

# Jeffers Elementary School

## Student Handbook



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## Jeffers Mission Statement

“The staff at Jeffers Elementary School believes that all students can learn. In partnership with parents and the community, we will guide students in becoming responsible, productive citizens.”

## Jeffers Code of Conduct

As a Jeffers student I will:

1. Respect me and others
2. Respect property
3. Practice safety
4. Be punctual, prepared, and ready to learn
5. Act responsibly and accept the consequences for my actions

## SLPS Mission Statement

Spring Lake Public Schools will enable all students to achieve at their highest possible academic level and become responsible citizens.

## SLPS Vision Statement

Spring Lake Public Schools as partners with family and community will ensure that all students value learning throughout their lives. Spring Lake Public Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies: 16031 144th Ave. Spring Lake, MI 49456

## Admission and Prerequisites

Your child must be five (5) years of age on or before September 1st of the year that he/she is starting school. At registration, you will need an enrollment form, valid birth certificate, health appraisal, up-to-date immunization record, proof of hearing & vision screening, and proof of residency. If your child has an IEP for Special Education we will need a copy of the most recent IEP. School of Choice students must have prior approval from the Superintendent's office.

## Animals or Pets

We know that sometimes children like to bring their pet in for show and tell. However, due to the increase in allergies of some of the students we ask that they refrain from coming to school.

## Assessment / Testing

Classroom, district, and state achievement tests are given to students throughout the school year. These assessments allow classroom teachers to identify students' strengths and areas needing further instruction. Classroom and district tests occur periodically throughout the year to help give a better understanding of each child's skills and abilities. Parents will be notified of the state testing schedule. If you have any questions regarding any of the tests, please call the school office.

## Attendance, Absences, Late Arrivals, & Early Dismissals

Success in school is closely related to good attendance. Students need to participate in all aspects of their school experience if teachers are to effectively help pupils learn. In order to enjoy that full participation, students need to be healthy, rested, and ready. Parents are responsible for helping their children develop the habits and routines which support regular and punctual attendance. We recognize that there are times when children will not be in attendance. For the good health of everyone, we expect that students who become ill will be cared for at home until they are well enough to fully participate in all school activities.

Per the Ottawa County Health Department guidelines, we also ask that a child be fever free (without medication) for 24 hours before returning to school. We also realize that some health-related appointments may occur during the school day. While we encourage parents to promote healthy habits, we ask that you try to keep the amount of school time missed for such appointments to a minimum.

### **Excused/Unexcused Absence Policy:**

All excused absences will be verified by a call from the parent to the school office on or before 9:30 AM. If an absence is not verified by a call from the parent the absence is considered unexcused. An absence can be retroactively marked as excused if the parent contacts the school to explain the absence. If an absence is due to illness and lasts five days or more, a note from a physician is required. Absences are excused only for the following reasons:

- Personal illness or injury
- Funerals
- Doctor appointments that cannot be scheduled outside of school hours
- Religious observances
- Authorized absence (approved by the principal)

Family trips can be a wonderful educational experience. We ask that whenever possible these trips are scheduled during school year breaks. If a student is going to be away from class for more than a few days, parents need to make the appropriate arrangements with their child's teacher and the office. Teaching staff cannot duplicate the school learning experience for children who travel during the school year. Teachers might not be able to provide work ahead of time. If a teacher cannot get homework ahead of time, students will be caught up when they return to school. In the event of any absence, tardiness, or anticipated early dismissal, the office needs to be informed. Because Jeffers Elementary School shares parent's concerns for the protection and well-being of our students, we have developed the following procedures to help alleviate problems:

1. If your child is going to be absent or tardy, please call the office before 9:00 am and leave a message on our attendance line (#1) each day your child is absent. The information we need is your child's full name and a description of why they are absent. You are welcome to also inform the teacher, but the office **MUST** be contacted.
2. To assure the safety and security of our students, school messenger will telephone home to inform the parent that their child is not in attendance if we have not been notified. If you do not contact the school, your child will remain unexcused.
3. Students who arrive late or who return to school following an appointment need to be brought into the office by a parent and signed in at the office before going to class.

