

Aspen Ridge Elementary

Family Handbook

Home of the Patriots!



Strength – Integrity – Excellence

2019-2020 School Year

350 Aspen Ridge School Road
Ishpeming, MI 49849
906-485-3175
www.nice.k12.mi.us

Staff Directory

Principal:	Chris Marana
Special Ed. Coordinator:	Nate Longton
Guidance Counselor:	Emily Meier
Office Staff:	Patty Luke, Angela Hytinen, Jan Fredrickson
ECSE:	Becca DeVerney
Junior Kindergarten:	Nita Argall, Chantel Heimerl
Kindergarten:	Brooke LeClair, Sonya Seablom, Maria Mariani, Christina King
Grade 1:	Melissa Erickson, Andrea Covert, Lindsey Dionne, Katie Fergusson
Grade 2:	Kristina Huffman, Shannon Rochon, Alyssa Longhini, Lydia Tiseo
Grade 3:	SueAnn Morton, Heidi Dawson, Lisa Belpedio, Christie Makela
Grade 4:	Sheila Sihtala, Judy Tucker, Christy Marta, Magan Lantagne
Grade 5:	David DellAngelo, Tom Wagner, Alexa Ahola, Jennifer Young
Resource Room:	Kristi Head, Lisa Ruby, Madison Macek, Lynnette Ewbank
Speech Therapy:	Jessica Mason, John Kinney
Title I Reading Specialist:	Amy Bone
Art:	Danielle Levandoski
Music:	Laura Woolard
Physical Education:	Dorinda Cousineau, Luke Rutter
Technology:	Michele Talsma
School Nurse:	Andrea Korpi
School Aides:	Heidi DeLongchamp, Lynn Haukkala, Kristen Grondz, Marsha Fraser, Sandra Tarvainen, Jocelyn Anderson, Virginia Hedberg, Kris Anderson, Tammy Irish, Kelly West, Doreen Gilles, Carrie Malette, Teresa Marietti, Tammy Hebert, Rebecca Johnson, Melissa Tobias, April Korpi, Jackie O'Brien, Rachel Scott, Jessica Scherer, Brianne LaVigne
Librarian:	Natalie Young
Library Aide:	Kathy Swanson
Maintenance:	Jeremy Lindsay
Custodians:	Tammy Sandberg, Robert Hegman, Tom Hill, Rose Larson
Kitchen Staff:	Rose Larson, Steve Morrison, Lori Nylander
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 & DISMISSAL OF STUDENTS:

****Students shall not be dropped off before 7:45 a.m.****

For the safety of our students, the paved loop at the far east end of the parking lot (near the flag pole) will be for busses only. This area must be kept clear in order to accommodate our special needs bus. **The bus drop off area must be kept clear at all times. Parking is NOT allowed along the curb/fire lane at any time.** If you wish to walk your child into the school, please park in the main lot.

Parents/guardians who wish to pick up their child at the end of the day are asked to please remain in the main lobby. Junior kindergarten and kindergarten students will be escorted to the library where they can be picked up. Thank you for your cooperation!

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 in the spring. Teacher requests are not required. 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/sticker. 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. *A complete copy of the transportation handbook is located on our district webpage or in the school office.

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 tune in to your local radio/television station for information on school closings. You may also sign up to receive text message alerts. 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. *The district may require each family to provide "proof of residency" in the form of a utility bill, etc.

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

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 JK-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 (5600)

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 (5605 and 5610)

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 (5611):

- 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 Superintendents 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.

Note: All district policies can be found on the NICE Community Schools webpage under the public tab. Policies referenced in this handbook are in parentheses.

DRESS GUIDELINES (5511)

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 (3122.01 and 4122.01 and 5512)

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, alcohol, or tobacco 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 (2340)

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 (8420)

Per law, 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 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 junior kindergarten 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 exposure to the allergen. Anaphylaxis can be caused by eight major allergens: peanuts/tree nuts, latex, milk, egg, soy, wheat, fish/shellfish, and bee/wasp stings. 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: School attendance is important, but ill children do not belong in school. If a child has:

- A fever of 100 degrees or greater
- 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 should not attend school if they experience any of the following within the past 24 hours:

- they are acutely ill
- they have a fever of 100 degrees or greater
- 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 and are required to sign them out.

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 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.**

2019-2020 Lunch Prices (subject to change)

Full paid lunch: \$3.10

Full paid breakfast: \$1.90

Reduced lunch: \$.40

Reduced breakfast: \$.30

Milk: \$.50

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.*

2019-2020 Lunch and Recess Schedule

Junior Kindergarten / Kindergarten

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

1st Grade

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

2nd Grade

Lunch 11:35-11:55, Recess 11:55-12:20

3rd Grade

Lunch 11:40-12:00, Recess 12:00-12:25

4th Grade

Lunch 12:55-1:15, Recess 12:30-12:55

5th Grade

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

*subject to change

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

McKINNEY-VENTO

The McKinney-Vento Act is a federal law that ensures the right of students to go to school even when they are homeless or don't have a permanent address. The Act aims to reduce barriers that have prevented many homeless youth from enrolling, attending, and succeeding in school, including: transportation; residency requirements; and documentation requirements, such as birth certificates and medical records. If you have any questions or would like more information, please contact the school office.

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 to not release (or allow contact) a student during the school day to specifically identified adults. The school remains a neutral party and we will continue to cooperate the best we can with parents/guardians regarding custody issues. COURT DOCUMENTS MUST BE PROVIDED. If a child custody issue exists, your child will be released only to the designated adult/guardian specified in the court documents. 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.) A copy will also be placed in our "red" binder.
2. Updated home and emergency phone numbers where a parent/guardian can be reached are critical.

3. Alert the school and provide the necessary documentation if any changes in the plan occur.
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

PATRIOT PACKS

Patriots Packs is a program that aims to ensure students have an adequate food source for the weekend. Packs are discretely placed in a child's backpack at the end of the week so the food can be used at home. If you are interested or would like more information regarding this program, please contact the school office.

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 (2460)

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 (2260.01)

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 regarding 504 services or if you would like to have your child evaluated for a 504 plan, contact Nate Longton at 485-3175 or 485-3176.

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

TELEPHONE & CELL PHONE USE

Students shall not use a school telephone without prior approval of a staff member. Cell phones are not permitted to be used during school hours and must be kept in a locker or out of sight (*unless prior approval by a teacher or administrator). 1st offense – phone kept in office until the end of the school day; 2nd offense – parent pick up phone in the office; 3rd offense – parent pick up phone in the office + additional consequences possible.

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)
- NWEA MAP Assessment

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 (5772)

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.

*Policies and procedures are subject to change.

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 CLASS

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.