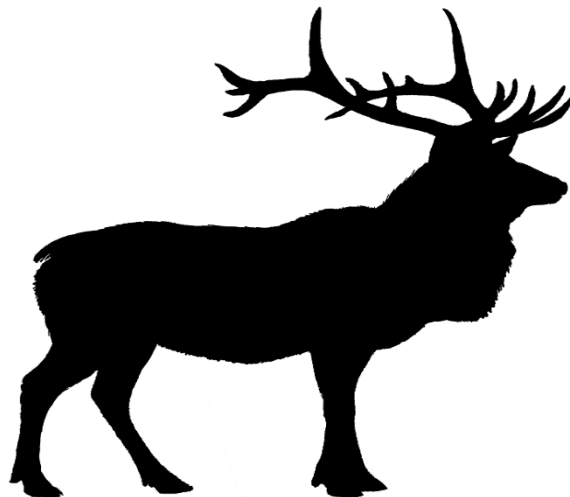




2026 - 2027
PARENT/STUDENT HANDBOOK



MISSION STATEMENT

"We are lifelong learners working to build a more peaceful world"

Dear Lakeland Families,

The Lakeland Elementary School Parent/Student Handbook has been prepared to provide information to questions frequently asked. We believe this information will help you become quickly informed regarding policies, procedures, and programs at Lakeland.

Parent interest and participation in the total school program is welcomed and encouraged. When parents become actively involved in the PTO, committees, serving as room parents, and resource persons, their child, and other children benefit greatly. In fact, research proves parental involvement equates to improved overall student performance. The rewards for being involved are substantial for parents as well.

We would like to express how much we enjoy working with Lakeland's children, staff, and adult community. It is our belief that for children to grow and flourish in a school setting, they require a safe and orderly environment where teachers, principal, and support staff work harmoniously to maintain safe, consistent and positive limits while providing warmth and support.

If after reading our handbook additional questions arise, feel free to call us at 264-8289.

Let us have a great 2026-27 school year, working in partnership toward the total growth and development of all children.

Sincerely,

Kathryn Veith
Principal

LAKELAND STAFF DIRECTORY

Name	Position
MRS. KATHRYN VEITH	Principal
MS. RACHAEL BIRGY	Preschool/Kids' Club Director
MRS. KATE DENTINGER	GSRP/ER Preschool
MRS. ANDREA REFFITT	GSRP/ ER Preschool
MRS. ANNA PRISSEL	Transitional Kindergarten
MRS. JEN HALL	Kindergarten
MRS. BASSETT	Kindergarten
MRS. JENNIFER COLEMAN	1 st Grade
MRS. KATELYN JARVIS	1 st Grade
MRS. EMILY WHITE	2 nd Grade
MRS. DEDE SZUMERA	2 nd Grade
MRS. LYNETTE STARR	3 rd Grade
	3 rd Grade
MR. STEPHEN MCDONALD	4 th Grade
MRS. KATIE KINERY	4 th Grade
MRS. KATE FRIES	5 th Grade
MRS. ANNIE GRAMMER	5 th Grade
MRS. ASHLEE FRIESS	Special Education Teacher
MRS. MASON FELKER	Special Education Teacher
MS. SAM ABEEL	Social Worker
MR. DREW PICHAN	Art
MR. LUCAS DEFORGE	Physical Education
	Music
MRS. SUE ANDERSON	Title
MRS. HEATHER BERGQUIST	Speech and Language
MRS. SARAH HARRIS	School Wellness Nurse
MRS. SOPHIE WYATT	School Wellness Social Worker
MRS. ZAIDA HAMANN	Limited English Proficiency Consultant

SUPPORT STAFF

Name	Position
Elaine DiGiovanni	Lead Administrative Assistant
Melissa Bocardo	Administrative Assistant
John Rice	School Resource Officer
Holly Schlicker	Community in Schools
Courtney Poniatoski	Librarian
LouAnn Polzin	Paraprofessional
Mary Crawford	Paraprofessional
	Paraprofessional
Heidi Clark	Paraprofessional
	Paraprofessional
Alayna Dean	Paraprofessional
Shannon Hemstreet	Paraprofessional
Shelly Kurtz	GSRP Assistant
	GSRP Assistant
Misaeng Suh	GSRP Assistant
Chip Koenig	Day Custodian
	Evening Custodian
Roxanne Sarasin	Cafeteria
	Cafeteria

ELK RAPIDS SCHOOLS BOARD OF EDUCATION

TITLE	NAME
PRESIDENT	Jennifer Brown
VICE PRESIDENT	Tara Kribs
SECRETARY	Sherry Steffen
TREASURER	Scott Moore
TRUSTEE	Jeff Hill
TRUSTEE	Shana Wojtowicz
Trustee	Steven Merchant

PTO ORGANIZATION

The Lakeland PTO is a valuable support group of the school. All parents are encouraged to become actively involved. PTO meetings are held once a month at the school and are open to everyone. Board members for the 2026-27 school year are as follows:

TITLE	NAME
PRESIDENT	Amanda Merchant
VICE PRESIDENT	Emily Petrovich
CORRESPONDING SECRETARY	Ellie Kirkpatrick
RECORDING SECRETARY	Kayla Pantall
TREASURER	Lindsay Toelle
VP MEMBERSHIP	Katie Larsen
VP Committees	Kelsey Ward
VP Committees	Jessica Jones
VP Communications	Leigh Modlin
Teacher Rep	Emily White

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MISSION STATEMENT

“We are lifelong learners working to build a more peaceful world”

ATTENDANCE PROCEDURES

ENROLLMENT

Lakeland Elementary is available to enroll throughout the school year to all Elk Rapids residential families. Please contact the main office for more information.

ABSENCES FROM SCHOOL (Ref. Board Policy 5200)

When your child will be absent or tardy, please call the school office at 264-8289. You may leave a message between the hours of 4:30 P.M. and 8:30 A.M. To ensure child safety, we will call parents at home first and place of work next if parents do not call us to confirm an absence.

