

Student / Parent Handbook

2007 - 2008

Breckenridge Elementary School

Kimberly F. Thompson, Principal

515 Summit St., P.O. Box 217

Breckenridge, MI 48615

Phone (989) 842-3182

WELCOME

Dear Parents and Students:

The Breckenridge Elementary handbook is designed to provide basic information about our elementary policies and procedures. Please take the time to read it carefully. Place it in a convenient location for quick and easy reference.

We encourage parents to discuss school information and activities with their children regularly. We welcome your suggestions, comments, questions, and participation. If you wish additional input from your child's classroom teacher or the principal, please do not hesitate to contact Breckenridge Elementary to schedule an appointment.

We are proud of our school and community. It is our hope that together, we will provide excellent educational opportunities for all our students for we are: "Caring People Committed to Excellence."

Sincerely,

The Breckenridge Elementary Staff

VISION STATEMENT – CARING PEOPLE COMMITTED TO EXCELLENCE

BRECKENRIDGE COMMUNITY SCHOOLS DISTRICT'S BELIEF STATEMENTS

We Believe:

1. Learning is a lifelong process.
2. Personal success is measured by skills, attitudes and values.
3. A healthy, structured environment promotes teaching and learning
4. Schools are positive, caring places.
5. Schools can exhibit respect, trust and acceptance of individual differences for all human beings.
6. Schools can increase expectations through open communication and teamwork between parents, teachers, students and community.
7. Students have the opportunities to make responsible choices in setting their goals.
8. Educators and parents have the responsibility to help students pursue their goals.
9. Good emotional, mental and physical health develops positive self-esteem.

EDUCATIONAL GOALS

The basic goal of Breckenridge Elementary is to provide a quality education to each and every student. This means developing the academic and social skills of each student to the highest possible degree. The specific goals of the school are established and guided by the democratically elected officials of our State and local community, as well as the local school board. These goals are intended to reflect the needs and desires of all citizens. Every member of the community is encouraged to take part in the governmental process, which determines these educational goals.

BRECKENRIDGE ELEMENTARY SCHOOL

2007 - 2008 STAFF

Four Year Olds at Risk:

Mrs. Emily Krenz

Pre-K

(Alternative Kindergarten)

Mrs. Emily Krenz

Kindergarten:

Mrs. Nannette Brown

Mrs. Angela Graham

Mrs. Traci Stone

First Grade:

Mrs. Sue Bennett

Mrs. Gaynor McKenzie

Ms. Janice Pavlik &

Mrs. Bethany Wolfgang

Second Grade:

Mrs. Jody Cassady

Mrs. Sharry D'Ambrosio

Mrs. Kelli Mathers

Third Grade:

Mrs. Michelle Graham

Mrs. Cheryl Reichard

Mrs. Cheryl Sklener

Fourth Grade:

Mrs. Jill Huntoon

Mr. Douglas Sowle

Mr. Mark Zimmerman

Fifth Grade:

Mrs. Cindy Kemler

Mr. Dale Kemler

Mrs. Amanda Willman

Special Education:

Mrs. Karen Chase

Mrs. Pat Mead

Art:

Mrs. Erin Frye

Computer:

Mrs. Kim Chovanec

Music:

Mrs. Elizabeth Loyselle

Physical Education:

Mr. Mike Matulis

Speech:

Mrs. Mindy Horman

Title I:

Mrs. Nadeen Kelly

Librarian:

Mrs. Venessa Spiekerman

RTC Coordinator:

Mrs. Jill Crofoot

Para Professionals:

Young 4's

Mrs. Sharon Burkhard

Health Aides

Mrs. Rosario Betancourt

Mrs. Tracie Moe

After School Program/

Title I

Ms. Liz Vedrode

Title I

Mrs. Marianne Corbat

Mrs. Gilda Laubscher

Mrs. Rhonda Myers

Mrs. Rhonda Smith

Mrs. Joan Varner

Mrs. Jan Wright

Playground:

Mrs. Amy Coosard

Mrs. Patricia Michael

Custodial/Maintenance:

Mrs. Cathy Gallahan

Ms. Margaret Herrington

Mr. Dale Myers

Food Service:

Mrs. Connie Baldwin

Mrs. Sandy Guiterriz

Mrs. Bonnie Mueller

Office Staff:

Mrs. Deb Carter

Ms. Cathy Clingenpeel

Principal:

Ms. Kimberly F. Thompson

BRECKENRIDGE COMMUNITY SCHOOLS

2007 - 2008 CALENDAR

DAILY SCHEDULE

7:35	Staff Day Begins
7:45	First Bell
7:50	Classes Begin
9:45 - 10:05	4 th Grade Recess
9:45 - 10:00	Kindergarten Recess
10:10 - 10:30	5 th Grade Recess
10:30 - 10:50	Pre-K / Young 4 Recess
10:50 - 11:20	2 nd Grade Lunch/Recess
11:05 - 11:35	3 rd Grade Lunch/Recess
11:15 - 11:55	1 st Grade Lunch/Recess
11:40 - 12:20	Kindergarten Lunch/Recess
11:45 - 12:15	Pre-K / Young 4's Lunch
12:10 - 12:40	4 th Grade Lunch/Recess
12:25 - 12:55	5 th Grade Lunch Recess
1:10 - 1:30	2 nd Grade Recess
1:30 - 1:50	3 rd Grade Recess
1:55 - 2:15	1 st Grade Recess
2:20 - 2:40	Kindergarten and Pre-K / Young 4's Recess
2:45	Students Dismissed
2:50	Busses Depart for High School
3:05	Staff Day Ends

ELASTIC CLAUSE

Administration reserves the right to amend any provision in this handbook that he/she deems to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary.

Students of Breckenridge Public Schools are required to adhere to all student handbook policies at all school sponsored activities home and away.

NONDISCRIMINATION POLICY

Any questions concerning Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap should be directed to: Superintendent, Breckenridge Community Schools, 309 Eaton St., Breckenridge, MI 48615 (989) 842-3182.

GRIEVANCE PROCEDURES FOR TITLE VI OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 SECTION 504 OF THE REHABILITATION ACT OF 1972

Section I –If any person believes that the Breckenridge School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Superintendent at the following address: Superintendent, Breckenridge Community Schools, 509 Eaton St., Breckenridge, MI 48615, Phone: (989) 842-3182.

Section II – The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Superintendent, 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 Superintendent within five (5) business days of receipt of answers to the informal complaint. The Superintendent shall further investigate the matters of grievance and reply in writing to the complaint within five (5) days.

Step 2

If the complainant wishes to appeal the decision of the Superintendent of Schools he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step one. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) 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) days of this meeting.

Step 3

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 30301.

HARASSMENT

The Board of Education of the Breckenridge Community School strives to promote and maintain a work and educational environment in the School District free from harassing behaviors of others by its students, employees, volunteers, and/or contractors. Harassing behaviors interfere with and detract from the education of the children of the School District in a safe manner. The children and employees of the School District are entitled to learn and work in an environment free from unwelcome harassing and intimidating conduct and behaviors by other students, employees, and persons committed against them, which pose needless interference and obstruction to their performance and morale. Harassment may be committed by verbal, written or symbol communications and/or by innuendos.

“Harassment” is prohibited and is defined as intimidating and or taunting behavior and or conduct, whether by written, verbal, or symbolic communication or by physical contact or gestures, committed by a student, employee, volunteer, and or contractor of the District which is taken against another person that is critical, demeaning, disparaging, derogatory, defamatory, or humiliating of another person because of the person’s race, religious beliefs, gender, family heritage, national origin and or physical or mental characteristics or capacity. “Harassment” includes sexual harassment, which is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature.

STATE WEAPONS LAW

State law MCL380.1311 requires expulsion from school for possession of a dangerous weapon, arson, or rape on school property.

A dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students are prohibited from carrying a “dangerous weapon” as defined above which could be used in school, on school property, or on a school bus or at any school function. Any student in possession of a “dangerous weapon” or any other potentially harmful object will have it taken away from him/her and be subject to expulsion from school.

DRUG FREE SCHOOL

The possession, sale or use of alcohol, drugs, or any other controlled substance on any Breckenridge property, which includes the schools, parking lots, athletic fields or busses is strictly forbidden. Violation of this rule will cause immediate suspension and will be reported to appropriate law enforcement agencies.

“Drugs shall mean: All dangerous controlled substances as so designated and prohibited by Michigan statute; all chemicals which release toxic vapors, all alcoholic beverages, any prescription or patient drug, except those for which permission to use in school has been granted pursuant to Board policy, anabolic steroids and any other illegal substances so designated and prohibited by law.

Breckenridge Elementary
Title 1 Parent Involvement Policy

GENERAL INFORMATION

ADDRESSING SCHOOL PROBLEMS

If you have questions, comments or concerns about your child's academic performance or behavior in school, please use the following steps to solve the problem. Resolution at the earliest step is in the best interest of all parties.

Step 1: Teacher and student discuss the problem and attempt resolution.

Step 2: Teacher and parent discuss the problem and attempt resolution.

Step 3: Parent and Principal discuss the problem and attempt resolution.

Step 4: Parent and Superintendent discuss the problem and attempt resolution.

Step 5: Parent then writes a letter to the Superintendent and asks to be put on the agenda for the next School Board Meeting.

