



Dear Parents,

This Parent/Student Handbook has been written to serve as a guide to school policies, procedures, and activities. It is intended for both parents and students. Whether you are new to our school, or a returning family, please take the time to review the handbook, as you will find it helpful in explaining many of our policies and procedures.

At Eisenhower, we believe in open communication, and strongly believe that a partnership between home and school will help make your child's elementary school experience a positive one. If we can help answer any additional questions not found in the handbook, please feel free to call us and we will do our best to help find an answer to your question.

I have great expectations for our Eisenhower students and am confident that they will be successful. Please keep this document for reference throughout the school year. Together, we will provide a safe and efficient learning environment where all students thrive.

Sincerely,

**Jennifer Kelley
Principal, Eisenhower Elementary School**

**FRASER BOARD OF EDUCATION
33466 Garfield
Fraser,
Michigan (586)
439-7000**

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Todd Koch, Vice President
Robyn Norbeck, Treasurer
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BOARD OF EDUCATION MEETINGS

The Board meets regularly on the second and fourth Monday of the month at 7:30pm at Richards Middle School in the Idea Lab, located at 33500 Garfield, unless otherwise indicated. All meetings are open to the public.

**Carrie Wozniak, Superintendent
Mary Kate Fitzpatrick,
Director of Elementary Instruction
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**Andrea Agrusa, Business Manager
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ACCESS TO THE BUILDING

This is in effect before the bell and until 15 minutes after the bell. Please note the following:

- There is no building access before school. If you need to speak with a teacher, the office will contact the teacher to see if they are available. A pass will be written at that point.
- For inclement weather, indoor line-up days- To maintain tighter security, parents will not be allowed past the office area. Your children may still enter the main doors for indoor line-up. There are many staff members walking the hallways and the students are safe in their lines.
- If you have items to be brought to the classroom, the office staff will be sure those items make to the correct room.
- Volunteering will still run the same during the school day, stop by the office and receive a pass for the day.
- Parents may eat lunch with their child after stopping to receive a pass from the office.
- The above-mentioned changes in the first bullet point remain in effect until 3:45 daily.

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals and/or plants into the school must receive prior permission from the teacher and building principal. The animals and/or plants must be relevant to the curriculum. Toxic plants must be properly contained to avoid injury to students. Animals including all vertebrates and invertebrates, when brought into the classroom for educational purposes must be appropriately housed, humanely cared for, and properly handled. Under no circumstances are animals to be transported on school buses.

ANNOUNCEMENTS

Announcements are made each morning shortly after the first bell. These announcements are done daily by our Broadcast Club to the entire student body and faculty. At this time, students may be reminded of: school closings, special notes to parents, lost and found or other general information. More importantly, this is a time we also use to recognize students for such things as: being responsible, great test results, awards,

birthdays, after school accomplishments, or just about anything else our students are doing well.

ANNUAL REPORT

Each school year all principals are required to present an annual report to the school community. This report contains information on goals, student achievement, demographics and curriculum. Copies of the previous year's report may be found in the main office or on our website.

ASSEMBLIES

Student assemblies are held regularly throughout the school year. The PTO provides funds for school assemblies. Preference is given to assemblies that support the curriculum. Shows are listed in the calendar of events in our newsletter. Parents are always welcome, but space is limited.

ATTENDANCE

Attendance is the first order of business in our classrooms in the morning and again in the afternoon. It is very important that this be completed in a timely manner for the safety of all our children. You can help by calling the attendance line if your child will be absent. The attendance line number is 439-6690 and is open at all times. The School Messenger system will contact you by phone and e-mail if you forget to call; however, this slows the process. All parents are expected to use the attendance line. Attendance is a major factor in determining academic success. We monitor attendance very carefully. When a child misses 10 days, you will receive a letter from the office drawing your attention to the matter. If the pattern continues, the child's name must be submitted to the County Attendance Officer. This agency will schedule a meeting with the parents to discuss the situation. The "ten day" number does not include students who miss several days in succession due to illnesses such as measles, chicken pox, hospital stays, etc. Excessive absences will require a doctor's note. Also, please note that removing your child from class early on a regular basis could result in a letter under the "tardy" clause due to some missed class time.