4. For early dismissals, a phone message or note signed by the parent is needed before a student can be released. The student must be signed out at the office.
5. Transportation changes are only allowed if there is an emergency or you are making a permanent change to your child's dismissal schedule. We will work with families for doctors appointments. If you have a situation that needs attention please contact the office.

**Bus passes are not issued.**

6. Good habits and routines in attendance help our students to be successful. If a student is absent or tardy more than 10% of the days in a marking period, the parents will receive a letter from the principal, a copy of which will remain in the student's permanent record. If the situation continues after the parents have been notified, the school will notify the Superintendent's office and the proper legal authority as indicated in the Michigan Compulsory School Attendance Law.
7. Any students arriving after 10:30 am (excused or unexcused) will be considered absent for half a day. Any student leaving before 1:30 pm and not returning will be considered absent for half a day.
8. If a child is not in attendance for the school day, it is expected that they will NOT participate in any evening school-sponsored activities.
9. School begins at 8:35 am. The tardy bell rings at 8:40 am. Punctuality is an important life skill. Students who are chronically late miss important beginning of the day instructions. Late arrivals are a disruption to the classroom routine and decrease class productivity. Students who are chronically tardy may be subject to disciplinary consequences.

For safety reasons, students are expected to arrive at school after 8:15 am. Students are also expected to leave the school grounds immediately after being dismissed at 3:35 pm. Early dismissals for half-day sessions will be at 11:50 am.

## **Bicycles/Wheeled Shoes**

Bicycles may be ridden to school provided they are parked in the rack and not moved until the end of the school day. It is recommended that students lock their bicycles. "Wheels" are not allowed on school grounds.

## **Birthday/Celebration Treats/Deliveries/Invitations**

Birthday treats are welcome, but not required. Pre-packaged snacks are the best. If you choose to do a treat with frosting, please do cupcakes instead of cake.

We are no longer allowing lunchtime celebrations for birthdays. Please drop off a birthday treat and leave in the office. Children will enjoy the birthday treat during snack time.

Jeffers Elementary does not accept deliveries of flowers, balloons, candy, etc. for children's birthdays or other celebrations/holidays.

Birthday invitations are only allowed at school if they are being handed out to the entire class. If the entire class is not included, all invitations need to be mailed from home. Jeffers is not able to provide addresses for invitations.

## Communication

School time should be devoted to instructional purposes. We try to avoid interruptions unless absolutely necessary. Parents are welcome to contact teachers via email or phone. Please note that teachers might not be able to get emails or voice messages during the day. If it is something important, please contact the main office. Any important messages will be delivered to a student through the school office.

Items for students should be labeled and left at the office (including birthday treats).

Please send a note with your child or call the attendance/transportation line, 846-5503 option 1 with any changes in transportation for your child before 3:15 daily.

The school sends out a newsletter via email called Jeffers Journal which includes information on upcoming events at the school and other important dates. Please make sure to read this carefully as this is our only way of communicating this information to you. The newsletter may also be found on our website.

Notes needed from parents (school required):

- Requests for special dismissals during school hours for dental appointments, medical appointments, etc.
- To leave school in the company of someone other than the parent or guardian. Teachers have been instructed not to excuse any child without a written or personal request from a parent or guardian or to permit any child to go from the school premises with an unidentified person.

If a problem develops or a parent senses a child is having difficulty with an assignment or with an incident at school, parents are encouraged to talk with the teacher immediately to bring about increased understanding and a quick resolution. Issues that are not satisfactorily resolved with a teacher may be addressed with the principal. It is suggested that parents/guardians follow the “chain of communication” in order to reach a satisfactory resolution—teacher, principal, superintendent.