If a student needs to be absent from school for a medical, dental or an other personal appointment, or for unusual family needs, the school will honor a request from a parent for up to a **MAXIMUM OF FIVE DAYS** of pre-excused absence per school year. Pre-excused absences should be arranged through the school office at least one day prior to the anticipated absence. Arrangements for make-up should be made prior to the absence and will be presented to the student after their return. Pre-excused absences should be used judiciously. Please do your best to avoid student pre-excused absences during assessment periods.

We recognize that the presence of a student in the classroom enables him/her to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Lakeland follows MDE compulsory attendance mandates and parent notification will occur as follows:

- 10 absences/tardies--a letter will be sent home
- 20 absences/tardies—another letter will be sent home requesting a meeting between the parent, teacher, and principal to discuss truancy support plan.
- 25 absences/tardies—another letter will be sent home and a meeting will occur. It will be up to the discretion of the building administrator to involve the Antrim County Truancy Intervention Officer.

Students arriving between 8:55 - 10:15 a.m. – Tardy

Students arriving after 10:15 a.m. – Excused for AM

Students leaving early afternoon before 2:15 – Excused for PM

Students leaving after 2:15 p.m. – LE (Left Early)

STUDENTS LEAVING WHILE SCHOOL IS IN SESSION

Children are not permitted to go home by themselves while school is in session. This policy is

intended for the protection of the child. When it becomes necessary for a child to go home due to illness or prearranged appointments, a parent or other responsible person designated by the parent must come for the child. Parents are asked to come into the office to pick up their children. They must also sign our Student In/Out Notebook.

ILLNESS OR ACCIDENT AT SCHOOL

If a child becomes ill in school, or is injured at school, the parents will be contacted, and arrangements will be made before the child is released from school. If parents cannot be reached, contact will be made with the person designated by parents on the Student Information Card. It is very important that this card be kept up to date at all times.

Per Michigan Department of Health and Human Services students must stay home if they have a fever of 101.1 or higher, or experience vomiting or diarrhea. They can return only after being symptom-free for 24 hours without medication.

SCHOOL HOURS

Children attend school from 8:45 A.M. to 3:48 P.M. each day unless otherwise designated on the school calendar. The front entry door will open promptly at 8:35. For safety reasons, it is important that children do not arrive before 8:35 A.M. unsupervised.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

(See also Board Policy 2412)

ELEMENTARY INSTRUCTION PROGRAM

CURRICULUM

Lakeland Elementary has representatives on each of the district's curriculum committees. These committees review national goals and the state's recommended core curriculum to determine where changes in our district curriculum might be appropriate. With anything new in our programming comes the responsibility of ensuring excellence in education continues. Administrators and teachers must ensure that this new model for curriculum will deliver the

quality of education Elk Rapids have come to expect. A large part of all this accountability lies too in having an assurance that our curriculum meets and/or exceeds the Core Content State Standards. Through the overarching structure of the district's Curriculum Committee, Lakeland staff work to implement changes in the curriculum in order to meet these new grade level expectations. Allowing teachers time to acclimate and assimilate themselves with these new requirements and providing adequate professional development time for them to find the best ways to reach the curriculum are integral parts of this process.

EDUCATION SUPPORT TEAM/MULTI TIER SYSTEM OF SUPPORT

Periodically parents ask what steps we take to help a child who is experiencing learning difficulties in school.

We use what we call the "Educational Support Team." The purpose of the team is to collaboratively identify a way to solve a given child's learning challenges with as little interruption of the classroom program as possible.

Although each case is unique, we generally follow these steps:

1. General education teacher(s)/parent(s) recognize the challenge.
2. The EST (a meeting is scheduled, which may consist of: the school principal, school psychologist, general education teacher, special education teacher(s), Title 1 teacher, social worker, parent, and/or other interested persons) meets to review information, problem solve, and generate recommendations.
3. The EST finalizes the actions to be completed, stipulates the person(s) responsible, and sets a date or timeline to review the case.
4. The EST reviews cases in progress on a regular basis. Continual attempts to meet the needs of the students without special education interventions are made until all general education alternatives, which are feasible, are tried.

*Please note that either parents or teachers can request an EST. If you have further questions about our process, please contact either your child's teacher or the principal.

COURSES OFFERED

Classes in art, general music, and physical education are offered to students in grades TK – 5th. These specialists provide programming that adheres to national and state standards.

MATURATION PROGRAM

In the fall, students in grade 5 will participate in a series of classes aimed at supporting students along their maturation journey. Parents are invited to view the materials prior to the students' lessons. Please contact the principal if you are interested in viewing materials.

MEDIA CENTER

Lakeland's media center is a fine academic support facility, centrally located, that houses

thousands of pieces of media. The organization and maintenance of the facility are the responsibility of the media personnel. They provide literature appreciation and assistance on a scheduled basis and as needs arise. The media center is open during regular school hours.

OBJECTIONABLE MATERIALS

If a parent finds any aspect of his/her child's education objectionable, they are asked to adhere to the following course of action:

- If it is a reading material of any nature, please review all of the material.
- Direct your concern to your child's teacher.
- The teacher and principal will work together regarding the objection and refer to board policy.

SOCIAL WORKER

Lakeland Elementary School students have access to a general education social worker. This social worker meets with students individually to address concerns that may impact the child in the school setting. She also facilitates groups on various topics such as Divorce, Anxiety, and Grief and Loss. If parents / guardians have social emotional concerns regarding a student please contact the social worker who will guide you to the appropriate support and resources. 231-264-8289 ext 4132

SPECIAL EDUCATION

The Elk Rapids Public Schools is committed to serving all children in order that each child may obtain the most appropriate education. Special education provides a wide variety of programs and services to children who have been identified as eligible for service.

These programs and services are designed so that the students can develop to realistic levels of social, educational and vocational potential and include: appropriate facilities, specialized instructional materials, teaching methods and teachers with specialized training.