BICYCLES

Children in grades 4, 5 and 6 are permitted to ride bicycles to school. Bicycle racks are available in the back of the school.

ENGLISH LANGUAGE LEARNER SERVICES

The Macomb Intermediate School District (MISD) offers tutorial services for children with English as their second language. Children must be referred by the school to qualify for these services.

BIRTHDAYS

In an effort to promote healthy eating habits, be respectful of those people in the building with food allergies, and to recognize the possible "financial strain" that may be placed on a family having to provide a treat for 30 plus students, **WE DO NOT ALLOW A BIRTHDAY TREAT AT SCHOOL.** Flowers, balloons and other similar deliveries to school for students are also prohibited. Limousines are not permitted on school grounds during school hours and the dismissal period as they interrupt the learning process for those in attendance. Students are recognized in their classrooms on their birthdays.

BUILDING USE

Groups such as Parks and Recreation, Girl Scouts and Boy Scouts may use the school for after-school meetings pending district approval. All building use requests must go thru the School Dude System on the district website. The leader is responsible for leaving the facility in good shape and making sure the school property is not damaged. **No snacks of any kind are permitted due to food allergies.** Requests for use are honored in the order they are received. Not all requests can be granted. When a school function is scheduled, it has priority over any other night activity. If school is canceled due to vacation, inclement weather, or other emergency situations all night activities are also canceled. Use of the building copier is prohibited.

BUS STUDENTS

Children who are bussed to school should be at their own bus stop 5 minutes before the bus arrives. When they get off the bus, they should proceed directly to their entrance door and wait courteously in line until the bell rings.

Bussers must ride to and from school on their own bus and get off at their bus stop and, just as walkers, walk straight to their own home. The principal must approve any exceptions. See Student Code of Conduct - Bus Behavior.

Please go over the following rules with your children. Remember school bus transportation is a privilege not a right.

- Stay off the roadway while waiting for a bus. Form a line to get on the bus. Appropriate behavior is expected while waiting for the bus. Students should not arrive at the bus stop more than 5 minutes before the bus.
- The owner must hold musical instruments. Do not leave them in aisles or at the front or rear emergency door.
- Sit erect with your feet on the floor. Keep head, arms and hands inside bus.
- Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Do not shout at passing persons or vehicles.
- Be courteous. Use no profane or vulgar language.
- Help keep the bus clean. No gum chewing, no eating, no pop.
- Any type of body contact will not be tolerated.

CALLING A TEACHER

We encourage parents to contact the school if they have a concern they wish to address. However, teachers are only free to receive calls during their planning/preparation periods, and before or after school. If you call while class is in session, we will be glad to send you to their voicemail to leave them a message to return your call.

CAMP

Sixth-grade students at Eisenhower attend camp in the fall conditions permitting. Students along with teachers, and counselors attend camp for parts of three days and two overnights. Activities are planned that are educationally sound and fun. Letters are sent to parents of fifth graders before school is out in June with information about the cost and dates. A formal orientation is held in the fall for parents of the campers. Since camp is a self-supporting program, a fee is assessed each camper. A fund-raiser is available for all students to earn money towards the cost of this activity. As Camp is an extension of the classroom, the expectation is that all students will make the effort to attend. Those choosing to not attend, will attend school and participate in a normal school day.

CELL PHONES

Please be advised that while Board policy permits cell phones to be carried by the student, **the aforementioned phone cannot be seen or used during the regular school hours** unless authorized by the teacher. If one is out of the backpack, it will be taken and brought down to the office unless being used for instructional purposes in the classroom. We will not be responsible for lost or stolen cell phones brought in from home.

CLOSING SCHOOL

In the event that school will not be in session due to severe weather conditions or mechanical failure, please listen to your local news or radio station for a list of school closings. A School Messenger email and phone call will also be placed informing you of the status of school for that day.

