

# Aspen Ridge Elementary

## *Family Handbook*

*Home of the Patriots!*



*Strength - Integrity - Excellence*

**2015-2016 School Year**

350 Aspen Ridge School Road  
Ishpeming, MI 49849  
906-485-3175  
[www.nice.k12.mi.us](http://www.nice.k12.mi.us)

## Staff Directory

Principal:	Chris Marana
Special Ed. Coordinator:	Nate Longton
Guidance Counselor:	Jill Zueger
Office Staff:	Betty Grund, Rachel Marta, Mary Johnson
ECSE:	Christina King
SCI:	Becca DeVerney
Young Fives	Ashley Zambon
Kindergarten:	Mary Sinclair, Brooke LeClair, Sonya Seablom, Maria Mariani
Grade 1:	Melissa Erickson, Andrea Kleinpaste, Lindsey Dionne, Katie Rayner
Grade 2:	Rita Edwards, Jaime Harrington, Ellen Larson, Kristina Huffman
Grade 3:	Lynn Nardi, SueAnn Morton, Heidi Dawson, Lisa Belpedio
Grade 4:	Sheila Sihtala, Judy Tucker, Christy Marta, Magan Lantagne
Grade 5:	David DellAngelo, Tom Wagner, Alexa Ahola, Jennifer Young
Resource Room:	Jill Korpi, Kristy Head, Rebecca Bal, Lisa Ruby
Speech Therapy:	Jessica Mason, John Kinney
Title I Reading Specialist:	Amy Bone
Art:	Danielle Alfafara
Music:	Courtney Saberniak
Physical Education:	Dorinda Cousineau, Steve Bluhm
Technology:	Laurie Schon
School Nurse:	Andrea Korpi
School Aides:	Heidi DeLongchamp, Lynn Haukkala, Kristen Grondz, Kimberly Koski, Amy Hebert, Marsha Fraser, Angela Hytinen, Sandra Tarvainen, Katelyn Morrison, Jocolyn Anderson, Virginia Hedberg, Donna Kroon-Harris, Sharon Villeneuve, Stephanie Schmidt, Kris Anderson, Wendy Manzoline, Tammy Irish, Patty Luke, Jan Fredrickson
Librarian:	Natalie Young
Library Aide:	Kathy Swanson
Maintenance:	Tim Poissant
Custodians:	Tammy Sandberg, Robert Hegman, Rose Larson
Food Servers:	Rose Larson, Kathy Nelson, Steve Morrison, Darlene Stampe
Family Resource Room:	Donna Ballweber, June Ayotte

### **ABSENCES-EXTENDED**

If a parent/guardian makes a decision to remove a his/her child from school for an extended period of time (three or more days), the teacher and the school principal must be notified of the intended absence at least one week in advance of the first day of the absence. Assignments must be obtained from the teacher prior to the absence or will not be available for credit upon return.

### **ARRIVAL OF STUDENTS:**

- 1. No unattended parking in the drop-off circle**
- 2. Students shall not be dropped off before 7:45 a.m.**

A paved drive loop is located at the East End of the building. This area is designed for dropping off students by parents who choose to drive their children to school. Note that traffic through this loop is one way, entering from the west. This area must also accommodate students that ride our special needs bus. **No parking is allowed in the bus drop-off/fire lane area.** If you need to enter the building, please park in the main parking lot.

### **ASSIGNMENT TO CLASSES**

Great care and consideration are given to each child's classroom assignment. It is very important that classrooms are well-balanced in terms of numbers, student gender, talents, and personalities. We also strive to examine students' learning styles and match them with a teacher who will be the best fit. The school administrators collaborate with teams of teachers, utilizing the knowledge of their own students in helping to develop the rosters of next year's classrooms. Teacher request forms will be sent home at or around the third marking period. It should be understood that every effort will be made to honor parent requests. Many other factors must be considered in developing rosters and it may not be possible to honor a parent request.

### **ATTENDANCE PROCEDURES**

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. Absences are excusable for illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday and such other good cause as may be acceptable to the Principal. Absence for such reasons as camping, vacations, non-school activities, or visiting is discouraged; late night activities that cause a student to be tardy or absent the following day are also discouraged. We also discourage scheduling of dentist or doctor appointments during school hours.

### **Call-In Procedures for Absences**

Parents are requested to call the school by 9:00 AM on each day a student is absent from school. In the event that phone contact was not made, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

### **Recording Attendance**

Elementary attendance is recorded twice each day: once in the morning and then again in the afternoon. Teachers mark students as either present, absent, or tardy. Students are expected to be in their seats ready to begin work five minutes after the morning bell and five minutes after the noon-recess bell. Students are marked tardy if they are not in the classroom within the time specified.

### Excessive Absences

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

- At ten days absent and/or ten tardies, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
- At 15 days absent and/or 15 tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
- At 20 or more days absent and/or 20 or more tardies, the Principal will determine whether to submit a petition to the Court for resolution or seek an alternate remedy.

### BUILDING SECURITY

**All persons entering Aspen Ridge Elementary School during the school day will be required to enter through the main lobby. Upon entering the school, all visitors must check in at the main office and pick up a visitor ID badge. For the safety of our students, these badges must be worn by visitors while they are in the building.**

### BUS REGULATIONS

Every bus rider must follow the bus rules described in the N.I.C.E. DISTRICT TRANSPORTATION HANDBOOK. These rules apply when at the bus stop and when riding on the bus. Students will be subject to disciplinary action, which may include loss of bus riding privileges, if these rules are not followed.

#### **Parent Responsibilities- The parent/guardian shall:**

- Not phone in last minute transportation changes at the end of the school day. It is often not possible for office personnel to communicate changes in transportation with the student or the teacher at that time of day. For the safety of your child, please make any changes in busing well in advance.
- Have the student ready at least ten minutes ahead of pick-up time. This will avoid delays at individual stops.
- Provide necessary supervision for the child going to and from the bus and the bus stop.
- Accept joint responsibility with the school staff for the proper conduct of the children. A child's misbehavior can result in an accident.
- Call the transportation supervisor (485-1510) when there are problems or questions.

*\*Drivers ARE NOT PERMITTED to make route or stop changes without authorization. Students must ride to and from school on the bus(es) to which they have been assigned. Only when a note from the parent/guardian has been brought to the school office and if space is available will a child be permitted to ride a different bus. Students must obtain a bus pass from the school office and present it to the driver as they board. BIRTHDAY PARTIES AND LARGE GROUPS WILL NOT BE PERMITTED. PARENTS ARE RESPONSIBLE FOR AFTER SCHOOL TRANSPORTATION.*

### CLOSINGS/CANCELLATIONS

Inclement weather or building maintenance situations sometimes force schools to cancel or close early on short notice. Please listen to local radio stations for information on school closings. Please do not call the school to find out if school is closed.

- Parents/guardians are strongly urged to make contingency plans for times when closure situations arise. These plans should be discussed with their children.

### **CARE OF PROPERTY**

School buildings and equipment are constructed, purchased, and maintained through taxpayer's money. Students who destroy or vandalize school property will be required to pay for losses or damages. This includes all classroom, library, and Child and Family Resource Room materials. If students willfully destroy school property, suspension and/or serious consequences will be necessary.

### **CHANGE OF NAME/ ADDRESS/ PHONE NUMBER**

If, at any time during the school year, a student moves to a different address, the change must be reported to the school office. A change in parent/guardian name, or in home or work phone number should also be reported. Unlisted numbers will be held in privacy.

### **CHILD AND FAMILY RESOURCE ROOM**

The Aspen Ridge Elementary School is proud to be home to the award-winning Aspen Ridge Child and Family Resource Room. Located within the media center just off of the lobby, the room is open each day from approximately 8:30 a.m. to 3:00 p.m. For more information, please call 485-3177 or refer to the information sheet attached at the end of the handbook.

