



Developmental Kindergarten -

Fifth Grade

Elementary Handbook

Belmont, Cannonsburg,

Crestwood, Lakes,

Meadow Ridge, Parkside,

Rogewood, and Valley View

CHILDREN LEARN WHAT THEY LIVE

Dorothy Law Nolte

If children live with criticism,
They learn to condemn.

If children live with hostility,
They learn to fight.

If children live with ridicule,
They learn to be shy.

If children live with shame,
They learn to feel guilty.

If children live with tolerance,
They learn to be patient.

If children live with encouragement,
They learn confidence.

If children live with praise,
They learn to appreciate.

If children live with security,
They learn to have faith.

If children live with approval,
They learn to like themselves.

If children live with acceptance and friendship,
They learn to find love in the world.



INTRODUCTION

Welcome to Rockford Public Schools! At RPS we believe that our exemplary educational system is a result of the collaborative efforts of our parents, students and staff. Together we are improving the quality of life and learning for all.

This elementary handbook has been prepared to enable elementary students and their parents to become better acquainted with their schools, the staff, and the rules and regulations by which they are operated.

The elementary staffs have been working diligently to get ready for another successful school year. In addition to being curriculum experts, our teachers are extremely caring and are committed to being advocates for every student.

We hope that this handbook will answer most of your questions and will serve as a handy reference throughout the school year.

Please direct any unanswered questions to our student-centered staff at each RPS school building.

Let's have a GREAT school year!

Ryan Kelley Ed.D.
Assistant Superintendent of Instruction

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PARENT RESPONSIBILITIES

Please keep the school informed as to your current:

Address
Telephone number
E-mail
Place of employment and telephone number
Doctor's name
Child Care
Friends, neighbors or relatives who can be reached when you are away.

Instruct your child as to where to go or what to do when he or she arrives home and finds no one there. This is especially important in case school should be dismissed early due to inclement weather or for some other essential reason.

Send a note or call office when:

You are taking a trip.
You are picking your child up after school.
Your child is riding a different bus.
Your child has a dental and/or doctor appointment.
You are giving permission to stay for an activity.
Any situation exists that might cause anxiety for your child or change in his/her normal routine as it relates to school.

In the event of a child concern, please contact the teacher first to address any issues.

SCHOOL HOURS

Instructional hours at Belmont, Cannonsburg, Crestwood, Lakes, Meadow Ridge, Parkside, Roguewood, and Valley View are from 8:40 A.M. to 3:40 P.M.

Elementary school office hours are from 8:00 A.M. to 4:30 P.M.

The schools are not responsible for children on the playgrounds prior to 8:30 a.m. or after school.

Children may enter the buildings no sooner than 5 minutes prior to the scheduled starting times.

Kindergarten students may not be dropped off at a stop without an adult present

GENERAL SCHOOL POLICIES

1. Elementary children are assigned to schools and classes by the school administration. Such factors as population density, declining pupil population and class sizes are considered in the assignment of these children. Your cooperation will be appreciated.
2. One of the goals of public education is to teach young children to observe the rights of private and public property. We must have some means of compulsion in training young people to learn about these rights and to observe them. The Board of Education is willing to accept the responsibility of repair and maintenance of all facilities and equipment as a result of the function of the educational program, but cannot accept the responsibility for damage done maliciously to any part of the building or equipment. Therefore, parents must be held liable in the latter case. For example, scratching initials in the furniture, writing on walls, throwing rocks through windows and those types of things, will be considered the responsibility of the parent and child.
3. School will operate whenever possible. If, however, conditions are such that there is a question as to their operation, we ask that you keep your radio or television tuned for the latest developments. The following TV and radio stations will carry this information: WWMT-3, WOOD-8, WZZM-13, WXMI-17, WOTV-41, WAKX, WBBL, WBCT, WCSG, WCUZ, WGNB, WGRD, WGVU, WJQK, WKLQ, WLAV, WLHT, WMUS, WODJ, and WOOD. You may also visit the Rockford Public School website at www.rockfordschools.org for closings or delays.
4. It is the policy of the Rockford Board of Education that in the event of a TORNADO WARNING all children will remain at school until the regular dismissal time. In the case of imminent danger or severe weather, your child could possibly be detained beyond regular dismissal time. The appropriate information will be shared with local radio and television stations.
5. Parents may pick up their own children at any time. Parents may not pick up children other than their own without written permission. No child is allowed to leave the school or school grounds without permission.
6. For special events or unexpected emergencies all schools will utilize a phone fan out system.
7. For additional Rockford Public School operation information go to www.rockfordschools.org.

TORNADO WATCH/WARNING INFORMATION

A TORNADO WARNING means a squall line or a tornado has been sighted. The necessity of taking cover is immediate. These squalls can come up within twenty minutes and it could be dangerous for a child to leave school under these conditions.

Procedures followed in all Rockford Schools in the event of a tornado WATCH or WARNING are:

1. A Civil Defense Monitor, located at the Administration Office, is used to receive OFFICIAL announcement when possible severe weather conditions exist.
2. Civil Defense Representatives have advised building administrators on what emergency procedures to follow.

REMEMBER - COMMUNICATIONS MUST BE MAINTAINED BETWEEN ALL SCHOOLS IN OUR DISTRICT, SO PLEASE DON'T CALL THE SCHOOLS UNLESS IT IS AN EMERGENCY. YOUR COOPERATION WILL BE APPRECIATED.

ATTENDANCE

According to Section 340.731 of the General School Laws of the State of Michigan, parents or legal guardians of children between the ages of 6 and 16 years, are required to see that their child is in regular attendance.