CONFERENCES

Student-Involved Conferences are held in the spring and fall. All parents are scheduled for a Fall conference with their child. The Spring conference is optional, as requested by a parent or teacher. Since conferences are only scheduled twice a year we encourage parents to call or email whenever questions arise.

CURRICULUM

Each grade level covers a complete curriculum using a variety of teaching styles and strategies. The basic subjects include Language Arts, Math, Science and Social Studies at each grade levels. See "Special Classes" for information about classes offered beyond the core subjects.

Non-curricular skills are also a vital part of our daily instruction. Developing good listening skills, using problem solving techniques, being cooperative workers, using critical thinking skills, following directions and being responsible for one's actions are some of the areas addressed.

All curriculum related issues are reviewed at "Meet Your Teacher Night" in September. Questions regarding curriculum or instruction should be directed to the classroom teacher.

DRESS CODE

A student's behavior is influenced by their style of dress. Eisenhower students should dress neatly and wear clean clothing suitable for classroom activities. **The following types of clothing are inappropriate for school and will not be allowed:**

- Hats, caps and bandanas in school unless required in class for safety reasons.
- Shorts must be mid-thigh or longer.
- Bare midriff tops, halters, revealing tops, tank tops, muscle shirts, mesh clothing, see-through clothing, blouses or shirts with string type straps (Must be 3 finger width.)
- Skirts and dresses must be mid-thigh or longer.
- Outdoor wear in classrooms, halls, or lunchroom.
- Displays with offensive words and symbols on garments or accessories, alcohol or drug related sayings or symbols, including tobacco products.
- Tight fitting clothing or clothing of spandex-type material that is not covered with other clothing to mid-thigh.
- Any type of cutoffs, i.e. jerseys, sweats, or pants. Jeans with holes.
- No Flip-Flop variety sandals.
- Sandals and Crocs with heel straps are allowed
- Heelys with wheels are not permitted
- Underwear and sleepwear as outer clothing
- Sunglasses are for outdoor use, unless a written prescription from a doctor is provided.
- Make-up such as lipstick, blush, eye shadow and perfume.
- Chains in excess of 12" that hang outside clothing.
- Distressed Jeans

EARLY DISMISSAL

If you find it necessary to pick up your child earlier than the regular dismissal time, please come to the school office to sign out your child. Parents must notify us if a child is to be released to another adult not listed on the emergency card. This adult **must** have photo I.D. present. We will **NOT** release students to adults not listed on the Emergency Cards without parent verification.

Please notify the office of any unusual circumstances regarding custody situations or, other circumstances that might create a potential problem.

ELECTRONIC DEVICES

iPod Nanos, headsets and hand held games are not recommended for school unless being used as part of the instructional process. These are expensive items and school is not responsible for those items that are lost or stolen. **Laser pointers are also prohibited.**

DIGITAL EMERGENCY CARDS

Emergency cards for each student are kept in the office and should be updated each year. The cards let us know who we can release your child to and neighbors we can call when we cannot get hold of you. The card also lists your work phone numbers. You will be asked to fill out this card each year so that we can reach you in an emergency. If during the school year this information changes, it is important that you notify the office immediately.

ENTRANCE REQUIREMENTS FOR KINDERGARTEN

Enrollment is open to all students five years old on or before September 1 of the current year, and has the items below. There are also other possibilities to enroll if your child turns five after this date, and those can be discussed with the building principal.

Birth Certificate - A certified, original birth certificate must be presented at the time of enrollment.

Hearing and Vision Screen - Hearing and vision examinations are required by Michigan law. Your private physician, optometrist or ophthalmologist may do these examinations. Free preschool vision and hearing screening is provided by the Macomb County Health Department.

Immunizations - Initial immunizations or boosters for Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Rubella or Mumps, Varicella (chickenpox) and Hepatitis B. The services of the Macomb County Health Department or your private physician may be used for these immunizations. Your child will be excluded from school until this information has been turned in to the school office.

