

# ELEMENTARY

# HANDBOOK



**NOTICE OF NONDISCRIMINATION.** It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Human Resources, L'Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, and (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6300.

# Elementary Handbook

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## Welcome

Dear Parents:

On behalf of the L'Anse Creuse Public Schools, we welcome you to our schools! We are proud of our programs and facilities and are committed to providing our students with the best educational experience possible. We know this can happen when a strong relationship exists between school and home. Active support, combined with our best professional efforts, helps ensure academic success for your children...our students. To this end, every child is provided with quality instructional experiences which recognize, support and maintain high expectations for all students.

We are proud of our staff and students and invite you to become a part of our school community. There is a spirit of cooperation and progress at our schools that we would like to share with you.

## Elementary School Schedules

**Atwood** - School Hours: 8:51 a.m. - 3:55 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10 p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.493.5250

**Joseph M. Carkenord** - School Hours: 8:51 a.m. - 3:55 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.493.5230

**Marie C. Graham** - School Hours: 8:51 a.m. - 3:55 p.m. (M, T, TH, F);  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10 p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.783.6460

**Green** - School Hours: 8:51a.m. - 3:55 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10 p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.493.5280

**Francis A. Higgins** - School Hours: 8:51 a.m. - 3:55 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10 p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.493.5210

**Emma V. Lobbestael** - School Hours: 8:51 a.m. - 3:55 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10 p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.783.6450

**South River** - School Hours: 8:51 a.m. - 3:55 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10 p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.783.6480

**Tenniswood** - School Hours: 8:51 a.m. - 3:55 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:55 p.m. Half Day Dismissal: 12:10 p.m.  
Office Hours: 8:15 a.m. - 4:15 p.m., Telephone: 586.493.5640

**Donald J. Yacks** - School Hours: 8:00 a.m. - 3:04 p.m. (M, T, TH, F)  
\*\*Wednesday Early Release: 2:04 p.m. Half Day Dismissal: 11:19 a.m.  
Office Hours: 7:30 a.m. - 3:30 p.m., Telephone: 586.493.5630

\*\*Please refer to District Calendar for any Wednesdays that are not Early Release days\*\*

## **Attendance**

L'Anse Creuse Public Schools has a computerized student management system entitled, "PowerSchool." All elementary schools in L'Anse Creuse implement the following policies with regard to student attendance:

- a. Students who arrive at school after the posted start time for their building will be marked tardy.
- b. Students who arrive 90 minutes after posted start time for their building will be marked absent for ½ day.
- c. Students who leave school 90 minutes before dismissal will be marked absent for ½ day.
- d. Students who leave school prior to dismissal will be marked tardy.

Any student who is absent for 10 school days, will receive a letter. A doctor's note is required between the 10th and 15th absence. If no doctor's excuse is provided after the 15th absence, the county attendance officer will be contacted.

## **Absence Policy**

If your child **will not** be attending school, we ask that you call your child's absence in to the school office prior to the start of the school day. Please call your school building and select option #5 from the menu and leave a message including your child's name, teacher and reason for absence.

## **Positive Behavior Interventions and Supports Program (P.B.I.S.)**

District P.B.I.S. school-wide behavioral expectations

### ***Be Safe***

We will walk quietly through our school.

We will keep our hands, feet and other objects to ourselves.

### ***Be Respectful***

We will show respect for others and their property. We will use appropriate language.

### ***Be Responsible***

We will listen and follow directions.

We will allow the teacher to teach and allow other students to learn.

Bullying will not be tolerated.

## **School Age Child Care (SACC)**

A School Age Child Care (SACC) program for students is available at all elementary schools, before and after school. SACC services are available on half days.

SACC will process Family Independence Agency child care payments for families who qualify. Please contact the SACC program office at 586-493-5660 for information regarding fees and program registration.

A student must be pre-registered to attend. Registration forms are available at the school SACC site or online at the [L'Anse Creuse website \(www.lc-ps.org\)](http://www.lc-ps.org)

## **Dismissal during School Hours**

All students must be signed out in the office. This is a security measure which enables us to see that a child being picked up is known to the person calling for the child. Anyone picking up a student must be on the student's emergency data sheet. An ID may be required. Please make every effort to schedule medical appointments, etc. at times when your child's educational program will not be interrupted.

## **Emergency**

*School Closings:* If conditions necessitate delaying opening or closing of school, announcements will be made over the local radio or television channels, on the district website, through district social media, and directly to staff and families via School Messenger. To receive messages from School Messenger to your email and/or phone, contact your child(ren)'s school to verify your contact information is current. More information on School Messenger may be found at the [L'Anse Creuse website \(www.lc-ps.org\)](http://www.lc-ps.org)

*Fire Drills:* will be conducted periodically to prepare children and staff to evacuate the building in the most efficient manner in the event of an emergency situation.

*Disaster Drills:* will be conducted by staff and children. Students are assigned specific spaces throughout the building in the event of a tornado warning.

*Lockdown Drills:* will be conducted by all staff and children. In an event of an actual lockdown, no one will be allowed to enter or leave the building until the lockdown has been lifted.