1. Encourage your child to attend school every day unless he/she is ill.
2. WHEN A CHILD IS ABSENT FROM SCHOOL, PLEASE CALL THE SCHOOL OFFICE BY 9:00 A.M. THIS CALL-IN POLICY IS IMPERATIVE TO THE SAFETY OF OUR CHILDREN.
3. When a pupil's absence is known ahead of time, as in the case of an out-of-town trip, please make arrangements with the teacher and let the office know.

Students are dismissed during school hours only for emergencies and only to the custody of the parents. (Unless a note indicating otherwise is received.) Please try to arrange doctor and dentist appointments during non-school hours. Please sign your child in and out at the office.

LOCKERS

At the beginning of the school year, hall lockers will be assigned to each student, with no more than two students assigned to one locker. Students should be advised that the lockers are owned by the school and are assigned on a temporary basis. The building administration therefore reserves the right to inspect the contents of any locker at any time, when in the opinion of the school official he/she is acting to protect the health, safety and welfare of the school community, and to enforce school rules, and there is a reasonable suspicion that the search will produce evidence of a violation of school rules. Students MAY NOT change lockers from those originally assigned without permission from their teacher.

VISITATION

Parents are most welcome to visit school. When you wish to visit your child's classroom, please contact the teacher for an appointment. As small children are often distracting to the regular classroom work, it is recommended they be left at home if at all possible. Please check in with the office upon arrival. All visitors must stop at the office and pick up a "visitors tag".

LOST AND FOUND

It shall be the policy of the Rockford Board of Education to have each building establish a lost and found collection area for such articles and items.

Such collection areas shall be established by the building Principal or Supervisor and maintained only under his/her supervision. All lost and found items, regardless of value, shall be submitted to an area designated by the Principal/Supervisor.

Periodically, at least twice per year, the Principal/Supervisor shall make oral and/or written communications to staff and/or students informing them there are items in the designated lost and found area. People are encouraged to identify, and possibly claim items from this area after ownership is established to the satisfaction of the Administration.

When, in the judgment of the Administration, the lost and found area accumulates many items, the Administration may donate/give such items to a charitable group, a family, or a person. An employee may remove lost and found articles or items only with the specific, written, prior approval of the Administrator/Supervisor. Failure to follow this policy shall be construed to be theft.

This policy shall be coordinated with other policies, rules and regulations where deemed advisable.

BUS NOTES

1. Students are assigned to specific buses routed to and from their homes.
2. Students may not ride another bus without a written request of the parent and approval by the building principal.
3. Group requests will be denied. Birthday parties, Scouts, Campfire Kids, etc., contribute to crowded buses and cannot be accommodated. Individual requests will be considered based on available seating.

DRESS

The school laws of the state of Michigan require a student to attend school in appropriate dress. We want to encourage appropriate dress for school as a place of learning. Since it is sometimes difficult to predict in advance what clothing might be questionable, we cannot set up a policy which will cover all situations. We do like to rely on the good judgment of parents; neatness, cleanliness, and good taste should be evident at all times. We do recommend that the following guidelines for dress should always be followed:

- Shorts must be fingertip length; no very short shorts
- Skirts should also be an appropriate length
- Shirts and dresses may be sleeveless, but any top with spaghetti straps is not appropriate
- No halter tops or bare midriffs
- No clothing with inappropriate slogans, wording, or inappropriate messages
- When in doubt, please don't wear that particular piece of clothing!

Children should also follow good grooming and hygiene procedures. We realize that the use of certain grooming products is up to the individual; however, use of these products during school hours can disrupt the educational process, and is not recommended. Again, we rely on the good judgment of parents and the appropriateness for elementary age children.

RECESS

1. The recess period is given to provide a change of pace, exercise and release of tension.
2. If your child is well enough to come to school, we can generally assume he/she is well enough to go outside for recess.
3. All children are expected to go outside where there is supervision, unless the principal declares the weather is not suitable for children to be outside. This will occur when it is raining or when the wind chill factor is 4 degrees or below.
4. A written request from the parent asking that a child remain inside for recess will be honored one day at a time. Requests for extended periods inside (more than three days) may require a statement from your doctor.
5. Tag or clearly mark all articles brought to school.

SAFETY

1. Snowballing is prohibited except for in designated areas. This ban is enforced on the school grounds and should not occur on the way to and from school.
2. Water pistols, peashooters, knives and any other items of torment are prohibited about or in the school. The above items will be taken away.
3. Children riding bikes should be GOOD, CAPABLE riders. Bicyclists are expected to obey all vehicular traffic rules and should use the sidewalk. It is expected that all riders will wear a bicycle helmet to and from school.
4. The use of rollerblades, skateboards, scooters, or other such recreational vehicles is prohibited during school hours.
5. Children are not allowed to play tackle football.

SAFETY PATROLS

Safety patrols (where used) are on their street corners before and after school.

General Rules for Safety Patrols:

- A. Safeties stand on curb facing traffic.
- B. Safeties control pedestrian traffic, never vehicular.
- C. Safeties will report to the supervisor all the names of students not obeying the safety rules.
- D. Safeties will not be on duty during severe weather.

CAFETERIA

The school offers a hot lunch program. Well-balanced lunches and milk are served daily in the cafeterias. Individual daily lunches, which include choice of entree, fruit, vegetable and milk, are sold.

Milk is offered for those children carrying lunches from home, soda pop and energy drinks are not recommended.

Children who are allergic to milk must have a note from the doctor stating the need for juice.