Proof of Residency - A drivers' license is not adequate proof. You must provide a copy of a lease or mortgage plus two utility bills with name/address, copy of purchase agreement or copy of rental agreement.

FEES

Please be advised that any and all checks written to Eisenhower Elementary that are returned for non-sufficient funds, will incur an additional \$25.00 fee due to rising bank costs that are passed down to us.

FIELD TRIPS

A field trip is an educational experience outside of the classroom or building. Field trips always have a purpose either as an introduction to a unit or as a culminating activity of the unit. Teachers will notify parents prior to all field trips. Children on a field trip represent our school, parents and self. Their attitude and behavior must be represented accordingly.

Parent chaperones are required on field trips. Chaperones are expected to arrive on time, ride the bus and follow all instructions from the classroom teachers. Bringing along younger siblings is strictly prohibited. Parents should let the classroom teacher know if they are interested in attending field trips. All chaperones are required to fill out the Chaperone Background Check form before attending any field trips or school functions

FIRE DRILLS

We have 5 fire drills per school year. Emergency Escape Routes for Fire & Take Cover Alerts are posted in every area of the building.

FOOD DELIVERIES

The District does not allow the delivery of food and beverages from outside vendors or fast food establishments for a student's breakfast or lunch meal. All meals are to be provided by either our Food Service program or prepared at home and sent with your student.

Outside food delivery is a safety concern. We do not want to have strangers and people that we do not know coming to our buildings with delivery bags. It also is a workload issue for office personnel. Managing multiple food deliveries during lunch time becomes an additional responsibility for our office staff.

The District works hard to provide a variety of healthy, good tasting food in its cafeterias and students are always free to bring their own lunch to school. We will continue to follow our past practice of making sure students receive lunch if they forget to bring one from home.

HOMEWORK

Each teacher has his or her own policy concerning homework. These are explained at "Meet Your Teacher Night". Homework requests for the day of an absence may be picked up in the office at the end of the day.

IMMUNIZATIONS

Initial immunizations or boosters for Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Rubella, Mumps and Varicella (chickenpox) and hepatitis B are required. The services of the Macomb County Health Department or your private physician may be used for these immunizations. Your child will be excluded from school until this information has been turned in to the school office.

INCLEMENT WEATHER

The decision to allow children in before school and whether to remain indoors for recess is made each daily. Generally, if the temperature is below a 10-degree wind chill, students will be permitted in the building before school, but not before 8:25 or before the busses arrive. Walkers should arrive between 8:25 and 8:35. The first bell rings at 8:35.

Students have assigned areas to sit when they enter early. At this time, there is minimal adult supervision, therefore it is important that our students sit and behave appropriately

All children are expected to participate in outdoor recess activities unless they have a doctor's statement requesting no recess. Please do not expect your child to remain indoors during recess. They will need a doctor's note in order to stay inside. Children should come to school prepared to go outside. Our office is not equipped to supervise children.

INTERNET USE

All students use the Internet as an educational tool for enhancing and extending curriculum objectives. Students will use the Internet to:

- Participate in curriculum related projects with classrooms in other communities
- Find up to date information for classroom studies
- Ask questions of experts in many fields
- Use student appropriate sites to extend their learning

Our Internet system has a filter to screen out most unwanted sites. In addition, the use of the Internet

by students will be closely supervised. Students will access sites for specific academic purposes.

Internet safety will be taught during our 21st Century Learning classes and teachers will reinforce rules for using the Internet throughout the year.

KINDERGARTEN PARENT NIGHT

In August, parents of new kindergarten students are invited to Eisenhower to learn about all things kindergarten! School personnel will be available on this evening to answer questions you may have. The children will meet with the teachers the first week of school, before being placed in classes for the remainder of the school year.

LATE STUDENTS

It is important that children are in their classroom ready to start their school day promptly at 8:40 a.m. The bell rings for students to enter at 8:35. Students who arrive after 8:40 will be given a tardy pass. After signing in, late students are to go directly to their classrooms. Students must have a tardy pass from the office to enter the classroom. Once 10 tardies have accumulated, a note will go home.