SPECIAL SERVICES

Northwest Educational Services provides Elk Rapids Schools with specialists who facilitate the special education review and service process.

The School Psychologist, Teacher Consultant, Occupational and Physical Therapists, Autism Spectrum Disorder Consultant, Limited English Proficiency Consultant and School Speech Therapist provide services to Lakeland students within their areas of expertise.

STATE TESTING

In grades 3, 4 and 5, students are involved in state testing. The testing is done on a state-wide basis in accord with the following schedule:

- o Grade 3: State Mandated Test – math and language arts
- o Grade 4: State Mandated Test - math, language arts, science
- o Grade 5: State Mandated Test - math, language arts, social studies

Although good attendance is important throughout the year, we especially encourage perfect attendance during the administration of these tests. Research indicates children are more successful if they are tested with their classmates, as opposed to individualized make-up sessions. In addition, a consistent sleeping and eating pattern during these two weeks may prove beneficial.

KIDS' CLUB

Elk Rapids Kids' Club is a before school program designed to provide a nurturing and enriching experience for all students in Elk Rapids Elementary Schools. The program is sponsored by the Elk Rapids Public Schools. It is licensed by the Division of Day Care Licensing. All children in Kids' Club must be registered and it is desirable they use the program on a regular basis.

KIDS' CLUB SUMMER PROGRAM

Elk Rapids Schools offers through Lakeland Elementary a summer daycare program for children in Transitional kindergarten through fifth grade. Like our before and after school program, the summer program is licensed as well. Children are offered a variety of experiences ranging from field trips, arts and crafts, and even the chance to participate in some community service.

PRESCHOOL/WAY TO GROW

The Elk Rapids Board of Education and its superintendent have believed it important to sustain the essence of a preschool program begun in the fall of 2001 which was titled Way to Grow. In fact, this initiative was in part responsible for the spawning of a licensed preschool program.

Our Pre-school/Way to Grow/Childcare Coordinator is responsible for all matters relative to licensing and services provided. Please call the school if you have any questions or concerns about preschool or Way to Grow.

TITLE 1 Program

Title I is a federally funded program that provides funds to school districts with high percentages of disadvantaged students to support a variety of services. Its overall purpose is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments.

GENERAL INFORMATION

ANTI-BULLYING POLICY

Policy # 380.1310b: Anti-Bullying Policy: Prohibiting bullying; adoption and implementation by board of school district or intermediate school district or board of directors of public school academy; public hearing; submission of policy to the department; contents of policy; annual report of incidents of bullying; form and procedure; school employee, school volunteer, pupil, or parent or guardian reporting act of bullying to school official; modified policy; definitions; section to be known as "Matt Epling Safe School Law."

For further information please contact the building principal for information related to the Lakeland Elementary School Anti-Bullying policy, instruction/awareness/curriculum for students and staff, and protocols/consequences for those taking part in identified behavior.

BIRTHDAYS

Birthday celebrations will be limited to an optional simple treat within the classroom that respects any allergy issues in the classroom and limits disruptions.

BREAKFAST/LUNCH PROGRAM

The state of Michigan has initiated a program called Michigan School Meals. This program provides students with free breakfast and lunch for the 2026-2027 school year. Parents will still complete a free and reduced price meal application, which will ensure ongoing state funding. This application is on our school website.

Each day in the cafeteria a nutritious breakfast and lunch are prepared for the students. We offer choices to the students to encourage participation. Menus are on the schools website. Please take the time to go over them with your child.

Milk is available for children who carry lunch. If your child has a milk allergy, we can replace the milk choice in the lunch with a juice IF we have a form signed by a physician. Forms are available in the school office. Parents are always welcome to join their child for breakfast or lunch.

BUILDING SIGN-IN

In an effort to improve the management of our facility and safety - parents, guests, and visitors are asked to sign in at the office when they enter and sign out when leaving. This procedure is in place during regular school hours only.

BUILDING USE AFTER SCHOOL HOURS

We welcome the use of our building for special student-related activities and community education. Any adult sponsoring a group should contact the school office for a copy of the guidelines and to reserve space. Students must be supervised at all times. The school is not responsible for the safety of those children here for special activities.

It is important that adults in charge of after-school activities remind the children of appropriate in-building behavior. Our “rule of thumb” for any activities held within Lakeland is that whether the activity is held before, during or after school hours, **the same student behavior of walking in the building, using an inside voice, and other such common sense rules apply.** This is important because following consistent expectations will help support student success and appropriate behavior.

CLASS ASSIGNMENTS

The principal will do his/her best to honor class placement requests from parents. These requests need to be in place by the end of May each school year. Because teacher placements can change throughout the summer, we ask that your request not name a specific teacher, but rather specific traits or a learning environment that you feel your child would benefit from. The teachers and principal create class lists that are balanced in terms of male and female, ability, effort, and learning styles of students.

DESK INSPECTIONS AND SEARCHES (Ref. Board Policy 5771)

The desks, drawers, lockers, and/or other areas where students keep their books, supplies, and personal items are the property of the school. All students are expected to keep their areas clean. If there is any reasonable suspicion that a student's area may contain something that it should not, it may be open to a search by a school official.

DIRECTORY INFORMATION

In accordance with "The Family Educational Rights and Privacy Act", we do not give out information that would be an invasion of your family's privacy. Under this act, however, it is considered appropriate to give out directory information including name, address, and telephone number. Most often, this is requested by our PTO or parents for making calls for birthday parties or other out-of-school events. If you do not want us to give out your telephone number or address, please indicate this on the Media & Field Trip Release form that will be sent home to every student during the first week of school.

ELECTRONIC DEVICES

The following expectations are followed:

- Cell phones/smart watches/any wifi device: Students may have devices at school, but they may not be in use from 8:35 am – 3:48 pm, nor may they be brought into classrooms. Students should keep their cell phones/smartwatches in their locker. The school is not responsible for these devices should they become lost or stolen.
- Game Systems: It is highly suggested that students do not bring devices to school. If brought to school, they may not be used from 8:35 am – 3:48 pm.