AFTER SCHOOL ACTIVITIES

A variety of after school activities are offered through the Community Education Office and other agencies. Information will be sent home about each activity and students may register for the one(s) of their choice. Permission slips are required for participation. A material or entrance fee may be charged. Parents are responsible for student transportation. *If parental permission slips have not been signed, the student will be sent home in the usual manner (walk or bus).*

ANNOUNCEMENTS

Announcements pertaining to staff and students are made each morning after the Pledge of Allegiance. Organizations, clubs, etc., may have items read on the announcements after obtaining permission from the principal. The daily lunch and breakfast menu is also announced.

ARRIVAL AND DISMISSAL

Students being delivered or picked up from school should use the east parking lot entrance. The front lot entrance is reserved for bus traffic. Students should not arrive at school before 7:40 a.m. and should leave for home after the buses have departed at approximately 2:55 p.m. Walkers should not arrive at school before 7:40 a.m.

Upon arrival at school, all students go to their lockers and then to their designated area in the hallway. Students, who need to eat breakfast, should do so at this time.

ATTENDANCE

All children between the ages of six and sixteen are required to maintain regular attendance in school.

According to Policy JEA adopted by the Breckenridge Community Schools Board of Education, It is the duty and responsibility of parents to see that their children are in regular attendance. The school is directed by law to: (1) determine that all students of compulsory school age are attending school; (2) see that students enrolled in the school district are in regular attendance and take proper action when violation occurs; and (3) cooperate with attendance officers and law enforcement authorities in enforcing the compulsory attendance laws.

Children are considered truant if their absences reach 10 days in a semester. Truancy cases will be reported to the proper authorities.

If parents wish to get make-up work for absent students, please call and request it prior to coming to school so the teacher will have time to gather it without disruption to class time.

To pick up your child during the school day, please go to the school office to request your child be called from the classroom and to sign your child out. Teachers will not release students unless notified by the office to do so. Children will be released from the school office, not the classroom.

Parents may not take their children off the playground during recess.

If someone other than a custodial parent attempts to pick up a child for any reason during the school day, and that person is not listed on the Student Information Form in the office or the child does not have a note from the custodial parent, the parent will be contacted for verification. If the office is unable to reach the parent, the child will not be permitted to leave the school building.

Tardiness:

Any student who arrives between 7:50 a.m. and 9:30 a.m. will be marked tardy. Children must be signed in, in the office by an adult or it will result in an un-excused tardy. After 9:30 a.m. students are marked absent for one half day.

AWARDS

Students receive special recognition at the school through a variety of award programs. These awards are intended to promote and recognize academic skills, athletic achievement and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and incentive toward special effort and achievement by the students.

A special honor roll is provided for fourth and fifth graders. In order to make the Honor Roll, students must attain all A's for the all A Honor Roll, a combination of A's and B's or all B's. Citizenship grades less than a B or "unsatisfactory" will prevent a student from making the Honor Roll. The Wonderful Wall of Work is for all the elementary students. Each Wednesday, examples of students work are displayed in the main corridor. Students are recognized for their classroom achievements. An Awards Assembly is held at the end of the school year to recognize students for service, citizenship, and attendance.

BICYCLES

The Village Ordinances of Breckenridge require the registration of all bicycles. In addition, we suggest that students record their bicycle serial numbers. When traveling to and from school, students must obey traffic regulations.

Breckenridge Community Schools assumes no responsibility for bicycles. Provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Bicycles are not to be ridden off school grounds during the school day except with prior approval.

BUS CONDUCT

The following rules have been established in order to ensure the safety of all students who ride busses:

1. Students are to be at the assigned bus stop on time and ready to board the bus when it arrives.
2. Students are to board their assigned bus at their own school building at the end of the school day.
3. Orderly behavior is required at the bus stop.
4. Follow the driver's directions the first time given.
5. Stay in your seat and face forward.
6. Keep the bus clean.
7. Keep all body parts inside the bus.
8. Put nothing out the window and keep the aisles clean and free of objects.
9. Do not throw objects.
10. Students are to talk quietly and not make loud or unnecessary noise...Students are not to use degrading or abusive language or gestures
11. No throwing of objects.
12. Be quiet when crossing railroad tracks.
13. No weapons, tobacco, or drugs of any kind.
14. Do not talk to the driver unless it is necessary

BUS ROUTE AND OPERATING POLICIES

No living pet or animal may be transported on the bus.

Large, bulky toys, projects or displays may not be transported on the bus.

Students riding a different bus home or to another student's house must have a note from their parents submitted to the office. In an emergency, parents may call the elementary school office. To help eliminate confusion, please call before 2:00 p.m. Bus passes are distributed to the students at the end of the school day. Students will be sent on their regular bus unless parents contact the school office by a note or a phone call

Bus routes and stops are planned and established by the administration's transportation committee. Safety, economy, efficiency and allocation of resources are some of the considerations, which must be evaluated in determining bus operation policies.

Parents who wish to make requests for changes in routes or stops should contact the Director of Transportation, Mr. Dan Halligan, 842-3182, ext. 440. Students and parents are encouraged to notify the school immediately of any safety hazards, which they have observed during bus operations.

