

**BELIEVE** *in the*  
**CHANGE** <sup>SM</sup>



# ELEMENTARY STUDENT HANDBOOK



**2021-2022**

BATTLE CREEK PUBLIC SCHOOLS • BATTLE CREEK, MI





## **BATTLE CREEK PUBLIC SCHOOLS ADMINISTRATION OFFICES**

3 West Van Buren Street Battle Creek, MI 49017 (269) 965-9465

### **BOARD OF EDUCATION**

Catherine LaValley — President  
Kyra Wallace — Vice President  
Patty Poole-Gray — Secretary  
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### **SUPERINTENDENT**

Kimberly M. Carter, Ed.S.

### **MISSION STATEMENT**

We engage, empower and collaborate to educate and prepare every Bearcat for college and life as a global citizen.

### **VISION STATEMENT**

100% success for every Bearcat.

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## OUR PURPOSE

The purpose of the Elementary School Student Handbook is to provide you with information about our elementary schools. This handbook contains rules, regulations, procedures and policies which are adhered to by all of our elementary schools. Additional procedures and information pertinent to a particular elementary school will be sent home in a separate document.

It is important that you read the information, discuss it with your child, sign and return the parent signature page, confirming that you have read and understand the contents covered in the Elementary Student Handbook. Parents/Guardians and School Personnel who work together are better able to help each child develop to his/her fullest potential — academically, physically, socially, and emotionally. If you have any questions and concerns, please call your local elementary school.

## BATTLE CREEK PUBLIC SCHOOLS ELEMENTARY SCHOOL BUILDINGS

### Lower Elementary Grades PK–2

LaMora Park Elementary — Address: 65 Woodlawn Avenue N. Phone: 269-965-9725

Post Franklin Elementary — Address: 20 Newark Street Phone: 269-965-9693

Dudley Elementary — Address: 308 Roosevelt Avenue E. Phone: 269-965-9720

*Full day session 8:50 a.m. – 3:50 p.m. | Half day session 8:50 a.m. – 11:50 a.m.*

### Upper Elementary Grades 3–5

Ann J. Kellogg Elementary — Address: 306 Champion Street Phone: 269-965-9773

Verona Elementary — Address: 825 Capital Avenue N.E. Phone: 269-965-9710

*Full day session 8:30 a.m. – 3:30 p.m. | Half day session 8:30 a.m. – 11:30 a.m.*

### Valley View Elementary Grades PK–5

Address: 960 Avenue A, Springfield Phone: 269-441-9150

*Full day session 8:30 a.m. – 3:30 p.m. | Half day session 8:30 a.m. – 11:30 a.m.*

### Fremont International Academy Grades PK–3

Address: 115 E Emmett St, Battle Creek Phone: 269-965-9715

*Full day session 8:50 a.m. – 3:50 p.m. | Half day session 8:50 a.m. – 11:50 a.m.*

## EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, sexual orientation, gender identity, gender expression or disability. The following department has been designated to handle inquiries regarding the School District's non-discrimination policies:

Human Resources  
Battle Creek Public Schools  
3 West Van Buren Street  
Battle Creek, MI 49017  
(269) 965-9476

In addition, the School District's complaint procedure may be obtained from Human Resources

### For further information, you may also contact:

Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611  
Telephone: (216) 522-4970 FAX: (216) 522-2573; TDD: 877-521-2172  
E-mail: OCR.Cleveland@ed.gov

## CIVIL RIGHTS GRIEVANCE PROCEDURE

The Battle Creek Public Schools grievance procedure as required by Title IX (86.8) of the Regulations Implementing Education Amendments of 1972; Title VI, Section 80.6 (d) of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

### SECTION 1

If any person believes that Battle Creek Public Schools or any part of the Schools' organization has inadequately applied the principles and/or regulations of Title IX, Title VI and/or Section 504 or is in some way discriminatory on the basis of sex, race, color, national origin, or disability, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Public Schools' Title IX, Title VI, and Section 504 Coordinators at the following addresses:

**For Title IX and For Title VI:**

Director for Human Resources  
 Patricia McCann  
 3 West Van Buren, Battle Creek, MI 49017  
 269-788-6900  
 Director of Student Services & Pupil Accounting  
 Monique Cheeks  
 Attendance & Truancy Interventionist  
 Rebecca Bolden  
 3 West Van Buren, Battle Creek, MI 49017  
 269-965-9482

**For Section 504:**

The Battle Creek Public Schools' Section 504 Manual for Identifying and Serving Eligible Students: Policies, Guidelines, and Forms are available in the main office of each school. *Contact Your Building Administrator for more information.*

### SECTION 2

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Battle Creek Public Schools' Title IX, Title VI, and Section 504 Coordinators, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

**Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the Titles IX, VI, Section 504 Coordinators within five (5) business days of receipt of answers to the informal complaint. The Coordinators shall further investigate the matter of grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** If the complainant wishes to appeal the decision arrived in Step 1, he/she may submit a signed statement of appeal to the Superintendent of Schools or his/her designee, Battle Creek Public Schools, within five (5) business days after receipt of the Step 1 response. The Superintendent or his/her designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3:** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Battle Creek Public Schools Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, a Committee of the Board of

Education shall meet with the concerned parties and their representatives within fifteen (15) days of receipt of such an appeal. A copy of the Committee’s disposition of the appeal shall be sent to each concerned party within ten (10) business days of the meeting.