EMERGENCY CARD FILE

At the beginning of each school year, a new Emergency Card is completed for each student

consisting of address, guardian name(s), home phone and emergency contacts. The information is kept in the school office and enables us to contact the parent(s) in case of illness or injury. This information is kept confidential. We expect parents to keep us informed of any changes so that our information will always be current.

LOST AND FOUND

Lost and found items are stored in or outside the cafeteria. Contact the office for lost items of money and jewelry. We encourage students and parents to personally check for lost items from time to time. We strongly encourage parents to write names on items that are sent to school. Lost items not claimed will be sent to a local charitable institution on two occasions during the year. Parents will be reminded to check for lost items prior to the donation.

PARENT VOLUNTEERS

For the safety of all children any adult wanting to spend time at Lakeland Elementary during school hours must first complete a volunteer process through the main office. Then, in order not to interrupt the learning process and the safety of our students, please follow these guidelines:

- Please arrange your visit with the teacher before visiting.
 - This includes lunch/recess visits.
- Remember that all visitors must report to the office before going to classrooms.
- Volunteers must be aware of and respect all student privacy issues.

POLICY ON STUDENT RECORDS

The following statement briefly summarizes parents' legal access to their child's record, the CA-60 folder.

Parent, legal guardian or adult student may request a scheduled conference to review the record in the presence of the principal or his/her designee- such conference to be held within two weeks of the request under ordinary circumstances and never to exceed six weeks. In most cases, we will try to accommodate your request as soon as possible.

WITHDRAWAL AND TRANSFER OF STUDENT RECORDS

In order to withdraw from the school please communicate with the office of your intentions. When you are transferring to another school or district, you will be asked to sign a statement releasing the student's records to the new school. The records may then be legally mailed to the new district. Should you need copies of parts of the records such as immunizations, standardized testing, etc., we will be happy to make copies for you.

SCHOOL SUPPLIES

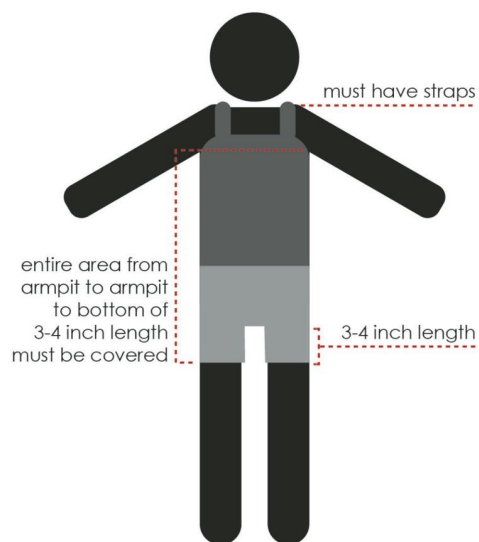
Textbooks, workbooks, materials and supplies necessary for instruction are furnished by the school and our PTO. Students are expected to care for them as if they were their own and are liable for loss or damage. We ask that your child have a backpack that is large enough to carry

his/her things from school to home, but not too big to fit in their locker.

STUDENT DRESS (Ref. Board Policy 5511)

In compliance with the Code of Student Conduct approved by the Board of Education, parents are responsible to guide their children in appropriate dress for school.

- No hats worn inside the building (unless a designated class or school wide incentive day).
- All tops must have shoulder straps. Crop tops & half shirts are prohibited.
- Flip-flops and shoes with wheels are prohibited due to the risk of injury and interruptions to the learning environment. Sandals may be worn as long as they strap securely to the foot.



STUDENT PICTURES FOR PUBLICATION IN THE MEDIA

During the course of the school year, occasions may arise when photographs of students will be taken for the local newspaper, school publications, E.R. website or other media. Usually, the student is identified in these pictures. Parents will be provided with a form to sign at registration time indicating if they have any objections to their student's picture being published in this fashion.

STUDENT VALUABLES

TOYS FROM HOME

Due to distractions and unintentional damage students should not bring any toys from home to school. This includes but is not limited to stuffed animals, barbie dolls, trading cards, and electronic toys.

TELEPHONE USE

Students may use the office telephone to call their parents in case of illness or other emergencies. Students should make after-school plans in advance and are discouraged from using the telephone for such calls. Permission to use the telephone must be obtained from the student's teacher and will only be granted in cases of illness or emergency.

Per board policy (5136) Cell phones and other wifi-capable devices are away for the day in K-12.

ONLY IN CASES OF EMERGENCY will we deliver messages to students during the school day. We ask parents not to request to have their child come to the telephone.

HEALTH

COMMUNICABLE DISEASES

Parents must notify the school when a child has a communicable disease. Immediate warning permits the school to promptly notify parents whose children may have been exposed so that preventive measures can be taken. Communicable diseases include; chicken pox, COVID, Fifth's disease, head lice, impetigo, measles, mumps, pink eye, rubella, scabies, and scarlet fever/strep throat.

DRUG FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, an anabolic steroid, and dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with

this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

HEAD LICE

Head lice can crop up at any point in the school year. Please check your child's hair thoroughly from time to time. This will serve as a non-invasive and effective way of monitoring the possibility of head lice. If you detect head lice or nits, please notify the school so that we may monitor the classroom to avoid further infestation. Lakeland follows the parameters and guidelines set forth through the Michigan Community Health. For specific guidelines please go to www.michigan.gov/mdch.

HEALTH CONCERNS

If your child has an allergy, requires medication, or has any health problem that the school should be aware of, please follow this procedure:

1. Notify the office annually of the situation. (Preferably on registration day each year.)
 2. Leave us written directions to follow in case medication needs to be given or emergency procedures need to be followed.
 3. Parents must complete a Medical Release form giving the school permission to administer any medications, including over the counter medication. Please keep us updated regarding any changes in condition, medication, or procedure.
- Thank you.