## **Emergency Data**

It is important to have accurate and updated contact and health information for each child. Each year, parents must turn in an emergency data sheet that contains accurate information on how to contact parents or neighbors to be used in case of an accident or illness. This sheet is kept in the school office. It is also imperative that any health problem a child has is made known to the teacher and the office. In the event of a serious situation requiring immediate medical attention and a designated person cannot be reached, the child will be taken to the nearest hospital.

## **Accidents or Illness at School**

School personnel are authorized to render only minimal first aid. Parents will be contacted whenever there is a question of “treatment” or if the child seems ill enough to be sent home for medical attention.



## **Medication**

For every child’s protection, medications (over-the-counter or prescribed) are to be kept in the office. All medication must remain in the original prescribed container and labeled with student’s name and dosage instructions. A district medication form must be completed by the parent giving specific instructions and permission for the medication to be given. Medication must be delivered by the parent to the office. Any unused medication must be picked up by a parent. No medications may be transported on the bus. Exempt from the general medication rule would include; Emergency treatment medications for Diabetes, Allergies, Seizures and Asthma. Instructions for self/adult medication carry, transfer from classrooms and bus travel instruction will be followed per the Diabetic, FARE Allergy/Asthma /Seizure actions plans which are required for the medical care of the student.

## **Weather/Recess**

Please send children dressed suitably for outdoor activities. Recess periods are scheduled daily for the benefit of the children. Our general policy has been that children well enough to be in school should participate in group activities, both indoors and out. Certain exceptions are made; however, please understand that keeping a child indoors all day is not always serving his/her best interest. A request to keep a child in for more than one day must be accompanied by a statement from the doctor. All children will be kept indoors on rainy and/or extremely cold days.

## **Walkers and Bikers**

(When Applicable)

Any student who lives in a busing area and wishes to walk or ride his/her bicycle to school must request permission at the start of every school year.

## **Dress Code**

LCPS Board of Education Policy 5511: Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (Updated 3/17/14)

Creating an environment conducive to the task of learning is extremely important. For this reason, we ask parents to please monitor the attire that their children wear to school each day. However, the final decision as to the appropriateness will be determined by school administration. All clothing must ensure that the student retains acceptable modesty. Any student dressing in a way that creates a distraction to the learning environment, a safety hazard, or a health hazard will not be admitted to class. Students in violation of the dress code will be sent to the office and given the opportunity to correct the violation. Subsequent violations will result in progressive discipline up to and including suspension from school.

### **Examples of inappropriate dress include, but are not limited to the following:**

- Clothing that advocates the use of drugs, alcohol, tobacco, violence, profanity, sex, or innuendos, as well as any negative depiction of race, religion, sex or national origin
- Hats/head wear except for religious or medical reasons
- Shoulders, mid-sections & cleavage of students must be covered at all times. Tank tops, halter tops or revealing sleeveless shirts are not permitted during regular school hours.
- Bandanas, spiked jewelry, and chains

### **Guidelines for appropriate dress:**

- Appropriate and safe footwear must be worn at all times.
- Shorts, skirts & dresses must extend beyond the open hand of the student while standing or be at least mid-thigh length.

- Pants must ride at, or above, the hip line and cover all undergarments. Pajamas are not permitted, unless part of an approved class or school activity.
- Students who wear yoga pants, tights, leggings, and other similarly designed clothing must wear those items under appropriate length clothing.

**Guidelines for backpacks and outerwear:**

- Backpacks are to be left in the student coat room or locker.
- Purses and small bags must be equal to, or smaller in size, than a 3 ring binder.
- Outer/winter garments are to be left in the student coat room or locker.

**Loss, Damage of Property by Students**

Loss, damage or vandalism of any school district property including textbooks, library books or other supplied equipment will not be tolerated and will require satisfactory restitution as a provision for continued enrollment in the L'Anse Creuse Public Schools' district. Willful damage of buses can result in loss of bus service. A backpack, without wheels, is suggested to protect items taken to and from school.

**Toys and Games**

Students are not to bring any toys, electronic games, or any other personal belongings to school or on the bus.

The primary reasons for this policy are as follows:

- 1) These items are very distracting and disruptive in an educational setting,
- 2) Often times these items get broken, misplaced or vanish and the school cannot be responsible to determine the whereabouts of these items.
- 3) These items may be very expensive and the school cannot be responsible to pay for replacements.





## **Transportation**

The phone number to the district Transportation Department is (586) 783-6550. The following are expectations on our buses and at bus stops.

- Be Respectful – Respect the driver and others. Keep your hands, feet and unkind words to yourself.
- Be Responsible – You are responsible for your behavior and your belongings.
- Be Safe – Stay seated and follow other safety rules on the bus.

Disciplinary procedures, including the loss of bus privileges will be enforced when bus rules are not followed.

(See L’Anse Creuse Public Schools’ Bus Rules for more detailed explanation.)

## **Telephones**

Student use of school telephones is carefully monitored and generally discouraged. It is the responsibility of the parents and student to complete after-school arrangements, homework, books, treats, notes, dues, lunches, etc., prior to arrival at school. Telephones must remain turned off in a student’s backpack in their locker.

If you need to speak to your child’s teacher, please leave a message on the teacher’s voice mail or with the school office, and the teacher will return your call. Calls are not transferred to the teachers during instructional time. Cell phone use is not permitted during the school day. If there is a need for your child to have a cell phone, contact the principal for approval.

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