LICE

When a case of head lice is reported to school, the child's class will be checked. Notices will be sent home with each student in that class to alert the parents of a potential problem. **A child must be nit-free in order to return to school.** Children will not be allowed back until all eggs are removed. This is in accordance with the Macomb County Health Department policy. A building staff member must check returning students in advance as well.

LOCKDOWN DRILL

All staff have practiced procedures that will allow us to lockdown the school in a matter of minutes. A lockdown is implemented if a violent or disruptive intruder enters the building. There are 3 lockdown drills per year.

LOST AND FOUND

A Lost and Found box is located near the main office. It is a good idea to check the box on a regular basis for items you cannot find. Many articles of clothing are turned in to the office each day and never reclaimed. Due to a fire hazard, unclaimed items are donated or trashed at the end of each month.

LUNCH - ORDERING

Lunches and breakfast are currently available to ALL students FREE of charge.

MEDICATION

Any student who requires medication during school hours must have a medical permission form filled out by the parents on file in the office. If your child needs to take medication during school hours, call our office and we will send you the necessary form.

All medication must be taken in the office and is dispensed by the principal or other designated school employee. School personnel may dispense only prescription medicine.

An adult must deliver medication for students to school. Students under no circumstance should ever be in possession of any medication.

When the supply of medication you provided is used, you will be contacted by the office so that you can refill the prescription as needed. Only an empty prescription container may go home with a student.

PARENT CONCERNS

Concerns or complaints raised by parents need to be addressed in a systematic and professional manner. Resolution of a concern is the objective whenever possible. The process parents should follow is to discuss the issue with the teacher first. If not resolved, discuss the issue with the principal. If not resolved, discuss the issue with the assistant superintendent. If not resolved, discuss the issue with the superintendent. If not resolved, discuss the issue with the Board of Education in writing or under citizen comments on the board agenda.

PARKING LOT

With the size and limited access given our parking lot, problems particularly on bad weather days, are inevitable. However, if you follow the rules below, our situation is not impossible.

- Do not drive along the north side of the school.
- Do not leave your car in the driving lane to pick up your children.
- **The bus loop is for buses ONLY.**
- Do not park, wait, or block the handicapped parking spots unless you are legally entitled. You may be ticketed for this violation.
- Discuss with your children ahead of time, the importance of walking and looking both ways if they must get to your car.

- DRIVE SLOWLY.
- The required driving pattern should be used at all times during the school day.

PARTIES

Classroom parties are generally held near Halloween, holiday break, and the last day of school and are organized by the classroom teacher. Contact your child's teacher if you have any questions.

PLAYGROUND SAFETY

In order to avoid the possibility of entanglement on playground equipment, scarves and hood strings must be tucked in securely. Some parents have removed the strings from coats, sweatshirts, etc. Parents may also want to consider clothing with Velcro, snaps or buttons instead of drawstrings.

POSITIVE BEHAVIOR SUPPORT

At Eisenhower Elementary, we follow a positive approach to discipline. Behavior expectations are explicitly taught throughout the year. The S.O.A.R. Matrix clarifies student expectations. Students meeting expectations are recognized via monthly assemblies, Pizza Lunch, and classroom celebrations.

PROTECTIVE SERVICES

If any school personnel suspect any form of child abuse because of bruising or injury to the child, or because of information which a child volunteers, the teacher or principal is required by law to inform Child Protective Services of the situation. Protective Services will then interview the child and contact the parent.

PTO

The Eisenhower Elementary PTO consists of parents, teachers and administrators who meet to discuss, plan and carry out a variety of functions at our school.

The PTO Board is a group of parents who work together to assume responsibility for the variety of functions that the PTO provides at Eisenhower. Membership is open to any parent. Parents interested in being a part of the PTO Board should attend the May meeting or call the school office.

General PTO meetings are held every month throughout the year. All parents are welcome to attend. Teachers are encouraged to participate as well.