### **CONFERENCES/COMMUNICATIONS**

Parents/guardians and teachers have joint responsibility for child development. In order to inform parents of their child's progress, conferences are scheduled at the end of the first marking period. Additional conferences are encouraged and may be requested by the parents/guardians or teachers as deemed necessary. Students mature and develop at different rates physically, socially, emotionally, and intellectually. In some instances, it may be advisable to retain a student at a particular level to allow academic growth and maturation to occur. Conferences with the parents/guardians and professional staff will be scheduled prior to any retention. The decision to retain or promote rests with the school superintendent. In an effort to keep parents/guardians informed of special school events, both regularly scheduled newsletters and special announcement flyers will be sent home with students.

### **DIBELS**

This stands for Dynamic Indicators of Basic Early Literacy Skills. Dibels is a means of assessing progress in reading and literacy skills. Dibels assessments are short tests that measure the development of letter naming and phonemic skills, fluency, and comprehension in students. These tests are given in September, January and May. The data from these tests allows us to determine whether students need extra help in learning to read, and in what areas that help should be targeted. In the weeks between the three main test windows, teachers may test those students who are struggling to see if the extra help they are receiving is proving effective in getting them caught up. Feel free to ask your child's teacher about their reading progress and Dibels scores.

### **DISCIPLINE**

1. To guide the pupil so as to enhance the immediate efforts of teachers and other pupils in the learning situation, so as not to threaten the classroom or the instructional process.
2. To assist the pupil in becoming a responsible, productive, and self-disciplined citizen.

### **General Conduct**

Our goal is to help children develop the self-discipline and social skills they need to become mature and responsible adults. It is important that the home and school work together for HIGH EXPECTATIONS of GOOD BEHAVIOR. Please remember that what is seen and heard by children outside of school is often imitated and repeated at school. The following are rules that MUST BE OBSERVED AT ALL TIMES:

1. Be honest, considerate, and respectful of others.
2. Listen to and follow directions of persons in authority.
3. Respect school and personal property.

4. Keep hands, feet, and objects to one's self.
5. Speak quietly and walk in hallways.
6. Do not chew gum.
7. Do not engage in activities that are harmful to one's self or to others.

### Negative Consequences for Disciplinary Violations

Parents/guardians of students who have difficulty following these basic rules and guidelines for safe behavior will either receive a phone call or an incident report from the principal or teacher explaining the situation. Incident reports sent home will need to be signed and returned to the teacher the following day. Students breaking rules will be subject to the following:

**ASPEN RIDGE SCHOOL  
PROGRESSIVE DISCIPLINE RUBRIC  
GRADES K - 5**

Level	Example Behaviors	First Offense	Second Offense	Third Offense
1	<ul style="list-style-type: none"> <li>▪ Incomplete assignments</li> <li>▪ Insubordination</li> <li>▪ Disrespect person/property</li> <li>▪ Interference with normal school functioning</li> </ul>	<ul style="list-style-type: none"> <li>▪ One Lunch Detention</li> <li>▪ Student/Teacher call home</li> </ul>	<ul style="list-style-type: none"> <li>▪ Two Lunch Detentions</li> <li>▪ Student/Teacher call home</li> </ul>	<ul style="list-style-type: none"> <li>▪ Three Lunch Detentions</li> <li>▪ Student/Teacher call home</li> </ul>
2	<ul style="list-style-type: none"> <li>▪ Persistent classroom misbehavior(s) from above</li> <li>▪ Inappropriate language</li> <li>▪ Horseplay</li> <li>▪ Classroom Disruption</li> <li>▪ Property misuse</li> <li>▪ Exclusion/Taunting</li> </ul>	<ul style="list-style-type: none"> <li>▪ One After School Detention</li> <li>▪ Principal will call parent</li> </ul>	<ul style="list-style-type: none"> <li>▪ One Day ISS</li> <li>▪ Principal will call parent</li> </ul>	<ul style="list-style-type: none"> <li>▪ One Days OSS</li> <li>▪ Principal will call parent</li> </ul>
3	<ul style="list-style-type: none"> <li>▪ Abusive Language</li> <li>▪ Verbal/Physical Aggression</li> <li>▪ Defiance/Disrespect</li> <li>▪ Bullying</li> <li>▪ Technology Violation</li> <li>▪ Property Damage</li> <li>▪ Lying/Cheating/Stealing</li> </ul>	<ul style="list-style-type: none"> <li>▪ One Days ISS</li> <li>▪ Principal will call parent</li> </ul>	<ul style="list-style-type: none"> <li>▪ One Day OSS</li> <li>▪ Principal will call parent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Two Days OSS</li> <li>▪ Principal will call parent</li> </ul>
4	<ul style="list-style-type: none"> <li>▪ Threats/Harassment</li> <li>▪ Forgery/Stealing</li> <li>▪ Fighting/Violence</li> </ul>	<ul style="list-style-type: none"> <li>▪ One Day OSS</li> <li>▪ Parents pick up child from school immediately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Two Days OSS</li> <li>▪ Parents pick up child from school immediately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Three Days OSS</li> <li>▪ Incurrigibility report to Law Enforcement</li> </ul>

ISS = In-School Suspension (Student will be isolated from peers and expected to complete daily assignments.)

OSS = Out-Of-School Suspension (Student will be picked up immediately by guardian and will stay at home. Student is expected to complete daily assignments.)

**Additional Information:**

- The consequences contained in this document may be increased or decreased based upon the severity of the infraction, the frequency of the misbehavior, the relevant board policy violated, and/or the necessity to involve law enforcement.
- Teachers hold the discretion as to when a Level 1 behavior is elevated from a warning to a recorded First Offense.
- Consequences may include after school community service with transportation provided by the student's parent or guardian.

- Students sent to the office may be asked to complete a student reflection form.
- All phone calls home and disciplinary action taken will be logged into the district's records database (i.e., Skyward/SWIS).
- Students who accumulate multiple infractions, regardless of the level on the rubric, may be subject to a behavior plan or other remedial action. Parents may be required to attend a meeting with the principal and teacher to discuss the student's behavior.
- Threatening to take one's life or the lives of others will require an immediate referral to appropriate district personnel and/or outside agencies.
- Behaviors which represent illegal activity may be referred to the Superintendent for expulsion review.
- To report any incident of bullying or harassment, fill out the NICE Community Schools Bullying Harassment or Intimidation report form. Forms can be obtained in the school office and are also available online.

### **Positive Behavior Support**

Our Positive Behavior Support (PBS) program identifies desired behaviors and teaches these to students in a positive, encouraging manner. The Aspen Ridge staff has identified four critical behavior areas that serve as the basis for teaching and developing desirable social behaviors in our students. The four behavioral areas are responsibility, safety, respect for others, and academic success. These are taught through the NICE acronym. We assert that Aspen Ridge is a NICE school and that Aspen Ridge students are NICE students. Visitors to the school will notice banners stating what it means for our students to be NICE. Classrooms will also have on display what it means to be NICE. The following outlines the foundation of our PBS program and the guiding principles that we will be working from.

#### **N.I.C.E students....**

- N**eed to be responsible
- I**nsist on safety
- C**onsider feelings
- E**xpect Excellence

#### **N.I.C.E Cards**

Aspen Ridge staff recognizes students being NICE by giving them a NICE Card. This includes catching a student behaving in a way that represents one or more of the above four ideals. Students are to take the card home, have it signed by an adult, and return it to school by placing it in the container outside the main office. Drawings will be held approximately two times per month for grades K-2. They are photographed and their pictures are put on display. Students in grades 3-5 shall return their signed card to the classroom teacher in order to be eligible for reward recess.

#### **Lunchroom Rules**

In order to provide a healthy and pleasant eating environment, it is necessary to enforce rules and maintain order. Teachers and supervisors will enforce the following basic rules:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.
5. Sit at assigned classroom tables and stay seated unless throwing out garbage.
6. Clean up after one's self by bringing trays to designated area and cleaning up personal area of table.
7. Remain in the school/on school grounds during the lunch hour unless advanced written permission dictates otherwise.
8. Obey the rules regarding the peanut-free table.

## **Playground Rules**

Adult supervision is provided for the safety and enjoyment of the children, however the very nature of recess play makes it necessary to enforce the following standards for behavior:

1. All students must remain on the playground area.
2. All students must obtain permission from a playground supervisor to re-enter the building.
3. All students will avoid rough games including: contact games, tackle football, wrestling, pushing from snow banks etc.
4. All students will be respectful of playground supervisors and other children.
5. All students will use appropriate language, manners, and behavior.
6. Students will not throw rocks, sticks, snowballs, sand in the sandbox or any other potentially dangerous objects.
7. Students will not carry or play with sticks or other potentially dangerous objects.