PARTIES

Each building will have seasonal celebrations. Each room has Room Parents who function through the parent organizations. These parents, along with the teachers and students, plan the parties. You may be asked for a contribution to help defray the cost of these parties, however there is no obligation to do so.

Please do not send invitations or gifts for birthday parties to school for distribution. Children excluded from this activity are easily upset, others get too excited and the school day is disrupted.

PICTURES

Individual pictures of all students are taken in the fall and spring. These may be purchased by parents, however, there is no obligation to do so.

REPORTING TO PARENTS

The progress reports will be sent home with students and should be kept at home. The envelope should be signed and returned to the teacher. The envelope may be kept after the last report.

Two conferences will be scheduled with the teacher. It is of utmost importance that at least one parent arrange to keep this appointment.

Parents may request additional conferences with teachers or administrators.

HOMEWORK

I. **Homework Definition**

1. Teachers are reminded that homework is not busywork. Homework is an activity which is assigned to be done at home to reinforce and/or extend learning.
2. Homework is that work assigned, but not completed during the allotted school time. This work usually is expected to be completed at home and returned the day following its assignment.
3. Reinforcement work specifically assigned for completion at home.
4. Special projects and reports which require added efforts at home.
5. Study required in preparation for tests and/or class work.
6. Independent reading.
7. Read aloud activity.
8. Study math facts.

II. **Purposes of Homework**

1. Extend classroom learning.
2. Provide reinforcement for in-school learning.
3. Assist students in developing study skills.
4. Encourage student self discipline.
5. Provide a link between school and home.
6. Provide opportunity for the teacher to check student mastery of material.

III. **Homework Guidelines**

1. First and second grade: 10 - 15 minutes per night of homework activity.
2. Third grade: 15 - 30 minutes per night.
3. Fourth and fifth grade: 30 - 45 minutes per night.
4. **Homework is not to be assigned on holidays or on those evenings when all-school events have been scheduled.**

IV. Parent Role in Homework

1. Establish homework as a family priority.
2. Provide a quiet study place in the home.
3. Help the child to schedule a regular study session.
4. Provide assistance and encouragement.
5. Monitor homework performance and insure completion of daily assignment.
6. Notify teacher if persistent problems or difficulties are noticed during study times at home.

V. Make-up Work Due to Student Illness or Absence

1. Students who are sick or have other excused absences will be granted at least two (2) days (maximum of five (5) days) of grace to meet teacher requirements for make-up.
2. Students on extended excused absences may be assigned alternative assignments (e.g., trip logs, etc.) at the discretion of the classroom teacher. Such assignments will be completed upon returning from the extended absence.
3. To avoid interruptions to teachers during class time, homework is not normally sent home for absences of one day's duration. For extended absences, requests for homework should be placed with the office twenty-four (24) hours prior to pick-up.

VI. Incomplete Assignments

Teachers are expected to provide a written policy statement to all parents at the beginning of each school year that outlines procedures, expectations and policies for missing, incomplete, or unacceptable homework.

BOOKS AND SUPPLIES

All books, workbooks, teaching supplies, etc. are purchased with tax dollars and are the school's property. Students are expected to take reasonable care of these materials. Unreasonable or careless use will result in fines for damages or lost materials.

PARENT ORGANIZATIONS

All Rockford Elementary Schools are served by some parent groups such as the PTA or PTO. Regardless of the name of the organization, its whole purpose is to bring about a closer cooperation between the home and the school.

By taking an active part in such groups, you can help give each child an opportunity to achieve a life that is satisfying to him and useful to others. You will have an opportunity to meet the teachers, principal and school authorities who, through these groups, keep you up to date on the objectives, curriculum and achievements of the school.

COMMUNICABLE DISEASES

Whenever a case of communicable disease (measles, chicken pox, etc.) occurs in a room, a parent will be notified that the child has been exposed. This will help everyone, in that the course of some diseases is lessened by early diagnosis and family plans are less upset when families know what to look for.

We will send a note home with each child, giving the name of the disease and some of the symptoms to look for, as soon as the office is notified of the illness.

The only way this plan can be effective is for each caregiver to call the school when their child contracts a disease. The County Health Department must have a record of all disease.

Children coming down with colds, the flu, or other illnesses, who are unable to play outside or those that have a fever above 100 degrees, should STAY HOME from school and be fever free for 24 hours before returning to school.

MEDICAL RECORDS

In case of an accident or illness at school, the procedures outlined on the reverse side of the student data sheet will be followed.

MEDICATION POLICY

(Prescription and Non-prescription)

- Whenever possible, medications should be given at home rather than at school.
- Parents must submit a medication permission form to the office before medication can be dispensed.
- No medications will be administered to a student without written permission from the parent/guardian.
- All medications must be brought to and from school by the parent/guardian.
- All medications must be in the original container and the label must include: Child's name, doctor, medication and dosage.
- Any changes in the type of drug, dosage, or time of administration, must be accompanied by a new Physician and parent permission form. Verbal requests/phone requests for medication are not allowed.
- All medications must be stored in the office.
- In cases where a deviation is necessary, (Inhaler, Epi-pen) arrangements and procedures will be coordinated by the school principal in consultation with the school nurse.
- Unused medications must be claimed by the parents at the end of the school year or be discarded.

STUDENT RECORDS

Rockford School Board Policy ensures that parents (and students 18 years of age) have the right to inspect their child's records. The appropriate building principal should be contacted concerning an appointment to inspect the records.