**Step 4:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20201.

## ATTENDANCE & TRUANCY

Battle Creek Public Schools recognizes that there is a direct and substantial correlation between school attendance and academic achievement. We believe that classroom attendance is an important element in the learning experience. The purpose of attendance procedures and guidelines are to maximize the classroom instructional time so that all students experience academic success and to eliminate the disruption that tardiness and truancy can cause in the classroom learning environment. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement.

### IT’S THE LAW!

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen, shall send that child to school during the entire school year.

### ATTENDANCE GUIDELINES

Students are expected to be in attendance all day, each school day. It is the parents’ responsibility to see that regular attendance is maintained. Battle Creek Public Schools understands that a student may have circumstances that cause him/her to miss school; therefore Battle Creek Public Schools has established guidelines for absences. Students who are learning online, at home are expected to participate and be fully engaged in their online learning. Parents and students will need to participate in two way communication during their check in times with their mentor teacher to be considered present for online learning

### TARDY

It is vital that students arrive at school on time. Some of the most important information and communication takes place at the start of class. Students who arrive in class after the specified start time without a pass from a school official are considered tardy. The responsibility for being on time is the obligation of the parent/guardian and child. Habitual tardiness will be discussed with the child and parent/guardian by school personnel.

### EARLY OUT

Leaving the classroom earlier than the scheduled dismissal time is also disruptive to the classroom and to the student’s learning.

- a.) All students will receive an early out absence if they miss more than 50% of the school day due to leaving early.

### UNEXCUSED ABSENCE

Student is absent without notice by parent/guardian or the reason for the absence is not included in the “excused absence” reasons listed below.

Secondary students not present for more than 50% of a class period will be considered absent.

**EXCUSED ABSENCE**

Parent/guardian has notified the school as to the reason and length of time the student will not be attending for the following reasons:

- 1.) Illness
- 2.) Recovery from an accident
- 3.) Required Court Appearance
- 4.) Professional Appointments
- 5.) Death in the immediate family
- 6.) Observation or celebration of a bona fide religious holiday
- 7.) Such other as deemed by the superintendent

Vacations are not an excused absence. The principal may issue an exception in extraordinary circumstances.

It is the student's/parent's responsibility to gather any assignments they will be missing. We ask that you try to schedule appointments and vacations during the times that school is not in session.

A physician's note is REQUIRED if a student is absent 3 days or more, due to illness or health related issues.

The school will only accept notification of an excused absence up to 3 days after the student has been absent.

Excessive tardiness and absences of any type could result in disciplinary action and/or may lead to legal action for the parents/guardians and the student.

**TRUANCY**

Effective and quality education requires regular attendance. Lack of attendance disrupts learning. The Calhoun Intermediate School District along with the Battle Creek Public Schools will take part in a collaborative effort to help students who are not regularly attending school. Truant students and their families will be referred to the District Truancy Interventionist and then to the County Truancy Officer if truancy continues.

Students who are receiving instruction online and are considered absent due to low engagement and/or missed check in sessions with their mentor teachers will follow these same guidelines.

**5 or more absences: (periods determined by building schedule)**

- 1.) A letter from the school will be sent to the parents/guardians informing them of the number of absences their child has accumulated.
- 2.) If absences continue, a second letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that if the student's attendance does not become regular the school will file truancy with the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians may be required.
- 3.) Continued absences are considered to be extremely excessive as the absences could have an impact on the student's learning. A third letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that the excessive absences will result in a referral to the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians will be required.

Excessive tardiness, early outs or excused absences will follow the same guidelines and process as above.

If there is a history of truancy while the student has been attending Battle Creek Public Schools or any other school district, communication to the parent may begin sooner than what is listed above.



## PICK-UP AND DROP-OFF

### **DROP OFF**

Students who are walking or being dropped off shall not arrive at school prior to fifteen minutes before school begins. There is no supervision at the school and early arrival is a safety concern. The school may contact CPS or the police regarding students who are not picked up at the end of the school day.

Students who are late should stop in the school office and sign in to receive a pass before arriving to class. If parents/visitors are wishing to take their students to their classroom, that is at the discretion of the building, however each parent/visitor will need a visitors pass before escorting their student anywhere in the building outside of the school office.

