMENDMENT:**

The Protection of Pupil Rights Amendment requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. Saugatuck Public Schools had adopted the following policies regarding this pupil rights amendment: #8940, #70012, #7300, #7850, #7400, and #7460. These policies can be viewed by going to the district website [www.saugatuckps.com](http://www.saugatuckps.com) and going to the School Board section.

### **MCKINNEY VENTO ACT:**

The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act.

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT:**

Under the Individuals with Disabilities Education Act a school district may, school districts must give parents of a child with disabilities a copy of procedural safeguards one time a year. However, a copy of procedural safeguards must also be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, and upon request of a parent.

### **MATTS SAFE SCHOOL LAW, PA 241 OF 2011**

PA 241 requires school districts to adopt an anti-bullying policy. The Saugatuck Public Schools' anti-bullying policy is available on the district website [saugatuckpublicschools.com](http://saugatuckpublicschools.com) by going to the School Board section.

### **CARDIAC EMERGENCY RESPONSE PLAN**

A Cardiac Emergency Response Plan was adopted by **Douglas Elementary School** effective on **September 2, 2014** pursuant to H.B. 4713 passed by the Michigan Legislature on February 25, 2014 and signed by Governor Snyder with an effective date of July 1, 2014. The plan, posted on the wall outside the DES gym next to the automated external defibrillator (AED), outlines the following: use and regular maintenance of automated external defibrillator; activation of a cardiac emergency response team during an identified cardiac emergency; effective and efficient communication throughout the school campus; incorporation and integration of the local emergency response system and emergency response agencies with the school's plan; and an annual review and evaluation of the cardiac emergency response plan.

### **ANAPHYLAXIS POLICY**

Douglas Elementary School personnel are committed to providing a safe environment for students. With the incidence of allergic reactions rising nationally, our school has adopted the following policy:

Prevention:

Several efforts have been made to protect students from potential allergens. Names of students with allergies are listed on the medicine cabinet in the office.

Douglas Elementary School provides school menus in advance to all parents. 2 doses of epinephrine are located in the office. 2 doses of epinephrine are located in the AED case outside of the gym. All DES office staff are trained to recognize the signs of an allergic reaction and administer antihistamines and epinephrine. Parents of students with severe allergies have the right to request the school consider an Individual Health Plan, Emergency Care Plan, or 504 Plan for their student.

School Team:

The school team trained to assist students having an allergic reaction include the office assistants and the building principal. All DES staff are required to complete a brief online training module outlining the signs and symptoms of anaphylaxis. Teachers, paraprofessionals, volunteers, etc. should bring students showing signs of an allergic reaction directly to the office for evaluation.

## Douglas Elementary School Volunteer Code of Conduct

**Thank you so much for volunteering at our school! We sincerely appreciate your time and willingness to help our students. Please abide by the following Code of Conduct:**

- Treat all students, teachers, parents, and staff members with respect, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with students.
- Be dependable, recognizing the commitment and responsibility to the volunteer assignment.
- Accept assignments consistent with your interest, abilities, and available time.
- Accept assignments with an open mind and a willingness to learn.
- Treat all individuals with dignity and respect. Make a personal commitment to be nonjudgmental.
- Respect all confidential information. **Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves a student, staff member, volunteer, or parent.**
- Refrain from gossiping about students, families, teachers, staff members, volunteers, or other persons at Douglas Elementary. Always be considerate of how my actions affect Douglas Elementary School and the community as a whole.

***Thank You!***