SPECIAL SERVICES

Specialists trained to plan programs to meet special learning needs serve all elementary schools. Available to the students are the services of:

1. Psychologists
2. Speech Therapists
3. Teacher Consultants
4. Homebound Teachers
5. Reading Consultants
6. School Nurse
7. School Social Workers
8. Occupational and Physical Therapists
9. English Language Learners (ELL)

If you have any questions regarding the services, call your school principal.

TELEPHONE USAGE

Your child will be allowed to use the school phone only in case of emergencies. If you wish to contact your child's teacher, please call before classes begin or after classes are dismissed. If you must call during school hours, please leave a message to have the teacher return your call.

WHAT NOT TO BRING TO SCHOOL

SKATEBOARDS are not permitted at school.

Motorized vehicles, weapon-like toys, hard balls, radios, video games, game cards, iPods, PDAs, headsets, cell phones, cd players, etc. are a nuisance and interfere with purposes of the schools. Therefore, students will not bring them to school. The teacher will take care of arrangement for classroom use of audio/visual equipment.

The use and/or possession of tobacco by students on school property is prohibited. This will include students when they are under the jurisdiction of the school, as for example, on school buses, at athletic events, or any school-sponsored or related activity.

BEHAVIOR

STOP AND THINK procedures will be the basis for monitoring unacceptable student behavior. Students who take a few seconds to reflect on their actions (and the consequences) generally make better decisions, are happier, and get along better with others.

The letters to STOP AND THINK refer to our expectations of behavior at any school setting.

1. Swearing is not allowed.
2. Tattling, tripping or tackling is not allowed.
3. Obey directions of aides and teachers.
4. Play ends when the bell rings.
5. Throwing stones/snowballs is not allowed.
6. Hitting or hurting others is not allowed.
7. Improper use of equipment is not allowed.
8. No running is allowed in the halls.
9. Kicking or biting is not allowed.

TRANSPORTATION RULES AND REGULATIONS

RESPONSIBILITY OF THE PARENTS

1. To ascertain and insure that their children arrive at the bus stop on time in the morning, no earlier than five minutes prior to arrival of the bus.
2. To ensure the safety of students to and from the bus stop and at the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
5. To provide a written request to the school principal if children want to get on or off the bus at a different stop, prior to the time of occurrence.

RESPONSIBILITY OF THE PUPILS

1. Walk to your seat; sit facing forward; keep feet on the floor; remain seated at all times; share your seat willingly.
2. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
3. To obey the driver respectfully and to report promptly to the school official when instructed to do so by the driver.

4. To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
5. To be in the place designated both morning and afternoon ready to board the bus at the time shown on the schedule in the bus. The driver is responsible for the maintenance of this schedule and CANNOT wait for tardy pupils.

PERSONAL SAFETY

1. To stay off the traveled roadway at all times while waiting for a bus.
2. To wait until the bus has come to a stop before attempting to get on or off.
3. To leave the bus only with the consent of the driver.
4. To enter or leave the bus only at the front door after the bus has come to a stop except in the case of an emergency.
5. To cross the traveled highway, if necessary, after leaving the bus in the following manner:
 - A. Make certain the bus is stationary.
 - B. On alighting, go to front of bus within sight of the driver and wait for the proper signal for crossing.
 - C. Upon signal from the bus driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.
 - D. Walk, **DO NOT RUN IN FRONT** of the bus, when crossing the highway.
6. Keep all body parts and belongings inside the bus.
7. Inform the driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. Help keep the bus clean, sanitary and orderly. Do not throw paper on the bus.
10. Food and beverages are not to be consumed on school buses.
11. Shouting, screaming, smoking, vulgar talk, running, fighting and pushing are not permitted.
12. If a seat is occupied by two students and a student gets on the bus who does not have a seat, room is to be made for that third child.
13. Keep aisles clear. All items you take on the bus must ride on your lap.

WHAT STUDENTS MAY NOT TRANSPORT ON SCHOOL BUSES

1. Any form of medication
2. Balloons filled with any substances
3. Pets or live animals
4. Glass containers or aerosol cans
5. Radio, iPods, CD players, etc.
6. Large band instruments, e.g., tuba, percussion set, French horn, etc.
7. Skateboards, inline skates, scooters
8. Sporting equipment, e.g., golf clubs, lacrosse sticks, baseball bats
9. Roll-up snow sleds are allowed— but any other type of sled is not.

VIDEO EQUIPMENT ON SCHOOL BUSES

To assist in the management of behavior on the bus, video equipment shall be used so that behavior may be monitored better.

A. Notification of Use

1. A sign will be placed in a visible location on the inside of the vehicle stating that this vehicle is equipped with video equipment and that person may or may not be recorded.
2. An article will be published at the beginning of the school year in the Rampage and the school newsletter.

B. Use of Equipment and Tapes

1. One camera will be rotated between every ten decoy boxes.
2. Placement of the cameras will be at the discretion of the Director of Transportation, taking into consideration the extent of misconduct on buses.
3. Video documentation (tapes) will be used to verify behavior of students. If misconduct occurs and discipline action is necessary, the normal discipline policy will be adhered to.
4. Videotapes will be viewed only by persons authorized by the school administration.

5. The district may conduct random viewing of videotapes, even when no conduct referral reports have been submitted, to see if disciplinary procedures are being followed. The district may also use videotapes in the training of drivers.
6. Tapes are to be stored at the transportation office. If no incidents are reported, the tapes will be recycled. If a tape is needed to corroborate a misbehavior, it will be saved for as long as necessary.