### **PICK UP**

Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time. Late pick-up also poses a safety concern. The school may contact CPS or the police regarding students who are not picked up at the end of the school day.

If parents are wishing to take their students to their classroom, that will only be with the approval and discretion of the building administrator. Each parent will need to sign in and/or receive a visitor's pass before escorting their student anywhere in the building outside of the school office.



## GENERAL INFORMATION

### THE CUMULATIVE RECORD

The Cumulative (CA-60) Record is an individual report on every student in the district. It is a legally required record kept at the school office regarding a student's academic and social progress from kindergarten through 12th grade. The record includes such items as:

1. Elementary School family data, test results, and academic achievement grades
2. Attendance record
3. Special help card
4. Reading progress card
5. Behavior Record

### CELL PHONES

Elementary students will not be allowed to carry cell phones.

### ENTRANCE REQUIREMENTS

Kindergarten – A child who resides in the school district may enroll in kindergarten if the child is at least 5 years of age on September 1 of the school year of enrollment.

At the time of enrollment, a legal birth certificate for verification of age must be seen by a school official. Proof of Residency may also be required at the time of enrollment. A parent must present documentation of immunizations and eye screening as required by Michigan Law. Health services are available at the Calhoun County Health Department. Many parents/guardians have accepted the responsibility of having the child examined by their family physician prior to entering school, and the Battle Creek School District strongly recommends this procedure.

### BEHAVIORAL RECORD

The Behavioral Record is an accumulation of disciplinary actions taken for misconduct. These records are kept by the Principal or designee while the student is in attendance at his/her particular school.

### STUDENT BEHAVIOR

It is a belief of the Battle Creek Public Schools that the schools should maintain an environment which is conducive to learning. Disruptive behavior is detrimental to this process and will not be tolerated. The foundation for good standards of behavior has, in the past, been primarily the responsibility of the home and shall continue to reinforce sound home behavioral standards. When sound behavioral standards are neglected by the students, disciplinary action will be taken.

### GENERAL STUDENT EXPECTATIONS

It is far too difficult to state all facets of good student behavior. However, general guidelines are listed below:

1. Students will understand and follow school policies.
2. Students will respect the worth and dignity of each individual.
3. Students will respect the rights of fellow students.
4. Students will respect the rights and responsibilities of faculty members as they perform their duties.
5. Students will respect the rights and responsibilities of ALL personnel.
6. Students will observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance.

**DRESS CODE**

The Principal and teachers expect that students wear clothing that is appropriate for school. Students shall not wear clothing or accessories which interfere with the operation of the school, the general health, safety, and welfare of other students and school employees. Students, with the help of their parents/guardians, have the responsibility to dress and groom themselves in a manner appropriate for school.

- Students must wear a shirt (with fabric in the front, back, and on the sides under the arms) and pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts).
- Appropriate footwear must be worn at all times.
- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, hate speech, profanity, pornography, images or language that creates a hostile or intimidating environment or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Students may not wear any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Students are not allowed to wear swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon may not be worn.
- Any item that obscures the face or ears (except as a religious observance).
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Principals have the responsibility and right to interpret this dress code in a consistent, fair and reasonable manner.
- Students may be asked to change their clothes if they are violating the dress code policy.
- Parents may be contacted to bring clothes for their student to change in to.

*\*\*Please be sure to check with your school for any additional dress code information.*

If there is any doubt about dress and appearance, school administration will make the final decision. Student whose dress violates the dress code and/or causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be removed from spaces, hallways, or classrooms as a result of a dress code violation.

**DIRECTORY INFORMATION**

The Board of Education of the Battle Creek Public Schools has designated the following student information as “directory information:”

- Name
- Grade Level
- Year of Graduation
- Gender
- Activities Participated In
- Awards Received

This information may be released without parent/guardian consent, unless the parent/guardian notifies the school district in writing that this information is not to be released. Written notification prohibiting release of directory information must be given to the Building Principal no later than October 15th of the current year. This written objection must be placed by the parent/guardian of a student under age 18 or eligible student.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is the Federal law that protects the privacy of student education records. Except for limited circumstances specified by law, **personally identifiable information from a student’s education record may not be released to a third party without written authorization from the student’s parent/guardian or eligible student.** This includes but is not limited to student attendance, grades, etc. The education record is maintained in the current school district the student attends. The record resides with the last district the student attended. The Battle Creek Public School district allows school officials who have a legitimate educational interest access to student records. Under FERPA, a parent or eligible student has a right to inspect and review the student’s education records and to seek to have them amended in certain circumstances. The parent or eligible student wishing to inspect, review or amend the educational record must contact the Principal. A parent or eligible student must also provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from education records. In some situations, the district uses contractors and consultants to provide certain institutional services and functions. Recordation of disclosures to contractors and consultants are kept in the Principal’s office of the school. School district personnel are required to identify and authenticate the identity of parents, students, school officials, and any other parties to whom they disclose education records. The district installs and uses video. Recorded information from these cameras ( videos ) showing students shall be treated as an education record. A video shall be kept and maintained as an education or personnel record when the video is to be used at a disciplinary or other proceeding authorized by law.