CANCELLATION OF SCHOOL

School cancellation takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The School Board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio, and TV.

New this year is the addition of the Breckenridge Schools Alert System.

All families enrolled in the Breckenridge School District will receive a telephone call informing them of any cancellations or delays. Families need to register online and may add additional phone numbers at that time (cell phones, work phones, etc.). More information will be provided.

If extreme circumstances dictate that school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school. There is a special section on the back of the Student Information Card regarding where your child should go in the event of an early dismissal. Please make sure you complete this section and please notify the office if there is any change during the school year.

In the event of unscheduled closing or delays, the following news media will be notified by 7:00 a.m. Please tune in to one of these stations for complete school closing information:

WNEM TV 5
WJRT TV 12
WFYC 104.5 FM
WIOG 102 FM
WMMI 104.3 FM
WHNN 96.1
WCEN 94.5 FM
WUGN 99.7 FM
WKCQ 98.1 FM.
WSGW 7.90 AM
WMLM 1520 AM
WCFX 95 FM

CHANGE OF ADDRESS/TELEPHONE

It is very important every student maintain an up-to-date address and telephone number record in the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified at the teacher's discretion.

CONFERENCES - PARENT TEACHER

Parent teacher conferences are scheduled during the first marking period of school. Parents are asked to make a specific appointment with the teachers of the children, regardless of the progress of the child. These conference times are very valuable to the overall education program.

Some parents are hesitant about participating in conferences, but teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. Parent teacher conference times are listed in the school calendar.

COUNSELOR

A professional counselor is available at our school. Our counselor is available to assist students with questions regarding personal and social problems and crisis situations. Students are encouraged to make use of the counselor by arranging an appointment through the school secretary. Special referral forms can be obtained from the counselor, teachers, or picked up in the main office.

Counselor's Professional Disclosure Statement

Services Provided:

Individual Counseling:

When an individual encounters a situation or problem in life that they have difficulty coping with, a professional counselor can be helpful in identifying and clarifying the issues and helping the client work toward the development of coping skills to successfully confront them. In a partnership between the client and the counselor, both work together to enhance the client's development and personal effectiveness.

Family Counseling:

The stress of living together in a close, emotional relationship often leads to strained relationships. A professional counselor can act as an impartial "third ear" and be helpful in putting individual perceptions into perspective.

Group Counseling:

Group situations are often helpful in resolving issues faced by an individual. By working together, individuals can develop strategies to solve problems or achieve personal growth. Under the direction of a personal counselor, groups are established to work on achieving common goals.

Areas of Specialization:

Mr. Justin works with a broad range of issues, concerns and problems. Referrals may be made to other specialized professionals if appropriate and necessary.

Mr. Justin's areas of specialization include, but are not restricted to:

Relationship Counseling focusing on developing long-term life skills

enhancing communication between parents and children, siblings and other family members.

Divorce and Separation Adjustment and related issues focusing on adjusting to the loss of a parent, or other family member, or friend.

Eliminating Self-Defeating Behavior and replacing it with life-enhancing behavior.

Career Counseling to help explore areas of interest for future careers and exploration of academic or vocational training needed to be successful in a career.

Education and Training, Certification and Continuing Education:

Mr. Justin received a Master of Arts degree in Counseling and Guidance from Eastern Michigan University. He is a certified K-12 School Counselor.

Mr. Justin is a Member of the American Counselor Association, Michigan Counselor Association, American School Counselor Association, Michigan School Counselor Association, Michigan Career Development Association and Association of Michigan School Counselors.

Mr. Justin is actively involved in a variety of professional development activities to keep current with counseling practices and research.

Fee Structure and Hours:

No fees charged for individuals who are students in Breckenridge Community Schools who meet with Mr. Justin at the schools during or after regular school hours.

Licensing Agency:

Department of Commerce

Health Investigation Division

P.O. Box 30018

Lansing, MI 48909

(989) 373-9196

Responsibility & Discipline

Teachers have the right to teach and the students have the right to learn, in a safe environment.

Whether people live or work together, they have to learn to get along. A school is a community that has guidelines and expectations to follow in order to achieve the goal of learning. Elementary school is one of the first places where children learn to respect other individuals and groups of people as well as learning to be responsible for their own behavior. Self-discipline is the goal of our discipline policy.

The *Responsible Thinking Classroom* (RTC) is a room where students go to think through and resolve any inappropriate or unacceptable behavior. In RTC, students can work independently or with a staff member to learn to handle a situation and make behavioral choices that are respectful, safe and responsible.