## Conferences

Parent-teacher conferences are scheduled twice a year. These are designed to be a two-way exchange so both parents and teachers will know and understand each child better. Due to a large number of conferences each teacher schedules, divorced/separated parents will need to attend the same conference. Conferences cannot be rescheduled due to family vacations.

## Community Child Care

The before and after school childcare program is housed at Jeffers Elementary School in the room B134 from 6:30 am - 6:00 pm. Please let us know if you are in need of childcare.

## Dress and Grooming

It is important that parents take the time to check their child's attire before sending him/her off to school. Be aware of the weather forecast for the day and whether or not it is gym day for your child's class. Clothing and grooming considered distracting, indecent, or wholly inappropriate for the classroom will not be allowed. This would include, but not be limited to, beachwear, pajamas, short clothing (an inseam of no less than 5" for shorts is a good guideline), clothing with holes or bare midriffs, clothing that mentions or symbolizes alcohol, drugs, or tobacco, clothing that has lewd or offensive connotations, tank tops, halter tops, or revealing dress (a shoulder strap of 2" is a good guideline). Wallet chains, long chains, or sharp/pointed jewelry is not allowed. If a student's dress is deemed inappropriate and no alternate clothing is available, parents will be called to bring inappropriate clothing.

## Electronic Devices

Children should not bring personal headsets, handheld games, virtual pets, cellular phones, laser lights/pointers, and other personal entertainment equipment into the school building. The school is not responsible for the safekeeping, theft, or damage to any item.

## Emergency Information

Parents are required to complete an emergency information sheet each school year. This sheet is used in case of an accident, illness, or any other emergency. It is the responsibility of the parent to notify the office of any changes during the school year.

## Emergency School Closings & Safety Drills

Arrangements have been made to notify the general public by radio whenever schools are to be closed because of severe weather conditions. The announcements will be sent and broadcast via email, radio stations, and television stations. If you do not hear any announcements, you can assume that the school will be open. In an extremely unusual situation where an emergency develops after the pupils reach school, announcements will be broadcast via email and phone. In these situations, the school would not be able to notify you that your child was being sent home. Therefore, we urge all parents to discuss this matter with their children. You should give directions to your children should they go home and find no one there.

Each year, Michigan Law requires at least 6 fire drills, 2 tornadoes/severe weather drills, and 3 lockdown drills. In the case of an emergency, students are to follow the instructions of the teacher and proceed immediately to the designated route.

## Entrances for Students

Arrival for all students is between 8:15 - 8:35 daily. Students should go directly to the playground before school starts either from being dropped off by car or the bus unless they are eating breakfast. In the case of rain, students will wait for school to start in the commons area.

## Field Trips

Field trips are occasionally part of the learning process. Parent/guardian permission is required for a student to attend any field trip. Parents will be asked to complete one all-inclusive permission slip at the beginning of each school year. On occasion, students may be asked to pay a portion or all of a field trip fee in order to defray costs. Confidential requests may be made to the office in cases where

assistance is needed. Field trips are privileges and not obligatory. Students may be eliminated from attendance of a field trip or parents asked to attend with their child if poor behavior has been exhibited in the classroom or on previous excursions.

## Food Service

Breakfast is served every day beginning at 8:15 am. Lunch includes three options every day. Monthly menus can be found online and one paper copy will be sent home monthly. Parents may pay for lunches daily, weekly, or monthly by cash or by sending a check to the school. Payments are also accepted online by credit card or echeck. Email reminders are sent to parents when lunch balances are low. Free & Reduced applications are located on our website or the school office.

## Homework

Homework during the elementary school years is used to practice newly acquired skills or extend the learning that occurs in the classroom. The recommended national guidelines are:

K & 1	10 minutes
2 <sup>nd</sup>	20 minutes
3 <sup>rd</sup>	30 minutes
4 <sup>th</sup>	40 minutes

Regular homework helps establish responsibility and develops good study habits. It is not necessary for parents to request homework when your child is absent. Homework can be made up after the student returns to school.