**DIRECTORY INFORMATION** is defined currently as information of current and former students that would not generally be considered harmful or an invasion of privacy if disclosed. School districts may disclose directory information without consent.

**SCHOOL OFFICIALS:** A person who is employed by the school as an administrator supervisor, instructor or support staff member; or a parent or board member serving on an official committee such as a disciplinary committee.

**LEGITIMATE EDUCATIONAL INTERESTS:** A school official who has an official need to review an educational record in order to fulfill his or her professional responsibilities.

**CONTRACTORS/CONSULTANTS:** A person or company with whom the school has a written contract whose agent provides a service to the district instead of the district using its own employees or officials (such as an attorney, consultant or therapist);

### USA PATRIOT ACT

(Uniting and Strengthening America by Providing Appropriate Tools Required To Intercept and Obstruct Terrorism) PL 107-56 (Oct 2001)

This law is an amendment to FERPA (Family Educational Rights and Privacy Act). It permits representatives of the United States Attorney General to obtain student records without parental consent or notification

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examinations and challenges, including hearings on a challenge, shall be established by the school administration and be made available upon request. Except for limited circumstances specified by law, personally identifiable information from a student’s education record may not be released to a third party without written authorization from the student’s parent or the 18-year old student.

## GRADES AND REPORT CARDS

Elementary students are given Progress Reports and/or report cards via Parent-Teacher conferences in the fall and spring. Report cards are issued at the end of each marking period. Students are assessed according to their academic achievement and the amount of individual effort demonstrated while mastering the various subject areas. Work habits and citizenship are also a vital part of the progress report.

## HOMEWORK

### DISTRICT VISION FOR ASSIGNING HOMEWORK

*Battle Creek Public Schools believes that homework will help students to achieve academically, as well as to develop good study habits, promote positive attitudes toward school, and communicate to students that learning takes place outside the school walls.*

### BENEFITS OF HAVING STUDENTS DO HOMEWORK

- Academic skills are reinforced and long-term study habits are established
- Greater self-direction, increased self-discipline, better time management skills, more independent problem solving
- Greater parental appreciation of and involvement in schooling

### CHARACTERISTICS OF EFFECTIVE HOMEWORK

#### Homework Do's

- A clear purpose will be established by the teacher for assigning it.
- All homework will fall into one of three categories: practice, preparation, or extension.
- Teachers will make sure student confusion about the homework is cleared up before they leave.
- Teachers will assign homework that the students have the knowledge and skills to be able to successfully complete.
- Teachers will give feedback within 48 hours either whole class or individually to reinforcement proficiency or to clear up common misconceptions.

#### Homework Don'ts:

- Homework will not be assigned to teach new material
- Homework will not be assigned as punishment

### DAILY HOMEWORK EXPECTATIONS BY GRADE:

ELEMENTARY	Daily Homework Expectations (Monday- Thurs)	Plus Daily Leisure Reading (Monday-Sunday)
Kindergarten	10 minutes (Math)	20 minutes
Grade 1	10 minutes (Math)	20 minutes
Grade 2	20 minutes (Math)	20 minutes
Grade 3	20 minutes (Math)	At least 30 minutes
Grade 4	30 minutes (Math)	At least 30 minutes
Grade 5	30 minutes (Math)	At least 30 minutes

*\*Additional projects may be assigned by the teacher. Projects will be assigned with at least a week's notice so that students have ample time to complete them along with their daily assigned homework.*

*\*Elective teachers can choose to assign homework on the weekends*

*\*Students that elect to take advanced classes may have more homework than what is listed above*

## LOCKERS (IF AVAILABLE)

Lockers are assigned to students by their teacher. Student lockers are school property and remain at all times under the control of the school. Students should not expect privacy regarding items placed in school lockers because school lockers are subject to search at any time by school officials. School officials may conduct periodic general inspections of lockers for any reason at any time without notice, without student consent, and without a search warrant. The student will be held responsible for any illegal or stolen articles found in the locker.

## LUNCH PERIOD POLICIES AND PROCEDURES

Each elementary school serves a nutritious hot lunch each full day during the year. Lunch period times and lunch payment procedures are sent home to each parent at the beginning of the school year or when your child enrolls. Students may bring a snack lunch if they prefer. Milk is available for purchase. Although all Battle Creek Students have the option to receive free breakfast and lunch, it is still required that every facility complete and return to the school a Household Information Form each school year.