If a student is disrupting the classroom, the teacher will question the student using the RTC guidelines. The questioning is a chance for the student to act appropriately and warn them that continued disruptions are the student's choice to go to RTC. If the student continues to disrupt the student will go to the Responsible Thinking Classroom where they will work through their behavior and create a plan that will allow them to be successful and contributing member of the classroom/school. *RTC is adapted when necessary for some children due to age and/or ability.*

Responsible thinking is expected everywhere on school property. Infractions anywhere on school property will result in the Responsible Thinking Process.

In the RTC room, the student will create a plan to deal with their behavior and to make choices that align with the school rules. The student will review and negotiate their plan with the adult staff member who sent the child to

RTC. It is the student's responsibility to write the plan, make an appointment with the sending staff to discuss it and ultimately to make better choices.

If a child has four visits to RTC in a marking period or three consecutive visits to RTC parents will be notified. Parents requesting notification each time a child is sent to RTC, must put their request in writing to the principal each year. If a child has five consecutive visits to RTC, an intervention meeting with the parent is necessary. Students who refuse to follow the RTC process are choosing to go home and a parent conference is necessary for their return to school.

Intervention

If a student chooses to frequently use RTC, the parent will be asked to meet with an intervention team. This meeting is designed to help your child gain success at school.

Major Offenses

Major offenses will be addressed by the principal or her designee. The principal reserves the right to administer consequences for behavior up to and including dismissal from school (suspension). Major offenses include gross disrespect, fighting, verbal, written or gestured threats, obscene or indecent behavior and possession of weapons, drugs, alcohol or tobacco.

Potential Offenses that Violate the 3 Guiding Rules

Be safe, Be Respectful, Be Responsible:

PHYSICAL VERBAL VISUAL

Throwing objects, Disrespectful language, Obscene gestures
Hitting/Punching/Beating, Name calling, Facial sneering, Spitting, Teasing, Body Postures
Biting, Taunting, Invasion of other's space, Shoving/Pushing, Laughing at another, Reading personal writing, Kicking/Tripping, Threatening, Possessing obscene pictures, Slapping/Jabbing/Bumping, Sexual Harrassment, Indecent Exposure, Hair pulling, Degrading/mockng others, Sticking out tongue, Inappropriate touching, Rumors/gossiping, Indecent Exposure, Stealing, Intimidating, Disregarding Dress Code, Tearing/cutting clothes, Ridiculing, Vandalism/Damaging property, Sarcasm, Defacing/Destroying property, Swearing, Threats or injuring with weapons, Put-downs.

CHARACTER COUNTS

Character Counts is used in conjunction with the RTC room. It is a program that teaches students the importance of good character. It is our belief at Breckenridge Elementary that students equipped with good character traits will be successful citizens in society. Parent cooperation is essential in the development of good character. The six pillars of good character include: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

DOCTOR/DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these appointments.

DRESS CODE

General Guidelines for Dress:

1. Footwear must be worn at ALL times.
2. Students must dress in a manner that is acceptable to community standards.
3. Shorts, skirts and dresses must be long enough as to not create a distraction to the learning process.
4. Shirts must cover the shoulder and have fitted armholes.
5. Spaghetti-strap type tank tops, deep cut tanks, and tube tops are not permitted. (Straps must be at least two (2) inches wide).
6. Clothing which is extremely dirty, unkempt or worn is not permitted.
7. Clothing or accessories, which have slogans, logos or printed material, which is deemed to be crude, obscene or suggestive is prohibited.
8. Clothing, which promotes drug use (including alcohol and tobacco) or advertising the logo of such a product may not be worn in the building.
9. Hats, headwear and sunglasses may not be worn in the building unless specified by the principal.
10. Clothing which promotes sex or has sexual implications is not permitted.
11. Coats are not to be worn in the classrooms and must be stored in lockers.
12. Pants should be worn at the waistline. "Sagging" is not permitted.
13. Bare midriffs, low-riding pants or jeans are not permitted. (Tummies must stay covered! Shorts, pants, jeans, or skirts are to be worn at the waist.)
14. Jeans may not be cut out above the knee.
15. Pajama bottoms are not allowed.
16. Gym shoes are to be worn for physical education classes.
17. Students are to be responsible for dressing appropriately for ALL weather conditions. Boots, mittens, hats and other warm clothing are recommended for chilly wet, cold and muddy conditions. Boots should be large enough so the child is able to put them on alone.
18. Children will be allowed off the blacktop play area to enjoy snow play if they have remembered to wear hats, boots, mittens snow pants, and winter coats.
19. Tag or clearly mark for identification all boots, mittens, jackets, hats and other articles brought to school.
20. Administration reserves the right to make final determination of all dress code violations.

DROP OFF AND PICK UP GUIDELINES

Please drop students off on the east side of the building in the morning. Buses drop students off in the front of the school in the morning. Students should not arrive before 7:40 a.m.

All students being picked up during the school day must be signed out in the office. If you are picking your child up please report to the office first and sign him/her out. Students will be sent to the office for you to take them home. Do not come out to the playground or to the classroom to pick up your child. Please pick them up in the office. This is to insure your child's safety.