## Injuries

Student safety is a priority at Jeffers. Accidents do occasionally occur, however. School staff dispenses ice and band-aids when needed. Student injuries, which receive a call to parents, include any trauma to the head, cut requiring medical attention, or suspected bone injury. As a rule of thumb, the office will call if we think the child will look different when returning home.

## Lockers

Lockers are the property of the school and are assigned to children for the purpose of storing books, supplies & coats. Decorations must be appropriate for a public school setting. **No stickers, sticky items, or contact paper are allowed inside the lockers.** Magnets may be used. **No decorations may be placed on the outside of the lockers.** Teachers will supply locker name tags for children.

## Lost and Found

Four times a year (fall conferences, December Holiday Break, spring conferences, and after school is out in June) any lost and found articles not picked up are given to one of the various charitable organizations in the area. The school is not responsible for personal equipment brought to school. All items should be marked with your child's name.

## Media Center

Due dates are set on library materials so they will be returned and made available to others. The cost of materials not returned or damaged will be billed to the parent of the student.

## Medication

If your child is taking any type of medication, prescription or non-prescription, there must be a signed (by parent and physician) Parent Permission for Student Medication Form on file in the office. The medication must be supplied and brought to school by the parent/guardian in its original container. The school cannot give out any type of non-prescription medication, i.e. Tylenol, Ibuprofen, cough drops, eye drops, which have not been supplied by the parent/guardian. New forms must be completed every year. If your son or daughter is asthmatic or a diabetic, a management plan also needs to be on file. These forms are available in the school office.

## Parents Organization (JPO)

The Jeffers Parents Organization meets monthly. The committee sponsors Popcorn Fridays, field trip scholarships, an annual fall festival, a holiday workshop, and special classroom activities. All parents are members and welcome to participate.

## Parties-Classroom

Classroom parties (not birthday parties) are scheduled during the school year for certain holidays/special events. Teachers may also plan other celebrations of learning or accomplishment.

## Pictures

School pictures are offered in the fall. Pictures of our students appear in the school yearbook, the media (local newspapers) and on the Jeffers School web pages. Students are not identified by name on any internet publication. If you do not wish to have your child's picture in the media, please opt-out on the form provided at the beginning of the school year.

## Promotions and Placements

Promotion depends upon social, emotional, and physical growth as well as academic achievement. Each student's promotion or retention is based on his or her individual progress. Parents are involved in these decisions. The first-year retention is recommended by the school staff. Parents may reject the recommendation and request that the child is placed at the next grade level. Promotion implies successful completion of requirements for a grade level.

## Recess

We have a daily recess that is 15 minutes in length. Recess time is a break in the day for elementary students. Children are expected to play outside during recess and noon hour. Notes requesting that a child stay in from any outdoor activity will be honored for one (1) day. A doctor's excuse is required for extended periods of indoor recess. However, as a rule of thumb, if a child is too ill to play outside, he/she should be at home recuperating.

## SLPS Bullying Policy

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a

student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and, refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### Implementation

The Superintendent is responsible to implement this policy and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual.

However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. If the investigation finds an instance of bullying or aggressive behavior that has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, the exclusion

for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action, is taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

#### Non-Retaliation / False Reports

Retaliation or false allegations against any person who reports is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

#### Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action. "Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving. "At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District. "Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts –i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical –hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal –taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological –spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti. “Harassment” includes, but is not limited to, any act which subjects an individual or group to the unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from a rival school, different state, rural area, city, etc.). “Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property, or to intentionally interfere with or block a person's movement without good reason. “Staff” includes all school employees and Board members. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

## Positive Behavioral Interventions and Supports (PBIS)

PBIS is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

SLPS initiated PBIS to build foundations for success and improve the quality of life for our students, staff, and families.

