

# Gladwin Elementary School

## Student Handbook

2018-2019



**Gladwin Elementary School**  
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**2018-2019**  
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# GLADWIN ELEMENTARY SCHOOL

Dear Parents:

It is our desire to work cooperatively throughout the school year to provide the best learning and social experiences possible. Please spend a few minutes with your child reading and discussing the procedures and rules for our school. Thank you for your help in this matter.

If, at any time during the year, you would like to meet with me personally, please call the office at 426-7771.

Sincerely,

*Josh Pahl*

Josh Pahl  
Principal

## MISSION STATEMENT

We, the Gladwin Elementary School Staff, believe all students can learn. We share the responsibility, in cooperation with parents and the community, to provide a safe, caring, environment where students will achieve academic, creative, artistic, emotional, physical and social skills to their individual potential.

## Chain of Command

Occasionally parents have concerns and are not sure of how to address them according to school procedures. The following chain of command has been established for Gladwin Schools.

First, always discuss problems or concerns **with the child's teacher**.

Second, if the problem cannot be resolved or does not involve the classroom environment, contact the **building principal**.

Next, contact the Superintendent of Schools.

Finally, attend a board meeting and address the school board.

## Elementary Staff

**Principal** – Josh Pahl

**Secretary** – Kathy Pratt

**Librarian** -

**Instructional Coach** – April Medema

**School Nurse** – JoAnne Clagg

**Office Clerk** – Beth Benson

**Social Worker** – Janice Crowley

### **Paraprofessionals:**

Jamie Cameron

Teresa Coats

Chari Hillier

Jennifer Mattoon

Tammy Mawhorter

Kris Priest

Angel Ritchie

Theresa Roza

Brittany Sheehan

Lori Shell

Liz Trombley

Denise Wyniemko

### **District Assistants:**

Dawn Alfieri

Sam Bully

Laura Keen

Lisa Raymond

### **Pre-School Teachers:**

Haley Campbell

Jennifer Stoutenburg

### **First Grade Teachers:**

Jessica Johnson

Kimberly Penix

Jody Seebeck

Melinda Wavra

### **Kindergarten Teachers:**

Cheri Gary -Y5

Natasha Randle – Y5

Lee Ann Clayton

Rebecca Tippman

Toni Hudecz

Kelli Muma

Jessica Mausolf

### **Second Grade Teachers:**

Katie Hover

Mindy Mercer

Jamie Reynolds

Josie Ritchie

**Art Teacher** – Kerri Stoike

**Music Teacher** - Mark Maday

**Physical Education Teacher** – Joel Stockford

**Special Education Teacher** –Aaron Seiser

**Science Special Teacher** – Carrie Zeitz

### **RESD Staff:**

Occupational Therapist-Alissa Guoan

Psychologist-Anna O'Dell

Speech Pathologist-Barb Tyler

## School Hours

School begins at 8:20 a.m. and ends at 3:36 p.m. for students in grades K-2. Children may enter the building at 8:00 a.m. Children who walk to school, or are dropped off by parents, should arrive no earlier than 8:00 a.m. **There will be no supervision for students until 8:00 a.m.**

### Phone Numbers

Elementary Office	426-7771	Intermediate Office	426-4531
Junior High Office	426-3808	High School Office	426-7341
Superintendent's Office	426-9255	Athletic Department	426-5491