ELECTRONIC EQUIPMENT & TOYS

Radios, tape and C.D. players, Game Boys, pagers, cellular telephones, and any other toy or device are not permitted in the building. The property will be confiscated and kept until a parent is able to pick it up. Breckenridge Community Schools is not responsible for lost or stolen personal items brought to school.

EMERGENCY DRILLS

Fire and tornado drills are required each year. In addition, we practice Lock Down Drills that keep movement limited in case there was potential danger within our building. Detailed plans are provided to each classroom teacher. Each teacher reviews the plans for each specific drill with the students. Students are notified in advance at least once for each drill. We also practice unannounced drills throughout the year. All drills are for the safety of our staff and students.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

FIELD TRIPS

Field trips are taken as a regular part of classroom studies. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Field trips are taken within our city, county or to nearby points of interest. General permission for all field trips is signed by parents on the child's emergency information card at the beginning of each school year. Parents will be notified when each field trip is planned and may indicate so if they do not wish their child to attend that trip.

Field trip rules will be in effect on every field trip or school sponsored trip off the school grounds.

Field Trip Rules for Students:

1. Students will obey all bus rules.
2. Students will stay with their chaperone.
3. Students will follow instructions of chaperone or teacher.
4. Students who have lost bus-riding privileges will not be able to attend the field trip.

Field Trip Rules for Chaperones

1. Chaperones will participate in the responsibility of supervising students.
2. Chaperones will obey all school rules including no smoking on the field trip.
3. Chaperones will not bring children who are not a part of the class on the trip.
4. Chaperones will use appropriate language.
5. Chaperones will not use corporal punishment.
6. Chaperones who are having a problem with a child should refer the problem to the teacher.

FOOD AND DRINKS

Food and drinks are not to be carried throughout the school. Students are expected to cooperate with this policy at all times. Food and drink are allowed in the classroom at the discretion of the classroom teacher.

FOOD SERVICES

Breakfast is served from 7:40 a.m. until 8:00 a.m. Lunches are served in several sessions from 10:50 a.m.-12:55 p.m. Each student will remain in the cafeteria for a minimum of 10 minutes before being dismissed for lunch recess. Students may need more than 10 minutes to finish their lunch and will be given time to finish lunch if needed. A basic meal is prepared each day along with several optional menu choices. Professional cooks prepare the school meals. The cooks work in cooperation with a food service director. Students are encouraged to take advantage of this service.

Cafeteria Rules

The same general rules and expectations for behavior in the classroom are the same for the cafeteria. Students will be permitted to sit at any table. Students must remain in the cafeteria at least ten minutes upon their arrival. When a student is finished eating, he/she may leave for recess only after making sure their eating area is clean and they have been dismissed. Trays are to be properly stacked. NO glass containers are allowed in the cafeteria. Students are not allowed to take food or drinks from the cafeteria.

Lunch Money

Students should pay their lunch money upon arrival in their classrooms in the morning. Envelopes are provided in each classroom for students to put their lunch money in. They need to include their student number on the envelope along with their name and their teacher's name. Mrs. Nancy Ostrander, the Food Service Director will provide additional information about lunch programs such as, free and reduced lunch. Should you have any questions regarding the lunch program or your child's account, you should contact her at 989-842-3182, extension 432.

Breakfast and Lunch Menus

Nancy Ostrander, the Food Service Director determines our school breakfast, and lunch menu. The menu is sent home with the students on a monthly basis. The menu choices are also announced during the morning announcements.

Breakfast and Lunch Prices

Breakfast cost for students is	\$1.00
Lunch cost for students is	\$1.65
Teacher's lunches cost	\$2.25

FUND RAISING

Our school will hold two major fund raising campaigns each year. Selling will be voluntary and no minimum sales will be required. Classroom or club fund raising projects must have the approval of the principal.

HOMEWORK AND MAKE UP WORK

Late or missing assignments have become an increasing problem. We find it necessary to institute the following policy:

Kindergarten through Second Grade- Homework and make-up work are due at the teacher's discretion.
Third, Fourth and Fifth Grade

1. Assignments can be handed in one day late, but will be lowered one grade.
2. Assignments more than one day late will be given a zero, or an E at the discretion of the classroom teacher.
3. Students will be allowed one day to hand in work for every day they are gone with an excused absence.
4. Late make-up work will be handled the same as a #1 and #2 in this policy.

The school is obligated to provide work for excused absences. Students and their parents are responsible for requesting make-up work immediately upon the students return to school. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. A student may not make up work for credit for an unexcused absence.

Homework due to an excused absence should be made up within one day of the absence. A day of make-up will be allowed for each day of absence. For example: a student is absent for five days, they will have five days to make up the homework. Students going on vacation will be given make up work when they return, NOT before they leave.