All of the staff at Jeffers will continue to teach the students the positive behaviors they are expected to demonstrate at school by completing rotation stations 6 times during a school year which review lessons teaching targeted behaviors in various locations around the school. We will acknowledge and reward students who demonstrate these positive behaviors. The targeted behaviors we are focusing on are: Helpful, Empathy, Attitude, Respectful, and Thinker. We are encouraging students to be ‘H.E.A.R.T Smart’ by handing out H.E.A.R.T tickets for positive behavior identified in the matrix. Please take some time to review with your child the positive behavior expectations described in the matrix. Ask your child to make sure he/she understands the expectations in different locations around the school. Please discuss the importance of these concepts and encourage your child to be helpful, empathetic, positive in their attitude, respectful, and productive thinker at Jeffers.

		Classroom	Hallways / Commons /Stairs	Bathroom	Lunchroom	Playground / Recess	Assemblies / Field Trips
H	Helpful	Whole body listening	Keep organized and clutter-free	Tell an adult if you or someone else needs help	Clean up the table and floor  Follow all adult directions the first time	Dress appropriately for the weather  Line up immediately when the bell rings	Whole body listening
E	Empathy	Notice, invite, and include others	Share the space	Wait for your turn	Notice, invite, and include others	Notice, invite, and include others  Share	Make sure everyone can see and hear
A	Attitude	Positive participation  Challenge yourself and others to make good choices	Greet people in a friendly manner	Use the bathroom for the intended purpose	Use good manners	Use kind words and actions  Play fair/Be a good sport	Positive participation  Appreciate the experience
R	Respectful	Be ready to learn  Value your space and all supplies	Walk quietly  Close lockers gently	Use a quiet voice  Respect others privacy	Use a quiet voice  Keep hands, feet, and objects to self	Take turns  Follow playground rules  Clean up equipment and trash	Use good manners  Respect all adults
T	Thinker	Follow the group plan  Be a problem solver and then ask for help if needed	Keep the pace  Use stairs safely	"Go, Flush, Wash, Toss, Leave"	Get what you need  Raise your hand for help	Be a problem solver and then ask for help if needed	Ask thoughtful questions

## Student Council

The Jeffers School Student Council is a leadership opportunity for students. Representatives are chosen from grades 2, 3, and 4. They operate the Jeffers Student Store and sponsor several charitable activities each year.

## Substitute Teachers

Every student will periodically be taught by a certified substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergencies. Students are expected to be courteous to guest teachers.

## Technology Code of Ethics and Internet Usage Policy

Use of technology at Jeffers is a privilege extended to all individuals who wish to enhance their learning experiences. Each individual has the right to make use of all authorized hardware and software at Jeffers. Users shall also accept the responsibility for the preservation and care of that hardware and software. It is the user's responsibility to:

- Make sure no hardware or software is destroyed, modified, or abused in any way.
- Use the computer and computing system only for education or research and in a manner consistent with the purposes of Spring Lake Public Schools.
- Sign in when instructed to do so when entering a computer facility.
- Keep images, music, and apps containing inappropriate material or materials deemed inappropriate for school use from being used on school premises.
- Refrain from using the computers to harass other users or infiltrate a computer or computing system and/or to damage the software components of a computer or computing system.
- Not install any software. The software will only be installed by a teacher with the permission of the technology coordinator.
- Printing and copying will be monitored and should be used for educational purposes only.

## Technology/Internet Acceptable Use Policy

The goal of participation on the Internet is to assist in the collaboration and exchange of information between and among individuals and between Spring Lake Public Schools or other schools and institutions.