\*Note: It is important that children are dressed appropriately and prepared for the weather. Students are required to go outside unless the weather requires us to stay indoors. Such circumstances for indoor recess may include but are not limited to: rain, thunder/lightning, extreme temperatures, etc.

## **Board Disciplinary Policies (Cf. 5220)**

The Board approves of the following disciplinary measures for use in the District for those students violating the District's Student Code of Conduct.

1. Deny participation in special school activities.
2. Before or after school detention, (parent/guardians are always to be notified by phone if any child is being kept after school).
3. Disciplinary contractual arrangements and/or disciplinary probation.
4. In-school suspension
5. Out-of-school suspension.
6. Expulsion – up to 180 days
7. Expulsion – permanent.

**Suspension and Expulsion (Cf. 8080):** The Superintendent, building Principals, committee of certified employees, individual teachers (for up to one school day only) or a Board appointed hearing officer may suspend either for a short-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,
- Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school,
- Willful misconduct which substantially impinges upon or invades the rights of others, or
- Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

The Board authorizes the Superintendent to suspend or expel a student for up to 180 school days without Board action or approval. A suspension may be for a "short-term" of up to ten school days, or for a "longer-term," exceeding ten school days up to 180 school days. A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student commits a violation of law or engages in disruptive behavior, which includes, but is not limited to the following conduct:

1. Throwing objects that can cause bodily injury or property damage,



2. Fighting,
3. Directing profanity, vulgar language, or obscene gestures toward the teacher or other students,
4. Violating safety rules as communicated in student handbooks or classroom rules,
5. Failing to comply with directives given by the teacher,
6. Expressing racial or ethnic slurs toward the teacher or another student,
7. Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence,
8. Possessing a laser pointer,
9. Violating District dress code standard,
10. Excessive tardiness,
11. Destroying/defacing school property, and/or
12. Violating computer use policies, rules, or agreements,
13. Or if the teacher determines that the student's presence creates a clear threat to safety and welfare of others.

No short-term suspension by any school employee shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing, meaning, at minimum, the opportunity to reply to the charge. The notice may be oral or written and the hearing may be held immediately. The hearing may be informal, but shall include the following minimal procedural due process requirements:

- a) The rights of the student to be present at the hearing,
- b) The right of the student to be informed of the charges,
- c) The right of the student to be informed of the basis for the accusation, and
- d) The right of the student to make statements in defense of the charges or accusations.

A notice of any short-term suspension and the reasons for the suspension shall be given to the student involved and to the parent(s)/guardian(s) of the student within 24 hours after the suspension has been imposed. In the event the student has not been afforded a hearing prior to any short-term suspension, an informal hearing shall be provided as soon as practicable but in no event later than 72 hours after such short-term suspension has been imposed. A "long term suspension" is defined as any suspension longer than ten instructional days up to and including 180 days of instruction (a full school year.) A written notice of any proposal for a long-term suspension and the charges upon which the suspension is based shall be given to the student proposed for suspension and to the parent(s)/guardian(s). Any student who has been suspended for a long-term may appeal the long-term suspension to the Board by filing a written notice of the appeal with the Board Secretary no later than 10 calendar days after receiving written notice. During the period of suspension the student's absence is unexcused and only tests and major projects can be made up. A suspended student cannot participate in, or attend, any school-sponsored activity during the school day or after school.

**Expulsions:** "Expulsion" means a permanent and complete severance of the relationship between the student and the District. While the word "expulsion" or "expel" may appear, at times, in State of Michigan law or rules that refer to a period less than a permanent and complete severance of the District/student relationship, the term, for the purposes of this District, shall mean a permanent severance. A written notice of any proposal to expel permanently, and the charges upon which the permanent expulsion is based, shall be given to the student and the student's parent(s)/guardian(s).

A recommendation for the expulsion of a student from school is made to the Board by the Superintendent. Such action is generally taken by the Superintendent upon recommendation by the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing. The procedures are as follows: The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. The charge shall be transmitted to the parent or guardian of the student being considered for expulsion. The Board of Education shall set the date, time and place of the

hearing and shall transmit written notice of same to the parents or guardian at least five days before the date of the hearing. If a hearing is desired, the parent shall notify the Superintendent at least one day prior to the date of the hearing. The hearing procedures shall be conducted under the following rules and procedures:

- The Board will be provided with written materials from the Superintendent detailing the recommendation. The same materials will be available to the student and/or parent.
- The student and/or parent will be provided an opportunity to give statements to the Board.
- The student or parent may be represented by an attorney.

The appeal hearing is not a court procedure and court rules on evidence shall not be enforced at such a hearing. The Board of Education shall render a written opinion of its determination within five school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned. Efforts will be made by the school, but not guaranteed, to provide alternative means by which a student under an extended suspension or expulsion may continue with an educational program. Such opportunities may include late afternoon classes, evening classes, correspondence course, other special programs, or transfer to another school or school district.

### **DRESS GUIDELINES**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Student will be expected to come to school well groomed and neatly dressed at all times. Shorts just above the knee are permitted during warm weather. Spandex, cut-offs, and tops revealing midriffs or thin shoulder straps are not acceptable. Clothing advertising alcoholic beverages, tobacco, or those with questionable printing or pictures on them will not be allowed. Parents will be called and asked to bring appropriate clothing to the school for the child to wear in such instances. Students are to remove hats or caps upon entering the building.

### **DRUG FREE SCHOOLS**

The Aspen Ridge School ascribes to the standards of the Michigan Department of Education Federal Drug Prevention Program. The program addresses the following points:

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. Consistent with School Board policy, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of a school activity is considered a suspendable offense.
3. Disciplinary action imposed on any student violating this standard of conduct may include suspension, expulsion, referral for substance abuse assessment, and referral prosecutions.
4. The District has information available to students and parents about drug and alcohol counseling and rehabilitation programs available.
5. Compliance with the standards of conduct under the Federal Drug Prevention Program is mandatory.

### **FIELD TRIP EXPERIENCES**

A field trip experience is defined as an educational experience outside of the classroom building involving the use of facilities other than school owned. To participate in a field trip, a student must have a permission slip signed by the parent/guardian and on file in the office. It is the school's right to keep any student from attending a field trip if that student's prior behaviors at school are a cause for concern. In some cases, a parent/guardian may be required to attend the field trip with their child.

### **FIRE/ TORNADO/LOCKDOWN DRILLS**

A minimum of ten drills (5 fire, 3 lockdown, 2 tornado) will be conducted during the school year. When a fire alarm is sounded, students will pass in an orderly and quiet manner from their rooms under the supervision of their teacher or an appropriate adult. Route instructions and class meeting places will be discussed with the class before the first drills occur. In the case of tornado drills, students will be instructed by the teacher to go to the safest location within their room or nearest hallway and assume a safe position until an all-clear signal is given. In the event of a lockdown emergency, students shall go to the nearest available room and seek shelter. These procedures are practiced and reviewed throughout the school year.

### **GRADING SYSTEM**

Report cards for grades 1-5 will be distributed at the end of each marking period. Grades in special classes (art, music, physical education, and computers) will be given after the second and fourth marking periods only. Report cards for young-fives and kindergarten will be distributed at the end of each semester (second and fourth marking periods). Children will be graded on the successful completion of specific skills.

### **HEALTH CONCERNS**

**Emergency Information:** Emergency information must be filled out completely for each student upon enrollment and filed in the office for use in emergency situations. Parents/guardians are asked to call and update this information when any change in name, address, phone number, or doctor takes place. Please be sure that emergency contacts are people who are generally home during the day.

**Food Allergies:** This is a growing public health concern in the United States and Aspen Ridge has a growing number of students who face the challenge of food allergies. *These allergies can be life threatening to some students* and can lead to anaphylaxis. Anaphylaxis may occur after ingestion, skin contact, or in some cases, inhalation. Anaphylactic shock can lead to death in a matter of minutes if left untreated. Aspen Ridge School is a peanut awareness school. We are continually taking steps to educate students and families about how we can all contribute in making the school safe for every child.