RECESS/BREAKS

Most grades have two recess/break periods daily. A short recess/break period is attached to lunch and at teachers' discretion in the p.m. All children are expected to participate unless a written doctor's note excuses the student from the activity. Students should come to school prepared for whatever weather is expected if the break is held outside.

The office is not equipped to handle supervision of very many students. Be sure to have children wear warm coats, boots, scarf, gloves and hat. Boots are especially important – that way his/her shoes will be clean and dry for indoor use.

Adults supervise all recess periods. Precautions are taken to ensure that all children enjoy their time outdoors and are safe.

REPORT CARDS

Report cards are provided three times a year. Students in grades K-3 do not receive letter grades. In grades 4 - 6 letter grades are only given in the areas of science and social studies. Instead of letter grades, students receive (B) Beginning, (D) Developing, and (S) Secure as they meet subject-area objectives. Behavior and effort are given special attention on every card. Attendance is also included.

RESIDENCY REQUIREMENTS

By law only students who are themselves legal residents of the school district may attend Fraser Schools. A child may not live with a relative who is not his/her parent or legal guardian but who resides in the Fraser School District for the prime purpose of attending school here. Therefore, it will be necessary that any student who is not a legal resident of the Fraser district be removed from school. It is our sincere hope that we can avoid this painful and educationally negative situation.

Students residing outside of the Fraser Public Schools boundaries but within Macomb County may attend this school district on a limited basis, including specific registration periods. If you know of someone interested in attending the Fraser schools or would like more information call the school office.

Students are expected to attend the elementary school in the attendance area in which they reside. Exceptions are made in accordance with the

provisions outlined in the Elementary Choice Plan. For more information, call the school office. Any families who would like to attend the Fraser Public Schools, but live outside of the district, may utilize the Schools of Choice process. For more information, call the school office, or the Admin Building at 586-439-7014.

ROLLER-SKATING PARTIES

These are held a number of times throughout the year; the PTO provides the last one free. Parents are welcome to attend to skate or just watch. Younger or older siblings of Eisenhower students are also welcome to attend. Children must have an adult chaperone to attend the party.

SAFETY/SERVICE SQUAD

The Eisenhower Safety/Service Squad is comprised of 5th and 6th grade students. They have a choice of duty outside as a pedestrian safety or inside as a classroom safety. Pedestrian safeties follow AAA rules and regulations. Service squad members help classroom teachers before school. Teacher sponsors supervise all members.

SCHOOL-AGED CHILD CARE (SACC)

The SACC supervisor will be on duty each school day from 7:00 A.M. to 8:35 A.M. and after school from 3:30 P.M. to 6:00 P.M. There will be no SACC program on days when school is closed; however, latchkey is available on all half days.

Children must be registered by their parents. The children who participate in the A.M. program should be taken to the latchkey room by a parent or guardian. Those participating in the afternoon program should be picked up by a parent or guardian. For more information contact the school office or stop by and visit the latchkey supervisor during latchkey hours.

SCHOOL PICTURES

Every student has their picture taken in the fall and spring. Flyers are sent home in advance of both sessions with complete details. Sixth-grade students are offered a third picture. A class composite of all sixth graders, their teachers and principal is taken in the spring. Every sixth graders will receive a complimentary 8 X 11 photo and a framed photo will be displayed in the front hall.

Yearbooks cost extra.

SICK CHILDREN

If a student reports being ill and it is determined that the student be sent to the office, parents or emergency contacts will be notified. The parents will need to determine action to be taken, the school is not a medical facility and school personnel cannot make a disposition on the status of the child. It is necessary that children with colds, fevers, sore throats and coughs remain at home until recovered, since they could be endangering their own health and the health of other children by returning too soon. Children are expected to participate in all school activities when they return from being ill except for special situations or the school receives a note from a doctor.

SMOKING POLICY

Smoking and the use of tobacco products is prohibited on **ALL** school grounds during school hours. In addition, smoking and vaping within the building is prohibited at all times.