BUS CONDUCT REPORT Rockford Public Schools 7109 Northland Dr Rockford, MI 49341 863-6328	Students Name	School	
	Date of Incident AM PM	Driver's Name	Grade
	Bus No.	<input type="checkbox"/> 1 st Notice <input type="checkbox"/> 2 nd Notice <input type="checkbox"/> 3 rd Notice <input type="checkbox"/> 4 th Notice	

Dear Parent:

The purpose of this report is to inform you of a disciplinary incident involving the above listed student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated by the School District. The above named student has been cited for an infraction of the rules listed below. All questions should be directed to the Director of Transportation at 863-6328.

INFRACTION

- Improper Boarding/Departing Procedure
- Hanging out of Window
- Spitting/Littering
- Tampering with/Vandalizing Bus Equipment
- Fighting/Aggressive Behavior
- Destruction of Property
- Bringing Articles Aboard Bus of Injurious or Objectionable nature
- Throwing Objects in/out of Bus
- Unnecessary Noise
- Other Behavior Relating to Safety, Well-Being & Respect for Others
- Lighting Matches/Smoking on Bus
- Failure to Remain Seated
- Rude, Discourteous Conduct, and Annoying the Bus Driver or Other students
- Eating and/or Drinking on the Bus

SPECIFIC DETAILS:

*See Rules and Disciplinary Action on Back

IMPORTANT NOTICE TO PARENT

We feel that proper conduct by all students is essential for safety. We are sure you are concerned with any misbehavior on the part of your child and will help him/her understand the seriousness of his/her actions and help him/her correct them. We realize you are unable to help with this problem unless you are informed. **To ensure that you have seen this form, this form must be signed with the green copy to the driver prior to your student riding the bus again.**

Parent/Guardian Signature

Your signature on this form only indicates that you have received the information and not an admission of guilt

<u>PRELIMINARY ACTION:</u>	<u>DISCIPLINARY ACTION:</u>
<input type="checkbox"/> Held Conference with student <input type="checkbox"/> Telephoned Parent <input type="checkbox"/> Met with Parent <input type="checkbox"/> Consulted Counselor <input type="checkbox"/> Other	<input type="checkbox"/> Student Regretful, Cooperative <input type="checkbox"/> In-school Suspension <input type="checkbox"/> Denied Bus Privilege from may return on the <input type="checkbox"/> Other

WHITE: Parent Keep GREEN: Parent Sign and Return PINK: Principal YELLOW: Transportation GOLD: Driver

1st NOTICE is a **WARNING** that the person named has been involved in the incident described. Parent/Guardian will be notified by the Bus Driver about the behavior problems. Student returns GREEN copy of conduct, signed by parent/guardian, to the driver before the student can ride the bus again.

2nd NOTICE will bring **DISCIPLINARY ACTION** and possible suspension of bus riding privileges up to five (5) days. If a suspension is levied, Parent/Guardian will be notified before the suspension. Student returns GREEN copy of conduct, signed by parent/guardian, to the driver before the student can ride the bus again.

3rd NOTICE will bring a **SUSPENSION** of bus privileges for ten (10) days. Parent/Guardian will be notified before the suspension. Parent/Guardian are to meet with the Bus Driver, Principal, and the Director of Transportation if the student is to be allowed to ride the bus after the suspension period and then only if proper corrective measures have been worked out.

Student returns GREEN copy of conduct, signed by parent/guardian, to the driver before the student can ride the bus again.

4th NOTICE will follow the same procedure as the third including a minimum **SUSPENSION IF THIRTY (30) days up to suspension for the remainder of the school year.**

ANY FOLLOWING NOTICES WILL RESULT IN A SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR

Conferences requested by Parent will be scheduled as soon as possible at the school site.

Suspension of bus privileges and/or school discipline will result for the following infraction: (length of suspension is discretionary, depending on the severity of the infraction)

- Use of tobacco or creating a fire hazard
- Fighting
- Possession of alcohol or drugs
- Throwing objects in or from the bus
- Flagrant insubordination/defiance

The school district reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense

Questions should be addressed to the Director of Transportation at 863-6328.

SPECIAL CLASSES SCHEDULES

ART

Developmental K & Kindergarten	30 minutes one day per week
Grades 1 - 5	60 minutes one day per week



MUSIC

Developmental K & Kindergarten	30 minutes one day a week
Grades 1 - 5	30 minutes two days per week



COMPUTER

Grades DK - 5	45 minutes one day per week
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LIBRARY

Grades DK - 5	30 minutes one day per week
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PHYSICAL EDUCATION

Developmental K & Kindergarten	30 minutes one day a week
Grades 1 - 5	30 minutes two days a week

*All boys and girls will participate in a regular program of physical education. If there are medical or physical reasons why your child should not participate please inform the office at once and ask your doctor to send a note. Limited omission from PE is possible by way of a note to the teacher.



Technology Policy

Use of technology including the Internet is a privilege given to all students. The District uses technology to provide access to electronic resources and promote and enhance student learning consistent with District educational goals and objectives. Every student using computers in the Rockford Public Schools system needs to follow certain rules. These rules keep students safe. If students do not choose to follow these rules, they may be removed from all computer technology.

1. Be respectful to others also using computers.
2. Tell a teacher if something is broken or not working right.
3. Do not copy anything that is not your work unless you have permission from the author.
4. Keep all hardware and software in the school. Do not take anything home.
5. Tell a teacher if someone else is not using the technology in the right way.
6. No food or drink will be allowed near the computers
7. Only access e-mail accounts provided by the district and under the direction of a teacher for educational purposes.
8. Only access chat rooms under the direction and guidance of a teacher for educational purposes.

NETWORK ACCESS

The district provides access to our computer network to students and staff so as to promote and enhance their learning. Here are some guidelines to keep in mind when students use the District's network.