We ask that the following guidelines regarding foods and snacks brought from home be followed:

1. Do not send classroom snacks that contain peanuts or tree nuts. This applies to all snacks including birthday party treats, etc. Many of our classrooms are designated as nut free environments and by not having these items in the classrooms will greatly help reduce the risk of an allergic event from occurring.
2. Students who have lunch items that contain peanuts or tree nuts must not sit at the peanut free table. To prevent any cross contamination, we will provide hand wipes for students upon leaving the cafeteria. Thank you for your cooperation with this matter.

**Medications:** If it becomes necessary for a student to take any type of medication at school, a form must be obtained from the school office and be signed by a parent/guardian and returned to the office. All medication must be provided in a prescription labeled container and will be dispensed through the office.

\*If a child is on a behavioral medication, the parent/guardian must bring in a supply to the nurse's office. UNDER NO CIRCUMSTANCES SHOULD THIS MEDICATION BE BROUGHT TO SCHOOL BY A STUDENT OR SIBLING.

**Illness or Injury:** Actively ill children do not belong in school. If a child has:

- A temperature
- Current/recent vomiting
- Current/recent diarrhea

He/she should remain at home. Any illness or injury that occurs during the school day should be reported to the teacher or supervisor. In case of severe accidents or acute illness, emergency care will be given and the parents will be notified. It is the responsibility of the parents to provide transportation and further care if the student becomes ill or injured on school property. If, in the judgment of school personnel, a child becomes too ill to remain at school, the parents or an emergency contact will be called immediately.

**Communicable Diseases:** Students will not be permitted to attend school if, within the past 24 hours:

- they are acutely ill
- they have a fever greater than 100 degrees Fahrenheit
- they have a severe/persistent cough
- they are vomiting
- they have diarrhea

All communicable diseases must be reported to the school including German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis, and head lice. Teachers may refer a student to the school nurse upon a child's return to school following a communicable disease.

**Personal Safety:** Please remind your child not to talk to strangers and to avoid shortcuts or alternate ways home. Encourage him/her to walk to and from the bus stop with a friend, to go directly home or to the assigned place of care and never to accept rides from a stranger.

### **HOMEWORK**

It is recognized that all learning and practice cannot be accomplished within the limited amount of time that is allocated for classroom instruction and that homework is an important form of practice and extension. The amount of homework given will vary with the needs and ages of the students and is also subject to the professional discretion of the classroom teacher. If a child is absent one day, an advanced request for homework is not necessary. It is the child's responsibility to obtain work assignments missed and to make arrangements to make up tests. Teachers will assist students in this process. If the absence will be lengthy, see Absences-Extended.

### **INDIVIDUAL EXPRESSION**

Students have a right to express their personal or religious beliefs at school so long as the expression does not impede or denigrate the beliefs of others or the educational process. For more information regarding the district's policies, contact the school office or access the district policy manual online from the district web page.

### **INSTRUCTIONAL TIME**

The time that students spend in the classroom learning is very valuable. It is critically important that students miss as little instructional time as possible. It is also very important that teachers' are subjected to as few interruptions as possible. **If you must get a message to your child, please try to notify the office prior to 2:30.** Teachers, in general, will not receive phone calls directly to their classrooms though a message may be left on their voice mail. Also, please do your best to schedule appointments outside of the school day. This is very helpful in ensuring that your child does not get behind with their school work.

### **LEAVING SCHOOL EARLY**

If it is necessary to pick up your child earlier than the regular dismissal time, you must send a written note to the classroom teacher or notify the school office by telephone or in person. For the safety and security of our students, parents/guardians must pick up their child in the office.

### **LOST AND FOUND**

Lost and found areas are provided near the school office and the playground doors. Items misplaced in the classroom are most often turned in to the classroom teacher. Periodically, we take all unclaimed items to the Salvation Army or a similar organization. Please remember...*putting children's names in clothing and on school items will help with these misplaced items.*

### **LUNCH**

A lunch menu is published bi-weekly. Menus will be available in the classrooms and in the lobby entrance. In addition, it can be found on the NICE Community School District website: [www.nice.k12.mi.us](http://www.nice.k12.mi.us) In the event of school being closed, the lunch menu may be subject to change.

The cost of lunch and breakfast is reviewed and set by the Board of Education each year prior to the first day of school. Parents can pay for school lunches at the main office or pay online using Family Access. Family Access will also allow you to check your child's account balance. Please check your child's account frequently. **If a negative balance occurs, your child will not be allowed to purchase items from the ala carte line.**

#### **2015-2016 Lunch Prices**

Full paid lunch: \$2.70

Full paid breakfast: \$1.60

Reduced lunch: \$.40

Reduced breakfast: \$.30

Children who qualified for free/reduced prices in the previous school year will qualify again for the first two weeks of school until the current year's forms are handed in. Applications for free or reduced priced meals are available in the office throughout the year. Families must reapply anytime during the year as family size changes or as income changes by \$50.00 or more per month. *\*Parents are encouraged to complete the free/reduced meal forms even if they do not expect to take advantage of school lunches. Many federal and state programs provide monies to districts based on free/reduced counts and so this could mean additional monies for the NICE Community School District.*

#### **2015-2016 Lunch Schedule**

##### **Young Five / Kindergarten**

Lunch 11:00-11:25, Recess 11:25-11:55

##### **1<sup>st</sup> Grade**

Lunch 11:05-11:30, Recess 11:30-12:00

##### **2<sup>nd</sup> / 3<sup>rd</sup> Grades**

Lunch 12:50-1:10, Recess 12:20-12:45

##### **4<sup>th</sup> / 5<sup>th</sup> Grades**

Lunch 12:30-12:50, Recess 12:50-1:15

### **NOTIFICATION of RIGHTS under FERPA for ELEMENTARY AND SECONDARY SCHOOLS**

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

- (1) The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the School principal, assistant principal, or superintendent a written request that identifies the record(s) they wish to inspect. The School official 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 educational records that the parent or eligible student believes is inaccurate.  
Parents or eligible students may ask the School to amend a record that they believe is

inaccurate. They should write the School principal, assistant principal, or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 the School 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, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**NOTIFICATION of RIGHTS UNDER the PROTECTION of PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

\**Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

\**Receive notice and an opportunity to opt a student out of -*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*\*Inspect*, upon request and before administration or use --

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **MONEY AND VALUABLES**

Students are strongly advised NOT to bring money or valuable articles to school unless needed for that day. If it is necessary to send money with a child (e.g. for a book order, field trip), parents are requested to send the exact amount in a sealed envelope with the child's name on it. The school is not responsible for lost, broken, or stolen items.

### **PROOF OF PARENT CUSTODY**

In recent years, the school has received an increasing number of requests from parents not to release a student during the school day to specifically identified adults. We will continue to cooperate the best we can with parents/guardians regarding custody issues. If a child custody issue exists, your child will be released only to the designated adult/guardian. Please note the following items:

1. Copies of the custody papers must be filed in the child's permanent folder.  
(A letter alone may be challenged by a second party and so, some legal hold on the child must be on file with the school.)
2. Updated home and emergency phone numbers where a parent/guardian can be reached are critical.
3. Alert the school office annually (at least) for as long as the custody problem exists.
4. If a hold is put on the child's release from school and a friend or neighbor must pick the child up in an emergency, please notify the school in advance and inform the person picking up the child that a form of identification will have to be produced.