IMMUNIZATIONS

All students are required by state law to have a certificate of immunization on file or have a signed waiver on file. Students who have not met the immunization requirements will not be able to attend school. Please contact the Antrim County Health Department for immunization waiver procedures and to learn more about immunization requirements.

MEDICATION AT SCHOOL (Ref. Board Policy 5330)

Children who need to take medication during school hours must have a signed medication form on file. Forms are available at the office. Administration of medication to students is only done under Board of Education policy as follows:

1. Administration of medication occurs only in the school office or nurse's office.
2. The request to administer the medication must be in writing, signed by the student's parents. **All medication must be brought in by the parent.**
3. The request must include the written prescription for the medication, signed by the prescribing physician, or the reproduction of this prescription by the pharmacy, which compounds the medication.
4. Any need for students to self medicate must follow Board Policy 5330.

VISION AND HEARING TESTING

Annually, students in Preschool, Kindergarten, grades 2 and 4 will have hearing tests and students in Preschool, grades 1, 3, and 5 will receive vision screening. Students whose results indicate a possible problem will be retested. If the retest confirms the presence of a problem, parents will receive written notification for follow-up with their family physician.

The services of a hearing specialist are available through the Antrim County Health Department. The health department also conducts a preschool vision and hearing testing program each year. Michigan law requires that incoming kindergarten students submit evidence of preschool vision and hearing testing as a prerequisite for admission to school. These services are available without charge.

ORAL HEALTH

Effective 2024-2025. The Kindergarten Oral Health Assessment (KOHA) is a new program that is similar to Michigan's Hearing and Vision Screenings and is also provided by local health departments, School Oral Health Services Dental Hygienist to provide on-site, no cost screenings.

An oral, or dental assessment is simply a look in the mouth by a dental hygienist or dentist to identify cavities, signs of disease, or other oral health problems.

WELLNESS (POLICY 8510)

As required by law, the Board of Education establishes the following wellness policy for the District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
3. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
4. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
5. Nutrition education posters, such as the My Plate Guide, will be displayed in the cafeteria.
6. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
7. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
8. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
9. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
10. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

B. With regard to physical activity, the District shall:

1. **Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State
- b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- d. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- e. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- f. Planned instruction in physical education shall be sufficient for

students to achieve a proficient level with regard to the standards and benchmarks established by the State.

- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- i. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- j. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- k. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- l. Planned instruction in physical education shall include cooperative as well as competitive games.
- m. Planned instruction in physical education shall take into account gender and cultural differences.
- n. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- c. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- d. Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities the District shall:

- 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. Students and staff are encouraged to stay appropriately hydrated throughout their school day.
- 4. Students, parents, and other community members shall have access to, and be

encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

5. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
 6. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
 7. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
 8. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- D. With regard to nutrition promotion, the District shall:
1. encourage students to increase their consumption of healthful foods during the school day;
 2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
 - c. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
 - d. meals designed to meet specific calorie ranges for age/grade groups
 3. eliminate trans-fat from school meals
 4. require students to select a fruit or vegetable as part of a complete reimbursable meal
 5. designate wellness champions at each school that will promote resources through the District's website for wellness for students, families, and the community
 6. provide opportunities for students to develop the knowledge and skills for consuming healthful foods
- E. The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.
- F. All foods and beverages sold to students as fundraisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks

in School nutrition standards.

- G. Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.
- H. Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:
 - 1. In accordance with Policy [8500](#), entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
 - 2. As set forth in Policy [8531](#), entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
 - 3. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
 - 4. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
 - 5. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.
 - 6. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
 - 7. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
 - 8. All food service personnel shall receive pre-service training in food service operations.
 - 9. Continuing professional development shall be provided for all staff of the food service program.
 - 10. Classroom snacks shall comply with USDA Dietary Guidelines for Americans.

11. In the future all buildings will not sell artificially sweetened and carbonated drinks during the school day.

The Board designates the Food Service Director as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771
7 C.F.R. Parts 210 and 220

Adopted 12/7/06
Revised 6/2/14
Revised 2/16/15

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SAFETY PROCEDURES AND REGULATIONS

MANDATED REPORTING

All school staff are Mandated Reporters. Any concerns regarding suspected abuse or neglect will be reported to the Department of Health Human Services. The school is required to cooperate with DHS workers. DHS workers have the right to question children at school without parent permission or knowledge. These reports are considered highly confidential.

THREAT ASSESSMENTS

If a student makes a direct or indirect threat the threat will be assessed by the administrator and Elk Rapids mental health staff. If warranted a screener will be completed to determine if a full threat assessment is needed. If a full threat assessment is needed this will be conducted by an elk rapids mental health staff member along with an administrator and may also involve our SRO. Parents of the child making the threat will be contacted immediately and may be asked questions to rule out safety concerns. Parents will be notified when the assessment is completed and informed of the determined threat level as well as next steps for best supporting the student.

BICYCLE USAGE

Students who ride their bicycles to school are expected to:

1. Walk their bicycles on the school grounds.
2. Park in an orderly manner at the bike rack.
3. Observe safety rules enroute to and from school.
4. Wear a safety helmet at all times.

Please supply your child with a good safety chain and lock. The school is not responsible for lost or damaged bicycles.

BUILDING SAFETY/SECURITY

At Lakeland, the safety and well-being of students comes first. All entrances/exits are kept locked during the school day. When children are on the playground, the adults supervising are required to have a two-way radio with them so they have constant communication with the office.

In 2014, Michigan's Governor signed into law legislation that requires each public school to hold a minimum of three (3) lockdown drills each year, in which occupants are restricted to the interior of the building and the building is secured. Please call the principal if you have any

questions on this matter.

DANGEROUS AND DISTRACTING ITEMS

Under section 1303 of the Revised School Code, school districts prohibit students from carrying pocket pagers, electronic communication devices, or other personal communication devices in school, except for health or unusual reasons. The Revised School Code defines "dangerous weapons" as:

A firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brassknuckles.