## 2018-2019 Yearly Schedule



### *Gladwin Community Schools*

#### Calendar for 2018-2019 School Year

Professional Development (No Students).....	August 22, 2018
Professional Development (No Students).....	August 23, 2018
First Day for Students.....	Monday, August 27, 2018
No School.....	Friday, August 31, 2018
No School Labor Day.....	Monday, September 3, 2018
Parent Teacher Conferences (K-5 Only)(1/2 Day all Students).....	October 11, 2018
End First Marking Period.....	October 26, 2018
Parent Teacher Conferences (6 <sup>th</sup> -12 <sup>th</sup> Only)(1/2 Day all Students).....	November 1, 2018
½ Day for Students & Staff.....	November 2, 2018
Professional Development (1/2 Day Students).....	November 8, 2018
Professional Development (1/2 Day Students).....	November 9, 2018
Deer Season (No Students).....	November 15, 2018
½ Day for Students & Staff.....	November 21, 2018
Thanksgiving Break.....	November 22 & 23, 2018
½ Day for Students & Staff.....	December 20, 2018
Christmas Break Begins (No School).....	December 21, 2018
Back to School.....	Thursday, January 3, 2019
End 1 <sup>st</sup> Semester.....	January 11, 2019
Teacher Records Day (No Students).....	January 14, 2019
Professional Development (Half Day Students).....	January 17, 2019
Professional Development (Half Day Students).....	January 18, 2019
Winter Break (No School).....	February 4, 2019
Winter Break (No School).....	February 22, 2019
End Third Marking Period.....	March 22, 2019
Spring Break Begins No School.....	March 25, 2019
Back To School (Monday).....	April 1, 2019
Professional Development (Half Day Students).....	April 11, 2019
Professional Development (Half Day Students).....	April 12, 2019
Good Friday (No School).....	April 19, 2019
Memorial Day (No School).....	May 27, 2019
Back To School (Tuesday).....	May 28, 2019
½ Day for Students – Exams.....	June 5, 2019
Last Day of School ½ Day for Students – Exams.....	June 6, 2019
Teacher Records Day No Students.....	June 7, 2019

# Gladwin Community Schools K-12 Student Expectations



**Be Prompt and Prepared**

**Respect Authority**

**Respect the Rights of Others**

**Respect Property**

**Show a Concern for Learning**

**Display Appropriate Social Skills**

**Display Appropriate Character**

## **Gladwin Elementary School Student Expectations**

We at Gladwin Elementary School feel it is important to provide a safe and happy learning experience for all students. As a student here we expect you to follow these guidelines to the best of your ability.

### **Be Responsible:**

Be responsible for your things,  
your work, and yourself.  
Follow rules and directions.

### **Be Trustworthy:**

Be honest with yourself and others.

### **Be Respectful:**

Be nice to yourself and others.  
Be polite and courteous.  
Respect property.

### **Be a good Citizen:**

Keep your school clean.  
Cooperate and help others.  
Represent your school well.

### **Be Caring:**

Be nice to yourself and others.  
Show your feelings appropriately.  
Be a good friend.

### **Be Fair:**

Play fairly and share with others.  
Follow the rules.

## Messages for Children

Please send a note to school with your child if any changes occur in their regular routine. We realize that sometimes there is a change in plans and you must get a message to your child during the school day. *We greatly appreciate your calling prior to 2:00, which is when messages are delivered each day. Due to shortage of staff, we cannot guarantee that messages called in after 2:00 will reach the classroom.*

## **Lost and Found**

There is a lost and found container located by the Library. Parents are welcome to check at any time for lost items. After one month, items will be taken to *a mission and donated.*

## Visitors

Parents are encouraged to visit school. **Please report to the office using the front door entrance ONLY.** This is for the protection of everyone in the building. Parents wishing to visit their child's classroom are welcome, but should contact the teacher at least one day in advance of the time they wish to visit. If you wish to discuss your child's work or behavior, *please* plan to do this outside of instructional school hours, or by appointment, so the teachers can give you their undivided attention.

## **Release of Students from School**

- 1) Children will be released to their parents and to those individuals listed on their emergency forms. It is helpful if you indicate in writing, and sign your name, when you plan to have a person listed on the emergency form transport your child. Picture identification will be required.
- 2) Parents picking up children from school at 3:36 are asked to wait in the cafeteria and then will be released to go to the classroom to pick up their children following the dismissal of the bus students. Remember to send a note to your child's teacher if you are picking him/her up from school. **Children will be placed on their bus if we do not have a note from a parent indicating that your plans have changed.**
- 3) Please remember that school is in session from 8:20 until 3:36. It is our belief that consistency is important in order for learning to occur. If a child needs to leave school early, he/she will be called to the office to meet you. **If you are planning to pick up your child early from school, they must be picked up by 3:15. No students will be released from the classrooms from 3:15-3:36. All children leaving school early must be signed out in the office.** This is a very busy time of the day and it is our intention to provide as much safety as possible at dismissal times.