### **PARENT TEACHER ORGANIZATION - PTO**

Aspen Ridge Elementary School is fortunate to have a very actively involved PTO. These groups of dedicated people make it possible for many significant projects and events at our school to occur (both an organizational sense and in providing much needed financial support). Many wonderful aspects of our school depend on the assistance of the PTO, and they in turn depend on participation from parents. Anyone interested in helping our school in any way, large or small, is encouraged to attend a monthly meeting. Please check out the PTO links on our website for meeting date and times: [www.nice.k12.mi.us](http://www.nice.k12.mi.us)

### **RECESS**

ALL CHILDREN are expected to participate in indoor/outdoor recess periods. Vigorous play and exercise helps develop fitness and is important to the development of muscular strength and coordination. In the event of inclement weather, outdoor recess will be moved indoors. *IT IS IMPORTANT THAT CHILDREN HAVE BOOTS AND OUTDOOR CLOTHING WARM ENOUGH FOR USE IN SNOWY OR WET WEATHER.* If an unusual condition exists which permits attendance at school, but makes going out for recess inadvisable, a note must be sent to the classroom teacher who will make alternative arrangements for your child. If a child has to remain indoors for more than one day, a

note from the doctor may be required. Those with medical notes will have to stay in a designated area for the duration of recess. Adult supervision is provided for the safety and enjoyment of the children, however, the very nature of recess play makes it necessary to enforce the following standards for behavior: *see above under playground rules.*

### **SPECIAL EDUCATION**

Many far-reaching changes have taken place in our schools recently, including the area of special education. Current state and federal laws, including IDEA 2004, now support our long-standing belief that all children can learn and are entitled to the full benefit of a free and appropriate public education. These laws recognize that every individual is unique and different; that is, our ability to learn and the rate at which we learn vary from one person to another. When these differences impact the ability to participate and progress in the general curriculum, some students require specialized instructions. In addition, assistive technology and specialized teaching methods may be required. Those in the field of special education recognize this and work to meet these needs through various programs and services. These special education programs and services are designed to help each child with disabilities reach his or her potential. Through these programs and services, special education staff members work with students to overcome and compensate for the disabling condition. As students learn to apply their individual skills and abilities, they are more effective in transitioning to life beyond high school. The special education program and services, in the State of Michigan are available to all children with disabilities from birth through age 25.

### **504 POLICY**

It is the intent of the Board of Education that no otherwise qualified student with a disability shall be excluded from participation in, denied the benefits of, or be subjected to discrimination solely on the basis of his/her disability in any program or activity conducted by the district. The nondiscrimination protection applies to any student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. It is further the intent of the Board of Education that any student within its jurisdiction who has a physical or mental impairment that substantially limits a major life activity shall be identified, evaluated and provided with appropriate educational services regardless of the nature or severity of the impairment. A student may be disabled under this policy even if they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of students with disabilities and their parents under Section 504 will be enforced. The special education coordinator for the district shall serve as the district's Section 504 coordinator. For more information, please see your building principal or district special education coordinator.

Ref: School District Policies for Special Education 7173 & 504 Policy 8016

### **TECHNOLOGY**

All students will be required to turn in a signed Acceptable Use Policy in order to take advantage of the computer lab, technology devices provided by the school, and/or courses offered in the NICE Community School District. This policy clearly lays out expectations and limitations of computer usage in the school. Students at Aspen Ridge School have access to a variety of technology devices. Computer classes are taught by a certified instructor and are designed to expose students to technology, programs and resources that will enhance learning and the classroom curriculum. For additional information, contact the districts' Technology Coordinator or visit the website at: [www.nice.k12.mi.us](http://www.nice.k12.mi.us)

### **TELEPHONE USE**

Students shall not use a school telephone without prior approval of a staff member.



## **TESTING**

The purpose testing students is to:

- Provide indicators relative to each child's individual development
- Provide teachers with greater insight into the individual and grouping needs of students within their classroom
- Provide the district with information critical to making curriculum and instructional decisions
- Comply with state requirements that students in grades 1-5 be tested annually in reading and math

Testing instruments used at Aspen Ridge Elementary School may include, but are not limited to the following:

- Teacher created tests
- Chapter and unit tests from textbook series
- Michigan Literacy Progress Profile, Scholastic Reading Inventory (SRI), STAR Test, Dynamic Indicators for Basic Early Literacy Skills (DIBELS), Moby Max, etc.
- M-Step- Michigan Student Test of Educational Progress

## **TEXTBOOKS**

Textbooks will be distributed to students in their individual classrooms. Books on loan to students for their use are to be kept clean and handled carefully. Charges will be made for lost or damaged books. (See also: Library)

## **VISITORS**

Parents are welcome to visit their child's classroom, but should make prior arrangement with the teacher. All persons entering the building during the school day need to report to the office, sign in, and obtain a visitor ID badge. This also includes those reporting to the Child and Family Resource Room. Aspen Ridge students may not have school age visitors or relatives attend school with them without prior approval from the principal. In order to protect instructional time, interruptions to the classrooms must be kept to a minimum. MESSAGES TO STUDENTS, FORGOTTEN LUNCHES OR ASSIGNMENTS, ETC. SHOULD BE SENT OR BROUGHT TO THE SCHOOL OFFICE.

## **VOLUNTEERS - see volunteer form at end of packet!**

Your presence and role as a volunteer in your child's classroom and school is of interest and benefit to us all. Most notably, research shows that children whose parents are interested in and participate in school activities perform better academically and exhibit better behavior. At Aspen Ridge, there are two ways in which to volunteer:

**Traditional Classroom Helpers:** Many teachers like to call upon the parents/guardians of the students in their room to serve as center helpers, field trip parents, holiday party room helpers etc. This is an arrangement that takes place between teacher and volunteer. Please remember that in order to protect student confidentiality, volunteers are asked not to correct student papers/tests or tutor students. Note: Such helpers should still fill out a volunteer form and record their hours to add to the Family Resource Room total as this figure helps us as we share the strength of our program.

**Child and Family Resource Room Help:** This room (in media center) serves as the vital hub for nearly all multi-class and school wide activities and welcomes volunteers of all ages and interests! Interested volunteers are asked to fill out a Volunteer Form and check all activities in which they have interest in participating. Activities include: book fair, fluoride program, popcorn Fridays, yearbook, newsletters, school carnival, etc. New volunteers are also given a VOLUNTEER HANDBOOK and offered an orientation. Family Resource staff will contact volunteers as needs arise for specific events and projects. ***Spontaneous, drop-in help is always welcome in the Family Resource Room!*** In addition, preschool age children are welcome to join volunteers in the Family Resource Room whereas this is not possible in the traditional classroom setting.

In either instance, volunteers may come on board at any point during the year. For more information, please contact the Child and Family Resource Room (485-3178) or the classroom teacher.

**WEAPONS LAW**

**EXPULSION:** Forfeiture of a student's right to attend school in this district.

**REASON FOR EXPULSION:** Misconduct beyond the district's resources for correction.

**POSSESSION OF WEAPONS IS DEFINED BY STATE AND FEDERAL LAW.**

- Students in possession of a dangerous weapon/firearm, who commit arson or rape on district ground, in district buildings, or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or students shall also be notified of the referral.

The board reserves to itself the authority to expel students. Each student subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

This statement is the board's assurance that the district is in compliance with both PL 103.382 and MCL 380.1311.

## Instructional Programs and Special Services

### **ART CLASS**

Art is offered to students in preschool through fifth grades. The art classes meet once a week and are an extension of the regular educational program. The art program provides a variety of experiences to build a lifelong foundation for expressing and appreciating ideas, concepts, and creativity. Visual and aesthetic perceptual abilities are developed.

### **COMPUTER LAB**

The computer lab is staffed by a certified instructor. In order to maximize the use of technology throughout the curriculum, computer classes are designed so that the classroom teacher participates in the sessions and can act as a co-instructor. Students will develop specific technology skills that will enhance the classroom curriculum.

### **LIBRARY**

Aspen Ridge School has an outstanding library that is maintained by a certified librarian with assistance from a para-professional and volunteers. Books are checked out for a one-week period. Library books must be properly cared for and returned on time. Students are responsible for all books checked out in their name and will be charged for lost or damaged books. Please help your child remember to return books on time. Note: Students may not be allowed to check out a book if they have books that are overdue.

### **MUSIC CLASS**

Students at Aspen Ridge School are scheduled weekly for music class. The musical experience they receive will help the children to learn, understand, and enjoy music. The music program supports and enhances the children's regular classroom lessons. A holiday program is presented each year for the community. Chorus is also available for students in grades 4 and 5.