ILLNESS OR INJURY

In case of illness or injury, a member of the school staff will temporarily care for a student. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

IMMUNIZATIONS

State Law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, polio, MMR, Hep B and Varicella (Chicken Pox).

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school grounds will be granted upon written or verbal request from a student's parent or guardian.

LOCKERS

A locker is issued to each student at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances, which require a student to carry a significant amount of cash or valuables to school, in such a case, a student may register them and leave them in the main office or with the classroom teachers.

LOITERING

Students should leave the school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before school, between classes, or after school. Students are not permitted in classrooms unless the teacher is present. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the Lost and Found. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification.

MEDICAL EMERGENCIES

A Student Information Form is given to each child as they enroll. This form is sent home at the beginning of the school year. Please return it completely filled out. School personnel will contact you as soon as possible in the event of an emergency.

Please keep the office current at all times with emergency phone numbers where someone can assist us, when you are not available.

Following is the information needed on the Student Information Form:

1. Parent or guardians name
2. Complete and up-to-date address
3. Home phone and parent's work phone
4. Emergency phone number (Examples: friend, relative, day care, neighbor or place of employment)
5. Physician's name and phone number
6. Medical alert information (i.e. Allergies, medical conditions, etc.)

MEDICATION

In order to administer any prescribed medication to any student during school hours, the following requirements must be met:

1. Medication is not allowed on busses. Parents must drop it off in the office.
2. Bottle must be clearly identified as to the name and type of medication.
3. Must be in the original container.
4. Must carry a prescription label with the child's name, drug identity, dosage, Doctor's name and prescription date.
5. Prescription must be current
6. A "Permission Form for Prescribed Medication" must be completed by the parent and turned into the office.
7. Only school personnel will give medication.

Non-prescription, over-the counter medication (Tylenol, cough medicine etc) provided by the parent may be administered only if the office has written consent of the parent/guardian. Due to State and Federal Laws regarding distribution of medication, the following guidelines must be met for non-prescription medication also:

1. Must be in the original container.
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. Consent must include: the child's name, date, medication, dosage instructions, dosage times, parent signature and other necessary instructions. Please note: dosage time must be specific, medication

cannot be given on an “as needed” basis.

4. Any medication brought to school without meeting the above requirements will not be given to the student.

Breckenridge Community Schools will not provide over-the-counter medication, but will administer medication when all requirements are met.

MESSAGES

Messages for students will be taken at the office and delivered to students periodically throughout the day. Please do not call the office and ask that messages for personal appointments be delivered to the students. (Examples: haircuts, tanning, etc.)

NEWSLETTERS

The elementary school newsletter is sent home with the students on a bi-weekly basis. The newsletter will feature notes from the principal, upcoming weekly events, special student achievement awards and other pertinent information.

PARENT VOLUNTEERS

Parent volunteers are a valuable resource to Breckenridge Elementary School. Parents are encouraged to help in classrooms, programs and extracurricular activities. Please call the office if you have the time or skills you can share to make our school a better place for students to learn and grow.

PARTIES

Halloween, Christmas and Valentine’s Day are special days in the elementary school. Classroom parties are the responsibility of the classroom teacher. It is up to the teacher’s discretion how the party will be organized. The teacher may wish to utilize parents and other helpers with planning and other preparations.

During school hours, children will not be permitted to wear facial paint or spray paint their hair before parties or homecoming. Exceptions may be made by the building principal.

PICTURES

Individual student pictures will be taken during the Fall and will also be used in the school yearbook. Student packets of pictures may be purchased by parents, however there is no obligation to do so. Yearbooks are offered through the photographer at a nominal fee.

PLAYGROUND RESPONSIBILITIES

The students are responsible for playground equipment. It is their responsibility to take out the equipment and bring it into the school when recess is over.

Rules

1. Use proper language.
2. Keep hands, feet and other objects to yourself at all times, especially in line.
3. Play in designated areas only, not in the parking area, baseball field or near any windows.
4. Use playground equipment appropriately.
5. No hitting, pushing, shoving, or tackling will be allowed.
6. Throwing of sticks, stones and snowballs is not permitted.

7. Pulling on peoples clothing is not allowed.
8. Ask permission to go inside the school.
9. Food is not allowed on the playground for safety reasons.
10. When the whistle blows; quit playing, line up quickly, quietly and in an orderly manner.
11. Dress for the weather.
12. Be respectful to playground personnel at all times.

Playground Supervision

School personnel will supervise the playground. Supervised play times are in the morning, noon and afternoon recesses. At least two adults are on the playground during regularly scheduled recesses. The playground is not supervised before and after school. Students are not to be on the playground during these times. Students are expected to leave for home immediately following dismissal.