## **Fire/Tornado/Lock-Down Regulations**

There will be at least 8 fire drills, 2 tornado drills, and 2 lock-down drills during the school year. During fire drills, students will practice exiting the building and meeting at a safe location. The teacher in charge of the students at the time of the drill will accompany them. During a tornado drill students practice the proper sitting position, within the building, that they would assume in case of a real tornado. A lock-down drill requires that the entire building be locked.



## **Report Cards/Conferences**

Report cards will be issued **three** times each year. The first card will be issued after the tenth week of school. Parent-teacher conferences will be set up near the end of the first semester. You may, however, request a conference with your child's teacher at anytime during the school year.

## **GCS Notice of Non-Discrimination Policy**

It is the policy of the Gladwin Community School District that no person shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or activity in employment.

Any questions concerning Title VI of the Civil Rights Act or Title IX of the Educational Amendments of 1972, should be directed to the Administration Office, Gladwin Community Schools, 401 Bowery, Gladwin, Michigan 48624, (517) 426-9255. Inquiries relating to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the Administration Office at the above address.

## **Sexual Harassment and Intimidation**

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator or grievance officer.

## **Grievance Procedure**

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator, or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps.

1. Interview the complainant and document the interview.
  - a. Request that the complaint be put in writing, if possible.
  - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
2. Interview the accused and document the interview.
  - a. Re-emphasize the board's policy regarding insult, intimidation and harassment without making judgments at this stage.
  - b. Keep the identity of the complainant confidential, if possible.
3. Interview all witnesses identified by the parties and document the interview.
4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.

If the investigation shows that the complaint is without merit, the following action will be taken:

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminate the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism the complaint resolution will be reiterated to all employees or students involved in the investigation.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment

Opportunity Commission or the Michigan Department of Civil Rights.

If the investigation shows that the complaint has merit, the following action will be taken:

1. The investigations will be closed.
2. The grievance officer will confer with the board and superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
  - a. The complainant should be made whole: in the case of an employee, for any lost time, in earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of board member; lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
  - b. The potential for continuing problems should be alleviated by reassignment where possible.
3. The parties will be advised of the results of the investigation and the actions to be taken.
4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Opportunity Commission or the Michigan Department of Civil Rights.

All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation or a complaint was essential to its resolution will be informed of it.

### **Sanctions**

A. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.

B. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

C. A sustained charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under the current law.

### **Notice of Compliance with Federal Law**

1. It shall continue to be the policy of Gladwin Community School District not to discriminate on the basis of religion, race, national origin, sex, or handicap in educational programs, activities, and/or services and to comply with all requirements and regulations of the U.S. Department of Education. All students shall have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and services.

2. It shall continue to be the policy of this school district to make all employment decisions in a nondiscriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of religion, race, national origin, sex, or handicap. Equal pay shall be given for the performance of jobs requiring equal skills, effort, and responsibilities.

### **Notice of Right to Access and Privacy of Records**

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by the Gladwin Community School District. The rights include:

(1) The right to examine the student's records. Requests for inspection shall follow the following procedure: Contact the building principal and arrange an appointment.

(2) The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence, and to insert an explanation in the record if the administration disagrees.

(3) The right to have records which personally refer to a student kept confidential except either by consent of the parent/student or when being used by school personnel for school business. Certain official agencies may also request records. These are listed in the Board of Education Policy on Privacy of Student Records.

(4) The following information will be made available for publication in directories, sports programs and so forth: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended and other similar information. If a parent or student does not wish this information to be available for publication, notice

must be given to the building principal by October 15th.

(5) The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from Gladwin Community Schools, at the Superintendent's office, 401 Bowery; Gladwin, Michigan 48624.

(6) The right to protest to The Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue S.W., Washington D.C. 20201, if school district is not complying with The Family Rights and Privacy Act of Department of New Rules.

## **EDUCATIONAL RIGHTS**

### **Due Process - Complaint**

Any citizen may file a complaint if he or she believes that the school district is violating, misinterpreting, or misapplying a law, administrative rule, the RESD plan or Michigan's Federal Annual Program Plan. If you suspect a violation, you should contact your RESD director of special education or designee. This person will informally try to resolve the issue and tell you of your right to file a formal complaint. This person will also send you a copy of the rules dealing with complaints.