SPECIAL CLASSES

Students at Eisenhower will attend a variety of classes throughout the week. The same behavior our students use in their homeroom is expected during special classes. Students who choose not to behave appropriately will be removed. Parents will be contacted when a student is removed from a special class.

ART: All children meet regularly each week for instruction in art. Samples of student work from various classes are displayed at the front entrance to Eisenhower. Stop by and take a look.

HEART: HEART stands for Health Education Awareness Resource Teacher. All students in grades 1 through 6 will meet weekly for instruction in this subject.

PHYSICAL EDUCATION: All children meet regularly each week for gym that is under the direction of a physical education teacher. You must provide a written note from a doctor if a child is to be excused from gym class. Each child is also expected to come to class with appropriate gym shoes.

21st Century: All students in grades K through 6 meet weekly for technology-related instruction.

VOCAL MUSIC: All students meet regularly each week for instruction in vocal music. Two evening programs will be held throughout the school year for parents to see our students sing and perform. Since each student is important to the success of the program, students are expected to attend.

INSTRUMENTAL MUSIC: Instruction in band is offered to all 5th and 6th grade students. In 5th grade, all students will begin the year with song flute instruction. After 10 weeks, students are then given the choice of continuing with an instrument of their choice or dropping from the program. These children may choose to continue band instruction in 6th grade.

LIBRARY: A full time Media Clerk staffs our library. Children are scheduled to visit the library each week for 30 minutes. During this time, they may check out two items for one week if they are in grades 2 – 6. Kindergarten and first grade check out 1 book.

Children with overdue books will not be allowed to check out new material. Parents are responsible for lost or missing library material. Reminders are first given to the student through the teachers. If an item is still missing, parents will receive a letter indicating the replacement cost.

SPECIAL EDUCATION SERVICES

A child may be referred by his/her teacher, or parent, for a Special Education Evaluation. The first step in this process is a meeting, or series of meetings, where all of the personnel who deal with the child meet to discuss the child's areas of difficulty and suggest strategies to assist the regular education teachers in correcting the problems.

If after a reasonable period of time the problems persist, despite the use of such strategies suggested at the meetings, then an evaluation may be done by any or all of the following: Psychologist, Special Education Consultant, Classroom Teacher, Social Worker and/or Speech Therapist.

Before a Special Education Evaluation can begin, the parent must sign a Consent to Evaluate, which must then be followed within 30 school days by an I.E.P.C. (Individualized Education Planning Committee) meeting to determine whether or not the child is eligible for Special Education services.

Suspected handicaps that may possibly be considered in view of the child's areas of difficulties may be L.D. (Learning Disabilities); E.I. (Emotionally Impaired); P.O.H.I. (Physically or Otherwise Health Impaired); V.I. (Visually Impaired) or E.M.I. (Educable Mentally Impaired).

Speech and Language evaluations also require a parent's signed Consent to Evaluate, and must be followed within 30 school days by an I.E.P.C. to determine the child's eligibility for Speech and Language services.

An individual plan of work is prepared for every child who is certified for Special Education services.

Some children who qualify for Special Education services remain in their regular classrooms with supportive help from Special Education staff. Other students depending on their needs could spend parts of their day in specific Special Education classrooms where programs would be designed to meet their needs.

STUDENT CODE OF CONDUCT

Fraser Public School students are expected to conduct themselves in a polite and orderly manner. We expect them to show respect for themselves, teachers, other students and adults, and school property. The Fraser Board of Education reserves the right to expel any student indefinitely who is guilty of gross misdemeanor or persistent disobedience. A copy of the Code of Conduct is available is posted online for all families to review.

As a staff we take steps to ensure all students are familiar with building expectations and procedures. This is done by through the process of explicit teaching and modeling. This is our first order of business in September. Refreshers are provided the school year or as needed.

Responsibility

Students are expected to come to school daily prepared to learn. Prepared means that a student has all the required supplies, assignments, books and notes from parents.

Fighting

1st - report to the principal, parent notification and in school or possible out of school suspension

2nd- report to the principal, parent notification and out of school suspension

Subsequent offenses can result in a student's suspension from school for up to ten days in addition to a family conference with the school police liaison officer and principal.