- Use of the network is only for the purpose of education and research.
- The District will not be responsible for any damages the student may experience such as; delays and interruptions, non-delivery of files/documents or loss of data that is caused by the student's errors or omissions or otherwise.
- The District has a filtering program available through the network. Though the District will make efforts to block inappropriate material, students may be exposed to inaccurate or offensive material. The District makes continuous efforts to block student access to inappropriate material. The District makes continuous efforts to block student access to inappropriate material but even the best filtering software cannot guarantee total blockage.
- The student knows that the network belongs to the District and that the District in accordance with District policy, may examine all information stored on the network.

ON-LINE RULES FOR STUDENTS

There may be some questions that you have about getting on-line and what happens when you do. The following questions and answers are written to answer your questions and give you the rules in which you need to follow.

What if someone wants to know my real name? You will probably use a nickname or a “handle” when you are on-line. Don’t tell anyone who you are but if you have a question about this, talk to your teacher or parents.

What if someone wants to know my address? Make sure you check this one out with your teacher. You may want to give your address if you are asking for information and they won’t give your address out to anyone else. It is recommended that you give out the school address and not your personal home address. *By law, you cannot give out personal information without parental permission.

What if someone wants to know my phone number? They might want to know your phone number to learn your address and send you junk mail and try to sell you things. Your phone number is personal so don’t tell anyone. *By law, you cannot give out personal information without parental permission.

What if I see something on-line that is too grown up for me? You should skip this part and look for something else. As you grow up, you will develop different interests but there are some places that you should not go. If there is an area that you know is meant for adults, don’t go there. There are a lot of different people on the Internet. These people are from many countries and cultures and are interested in different things. Please be respectful of their interests. You should not take opinions and ideas found on-line and say that they are yours. It is important to discuss any advice you get on-line with your parents. *The district uses “CyberPatrol” to block inappropriate sites on the Internet.

What if they send me e-mail? Keypals and net friends are great! You can have friends all over the world, give each other pictures and share your favorite stories. You may even meet face-to-face someday! But be careful. Not everyone on the Internet is who they say they are. Be ready for a little mistrust. Ask questions if you are not sure that they are telling the truth about who they are. Remember, they may not have your best interest in mind.

*It is district policy that students are monitored at all times when they are on the Internet, but this is sound advice to follow at home as well.

THINGS TO LOOK OUT FOR

If a person asks you not to tell your teacher or parents about them, tell right away! If a person sends you a gift, ask yourself if you would take a gift from a stranger in a car. If people won’t tell you about themselves, they may be trying to hide who they really are.

*Internet usage in the schools is monitored at all times and only educationally appropriate sites are used to teach the curriculum.

CONSEQUENCES FOR MISUSE/ABUSE OF THE INTERNET AND/OR NETWORK

- Referral to principal for appropriate disciplinary action including suspension or expulsion
- Loss of internet privilege for the school year
Possible legal action if deemed appropriate



ROCKFORD PUBLIC SCHOOLS
STUDENT TECHNOLOGY USE POLICY
PERMISSION AGREEMENT

Student Agreement:

As a user of the Rockford Public School’s District Network, I hereby agree to comply with the stated rules communicating over the network in a responsible fashion while honoring all relevant restrictions.

Parent or Guardian Agreement:

As parent/legal guardian I have read and agree to the conditions set forth in Rockford Public School’s Technology Use Policy. I understand that this access is for educational purposes. I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials available on the network. I will hold harmless the District, the employees, agents, and Board members for any harm caused by materials obtained via the network. I understand that my student has been taught the proper use of district technology. Further, I accept full responsibility for supervision if and when my student’s use is not in a school setting. I consent to the unrestricted release of any of my child’s work, materials, and/or records, which my child voluntarily or accidentally places in public-access storage areas on the District network/Internet. I hereby give my permission for my student to access school technology and the District network, including the Internet and certify that the information contained on this form is correct.

Access Consent: (please check ALL that apply)

- My child may use the Internet and have access to the district network for all other instructional purposes.
- My child can access the Internet only if the teacher is showing information to the class. My child can access the district network for all other instructional purposes.
- My child may not use the Internet but may access the district network for all other instructional purposes.

Publication Consent (please check ALL that apply):

I hereby

- Give
 - Do Not Give
- permission for my child’s photo or first name to be published on District web pages or the Internet.

I hereby

- Give
 - Do Not Give
- permission for my child’s photo and first name to be published on District web

Student’s Full Name (print) _____ Grade _____ School _____

Student Signature _____ Date _____

Parent/Guardian Full Name (print) _____ Date _____

Parent Signature/Guardian Signature _____

BOARD POLICIES FOR DISCIPLINE

The Rockford Public School's Board of Education, in keeping with its basic philosophy, believes that discipline in the school setting provides each pupil with the most favorable atmosphere for learning. The Board recognizes the incorporation of limits and controls by individual students is an important part of the learning process and a necessity for young people if they are to participate effectively in a democratic way of life.

In that discipline is essential to the learning process, it is expected all personnel connected with the educational setting, in cooperation with the home, will endeavor to help individual students to adapt to these constrictive limits and controls.

It is recognized that, if after exhausting all available resources, a specific individual still cannot function effectively in the school setting, the School Board shall be informed so as to act, as is necessary, for the best interests of the educational environment and the individual student.

It is recognized that parents are most influential in the social and emotional development of their children and their cooperation is essential in helping their children to incorporate limits and controls.