If you file a formal complaint, the Intermediate School District must investigate your complaint and give you a copy of the findings. If after reviewing their findings you are not satisfied, you may appeal this decision to the Michigan Department of Education. More information on this process is available by contacting your local RESD director of special education.

### **Education Records**

As a parent, you have the right to:

- \* Receive, upon request, a list of the types and locations of educational records kept on your child.
- \* Inspect and review any of your child's records.
- \* Receive copies of the records for a minimal cost for duplication.
- \* Have someone at your child's school explain or interpret any item in your child's records that you do not understand.
- \* Have a person of your choosing inspect and review the records.
- \* Ask for an amendment of any record on the grounds that it is inaccurate, misleading, violates privacy rights.
- \* Request an administrative review on the issue if the district refuses to make an amendment.

\* Receive notice when the personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be destroyed at your request. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitation.

### **Attendance Philosophy**

School attendance is a major factor related to academic success. The students of Gladwin Elementary School are expected to attend school on a regular and consistent basis. **Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. At the early grades, almost all instruction is hands-on and cannot be made up easily at home.** It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement. It is our belief that in order for learning to occur, the student must be present. When a student must be absent, every effort will be made to help them catch up on missed learning opportunities.

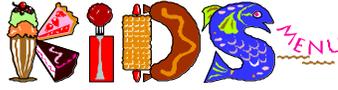
### **Attendance Policy**

Parents of Gladwin Elementary School students are asked to **call the office** if their child is not in school. If this is not possible, parents are asked to send a note *to the office* on the date of the child's return to school. All students are responsible for work covered when absent.

### **Truancy:**

When a student's absences are prolonged or patterned, the parents will be notified and a preliminary investigation made if they are not complying with the attendance laws of the State of Michigan.

1. After five absences a letter *may* be sent home or a phone call home *may* be made.
2. After eight absences a letter *may* be sent home or a phone call *may* be made to set up a meeting with the administrator.
3. After ten absences a letter *may* be sent home, a phone call *may* be made, and a complaint may be filed with the Probate Court.
4. Chronic tardiness may be considered truancy.



## **Food Service Department Information**

The Gladwin Elementary School Food Service Department is now run by Chartwells and offers each student the opportunity to eat breakfast and lunch. A meal account is assigned to each student with a corresponding 5 digit identification number. Students in the Elementary School will be aware of their number. The number is unique and should not be shared with anyone.

The individual meal accounts are on a computerized point of sale system. The computer is located at the end of the food serving line and is operated by school staff. After receiving the meal, the student's account will be scanned at the computer and the cost of the meal will be deducted. If you qualify for free or reduced meals, the account will be set up to accept this and deduct the correct amount. All activity is confidential.

Deposits into the meal accounts can be made each morning before school starts. Students are allowed to charge a maximum of 5 meals only. After five meals are charged and not paid for, the student will not be allowed to get a hot lunch until all balances are paid. Letters may be sent to the home if charges happen. There will be absolutely no charging of meals during the last 2 weeks of school.

If at the end of the year there is money left in the student's meal account that money belongs to the student. You may request a refund of the money in writing, or it can be left in the account for the following school year. All requests should be made to the Food Service Supervisor, Sharon Kennedy at 426-6042 or email at [skennedy@gladwinschools.net](mailto:skennedy@gladwinschools.net). Her office is located at the High School.

## **Breakfast**

Breakfast will be served daily in the cafeteria beginning Monday, August 27<sup>th</sup>. Breakfasts are free for all elementary students. Information concerning this program may be obtained in the school office or you may call the food service department directly at 426-6042.

## **Lunch**

1. As the children enter school in the morning, they may purchase their meals in the cafeteria. Parents are also welcome to stop in the cafeteria to pay lunch fees.
2. Your child may qualify for free or reduced meals. Information concerning this program may be obtained in the office.
3. Meals and milk will be sold on a daily basis.

4. Meals cost **\$2.30**. Reduced price lunches are **.40** per day. This includes milk.
5. Milk is available for students bringing their lunch, at a cost of **.50 cents** per day or **\$2.50** for a full week.
6. If a student qualifies for free lunch, they must take a hot lunch in order to receive their milk for free. If they bring a cold lunch, they will have to purchase milk for 50 cents.