### **PHYSICAL EDUCATION**

Gym class is a weekly experience for the students at Aspen Ridge School. It is an integral part of the elementary curriculum. Students should dress appropriately on the days they are scheduled to attend gym class. Tennis shoes or other soft-soled shoes are required. Note: Students must have a concussion form on file to participate in physical education class.

### **SPECIAL EDUCATION SERVICES**

Students may be referred for a special education evaluation by parents, school staff, or other professionals. A comprehensive evaluation is then conducted by a multidisciplinary team, which makes a recommendation regarding eligibility. An individualized educational planning committee (IEPC) meeting is held to determine eligibility and appropriate programs and services. If a student is eligible for services, the IEPC will develop the student's individualized educational program (IEP).

### **TITLE I**

Title I is a federally funded program aimed at assisting students who are failing to meet (or are at increased risk of failing to meet) curriculum standards in reading and math. At Aspen Ridge School, Title I assistance is in the form of a teacher led or aide led intervention that is supplemental to the regular curriculum. These interventions occur in small groups of students outside of the regular curriculum. While students are referred by teachers, examination of student work and test scores may be used to determine participation. All students may occasionally receive help from the classroom teacher aide.

# INFORMATION FOR PARENTS



## IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

*Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.*

### Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
  - \* If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

*If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.*



Local Liaison

School District Liaison - Jill  
Zueger 906-485-3175

State Coordinator

Pam Kies-Lowe  
517-241-1162

If you need further assistance with your children's educational needs,  
contact the National Center for Homeless Education:

1-800-308-2145 \* [homeless@serve.org](mailto:homeless@serve.org) \* [www.serve.org/nche](http://www.serve.org/nche)

NICE Community School District  
offers free Automatic Food Service Email Notifications for your family

Follow the simple steps below to activate free email notifications for your family. One food service email is sent per family (as opposed to one per student) if your account falls below \$2.00.

• Go to our website: [www.nice.k12.mn.us](http://www.nice.k12.mn.us)

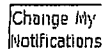
• Click Family Access on the left menu bar.



• Log in to Family Access using your family Login ID and password. If you need assistance with this, please contact either building.

• Click on the Email Notification menu option on the left side of the screen.

• Click the button on the top-right of the window "Change my Notifications".



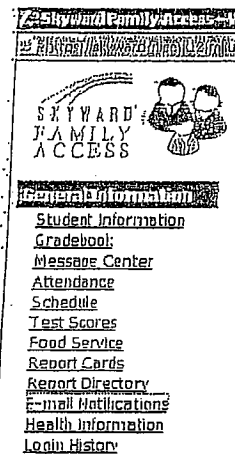
• Check the empty box next to "Receive Notifications when Food Service Balance is under \$2.00".

**Food Service:**  
 Receive Notifications when Food Service Balance is under \$2.00

**Progress Report:**  
 Receive Progress Reports For My Student(s)  
 Receive on the first of each month (Monthly)  
 Receive every Saturday (Weekly)  
 Receive every day (Daily)

*Please note; you can also elect to receive free Progress Reports for your student (monthly, weekly, or daily) via email.*

• Click the Save button. If you forget to click "Save" before you exit, you won't receive any emails!



\*\*\* View your current Food Service balance while in Family Access by clicking Food Service on the left side menu. There is a Purchases tab at the top that lists what purchases your student made. Select a different student at the top (if there is more than one student in your family), then click Food Service, and Purchases to view their list.

Marquette County Health Department - Dental Clinic  
989 W. Washington Street, Suite 104 ♦ Marquette, MI 49855  
♦ (906) 226-9992 ♦

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Dear Parent/Guardian:

Tooth decay is a serious and painful childhood problem. Regular rinsing with a fluoride mouthrinse is an effective means of preventing tooth decay. Research has shown a 30 percent reduction in the incidence of tooth decay for children rinsing weekly with sodium fluoride. For these reasons, the Marquette County Health Department is offering a fluoride mouthrinse program to all elementary schools (with unfluoridated water supplies) in Marquette County. This program is enthusiastically endorsed by area dentists and the Michigan Department of Public Health.

To participate, parental approval must be obtained for each child to rinse with the 0.2 percent solution of sodium fluoride. Upon enrollment, each child will rinse his/her mouth in school with a 0.2% neutral sodium fluoride solution for one minute once a week under adult supervision. Once the mouth is thoroughly rinsed, the solution is expelled. This five minute procedure is done every week throughout the school year.

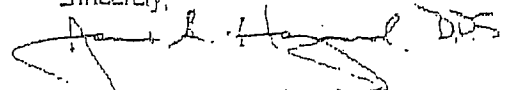
Participation in this program is FREE - all necessary supplies and training are provided by the Marquette County Health Department - Dental Clinic.

This mouthrinsing program is recommended for all children in grades K-5 who do not drink fluoridated water. We encourage you to allow your child to participate in this valuable health program. Although effective, this program is not considered a substitute for regular dental visits. Children and parents are encouraged to visit their dentist and practice good oral hygiene.

Regardless of whether your child participates or not, the Michigan Department of Public Health requires that we have completed forms on file for every child attending schools that participate in this program. Please complete the consent form on the reverse side of this letter and return it to the school as soon as possible.

If you have any questions regarding this program, please call the Marquette County Health Department - Dental Clinic at 475-7848 ext 297.

Sincerely,

  
James S. Hayward, D.D.S.

# FREQUENTLY ASKED QUESTIONS ABOUT THE FLUORIDE MOUTHRINSING PROGRAM

## WHY IS MOUTHRINSING WITH FLUORIDE IMPORTANT?

Today fluoride is the most effective weapon to combat tooth decay.

## HOW OFTEN IS IT DONE?

Weekly during the school year.

## CAN MY CHILD STILL HAVE TOPICAL FLUORIDE TREATMENTS AT THE DENTIST?

Yes. The mouthrinsing program complements your dentist's plan to make your child's teeth less susceptible to tooth decay.

## CAN MY CHILD STILL TAKE SUPPLEMENTAL FLUORIDE TABLETS PRESCRIBED BY OUR DENTIST?

Yes. Your child will benefit from both programs. The fluoride mouthrinse protects the teeth already erupted into the mouth. Fluoride tablets work to give protective fluoride into the enamel of teeth still developing in the jaw bone.

## WHAT IF MY CHILD ACCIDENTALLY SWALLOWS THE MOUTHRINSE?

If a child accidentally swallows the 10ML he is given during the rinsing exercise there is NO DANGER (the child may experience mild stomach upset). The solution is harmless. Small children will practice first with water.

## COULD DAIRY PRODUCTS CAUSE A PROBLEM?

It is best to wait 15 minutes before and 30 minutes after eating dairy products to rinse with fluoride so that the fluoride ions will unite with the calcium in the tooth rather than uniting with the calcium in the milk or cheese.

## COULD MY WELL WATER CONTAIN FLUORIDE?

While that is always possible, the wells in our area do not usually contain fluoride.

## WHAT IS THE COST OF THE PROGRAM?

The program is free.

\* \* \* \* \* *CHILD & FAMILY RESOURCE CENTER* \* \* \* \* \*

The Child & Family Resource Center is operating out of the Media Center conference rooms just off the main lobby at Aspen Ridge and seeks to strengthen the relationship between school, families, and community through a wide variety of materials, services, and programming.

The CFRC is open daily through the school year and is staffed during school hours. Other hours are available by request. Community groups wishing to use our room (on a regular basis) are asked to complete a Building Use form available at the F.R.R. or the office and comply with "use policy" .... There is no fee for non-profit groups.

The room is equipped with a photocopier, laminator, TV/VCR, overhead projector and screen, internet accessible computers, reading chairs/book nook, dry erase board, refrigerator, microwave oven, coffee maker, and tables.

*What's Available in the Child and Family Resource Room*

*Our Parenting Resource Library* contains hundreds of books, videos, magazines and brochures on topics ranging from child development and discipline to gifted children and learning disabilities.

*Our Software Library* offers dozens of titles for adults and children to use and explore. Want a cookbook on CD?...Interested in working on a computerized family tree? Need a good game for the kids to play? Come check out our supply and make some recommendations for future purchases as well.