- Individuals have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- Individuals have the right to use the following methods for accessing information: electronic mail (email), ,and File Transfer Protocol (FTP).
- Individuals have the right to use individual email (for sending and receiving) only for education or research and in a manner consistent with the purposes of Jeffers.
- Individuals will accept the responsibility of keeping copyrighted software of any kind from entering the local area via the Internet.
- Individuals may not use File Transfer Protocol (FTP) to access any materials or files that are inappropriate or dangerous to the integrity of the local area network or the Internet.
- It is an individual's responsibility to maintain the integrity of the private electronic mail system. The individual has the responsibility to report all violations of privacy.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users will be required to log all connections made while online with the Internet. The type of connection will be identified and all file transfers while online must be included in this log. Spring Lake Public Schools reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts. Spring Lake Public Schools reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

## Textbook/School Materials

Students are responsible for the care and safekeeping of school books and other school materials. Students will need to pay for lost or damaged books/materials.

## Toys

Toys from home are not encouraged at school. The school and/or individual classroom may have special celebration days throughout the school year, which will be communicated by the classroom teacher and/or the school. On these days, toys must remain in the classroom. The school is not responsible for safekeeping or for theft or damage to any item students bring to school from home.

## Transportation Policies

### Rules for all students:

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. Do not eat or drink on the bus; keep the bus clean
5. Bullying / Violence is prohibited
6. Remain seated
7. No smoking
8. Keep your hands and head inside the bus
9. Do not destroy property
10. For your safety, and the safety of others, do not distract the driver through misbehavior
11. Electronics are not allowed out on the bus. They must remain in bags or pockets.
12. The bus is an extension of school and school rules apply.

Misbehavior on Bus: Penalty at discretion of Bus driver, Transportation Director, Coordinator and/or Principal. Depending on the infraction consequences may include; a call to a parent, restitution for damages, seat assignment, loss of busing privileges for 1 to 10 days, or permanent loss of busing. Serious misbehavior on the bus may also be cause for suspension or expulsion from school. Please note: Students need to be registered each year for Transportation.

## Visitors & Volunteers

Volunteers and visitors are welcome at Jeffers School. All visitors must use the 144<sup>th</sup> Street entrance. All visitors must sign in and wear a visitor/volunteer badge while in the building. Visitor parking is available in the school parking lot on 144<sup>th</sup> Street. Classroom visitations require advance notice and permission from your child's teacher.

If you are volunteering, please make daycare arrangements for any children not in school. All volunteers that will be working with students individually or a chaperone on a field trip must complete a volunteer assessment form at least two weeks prior to the event or he/she will not be allowed to attend the event.

**A new Volunteer Assessment Form must be completed each school year.**

## Weather

During inclement weather, the students are allowed to come inside prior to the first bell. If it is raining or below zero temperature the indoor recess flag is displayed. During the winter, the temperature is checked daily. On extremely cold (zero degrees or below wind chill) or rainy days, indoor recess is always the policy. Dress children appropriately for outdoor play every day.

Outerwear Guide:

- Below 50 degrees, wear coat
- 50-60 degrees, wear long sleeves, fleece, sweatshirt, or coat
- Above 60 degrees, coats are optional unless parents say you must

## Weapons, Fireworks, and Explosive Devices

Weapons and chemical protection sprays of any kind are prohibited. A weapon is defined as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, a knife with a blade over three inches in length, pocket knife opened by the mechanical blade, iron bar, club, brass knuckles, or other dangerous weapon. All weapons will be taken and may be turned over to the police department. The students will also be subject to disciplinary action that can range from suspension to expulsion. Federal "Gun-Free Schools Act of 1994" and state law regarding "Weapon-Free School Zones" states that it is illegal for any person on school property or attending a school-related event to possess a weapon, use a weapon, or threaten bodily harm with a weapon. The person will receive a recommendation to the school board for expulsion from school for a minimum of one year. This expulsion is from all public schools in the State of Michigan. Parents/Guardians and the local law enforcement agency must be notified. Authorities will charge the person with a misdemeanor or felony. It will be the responsibility of the parent to prepare and submit a petition for reinstatement. Students involved in, or attempted involvement in use, sale, transfer, or possession of explosives, fireworks, smoke bombs, or any other incendiary device will receive a minimum one-day suspension from school.