Per federal regulations pertaining to free lunch, commercial foods purchased outside of the building may not be eaten by students in the building while free lunches are being served.

The schools have established rules regarding acceptable behavior and manners during the lunch period. While these rules may vary slightly from school to school, in all cases parents/guardians will be notified, either by letter or telephone, about any chronic misbehavior or problems involving their child. It is hoped that this procedure will be sufficient to correct the situation. If not, it may be necessary to exclude the student from school. Specific questions concerning lunch period should be referred to your school Principal.

## MEDICATION / HEALTH / ILLNESS / INJURY

### MEDICATION

It is understood that it is the parent's responsibility to provide school officials with student medication information. School personnel will administer internal prescriptions / non-prescription medications, and over-the-counter medications only under the following conditions:

- The parent/guardian has completed the Battle Creek Public Schools' Medication Permission Form and submitted it to the school. (The form requires a physician's signature, physician's authorization, or duplicate prescription label, directions for giving the medication, and a parent/ guardian signature.)
- The medication must be provided in its original container.
- The parent/guardian must, personally, bring the medication to school and give it to the principal or his/her designee.

Battle Creek Public Schools' personnel will encourage students to take their medication. However, staff will not force a student, who refuses to take the medication, to do so. Staff will notify the parent/guardian in this instance.

### **MEDICATION REMINDER**

Parents of students who use an inhaler for asthmatic symptoms or an epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis must provide the school with written approval from the pupil’s physician or other health care provider authorized by law to prescribe that item and written parental permission in order for the student to possess and use the inhaler or epinephrine auto-injector.

### **PROCEDURES FOR STUDENT SELF-ADMINISTRATION AND SELF-POSSESSION OF MEDICATION**

- The student’s parent or guardian must complete and sign the district student medication form notifying school officials that the student will be receiving medication.
- Students may then self-administer and self-possess medication only under the following conditions:
- Students may carry epi-pens to respond to bee stings, allergic reactions or other anticipated emergency conditions as prescribed by a physician.
- Students may carry an auto-injector or inhaler to treat asthma as prescribed by a physician.

### **MEDICATION DISPOSAL**

At the end of each school year, it is the responsibility of the parent or legal guardian to pick up all remaining medication that was provided to the school. Medication not picked up will be properly disposed of by school staff.

### **HEALTH**

Parents, who have students with high-risk allergic reactions to such things as bee stings, must **notify the principal at the time of registration or enrollment** of the condition and make individual medical arrangements for that student.

A child with a communicable disease shall not return to school until the prescribed time set forth by the Calhoun County Health Department has elapsed or upon written permission from a physician. Any questions regarding specific problems or situations should be referred to the principal.

### **HEAD LICE**

Head Lice is a health concern. For the health and safety of others it is important that students receive treatment as soon as parents are able. After proper treatment, the student may return to school. The student’s hair will be inspected for lice upon return to school. Parents, please note, that students should not have excessive absences from school due to head lice. Absences due to head lice will follow the same guidelines in the truancy process.

### **ILLNESS / INJURY**

Parents/guardians must provide the school with information about what action should be taken and who should be contacted in case of illness or injury. A child who becomes ill or is injured while at school will be taken to the principal’s office for attention. The principal or his/her designee will decide whether the child should remain at school or be sent home. If it is determined that the child should go home, a parent/guardian will be notified to pick up their child.

## PARENT NOTIFICATION

### EMERGENCY SITUATIONS

Due to special security concerns during an emergency situation, students will only be released from the building during school hours **when accompanied by the student's parent/guardian**. In case of such emergency situations, school officials will not release students based on a parent/guardian's telephone or written request to a friend, neighbor or relative.

### SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least six (5) fire drills, two (2) tornado drills, one (1) evacuation drill and two (2) lock-down drills each school year. There may be other drills at the direction of the administration. Drills may or may not be preceded by a warning to the students.

### PESTICIDES

The Battle Creek Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort and will always be applied after school hours.

You have the right to be informed prior to any regularly scheduled pesticide application that might be needed in your child/children's school.

To receive notification, please complete the form provided by your school. **You will not be notified if the form is not returned.** In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. If at any time you should have questions or concerns about pest management within your child/children's school, please contact the Facilities Department at (269) 965-9430.

### SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and have it approved by the building or program administrator as well as the Human Resources Office. After building/program approval, the form is then sent to the Human Resources Department and a driver's license and background check is required before further approval. Approval must come from the building/program administrator and the Human Resources Department before assisting at the school. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### HOMELESS CHILDREN AND YOUTH

Parents should notify their child's school immediately if they become homeless, move to a shelter or move to temporary housing. Additional educational services may be available for these students.