*Our Little People's Library* is just waiting for you to come and select from dozens of sturdy board books, to read with your little ones or from our many toys, large and small to provide hours of play. We also have a huge variety of chapter books for the older kids and our very own "Tote Tales"; Literacy based backpacks that are fun for the whole family!

*Playgroups* for parents, grandparents and their children ages 0-5 are held twice weekly: one being held in the evening. You are welcome to come and spend time in meaningful play with your child and meet other families from your school. It's a fun time to discuss and share ideas about parenting your little ones.

*Early Literacy Classes* for parents and their 3-5 year olds meet weekly to introduce their children to various early literacy skills.

*Early Childhood Technology* Tags, Tag Jr., and Leapsters are available for check out in the CFRC and our Little Tykes Explorer Computer and Smart Table are available for use in the CFRC. Technology training happen several times a year or as needed.

*Our Volunteer and PTO Headquarters* welcomes you to come in (with your younger children) and help in the schools in a variety of ways. The room is stocked with paper, scissors, glue, staplers, laminating supplies and more! "Don't forget to sign in"!!

All toys, books, videos, and software are available for lending on a 2-week basis. As with the main school library, we expect the same care and respect to be given items that are loaned out.

*Materials that are lost or have excess damage are expected to be paid for or replaced.*

Students wishing to check out materials during their scheduled library times will need their teacher's permission. Parents and adults are welcome to use the library at any time.

ALL STUDENTS WILL BE ELIGIBLE TO CHECK OUT MATERIALS UNLESS A PARENT/GUARDIAN TELLS US OTHERWISE.



# Aspen Ridge Volunteer Information Form

## 2015-2016

NICE Community School District  
350 Aspen Ridge School Road, Ishpeming, MI 49849

FAMILY RESOURCE ROOM #252  
(906) 485-3177

<b>Name:</b>	<b>Address:</b>	<b>Phone:</b>

Today's Date: \_\_\_\_\_ Birthday (Month/Day) \_\_\_\_\_

Work Phone (optional) \_\_\_\_\_

Do you have children in the Aspen Ridge School? \_\_\_\_\_ yes \_\_\_\_\_ no

Child:	Grade:	Teacher (elementary):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you a student? \_\_\_\_\_ yes \_\_\_\_\_ no If yes, Grade/Year \_\_\_\_\_ School: \_\_\_\_\_

Please list any special interests, skills, hobbies or special qualifications: \_\_\_\_\_  
\_\_\_\_\_

In case of an emergency, please contact: \_\_\_\_\_ Phone: \_\_\_\_\_

*A very positive benefit, when working with students, is the relationship that may develop between the volunteer and students. We take seriously the relationships that are formed. For this reason, we randomly check references of our volunteers with the legal system. Your signature on this form authorizes us to make such police checks.*

**VOLUNTEER PLEDGE:** If I am assigned as a school volunteer, I accept the responsibility to serve in support of the education program and supplement the work of the professional staff, under their supervision. I understand that is important to be reliable, unobtrusive, channel suggestions constructively, keep information confidential, and comply with school rules.

\_\_\_\_\_  
SIGNATURE

\*Please fill in the other side of this form.

Dear Volunteer:

Please mark below all of the area for which we may contact you to help. Note that the top portion is for the Elementary School and the lower portion is for the Middle School. Many of the areas are quite similar. Those with an \* may be done at home. We would also like to request the following information:

Best day(s) for you to volunteer: MON TUE WED THU FRI SAT

Best time of day: early morning late morning early afternoon  
late afternoon evenings weekends

Best time to reach you by phone if needed: \_\_\_\_\_

**ASPEN RIDGE ELEMENTARY**

- \_\_\_ Academic Fair
- \_\_\_ Art Helper
- \_\_\_ Baking\*
- \_\_\_ Binding Machine Worker
- \_\_\_ Bulletin Boards
- \_\_\_ Calligraphy\*
- \_\_\_ Carpentry\*
- \_\_\_ Classroom Helper (other than own child's classroom)
- \_\_\_ Classroom Materials Helper
- \_\_\_ Computer Lab Monitor
- \_\_\_ Costume Maker\*
  
- \_\_\_ Fluoride Program
- \_\_\_ Guest Presenter (job/hobby)
- \_\_\_ Holiday Program Helper
- \_\_\_ Hundredth Day Activities

**I'LL DO ANYTHING!**

- \_\_\_ Vision/Hearing Screening
- \_\_\_ Hostess
- \_\_\_ Learning Lab Helper
- \_\_\_ Library Helper
- \_\_\_ Newsletter (copying)
- \_\_\_ Photocopying for Staff
- \_\_\_ Typing/Word Processing
- \_\_\_ Play Group Child Care
- \_\_\_ Play Group Leader
- \_\_\_ Music Boosters
- \_\_\_ Poster/Signs\*
- \_\_\_ Prop Builder\*
- \_\_\_ Publicity for Events\*
- \_\_\_ Reading Buddy for child
- \_\_\_ Resource Room Hostess
- \_\_\_ Sewing\*
- \_\_\_ Special Needs Helper

**Elementary P.T.O.**

**Special Events:**

- \_\_\_ Bake Sale Worker
- \_\_\_ Book Fair
- \_\_\_ Carnival
- \_\_\_ FUN RUN!!
- \_\_\_ End of Year Picnic
- \_\_\_ Label Collection Program
- \_\_\_ Officer's Position in PTO
- \_\_\_ Popcorn Days
- \_\_\_ Secret Santa Shop
- \_\_\_ Spirit Wear Fundraiser
- \_\_\_ Yearbook



- \_\_\_ Staff Appreciation
- \_\_\_ Telephone Caller
- \_\_\_ Video Tape
- \_\_\_ Writer's Wrk.Shop

**ASPEN RIDGE MIDDLE SCHOOL**

- \_\_\_ ANYTHING GOES
- \_\_\_ Athletic Physicals Day
- \_\_\_ Art Help
- \_\_\_ Bake Sale Worker
- \_\_\_ Baking\*
- \_\_\_ Book Fair
- \_\_\_ Bulletin Board
- \_\_\_ Career Day Driver
- \_\_\_ Career Day Speaker
- \_\_\_ Chaperones
- \_\_\_ Colonial Interviews
- \_\_\_ Computer
- \_\_\_ Concession Stand

- \_\_\_ Entrepreneurial Class Help
- \_\_\_ Eighth Grade Graduation
- \_\_\_ Fundraising
  - \_\_\_ 6<sup>th</sup> grade
  - \_\_\_ 7<sup>th</sup> grade
  - \_\_\_ 8<sup>th</sup> grade
- \_\_\_ Guest Presenter
- \_\_\_ Homework Helper
- \_\_\_ Library Helper
- \_\_\_ Life Skills Room Helper
  - \_\_\_ Supervise Sewing
  - \_\_\_ Room Helper
- \_\_\_ Market Days Helper

- \_\_\_ Mentor
- \_\_\_ Music Boosters
- \_\_\_ Newsletter(copying)
- \_\_\_ Poster/Signs
- \_\_\_ Program Helper
- \_\_\_ PTO participation and fundraising
- \_\_\_ Staff Appreciation
- \_\_\_ Telephone Caller
- \_\_\_ Video Taper
- \_\_\_ Word Processing
- \_\_\_ Year Book
- \_\_\_ Year End Field Trip

# ACCEPTABLE USE POLICY FOR TECHNOLOGY

## **INTRODUCTION:**

The NICE Community School District is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of district operations. NICE Community Schools uses a Sonicwall appliance to filter internet access in accordance with existing federal requirements for privacy and Internet safety (i.e., The Children's Internet Protection Act [CIPA]) based on group membership in Active Directory.

This Acceptable Use of Technology Guideline is published to ensure that staff and students are making appropriate and ethical use of district technology (NICE Community School District Board of Education Acceptable Use Policy For Internet/ Technology Use IIAD and IIAF).