PROMOTIONS AND RETENTIONS

Students must pass at least two of their core academic classes to earn promotion to the next grade level. The core academic classes include: Language Arts, Mathematics, Science and Social Studies. To pass means to have earned a yearly average of a D-or higher in each of the core academic classes. The average is calculated using each semester's final grade.

Promotions and retentions at the early grade levels kindergarten through third grade are based on an evaluation of academic, physical, social and emotional growth. Reasons for retention include:

1. Indifference or lack of effort on the part of a capable student.
2. Physical or social immaturity.
3. Frequent or long absences.
4. Non-development in grade level milestones.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

Note: Promotion of special education students will be determined by their I.E.P.

RECESS

The recess period is given to provide a change of pace, exercise and release of tension.

If your child is well enough to come to school, it is assumed the child is well enough to go outside for recess. Students staying inside for recess must have a doctor's slip specifying how long they should remain inside. Students staying inside must report where they are directed with study material.

Decisions to go outside for recess depend on the weather conditions. If the weather is not suitable for students to be outside, such as rainy days or a wind chill factor or temperature of 0 degrees Fahrenheit will result in inside recess. Students dressed inappropriately for the day's weather will be restricted to blacktop areas only.

In inclement weather, outside recess may be provided on a shortened basis.

Parents may not take their children off the playground during recess.

REPORT CARDS

Report cards will be issued at the end of each nine-week period. A mid-term progress report is also sent. Please carefully review your child's progress and contact your child's teacher if you have any questions regarding grades.

ROLLERBLADES/SKATEBOARDS/SCOOTERS

No rollerblading, skateboarding or scooter will be used on school premises during school hours.

SPECIAL CLASSES

Art- Elementary students, with the exception of young 4s and young 5s will receive art education. Children will learn the fundamentals of art, artistic concepts and art appreciation.

Computer Lab- Skills taught in the classroom are reinforced in the computer lab with the elementary students. Computer time is a regularly scheduled class. Students learn keyboarding and other computer skills as taught by the computer technology teacher.

Media Center - One of the most pleasant spots found in our elementary building is the library. The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for grades young four's through fifth grade and for special classes in the school. They are held for the purpose of enjoyment of the materials and books in the library.

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, use audio-visual materials, do reference work and work on special projects. Each student may check out one or two books for a period of one week. There is no fine for overdue books, but lost or damaged books must be paid for.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual material is available through the library for teacher use in the classroom. In addition, a color television is located in the library for small group and classroom use. The television is networked through the high school and provides a wide variety of educational resources.

Music - Elementary students, with the exception of young 4s, participate in vocal music classes. The classes meet once a week for each grade level. The music program provides opportunities for students to develop an appreciation for many aspects of music. The basic elements of music are presented to students through various experiences involving singing, playing instruments, listening, movement, expression and music reading. Students in each grade will participate in a fine arts night.

Physical education-Children receive physical education instruction on a regular basis. Motor skills, coordination and physical development are stressed.

TELEPHONE USE

Breckenridge Elementary School is a place of learning. It is each student's responsibility to bring all of the necessary materials needed for the school day. Students will not be allowed to use the school phone to make personal arrangements such as requesting permission to go to another student's home after school. Students will be allowed to use the office phone with permission from the teacher and office personnel. The student must have a pass from their teacher in order to use the office phone.

TESTING

Michigan Education Assessment Program (MEAP) is a statewide testing program initiated by the State Board of Education, supported by the Governor and funded by the legislature.

The purpose of the MEAP is to provide information on the status and progress of Michigan basic skill education to the State Board of Education, the Executive Office, the Legislature, the local educators, teacher, students and parents.

MEAP tests in language arts and mathematics are administered in the fall to all third through fifth grade students. Fifth grade are also given a MEAP science test as required by law.

Other standardized test measurements may be used to further assess children's academic growth and assist school personnel in designing curriculum and strategies.

TEXTBOOKS

Students will be provided with textbooks and workbooks by the Breckenridge School District. If a book is lost, misused or damaged beyond reasonable wear, the parent will replace the book and pay the replacement cost.

VANDALISM

School and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before the student is allowed to return to school. If a student accidentally causes damage, he/she should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

VISITORS

Volunteers are required to report to the school office and sign in and indicate where we can locate you in case of an emergency.

Parents are welcome and are encouraged to visit the school. We ask that you notify the office or the classroom teacher at least one day in advance, to minimize the disruption of the teaching process. Parents must check in at the office when entering the building.

As a security measure, all visitors to the school are required to check in at the school office before traveling about the building. School doors will be locked at 8:00 A.M. All visitors must use the doors in the front entrance of the school by the principal's office during the school day.

WALKING STUDENTS

Students who walk to school should come straight to school. Remember the safety rules: walk with a friend and never accept a ride with a stranger. Remain on sidewalks at all times and cross only at the designated crosswalks. Crossing guards will assist walking students at busy intersections.