**Recess:** Outside recess is a time for children to socialize, recharge and relax. It is an essential part of our educational program; one in which all students need to participate. If there is a **medical** reason your child is unable to participate in this activity, please send a detailed note letting us know. A note from your physician may be required in order for your child to stay inside for recess for a prolonged time period. All children will have inside recess when the temperature is below 10 degrees Fahrenheit. Please be sure children have clothing appropriate for the changing weather.

## **Playground Rules**

1. Stop, look and listen when you hear a whistle.
2. Stay on the playground, unless you have permission to leave.
3. Use equipment safely and properly.
4. Only playground balls and Frisbees may be thrown.
5. No toys from home are allowed on the playground.
6. No rough play or hurting others.



## **Consequences**

1. A warning will be given to the child.
2. The child will have a time out with the playground supervisor.
3. The child will be removed from the playground, and the Principal will be contacted.
4. The parent will be contacted.
5. The child will be removed from the school.

**There is zero tolerance for violent behavior. In the event of violent behavior, consequences 4 and 5 will be used immediately.**

## **Appropriate Dress for Students**

The administration has the right to determine whether or not clothing violates regulations or is inappropriate.

The dress code for Gladwin Elementary School is as follows:

Student dress shall be appropriate for the academic environment. Students whose dress is a distraction will be sent to the office where the building administrator will have the final determination on the appropriateness of the attire. Example of inappropriate dress may **include:**

- **Skirts or shorts of an excessively short length**
- **Clothing advertising alcohol or advocating a destructive lifestyle**
- **Vulgar or obscene messaging**
- **Excessively torn or revealing clothing**
- **Hats, bandanas, or headbands.**
- **Chains and spikes or any other dangerous accessories are not permitted.**

**The administration has the right to make exceptions to these rules on special occasions. These exceptions may include but are not limited to: hat days, spirit days, and holidays.**

## **Pedestrian Traffic**

Cross walks are set up on First Street for pupil pedestrian traffic at the following intersections; Erie Street and Bowery Street. Parents and children are asked to please use them for the safety of everyone. We have adults to help all pedestrians cross the street.

## **Dangerous Weapons on School Property, Bus, or during School Functions**

Dangerous weapons are not allowed on school property, on school buses or at school functions. State law requires that after implementation of certain “due process” rights, **an elementary student found in violation of the law may be expelled from school for not less than 90 school days, or suspended for up to 180 days.**

Dangerous weapons include a firearm, dagger, dirk stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device or other devices designed to include but not limited to, unloaded, as well as, loaded fire arms, pellet guns, bb guns.

## **Tobacco and Other Items Associated with Tobacco Use**

YOUTH TOBACCO ACT - PA314 (1988) prohibits minors from: possessing or smoking cigarettes or cigars; chewing, sucking, or inhaling tobacco in any form on a public highway, street, alley, park, other lands used for public purposes, or in a public place of business or amusement. It does not apply to the private premises of a minor's parents.

Regardless of age, students are not permitted to possess or use cigarettes, other forms of tobacco or any other items associated with tobacco use while they are on school property. This policy is effective during the day or when a student is attending school activities. This means that a student may not use or possess tobacco at any time on school property or at any school activity.

Students in violation of this rule will be dealt with on a progressive and individual basis. Consequences may include but not limited to suspension, referral to law enforcement officials, or board of education expulsion hearing.

## **Other Drugs**

Possessing, using or transferring any substance which produces abnormal behavior, or like substance which is given or taken with intent to produce abnormal behavior, is prohibited at all times in the school building, on any school property and during any school activity. This includes drug paraphernalia and any other items associated with drug use.

Students in violation of this rule will be dealt with on a progressive and individual basis. Consequences may include but not limited to suspension, referral to law enforcement officials, or board of education expulsion hearing.

## **Behavior Procedures for Gladwin Elementary School**

Gladwin Elementary Staff will be using the following procedures to handle behaviors that disrupt learning and teaching. This plan encourages students to use thinking skills and to be accountable for their own behavior. This plan gives students two chances to correct their behavior before they are directed to leave the room. Students must come up with a "plan" to avoid having the problem in the future. The child must draw, write, or verbalize what behaviors occurred and what they will do to correct those behaviors. This plan will be discussed with the adult before the child is allowed to participate in the group. (The child will be separated from the group within the classroom so they are not missing out on any learning time.) The student may have to wait a few minutes for the adult to reach a point in his/her teaching when he/she can come and discuss the plan with him/her. This procedure will be used school wide.