DISCIPLINE IN THE ELEMENTARY SCHOOLS

The elementary staff in the Rockford Public Schools strongly believes that in order to have a safe and orderly learning environment for our students, discipline must be the responsibility of everyone involved with the schools. We request the cooperation and support of students, parents, custodians, bus drivers, aides, teachers, administrators and the School Board in working together towards an effective discipline policy. With the aid of these groups, we will be able to maintain the standards of behavior in our schools at the level we feel the community expects.

With changing trends in fads and items available on the market, it would be impossible for the administrators of this school district to list every potential problem that could surface at school. In cases that for some reason are not listed in the discipline code, where behavior is disruptive to the normal school day or endangers the health, safety or welfare of students or the student body, please be assured that discipline will be reasonable and just to correct the behavior.

The staff in the Rockford Public Schools receives administrative support in the matter of discipline whether in the classroom, in and around the building, or at school sponsored activities here or away from Rockford. The staff is expected to maintain good discipline. In their efforts to maintain it, they have the freedom to avail themselves of all reasonable methods within the school philosophy.

MINOR OFFENSES AND DAY TO DAY OPERATIONS

Each elementary school has developed their own disciplinary process based upon the individual needs of the building and community. The purpose of this disciplinary process is to allow for structure in the day to day operations of the school. Teachers will develop classroom rules for management purposes which correspond with the building disciplinary process.

MAJOR OFFENSES

The Rockford Board of Education does hereby establish the following categories of misbehavior which may result in suspension or expulsion from school of any student regardless of age or placement under its jurisdiction.

IN SCHOOL OR OUT OF SCHOOL SUSPENSION: This type of discipline will be used for behavior which is either repetitious in nature with no positive change, or for offenses which would be considered **MAJOR** in degree. Repetition of major offenses may result in an increase of punishment. **Note the "In School Suspension" is an option for the principal and may or may not be assigned depending on the situation.** The principal may also utilize available school personnel for assistance such as social workers, psychologists, etc. The disciplinary action identified for the various types of unacceptable behavior enumerated in the student disciplinary code of conduct, *state a range of disciplinary actions which may be imposed.* The school district reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense.

UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION
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ARSON:

- | | |
|---|---|
| Purposefully setting fire to school property for the purpose of doing damage or injury. | <ol style="list-style-type: none">1. Notify parent2. Refer to police (unless unwarranted)3. Suspension – 5 day minimum or expulsion4. Suspension – 3 days minimum5. Payment of damages.6. Second offense - Expulsion |
|---|---|

UNACCEPTABLE BEHAVIOR**RANGE OF
DISCIPLINARY ACTION****POSSESSION OF WEAPONS:**

Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting bodily harm or considered dangerous by administration.	<ol style="list-style-type: none"> 1. Notify parent 2. Refer to police (unless unwarranted) 3. Suspension – 5 day minimum or expulsion
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ALCOHOL & DRUGS:

Possession of, use of, transferring or sale of alcoholic beverages, narcotics or drugs, including look-alike drugs or alcohol inclusive of any related drug paraphernalia.	<ol style="list-style-type: none"> 1. Notify Parent 2. Refer to police (Unless unwarranted) 3. Ten days suspension 4. Expulsion (2nd offense)
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SALE OF:

1. Notify parent
 2. Refer to police
 3. Expulsion
-

PHYSICAL ASSAULT:

(student to student) <u>Major Assault</u> : intentionally causing or attempting to cause gross or serious physical harm to another through force or violence	<ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate 3. Possible expulsion
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<u>Minor Assault</u> : intentionally causing or attempting to cause physical harm to another through force or violence with circumstances that warrant consideration	<ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate 3. Possible expulsion
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ASSAULT OR AGGRESSIVE BEHAVIOR TO SCHOOL PERSONNEL (student to district employee, volunteer, or contractor): causing or attempting to cause physical harm to another through intentional use of force or violence	<ol style="list-style-type: none"> 1. Notify parent 2. Suspension if appropriate 3. Possible expulsion
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VERBAL ASSAULT:

(student to district employee, volunteer, or contractor): any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent intent and ability to inflict injury	<ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate 3. Possible expulsion
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UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION
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Other Assault:

- | | |
|--|--|
| Any written or implied threats to school personnel or students | <ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate 3. Possible expulsion |
|--|--|

EXTORTION/PANHANDLING:

- | | |
|--|--|
| Taking money or items of value through “strong arm” tactics or soliciting, begging, or mooching money from other students. | <ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate 3. Possible expulsion |
|--|--|

HARRASSMENT AND/OR SEXUAL HARASSMENT:

- | | |
|---|---|
| Includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student’s educational environment. | <ol style="list-style-type: none"> 1. Suspension if deemed appropriate 2. Possible expulsion. |
|---|---|

FORGERY:

- | | |
|---|---|
| Fraudulent use of school related documents and/or copies of any student’s school related materials, including false phone calls to attendance office. | <ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate |
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PROFANITY/OBSENIITY:

- | | |
|---|---|
| The use of inappropriate, offensive language either written or spoken, or actions of vulgarity. | <ol style="list-style-type: none"> 1. Notify parent 2. Suspension, if deemed appropriate 3. Possible expulsion |
|---|---|

PERSISTENT DISOBEDIENCE OR DISORDERLY CONDUCT:

- | | |
|--|--|
| Inappropriate classroom behavior and non-compliance with the reasonable requests from school personnel. Loss of control, or emotions. Defiance, insubordination. | <ol style="list-style-type: none"> 1. Notify parent 2. Snap suspension 3. Suspension if deemed appropriate 4. Possible expulsion |
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UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION
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TOBACCO:

Possession or use of tobacco in any form is prohibited on school property or at any school sponsored event regardless of location.	<ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate 3. Possible expulsion
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THEFT:

Stealing	<ol style="list-style-type: none"> 1. Notify parent 2. Notify police (unless unwarranted) 3. Suspension if deemed appropriate 4. Possible expulsion
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FALSE ALARMS:

a. Fire alarms	<ol style="list-style-type: none"> 1. Notify parent 2. Refer to police (unless unwarranted) 3. Suspension if deemed appropriate 4. Possible expulsion
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b. Bomb threat	<ol style="list-style-type: none"> 1. Notify parent 2. Refer to police 3. First offense - expulsion
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c. Deliberate breaking of glass in fire alarm or removal or discharge of fire extinguishers.	<ol style="list-style-type: none"> 1. Notify parent 2. Refer to police (unless unwarranted) 3. Payment of damages 4. Suspension if deemed appropriate 5. Possible expulsion
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VANDALISM:

Defacing or destroying school property.	<ol style="list-style-type: none"> 1. Notify parent 2. Payment of damages 3. Suspension if deemed appropriate 4. Call police of appropriate 5. Possible Expulsion
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PYROTECHNICS:

The use and/or possession of any explosive, smoke or odor producing device is prohibited in or on school property	<ol style="list-style-type: none"> 1. Notify parent 2. Notify police (unless unwarranted) 3. Suspension if deemed appropriate by the principal.
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UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION
GAMBLING:	
Student involvement in betting or wagering.	<ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate
TRUANCY:	
Under the laws of the State of Michigan, any student between the ages of 6 and 16 years old, not exempted by law, who fails to continuously and consecutively attend school during the school year fixed by the appropriate school district, is truant	<ol style="list-style-type: none"> 1. Notify parent 2. If attendance does not improve, refer to the County Truant Officer
TARDINESS:	
A pupil will be considered tardy when not in the assigned room, ready for class, when the tardy bell rings	<ol style="list-style-type: none"> 1. Principal will follow the procedures for truancy when the problem is continuous without improvement
GANG-RELATED ACTIVITY:	
Zero Tolerance. The schools will not tolerate any gang related activities, clothing, flashing signs, graffiti, strong arm tactics, etc.	<ol style="list-style-type: none"> 1. Notify parent 2. Refer to police (unless unwarranted) 3. Suspension if deemed appropriate 4. Possible expulsion
INDECENCY:	
Offending acts against recognized standards of propriety and good taste (as interpreted by the building administration). This may include items of clothing that the administration determines to be inappropriate	<ol style="list-style-type: none"> 1. Notify parent 2. Suspension if deemed appropriate 3. Possible expulsion
ACADEMIC DISHONESTY:	
Students found to be guilty of “cheating” or plagiarism.	<ol style="list-style-type: none"> 1. Conference with student 2. Notify parent (unless unwarranted)

UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION
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POSSESSION OR USE OF ANY MISCELLANEOUS NUISANCE ITEMS:

<p>Possession of or use of any item that is disruptive to the educational process will not be allowed; examples: squirt guns, eggs, pea shooters, lighters, matches, shaving cream, hats, pocket pagers, cellular phones (or other electronic devices), etc.</p>	<ol style="list-style-type: none"> 1. Notify parent (unless unwarranted) 2. Suspension if deemed appropriate 3. Possible expulsion
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UNAUTHORIZED LEAVING OF SCHOOL PROPERTY:

<p>Students may not leave school grounds without authorization</p>	<ol style="list-style-type: none"> 1. Notify parent (unless unwarranted) 2. Suspension if deemed appropriate
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COMPUTER PIRACY:

<p>Having possession of and/or use of unauthorized software that was copied, transferred, or transmitted from a legal source</p>	<ol style="list-style-type: none"> 1. Notify parent 2. Loss of computer usage if deemed appropriate 3. Suspension if deemed appropriate
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COMPUTER VANDALISM:

<p>Circumventing security software, destruction of files (deletion, and modification), unauthorized access (network, network modems, and computer stations), physical destruction of computer equipment, disassembling of computer, peripherals, or network cables</p>	<ol style="list-style-type: none"> 1. Notify parent 2. Loss of computer usage if deemed appropriate 3. Payment of damages 4. Suspension if deemed appropriate 5. Possible expulsion
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SEXUAL HARASSMENT OF STUDENTS BY STUDENTS

SECTION 1. POLICY STATEMENT

The Rockford Public Schools' policy prohibits sexual harassment of students. Sexual harassment of students disrupts the educational process and interferes with this District's commitment to provide a stable learning environment to its students. All students are expected to conduct themselves with respect for the dignity of others. The Rockford Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this District.

SECTION 2. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications may be illegal and will subject students to appropriate corrective action, including discipline, when such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment.

Sexual harassment of students may take many forms. Examples of conduct prohibited by this policy include, but are not limited to, the following:

- (a) verbal harassment or abuse of a sexual nature
- (b) pressure for sexual activity
- (c) repeated remarks with sexual or demeaning implication to students
- (d) unwelcome touching of a sexual nature
- (e) suggestions or demands of sexual involvement that are accompanied by implicit or explicit threats
- (f) sexual name calling, gestures, jokes and spreading sexual rumors about students

SECTION 3. REPORTS OF SEXUAL HARASSMENT

The District encourages any student who believes he or she has been subjected to sexual harassment to report his/her concerns directly to any building principal or guidance counselor. Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency.

All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. Any student who violates this policy will be subject to appropriate corrective action, including suspension or expulsion.

The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

“If you have a
child’s heart,
you have their
mind as well!”