Parents, please talk with your children to be sure that they do not bring knives or any other weapons to school. The State of Michigan requires a one-year expulsion from school for students found in possession of a "dangerous weapon" on school property.

Certain personal items should not be brought to school unless special arrangements have been made with the teacher. Examples are: radios, tape recorders, electronic games, knives and other tools, toy guns, etc. These things are easily damaged, dangerous, or simply inappropriate to have at school. In addition, gum chewing is not allowed at school, unless in cases of class parties and other such special events deemed appropriate by the teacher.

EMERGENCY SCHOOL CLOSING

In the event of school cancellation because of severe weather, notification will be broadcast, usually by 7:00 A.M., over local radio and/or TV stations. Parents should also be notified via SchoolMessenger Text Message Alerts. Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts, and more. To sign up simply send the message "Yes" to the number 67587. You can opt out of these messages at any time by replying to one of our messages with "Stop". If you were enrolled to receive text messages last school year you do not need to re-enroll.

FIRE AND NATURAL DISASTER PROCEDURES

In case of fire, tornado or other disasters, an emergency plan will be put into operation to assure the greatest possible protection for children. Feel free to ask your child's classroom teacher where children go from their classroom in such an emergency. Every school is responsible for having 5 fire drills, 2 tornado drills, and 3 lockdown drills per year.

PARKING LOT

Parents and visitors are encouraged to use extreme care in the school driveway and parking lot. Parents who drive students to and from school should permit walkers the right of way.

Students should never cross between parked cars or buses, only where there are designated crosswalks. Parents are asked to observe the "No Parking"/"Bus Loading" areas and observe the speed limit signs.

PLAYGROUND SUPERVISION

The school provides playground supervision during normal school hours. There is direct communication with the office at all times through the use of two-way radios.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education has installed video cameras on school grounds and school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law. [\(See Board Policy 7440.01\)](#)

TRANSPORTATION AND SAFETY (BUS CONDUCT)

Bus riders are expected to observe good passenger manners at all times. Distractions to the driver must be kept to a minimum. While waiting at a bus stop, students are to stay away from the traffic and wait for the bus in a safe and orderly manner. For safety reasons, we ask that parents and visitors avoid parking in bus loading zones.

In August of 1990 a new state law, Transportation Act PA187, took effect. It prohibits school buses from transporting more students than their rated capacity allows. Because we have designed our routes so our buses are operating near their passenger-rated capacity, allowing only a few extra riders would cause us to exceed the passenger limit. Therefore, we are not able to transport groups of students to destinations, not on their assigned routes. Your child can have no more than two guest students (students who do not normally ride that bus) ride home with him/her. For birthday parties, scouts, 4-H, etc., going to a single home will probably require parent-arranged transportation. We will, however, continue to consider special destination requests for individual students on a first come, first served basis as long as they do not create an overload situation.

Parents of Preschoolers/TK/Kindergarteners: Please note that our bus drivers are not allowed to let children off the bus unless they see an adult in the driveway or at the door waiting for them. The only exception will be with a written permission slip or a note to allow your kindergartener to get off with an older responsible brother or sister.

If your child needs to ride a different bus or go to a different drop-off point, please call Karen Sneigowski at the transportation department 231-264-9321 to make arrangements. Once

approved, send a written note to your child's teacher. The teacher will give the note to the school office. Please be sure to include the new destination address, phone number, and the name of the adult residing at the change in the destination address.

Written notes are a must because they lessen the probability of mix-ups, particularly at the end of the school day which is a very busy time in the office.

Telephone requests should be made only in emergencies. If you have an emergency, we ask that phone calls be made to the school office prior to 3:15 p.m. The phone is not answered after 3:15.

WEATHER GUIDELINES

There are times during the winter months when very cold temperatures affect whether children are allowed to have outdoor recess. The key indicator in making a decision is the wind chill factor. When the wind chill is 0 or below, children are kept inside. It is very important for children to come to school in appropriate cold-weather clothing. If your child has a virus/flu and you wish them to remain indoors, please send a note stating this desire. If children are not well enough to benefit from playing outside in the fresh air, they generally should not be in school.

Occasionally during the winter months, the temperature can creep above freezing. When this happens, children immediately want to know if they can "abandon" their winter coats. Let's all follow this guideline: **If snow or muddy conditions are present on the playground students are expected to be in their winter attire. Playground personnel will make the final determination if coats can be removed according to the "feels like" temperature.** It is especially important that snow pants and boots continue to be worn even as temperatures may near the 40-degree mark because our playground may get a little sloppy and muddy. The extra layer of clothing can save children lost learning time, avoiding phone calls home and additional time from the classroom in order to change out of wet and muddy clothing.

Other weather guidelines include

- It is parents responsibility to ensure students are dressed appropriately each day
- If the temperature falls below 40 degrees Fahrenheit students are expected to wear winter-type jackets while on the playground. Once "wintery" weather starts (snow sleet, etc,) we ask that students wear a protective winter layer; jacket, snow pants, boots, gloves, and hat each day.
- If the temperature falls between 40-60 degrees Fahrenheit, children are required to wear a pull-over/spring-type jacket.
- If the temperature goes above 60 degrees Fahrenheit, children will not be required to wear a jacket.

SCHOOL/HOME COMMUNICATION

COMMUNICATING WITH SCHOOL

Email is the preferred method of communication with teachers. They will get back to you within one business day.

The office will not be accepting phone calls between 3:00-3:48 pm due to timeliness of communication to/from school personnel and our transportation department.

Lakeland utilizes a Classroom Friday Folders and a Friday Email Newsletter from the principal to communicate the schedule of events for the week and other activities happening throughout our school and community. It is imperative that the office is notified if your email address changes. If you would prefer to receive hard copies of community events, please let your child's teacher know.