Each area has a place called the “Thinking Zone”. This place is an area for those who need time to think about the choices they’ve made and their plan. When the student is physically and emotionally ready, they draw, write, or verbalize their plan to the adult. Other materials (such as books and paper to color) can be available to the student to help her/him to calm down, if necessary. When the child has completed his/her plan, they use a prearranged signal to let the adult know that they are ready to discuss their plan. When the child is in the Thinking Zone, if they do not follow the procedures the teacher will contact the parent and/or Principal. Any work that the student has missed will need to be made up when the child has free time, which may include recess, free choice time, or time at home.

### **Thinking Process Questions**

Whenever a child is not following the rules, calmly ask the following sequence of questions. It is simple, clear, and calm questioning. **Do not** let the child pull you into an argument, just calmly repeat the questions.

**What are you doing?** The child must respond with a specific answer. If they do not respond, ask them again and wait for an answer. If they don’t answer explain that they are choosing the thinking chair.

**What are you supposed to be doing?** The child must be specific, not just say, “Be good.”

**What will happen if you disrupt again?** The child will respond that they will be sent to the Thinking Chair. **Do you want to go to the Thinking Zone?**

If the child continues to break the rules, calmly say “**I see you have chosen the Thinking Zone**” and send them to the thinking zone.

If a child has been sent to the Thinking Zone, parent will be notified by note. These notes should be signed by the parent and returned to the classroom teacher the following day. If a child continues to break the rules after going to the Thinking Zone, they will be sent to the Principal. In the event of an extreme behavior, the student may be sent to the office to meet with the principal or to the Responsibility Room. In the event of consistent, extreme behaviors, a more extensive behavior plan may have to be developed.

## **Gladwin Elementary Student Responsibilities**

1. Be respectful to all students and adults.
2. Be respectful to all property.
3. Follow all rules.
4. Be caring to others.
5. Be a good citizen.

## **Extreme Behavior: Unsafe, Violent, Inappropriate or Law Breaking behaviors. Intentional and Malicious behaviors may include-**

Uncontrollable Tantrum

Inappropriately Exposing body parts

Fighting with intent to harm others

Self-mutilation

Bullying

## **Gladwin Elementary School Bullying Guide for Parents**

What is Bullying? Bullying is repeated comments or actions that are intended to hurt a student emotionally or physically for the purpose of gaining power or entertainment. Bullying is NOT a disagreement between friends, a friend hardship, students fighting over an issue or students that are both involved in inappropriate horseplay that has gone too far.

## **Education-We currently have two ways that we educate students about bullying:**

1. Building wide assemblies.
2. The social worker will counsel students identified with these behaviors (this is not preventative; it is in response to bullying behaviors).

## **Positive Behavior Supports**

Activities are planned each year to encourage and recognize positive behavior **These activities include: bucket filler activities**, student spotlights on the announcements, assemblies and *small* rewards for students who have exhibited positive behavior.

## **Fines and Costs**

Lost or damaged books will need to be replaced. Parents are responsible for this charge.

## **Bicycles/Toys**

Elementary children are not allowed to ride bicycles or scooters to school. Children are **not to bring toys** to school unless requested by their teacher.

## **Telephones**

Students are to use the telephone only when they have permission from a teacher or the office staff.

## **Electronic Communication Devices**

While on school property students shall not use any electronic communication devices **INSIDE** the school building between the hours of 8:00 a.m. and 3:45 p.m. Devices include, but are not limited to pagers, beepers, walkie talkies, and cellular phones. These items will be taken and held in the office **if students are using them during the posted hours**. The first time this occurs, students may pick the item up at the end of the day. The second time, a parent will have to pick the item up.

## **Health Concerns**

Students will be toilet-trained before attending school. This is a health concern for everyone at Gladwin Elementary School. Exceptions will be made for children with special needs.

We ask that you keep your child home for 24 hours after vomiting or running a temperature of over 100 degrees.