Lunch Behavior

1st - receive warnings from noon aides.

2nd – report to the principal

3rd – parent notification

Subsequent offenses may result in loss of lunch privileges

Bus Conduct (See also Bus Students)

1st - report to the principal and parent notification.

2nd - report to the principal, parent notification and the student will be placed on probation for 60 days. A suspension of bus privileges may occur.

3rd - be placed on *Bus Suspension* for up to two (2) weeks as determined by the principal

Vandalism

If a student defaces school property, including all textbooks, a police report will be filed and parents will be billed for all repair work. In addition, the student may be suspended from school property for up to ten (10) days.

Substance Abuse

Students who use or bring to school drugs, alcohol or other related substances or materials will have their parents immediately notified and the police will be contacted.

STUDENT COUNCIL

Student Council is an organization of students under the direction of a teacher sponsor(s). They organize many special activities throughout the school year. The Student Council also sponsors various fund raising and community projects. The student body elects Student Council officers in September. Room representatives are then elected in the individual classrooms in grades 3-6.

TEXTBOOKS/SUPPLIES

Our school provides all required textbooks and supplies. Occasionally teachers like to use special items. In that event, they may ask children to bring those items to school. We suggest you wait until September after school begins before purchasing special items.

When students are issued books for the school year, a certain amount of wear and tear is expected; however, excessive wear and tear will require that the parent replace the damaged article. Textbooks are quite expensive; therefore, we suggest that parents look closely at the books their child receives in September

TITLE I

Title I is a federally funded program. It offers additional assistance in the areas of reading, math, writing, social studies and science to qualifying

buildings. Title I funds provide Eisenhower with an additional teacher and support staff s to support students in the areas of academics and behavior.

TORNADO POLICY

During a tornado watch, school will continue as usual with dismissal at the regular time. If extreme conditions occur and a tornado warning is issued, we will follow the district policy. All students will be moved to their designated sheltered areas with their classroom teacher supervising. All other school personnel will be moved to sheltered areas as well. Students will not be allowed to leave the building until the all-clear message is received from Central Office. Parents entering school during a warning will be asked to take cover in one of our tornado areas until the warning is lifted. Once a warning is issued, students may not be signed out of the building. Two drills will take place to familiarize students with tornado procedures.

VACATIONS

Parents are encouraged to arrange vacations while children are out of school. Students in grades 3-6 should avoid missing school during the M-STEP testing window April-May. However, if it cannot be avoided, the classroom teacher should be notified. Also, provide the office with names of the children and the dates that they will be out of school.

VIRTUAL LEARNERS

Families whose children are participating in virtual learning should reference the [Virtual Elementary Handbook](#) for additional information related to expectations and requirements.

VISION/HEARING SCREENING

Once a year students in certain grades will be tested for vision and hearing impairments. If your child does not pass the first screening, he/she will

be retested. If problems are still detected, you will be notified by mail of the problem so that you can take further action.

VISITORS

Many visitors may normally be expected to visit a public school during the school day. These visitors may include parents of pupils, volunteers, interested citizens, invited speakers, central staff personnel, maintenance staff, salesmen, representatives of the news media, students not now enrolled in school, and others.

Before going anywhere in the building during school hours, everyone must first sign in at the office and then receive a building pass. Do not under any circumstances go directly to a classroom during school hours.

In order to avoid numerous interruptions of the educational process in the classroom, visits to the classroom during school hours must be scheduled with the principal prior to the visit.

Parents are not allowed to be on the playground without prior approval under any circumstance unless working as a Noon Aide.

WALKERS

Arrange your child's departure from home so that he/she will arrive at school no more than five to ten minutes before the entrance bell at 8:35 A.M. There is no adult supervision on the playground at this time. Children should be prompt, but not too early. During inclement weather, children may enter the building ten minutes prior to the bell. Children who consistently arrive early will be placed in the Latchkey Program at the parent's expense for their own safety.