### TITLE I PARENT INVOLVEMENT POLICY STATEMENT

It shall be the policy of the Battle Creek Public Schools, in accordance with Section 1118 of the Title I Regulation of the Elementary and Secondary Education Act, as amended, to involve Title I parents in the planning, evaluation, and implementation of all Title I programs.

### INTERVENTIONIST

The Interventionist helps with and connects students to resources outside of the school, to facilitate conflict resolution, and to intervene with students at the request of administration. The Role of the Interventionist is to support students who are exhibiting Tier II and Tier III behaviors, which reflect their ability to function academically, emotionally and socially in the classroom. The Interventionists are licensed, masters level counselors and/or social workers.



## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held each year in the fall and spring. The purpose of the Parent-Teacher Conference is to provide a way for you and the teacher to communicate regarding your child’s progress in school. The conference will be centered on your child’s academic progress, his/her strengths and weaknesses, his/her attitude and behavior, and any other areas you and the teacher believe are important to the child’s development. Both parents/guardians and teachers should feel free to schedule conferences any time there is a need.

## SEXUAL HARASSMENT POLICY

Sexual harassment of students or personnel by students or by employees of this district is unlawful under both Michigan and Federal law, and is contrary to the commitment of this district to provide a stable learning environment. This school district will not tolerate any sexual harassment. It is the policy of this school district that all contact between student, teacher, and other adult employees of this district be in keeping with respect for the individual students and/or personnel, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all district employees are expected to conduct themselves with respect for the dignity of others. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately make a report of this to their Principal, as well as discuss this concern with their parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or contrary to a stable learning environment. All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary actions up to and including expulsion from school if they are a student or termination from employment if they are an employee. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this district is required by law to report child abuse to the Department of Social Services.

## BULLYING

Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### A. PROHIBITED CONDUCT.

**1. Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as, any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student’s ability to participate in or benefit from the 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; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

**2. Cyberbullying.** Cyberbullying of a student at school is strictly prohibited. For the purposes of this policy, “cyberbullying” shall be defined as:

Any electronic communication (via cell phone, tablet, computer, etc.) that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of 1 or more students;
- b. Adversely affecting a student’s ability to participate in or benefit from the 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;
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

## SPECIAL EDUCATION SERVICES

Special education services are available for students who qualify for the program. If you have any questions or concerns about available special education services, contact your building Principal.

## TESTS

Spelling tests, end of unit tests, math quizzes, etc., are given quite frequently by the teacher for diagnostic purposes and to assist in evaluating a student’s progress in school.

Achievement Tests are taken by students in grades kindergarten through 5th. The tests are designed to measure the skill with which the student performs in reading, mathematics, and language. Test scores are available to parents at conference time.

We are required by law to give State Assessment Tests to various grades at the direction of the State Department of Education. The test is designed to reveal specific skills that students have or have not attained in reading and mathematics. The results of the test provide the teachers with additional information on what skills a student needs for further reinforcement and instruction.

Standardized tests, informal tests, student participation in learning activities, and teacher observation are part of a student’s evaluation in school.

## TEXTBOOKS

Textbooks are furnished to students in the Battle Creek Public Schools. Students are responsible for books issued for their use. If the student is negligent in the use of the textbooks, a fine may be assessed to cover the cost of repair or replacement.

## SCHOOL INFORMATION

### SCHOOL AND CLASSROOM

- 1. Visit the Classroom.** You are always welcome to visit the school after making arrangements with the Principal. Checking in at the main office and sitting quietly in a classroom is required for all visitors. Visiting the classroom may answer many questions you might have. It may also raise some questions which you may discuss with the teacher and your child at a later date.
- 2. Parents’ Night or Open House** is usually held in the fall. Ask questions, meet the teacher, and see materials and classrooms.
- 3. Parent-Teacher Conferences** are usually scheduled in the fall and spring. Make the conference a two-way communication.
- 4. Parent-Teacher Association/Organization** meetings are held at different times during the school year. They have special programs and help give information about school functions to the parents/guardians.

### SCHOOL PUBLICATIONS

- 1. Newsletters** are sent home by all schools. They present information about school programs as well as concerns of the Principal, staff, and Parent-Teacher Association/Organization.
- 2. School Media:** School Website: [battlecreekpublicschools.org](http://battlecreekpublicschools.org), and social media

## STUDENT DISCIPLINE

### ELASTICITY CLAUSE

1. Violations listed in the District Code of Conduct are the most common school violations and the minimum penalties.
2. Some violations of a more serious nature will result in more severe disciplinary action.
3. Violations listed in the District Code of Conduct are not all-inclusive. Additional violations may result in disciplinary action.
4. Repeated violations will result in more severe disciplinary action.