## **Gladwin Community Schools Medication Policy**



If a child requires medication during the school day Michigan law and Gladwin Community Schools require the following:

1. Have your physician complete a Gladwin Community Schools Medication Authorization Form, which can be obtained in the office. Any changes in a prescription will require a newly signed Medication Authorization Form before the medication can be administered. Such changes include, but are not limited to, the type of medication, dosage, and/or the time and frequency of administration.
2. Complete the parent section of the Medication Authorization Form and return it to your child's school.
3. The parent must transport the medication to the school. The medication must be in the original, labeled container with the doctor's directions. It is helpful if the parent asks the pharmacist for a duplicate container so that one bottle can be kept at home and the other at school.

***If we do not have a signed authorization form, the medication cannot be administered. A note from home sent to school with medication is not acceptable.***

Please **do not** send medication to school with the child. The transportation of medicine is the parent's responsibility - therefore the parent must deliver and pick up medication. This is for the protection of your child and others as medication may be lost or taken by other children while in route to school. For those children who will be taking medication on a regular basis during the school year, it is helpful if parents will bring in a month's supply.

Medications that are prescribed two, three or four times a day, such as antibiotics, eye drops, decongestants, Ritalin, etc., will be given at the child's lunch hour so that classroom disruption can be avoided. This also includes medications such as, Tylenol, cold tablets, and cough syrup. Please adjust the dosage schedule at home accordingly, so that all medications given at school will be administered at the child's lunch hour, if at all possible.

If your child is involved in a classroom field trip, away from the school building, the administration of medication becomes the teacher and parent's responsibility. **Please contact your child's teacher prior to scheduled trips so that appropriate arrangements can be made.**

We are willing to meet and work with parents regarding the administration of medication because we realize that children sometimes need to take medication while at school. We hope that these guidelines will provide a safer environment for all children.

### **Asthma Management Plans**

If your child has asthma, an asthma management plan must be filled out by the child's attending physician. Medication and Asthma management forms may be picked up at the office. Inhalers are not to be transported by the student.

### **Title I Program Information**

Title I funds come from the U.S. Treasury, based on the Census count. Title I monies are used to offer remedial services to all students regardless of economic or ethnic background. Classroom teachers and assistants work closely to assess, teach, and remediate all students.

Parent workshops are offered throughout the year, and we encourage your attendance. Please feel free to contact anyone on the staff with ideas or suggestions for parent professional development.

## **Homework Policy**

It is the policy of Gladwin Elementary School that homework assignments should be assigned which are appropriate to the developmental level of the student. Developmentally, no more than 10 minutes per grade level should be assigned daily. Homework helps students become self-directed, independent learners and improves their academic achievement. The following are recognized as sound reasons for homework:

- \* To reinforce through drill or practice
- \* To support and enrich classroom instruction
- \* To supplement, extend and make school experiences more meaningful
- \* To strengthen study skills and habits
- \* To accommodate differences in learning or working rates

Parents are encouraged to support their child's efforts in completing the required homework assignments. Many parents find it beneficial to provide their child with a study area and set aside a consistent time to do homework, such as after school, or after dinner. This will give students structure and consistency.

## **Volunteer Policy**

We encourage volunteers at Gladwin Elementary School. Volunteers can perform many activities at our school that will benefit our students. Volunteers in the past have helped at the Book Fairs, Santa's Workshop, popping popcorn, reading with students, and the most popular event chaperoning field trips and special events. To volunteer at Gladwin Community Schools, one must first be put on the volunteer list. To get on the volunteer list, you must fill out the Gladwin Community School Volunteer Form which is a simple background check. You can print this form off of our school website at [www.gladwinschools.net](http://www.gladwinschools.net) or simply pick one up in our office. Once the Volunteer Form is filled out, it must be turned into the Superintendent's Office where it will be processed. Upon approval, your name will be put on the volunteer list and you will be able to volunteer. The approval of a volunteer is good for 12 months. To continue to volunteer you must fill out a Volunteer Form once every 12 months. This year to alleviate the overwhelming amount of Volunteer Forms to be processed at the end of the school year to attend field trips, all Volunteer Forms must be turned in to be processed before January 1<sup>st</sup> of 2018.



Goodbye!