## **GENERAL TECHNOLOGY GUIDELINES:**

- Only authorized individuals will be allowed to use any hardware or software.
- Individuals using technology will accept responsibility for the preservation and care of that hardware and software.
- Individuals will use district technology for the support of education, research and information consistent with the goals of the district.
- Individuals who receive user ids and passwords are responsible for those user ids and passwords and are liable for activity associated with those passwords.
- As a representative of the NICE Community School District on a public system, you may be alone at your computer, but what you say and do can be viewed globally. Electronic mail (e-mail) or any communication is not guaranteed to be private.
- Messages relating to or in support of illegal activities must be reported to the technology coordinator or a building administrator.

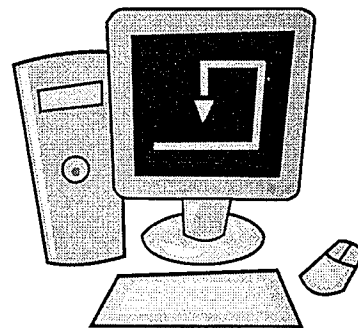
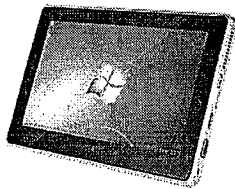
## **USERS WILL:**

- Obey all copyright laws.
- Follow all school rules and district policies concerning the use of technology.
- Keep passwords confidential.
- Report any misuse of networks and technology including viruses, illegal access to accounts or illegal tampering to the technology coordinator or to a building administrator.
- Keep all food and drinks away from computers.

## **USERS WILL NOT:**

- Use the Internet to send or receive messages that are inconsistent with district policy. This includes messages that are inflammatory, harassing in nature, sexist, racist or containing obscene or pornographic material.
- Allow others to use their accounts to access the Internet or any school network.
- Use district technology for commercial or profit purposes.
- Use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership of or license to use.
- Tamper with technology (including computers or network systems) in a way that will make them either temporarily or permanently inoperable.
- Publish school related material on the Internet without approval of building administrator and district webmaster.
- Remove, relocate, modify or copy any hardware, software, or other people's files.
- Install software on school district computers.
- Scan, access or print pornographic or obscene material.
- Use addresses, phone numbers or individually identified pictures of students or colleagues without appropriate permission.
- Reveal home address or personal phone numbers.

**Violation of the Acceptable Use Policy for Technology will result in disciplinary action as dictated by administration and/or as set forth in NICE Community School District Board of Education Acceptable Use Policy for Internet/ Technology Use IIAD and IIAF).**



# School-Parent Compact

Aspen Ridge School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2015-2016 school year.

## **School Responsibilities - The Aspen Ridge School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- ✓ *provide quality teaching and leadership*
- ✓ *explain the academic standards students are to meet*
- ✓ *provide quality instructional materials*
- ✓ *make efficient use of learning time*
- ✓ *assign meaningful homework that supports classroom instruction*
- ✓ *provide additional assistance to students when possible*
- ✓ *demonstrate care and concern for each student*
- ✓ *respect individual differences*
- ✓ *provide a safe environment that is conducive to learning and to helping children achieve State performance standards*
- ✓ *explain and model behaviors and procedures that are expected of students at school*

2. Hold parent-teacher conferences. Those conferences will be held during the first two weeks of November of each school year.

3. Provide parents with frequent reports on their child's progress. The school will send home formal report cards at quarterly intervals throughout the school year. Informal progress reports may be sent home at various intervals during the school year. Teachers and other school officials will also respond promptly to parents' requests for information about their child.

4. Provide parents reasonable access to staff. Parents may contact teachers or other school officials at any time through phone calls, voice mail, email or a personal visit to the school. Staff is available for consultation either during the school day as schedules allow or at any time after school.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities by providing:

- ✓ *A welcoming atmosphere for the participation of parents in the school.*
- ✓ *Communication of volunteer opportunities either school-wide or specific to their child's classroom.*
- ✓ *A volunteer coordination and training program through the school's Child and Family Resource Center.*

**Parent Responsibilities:**

We, as parents, shall encourage and support our child's learning by pledging to:

- ✓ *act as good role models for life-long learning*
- ✓ *ensure regular school attendance*
- ✓ *promote positive attitudes about learning and school*
- ✓ *support school rules and procedures*
- ✓ *encourage promptness in getting to class and to school events*
- ✓ *protect and maintain the child's health*
- ✓ *provide a quiet, well-lighted study area*
- ✓ *establish a regular time and routine for homework*
- ✓ *oversee that homework is completed*
- ✓ *support the child's efforts to improve and do good work*
- ✓ *communicate with teachers or school officials about problems that may interfere with the child's learning*
- ✓ *attend parent/teacher conferences and requested meetings*
- ✓ *discuss report cards, behavior reports, and related issues with the child*
- ✓ *provide a library card, or in some alternative way, ensure the availability of quality reading materials*

**Student Responsibilities:**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards by pledging to:

- ✓ *attend school regularly*
- ✓ *be on time for classes and school events*
- ✓ *bring pencils, pens, paper, textbooks, and needed learning tools to class*
- ✓ *complete in-class and homework assignments*
- ✓ *assist in keeping the school safe and clean*
- ✓ *respect the personal rights and belongings of others*
- ✓ *comply with all school and classroom rules*
- ✓ *participate in classroom and school activities*
- ✓ *cooperate with parents, teachers, and all school personnel*

**For effective learning to take place, these parties cannot operate independently of one another, but must work as a team to bring about academic growth and success for students.**

**NICE Community Schools – Aspen Ridge Elementary  
Comprehensive Permission Form**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Grade/Teacher**

**PERMISSION TO GIVE OVER THE COUNTER MEDICATIONS**

In order to keep students comfortable while in school with minor complaint such as a headache, minor cuts, scratched, stomach aces etc. there are over the counter remedies that are available in the nurse's office. However, in order to give your child any medication we must have your permission. We use a Tylenol or Motrin as an aspirin substitute because Aspirin is not safe for students under the age of 18. Other over the counter treatments available are: Antibiotic Ointment, Hydrocortisone Cream, cough drops, Carmex, Burn Cream and TUMS. I have discussed this with my physician and I am giving permission for my child to be given the over the counter medications that are listed. I will be notified if my child's complaints are more severe.

Please check one of the following:

I DO                       I DO NOT

**FLUORIDE MOUTHRINSE PROGRAM PERMISSION**

IMPORTANT-Please read the information included for details on this program. This form must be filled out whether or not you permit your child to participate in the fluoride mouthrinse program.

I DO                       I DO NOT

**FIELD TRIP PERMISSION**

Permission for my child to accompany his/her classmates or the elementary student body on off-site school-sponsored field trips as part of the regular classroom day.

I Do                       I DO NOT

**MEDIA PUBLICITY PERMISSION**

Permission to give Aspen Ridge Elementary School the right to use student's NAME, PHOTOGRAPH, or PUBLISHED PROJECTS to showcase activities and achievements related to the Aspen Ridge Elementary School. (For internet publications, only first names will be used)

I DO                       I DO NOT

**E-MAIL**

For the purpose of providing updates on lunch accounts and other school announcements, please provide your e-mail address below.

**Parent/Guardian E-mail Address** \_\_\_\_\_

**FAMILY HANDBOOK**

I have read and understand the Aspen Ridge Elementary School Family Handbook (including the Aspen Ridge Elementary School Discipline Policy, School-Parent Compact, section on food allergies, and the acceptable use policy for Technology/Internet) and have reviewed all with my child.

By signing you acknowledge and agree with all choices and terms listed above.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

(Be Sure To Fill Out Back Page)

# EMERGENCY INFORMATION SHEET

## NICE Community Schools – Aspen Ridge Elementary

Student's Name \_\_\_\_\_  
(Last) (First) (Middle)

D.O.B \_\_\_\_\_ Grade \_\_\_\_\_ Telephone \_\_\_\_\_

Home Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Where can parents be reached if not at home?

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Work Phone # \_\_\_\_\_ Work Phone# \_\_\_\_\_

Place of Employment \_\_\_\_\_ Place of Employment \_\_\_\_\_

Please list two emergency contacts or NEARBY RELATIVES who will assume temporary care of your child in the event that you cannot be reached.

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Phone # \_\_\_\_\_

In case of accident or serious illness, I request the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may bring my child to \_\_\_\_\_ Hospital or to any physician available and make whatever arrangements are necessary.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Local Physician's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_