### TYPES OF DISCIPLINARY ACTIONS

**1. Detention Time (kept before/after school, during lunch or outside of normal school hours)**

– Detention time is assigned to students by teachers or administrators for minor violations of school policies such as tardiness, misbehavior in class, etc. Parents/guardians will be notified in advance when their child is detained.

**2. Suspension** – Suspension is the removal from school for a designated period of time because of a violation of school rules or regulations (principals may suspend students for ten days). The student is not allowed on school premises during the school day and may not participate in any school activity such as athletic events, music concerts, plays, etc., during the duration of the suspension. The suspension is an excused absence.

**3. Long-Term Suspension** – This is the removal from school by the Superintendent, or a person designated by the Superintendent, for periods of time beyond ten (10) days. Such action may be taken for cases of “gross misbehavior,” “persistent disobedience,” or conduct which endangers the safety and security of other students, staff, or the school district.

**4. Expulsion** – This is removal from school on a permanent basis. The action may be taken by the Superintendent, or a person designated by the Superintendent.

### PROCEDURES GOVERNING ALL CASES OF SUSPENSION

1. The Principal or his/her designated representative may suspend a student for a period not to exceed ten (10) school days. The Superintendent and/or the Superintendent’s designee will be notified of this action by the Principal. The Principal will make all recommendations to the Superintendent and/or the Superintendent’s designee, concerning suspensions which are to exceed ten (10) school days and all recommendations for expulsion.
2. The Administrator processing the suspension is to record all pertinent information concerning the disciplinary action being taken. This will become part of the student’s behavioral record.
3. The Administrator is to advise the student of the meaning of suspension, the reason for suspension, and the length of the suspension. In the event the student is not available, this information will be communicated to the parent or guardian.
4. Whenever possible, the parent or guardian will be told of the suspension before the student will be released from school. This will be done via telephone conversation. In the event the parent or guardian has no telephone or cannot be reached by telephone, the administration will:

- a. Send the student home and request a call to the school; or,
  - b. Keep the student in the office until the school day is over and request a telephone call to the school by 9:00 a.m. the following day.
5. A written correspondence letter will be sent to the parent or guardian within twenty-four (24) hours of the suspension with a request for a call to the Administrator in the event they have not yet discussed the matter.
6. Students and/or parents/guardians who feel the suspension is not justified may resort to the following “Appeal” procedure:
  - a. The student is to leave the school premises following a suspension and place a telephone call to the Principal’s office if they wish to request a hearing.
  - b. A hearing with the Principal, or the designee in the case of absence, will be arranged for no sooner than the following day.
  - c. If the student and parent/guardian are not satisfied at this point, an appeal meeting/hearing may be requested with the Superintendent or designee within no more than two (2) working days. The parent/guardian must submit a request for appeal in writing to the Principal’s office, to be forwarded to the Superintendent or designee’s office.
  - d. Further appeal will be made as determined by the Superintendent.
  - e. The student and parent/guardian may have representation of counsel or may choose to have representation from some other source at any of the above levels.
7. A re-entry meeting with the parent is expected following a suspension, prior to the student returning.
8. All suspensions will be reported to the Principal or the designee in the case of absence on the day of the suspension.

The administration considers matters of individual suspension to be in the nature of confidential information. We will, therefore, not discuss the disposition of any case involving a student with any person other than school personnel and parent or guardian unless given written authorization by the parent or guardian to release information or to discuss the matter with a designated representative. The parent or guardian will be required to sign a “Release of Information” card which will be available in the office. This is not intended to preclude the right of the school to provide information to law enforcement agencies regarding students.

**Please see the District Code of Conduct for further discipline information.**

*(Available at your school office and on the district website)*

## BUS TRANSPORTATION

### **BUS CONDUCT RULES**

The Dean Transportation partners with Battle Creek Public Schools to provide transportation for students to and from school, in order to provide experiences to make the curriculum more meaningful, and to support extra-curricular activities.

A driver cannot drive safely when students on the bus are unruly. The following rules are the basic rules for conduct while on a school bus:

1. Observe the same general conduct as in the classroom.
2. Students may talk in normal tones (Champs Level 1 voices).
3. No eating or drinking on the bus.
4. Help keep the bus clean.
5. Cooperate with the driver.
6. Unauthorized passengers are not permitted on a school bus at any time.
7. Students must be seated while riding the bus.

### **DISCIPLINE PROCEDURES FOR BUS CONDUCT VIOLATIONS**

At times, the nature of a student's behavior may be serious enough to warrant having their riding privileges denied for a period of time without any prior warning. Generally, a prior warning will be given. When disciplinary action is necessary, a bus conduct report which explains the reason for the reprimand will be issued to the student. There are four (4) copies of the bus conduct report, one each for the parent or guardian, school, transportation office (to be kept on file), and follow-up by the Transportation Director. The parent's copy will be given to the student who will be instructed to give the bus conduct report to his/her parent or guardian to be signed and returned to the driver. The student will not be allowed to ride the bus again until the signed bus conduct report is returned to the driver. An additional copy will be mailed to the address on file. A parent or guardian signature on the report is needed to ensure that the parent or guardian is aware of the problem. Other methods of parent contact may be used when necessary. It is important for the parent or guardian to understand that exclusion from the bus is not exclusion from school. This means continued attendance at school is expected.