HOMEWORK

LES Staff Homework Beliefs:

- Intent is to teach personal responsibility
- Review/practice grade skills
- Inform parents of curriculum
- Practice lifelong skills

Grade-wide Expectations:

- TK/K-5: All Lakeland teachers value pleasure reading whenever possible
- Grades K-2: Not to exceed 20 minutes nightly homework 4/wk
- Grades 3-5: Not to exceed 40 minutes nightly homework 4/wk

HOMEWORK VACATION REQUESTS

- Requests for "vacation homework" may be honored after students have returned from vacation but loss of instruction cannot be made up.
- It is always recommended that students read and write daily during their vacation.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are conducted two times each year, one in the fall and one in the spring. This is a special time for parents/guardians and teachers to meet and discuss a common goal, helping your child to get the best possible education. In addition to scheduled conferences, parents are encouraged to contact the teacher whenever it is felt that an additional conference is needed. We pride ourselves on perfect or near perfect attendance at conferences.

REPORT CARDS

All subject areas are listed on the student's report card. In grades TK-5th, the report card is

sent home two times per year. If you have a question about either the interpretation of the card or the grades, please contact the teacher or principal.

WEBSITE

Lakeland has its own link to the www.erschools.com website. If you haven't already spent time browsing our site, you are encouraged to do so right away. It is updated on a very regular basis and has all kinds of relevant information about our outstanding school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

(See also Board Policy 9700- Relations with Special Interest Groups, Board Policy Advertising and Commercial Activities, and associated Administrative Guidelines.)

STUDENT ACTIVITIES

ASSEMBLIES AND FIELD TRIPS

Periodically we schedule assemblies and field trips for our children. Our intent is to bring experiences to them that are not regularly provided in our own community. Occasionally we ask the students for a nominal fee for these activities. We do this to help finance the programs, and can ask for a fee only if trips do not correspond with core curriculum. Whether or not a child brings the designated fee, everyone participates in the assembly or field trip.

You will be asked to fill out a permission slip for the current year granting your permission. This permission will be considered permanent for that school year. You will be notified in advance by a note from your child's teacher when and where a specific field trip will be taken by the class. The blanket permission slip helps prevent last-minute concerns because a student forgot to return a permission slip.

SAFETY PATROL

The purpose of safety patrol is to supervise and encourage safe practice en route to and from school, on the school grounds, and in the building. Parent permission is required. AAA sponsors safety patrol.

STUDENT COUNCIL

The student council has been organized to give students an opportunity to participate in discussion of policies affecting them at Lakeland School.

STUDENT FUND-RAISING (REF Board Policy [5830](#))

All student fundraising activities/sales must be approved by administration in advance and

follow board policy.

STUDENT SCHOOL PICTURES

Annually, a commercial photographer will be present at school to take pictures of individual students and then sell these pictures to the students and families in a package.

Before the photography session, parents will be provided with complete information regarding the picture package, the cost, and an envelope for prepayment. All students' pictures are included in the yearbook, whether or not they purchase a picture package. If you have an objection to having your student photographed for the yearbook, please send a note to the school office.

STUDENT RIGHTS AND RESPONSIBILITIES

The staff of Lakeland Elementary School practices the following philosophy on a daily basis:

- o We continually seek to improve education.
- o We are here to facilitate student learning.
- o Every student has the right to learn.
- o Every teacher has the right to teach.
- o No student has the right to interfere with the teaching learning process or the safety and well-being of any other person.
- o Every teacher and supervising adult has the responsibility to respond to and facilitate student learning regarding behavior inappropriate to the classroom setting, and/or that which violates the Student Code of Conduct.

LAKELAND CODE OF CONDUCT

A major component of the educational program at Lakeland is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly when given expectations and resolve conflict with accountability and kindness.

EXPECTED BEHAVIORS

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;

H. act at all times in a manner that reflects pride in self, family, and in the school.

(See also Board Policy 5500- Student Conduct, Board Policy 5600- Student Discipline, and associated Administrative Guidelines.)

DISCIPLINE

Lakeland utilizes Restorative Practices and Collaborative Problem Solving to respond to conflict. We believe that students will do well when they can and they should be given the support to learn from their mistakes.

Lakeland staff follow a discipline chart that is subject to administrative discretion and updated annually based on student needs. The most common steps are as follows;

- Ask the student what happened
- Explore the student's knowledge of the expectation they are struggling with
- Allow the student to repair or "make it right" with others involved
- Communication with parents for further problem solving

Some common responses to behavior may be:

- Working recess
- Walking recess
- Restorative Circle
- Individual plan
- After school problem solving

POLICY STATEMENT ON SEXUAL HARASSMENT (Ref. Board Policy 5362)

Elk Rapids Public Schools is committed to providing an educational environment that is free of discriminatory intimidation and sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other derogatory or objectionable conduct is offensive behavior that will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. It is also contrary to the policy of the school district for any staff or student member, male or female, to sexually harass a student or staff member.

Individuals who believe that their rights in this area have been violated should report their concerns to building administrators or to the Director of Personnel of the Elk Rapids Public Schools. All complaints will be handled in a timely and confidential manner.

HARASSMENT

It is a violation of school rules, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept

confidential and shall be investigated as soon as possible. Please call the principal at 264-8289 if you have a concern.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES

FOR TITLE 1I, TITLE VI, TITLE VII, AND TITLE 1X, SECTION 504, AGE ACT AND ADA

NONDISCRIMINATION (Ref. Board Policy 5710)

Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

COMPLAINT PROCEDURE

Section I

If any person believes that the Elk Rapids School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title 1I, Title VI, and Title VIII of the Civil Rights Act of 1964, (2) Title 1X of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Section II

The person who believes s/he has a valid basis for grievance shall discuss informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He 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 District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within (5) business days after receipt of the Coordinator's response. The Superintendent 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, s/he may appeal through a signed written statement to the Board of Education within (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