Any questions or complaints regarding the bus conduct report by the parent or guardian must be made to the Director of Transportation, 315 West Goodale Avenue, 965-9435.

### **WALKING CONDUCT RULES TO BE OBSERVED BY STUDENTS**

1. Walk only on sidewalks where available.
2. Cross only at corners.
3. Observe safety signals.
4. Stop, look, and listen at all railroad crossings.
5. Follow the directions of crossing guards.

BATTLE CREEK PUBLIC SCHOOLS ELEMENTARY BUILDINGS



**ANN J. KELLOGG**

Serving grades 3rd-5th  
Crescenda Jones, Principal  
(269) 965-9773



**DUDLEY ELEMENTARY**

Serving grades Pre-K-2nd  
Deborah Linden, Principal  
(269) 965-9720



**POST-FRANKLIN ELEMENTARY**

Serving grades Pre-K-2nd  
Sima Thurman, Principal  
(269) 965-9693



**LAMORA PARK ELEMENTARY**

Serving grades Pre-K-2nd  
Angela Morris, Principal  
(269) 965-9725



**VALLEY VIEW ELEMENTARY**

Serving grades Pre-K-5th  
Gregory Bish, Principal  
(269) 441-9150



**VERONA ELEMENTARY**

Serving grades 3rd-5th  
Sharon Hampton-Madyun, Principal  
(269) 965-9710



**FREMONT ELEMENTARY**

Serving Grades Pre-K-4th  
Brandon Phenix, Principal  
(269) 965-9715

**ADDENDUM COVID-19****VISITORS**

To ensure the health and safety of staff and students it is important that we minimize the amount of traffic in and out of the school building. Parents/Guardians and visitors may not be allowed to enter the school building, past the designated check point area as a health and safety precaution. In cases of an emergency or other extenuating circumstances, visitors may be allowed to enter other areas of the school premises but may be required to wear a face covering and may need to comply with health screening and sanitizing procedures upon entry.

**FACE COVERINGS**

Staff, students and visitors may be required to wear face coverings. Face coverings must cover your nose and mouth. If students have health issues that restrict them from wearing a face covering of any kind a doctor's note must be provided to the school building.

**LATE ARRIVALS & EARLY DEPARTURES**

We discourage late arrivals and early departures. Students' participation in the full day of school is critical to their learning. To ensure the health and safety of staff and students it is important that we minimize the amount of traffic in and out of the school building. We do understand that emergencies may arise where late arrivals and early departures are necessary.

**Late Arrivals**

- 1.) Enter the building through the designated entry point and/or school vestibule area.
- 2.) Utilize the buzzer system, if available to notify the office of your presence.
- 3.) Students, parents and visitors may be asked to wear a face covering
- 4.) Students will be signed in at the check in point and will then be escorted to their destination by a staff member
- 5.) Parents/Guardians and visitors may not be allowed to enter the school building, past the check in point as a health and safety precaution.

**Early Departures**

- 1.) Parents/Guardians must call in early or send a note notifying the school office of the early pick up reason and time that they will arrive at the school building. This will allow the school time to prepare the student for departure.
- 2.) Enter the building through the designated entry point and/or school vestibule area.
- 3.) Utilize the buzzer system, if available to notify the office of your presence.
- 4.) Students, parents/guardians and visitors must wear a face covering
- 5.) Students will be escorted to the check in point by a staff member
- 6.) Parents/Guardians will need to sign students out at the check in point
- 7.) Parents/Guardians and visitors may not be allowed to enter the school building, past the check in point as a health and safety precaution.



DEAR PARENT OR GUARDIAN:

It is imperative that all parents/guardians and students in the Battle Creek Public School District read and understand the materials presented in the Elementary School Student Handbook. We are requesting that you become fully acquainted with all the materials and, after discussing them with your child(ren), sign the form below to indicate that they have had the policies communicated to them.

This is in no way to be construed as a contract or of a contractual nature, and signing this form does not imply that you agree with the materials covered in the Handbook. Your signature is merely to indicate that you have read and understood all policies and procedures.

(Please return this portion to your elementary school office) I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of the rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

Name(s) of my child(ren) in this elementary school:

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Printed Name of Parent or Guardian

Telephone Number

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Signature of Parent or Guardian

Date





**BELIEVE** *in the*  
**CHANGE** <sup>SM</sup>