FERPA RIGHTS

ELK RAPIDS PUBLIC SCHOOLS NOTIFICATION OF RIGHTS UNDER FERPA AND THE DIRECTORY INFORMATION PUBLIC NOTICE

The Family Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the Elk Rapids Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Elk Rapids Public Schools to amend a record that they believe is

inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Elk Rapids Public Schools decide not to amend the record as requested by the parent or eligible student, Elk Rapids Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Elk Rapids Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Elk Rapids Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Elk Rapids Public Schools discloses education records without consent to officials of another school district in which a student seeks to or intends to enroll.
4. The right to refuse to permit Elk Rapids Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Elk Rapids Public Schools may with its discretion release some or all directory information as it determines is appropriate. Elk Rapids Public Schools has designated the following information about a student as directory information: name, address, telephone listing, e-mail address, date and place of birth, major field of study, years in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. If a parent or eligible student does not wish to have the student's information designated as directory information and disclosed, the parent or eligible student must request and complete a Request to Prevent Disclosure of Directory Information from the school principal and submit the completed form to the school principal no later than the 15th day of the school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory

information from within and outside the Elk Rapids Public Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elk Rapids Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-4605

TECHNOLOGY - ACCEPTABLE USE POLICY for Elk Rapids Schools

RATIONALE

The continued growth of technology in our school necessitates the need for an Acceptable Use Policy to guide how we use the emerging devices and systems that are available to us. All people need to know what is acceptable and what is not. For example, a person who wouldn't dream of picking a lock or breaking into an office and tampering with files and records may think it is okay to bypass a computer's security code and change the computer's inner workings to their advantage or another person's disadvantage. It should be obvious that it is not acceptable to do any of the above. To make it clear, the following are the standards, rights and responsibilities for technology users in our system as well as the disciplinary action(s) for those who misuse the system.

STANDARDS

The use of technology in the Elk Rapids Schools is an opportunity extended to students, parents, faculty and staff to enhance learning, productivity, and information processing. The computer hardware and software of the district shall be used for educational purposes specified by the Board of Education and Administration of the Elk Rapids Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited!

RIGHTS

Students, Parents/Guardians, and Staff may:

- o use hardware and software, which they have received permission to use
- o access information from approved resources inside and outside the school district
- o access the Internet to receive and send information

RESPONSIBILITIES

Students, Parents/Guardians, and Staff are responsible for:

- o Utilizing information technology only for the educational purposes of our district
- o Using hardware and software in a manner that enables its ongoing usage
- o Adhering to the rules of the school, lab, office, or classroom, which govern the technology
- o Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator
- o Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords
- o All materials received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school

Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files

Not using the technology for personal or private business, for product advertisement, or political lobbying without the express permission of the school's administrator

Not engaging in the malicious use of information technology to disrupt the use of technology by others or to infiltrate unauthorized computer systems or areas

Not using information technology to engage in any forms of harassment, intimidation, or bullying.

DISCIPLINARY ACTION(S)

Students, Parents/Guardians, or Staff violating any of these Rights and Responsibilities may face disciplinary action(s). These actions may include:

- o Restricting or eliminating their use of school information technology
- o Attending training sessions
- o Making financial restitution for any damages caused or for any unauthorized expenses incurred
- o Criminal or civil charges/complaints being lodged against them
- o Suspension, dismissal, expulsion, or other disciplinary action as deemed appropriate by the Administration and Board of Education

I understand that I am responsible for materials that I accessed, acquired, or used on the Elk Rapids Schools' property, devices and/or network. I will abide by the Elk Rapids Schools' Acceptable Use Policy and applicable Board of Education Policies. I further understand that any violation of the regulations may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action, including legal referral may be taken.

TITLE 1

Parent-School Involvement Plan

Lakeland Elementary School believes that parent involvement is critical to the success of each student. Strong partnerships exist between staff, parents, and community members. Our Parent Teacher Organization (PTO) exists to support and extend classroom learning. Lakeland Elementary encourages parental involvement through programs designed to increase parent-school communications. Parents will be involved in evaluating Title 1 programs and services.

Another important component is the Home/School Compact. This compact is given to parents at back to school parent orientation and is available for review at our parent-teacher conferences. The compact is an agreement that the parent, the teacher, and the student provide a partnership for learning between school and home.

Title 1 meetings that include parents are planned throughout the year. Parents are always welcome to help in the classroom and to offer suggestions regarding activities to enrich the education of our students. Lakeland Elementary School has developed a parent involvement plan which is based on the Elk Rapids Schools' Parent Involvement Rules and Regulations Policy mandated by the No Child Left Behind Act of 2001.

I. The involvement of parents and community members is an essential component within the educational process. We will make every effort to invite and consider parent and community input to ensure the success of our students.

II. Lakeland Elementary shall maintain web access through the Elk Rapids Schools' website erschools.com as well as distribute documents in paper form if requested regarding the following:

- A. Kindergarten through 5th grade Parent Guides to Grade Level Content Expectations and pending Core Content State Standards
- B. Annual Report Information
- C. District Events Calendar
- D. Lakeland Elementary School website

III. Lakeland Elementary will continue to provide the following to parents through paper copy, email, or other technology:

- A. School Newsletter
- B. Annual Reports
- C. Parent/Student Handbooks
- D. Automated telephone notification system

IV. We will continue to coordinate and integrate opportunities for parental involvement with:

- A. Academic Support Programs
 - 1. RTI Groups
 - 2. VIP
- B. Extracurricular Academic Opportunities
 - 1. LTIP
 - 2. Robotics

V. Our staff shall assess parent involvement through the Annual Title 1 Parent Involvement survey. The information from the survey will be used by the Lakeland staff to evaluate the effectiveness of the parent involvement plan.

VI. Parents can be involved in school activities by:

- Volunteering at the school
- Helping their children with homework
- Attending open houses
- Attending parent/teacher conferences
- Joining a parent organization

VII. Lakeland Elementary will do the following to build the capacity for strong parental involvement in our school:

- A. Help parents understand the Core Content State Standards; academic achievement standards; state and local assessments; the requirements of Title 1 Part A.
- B. Educate staff members on how to communicate, work, and collaborate with parents as equal partners.
- C. Coordinate parent meetings and activities at convenient times.
- D. Strive to bridge the communication between our school and Lakeland English Language Learner families.

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