

PARENT /STUDENT HANDBOOK

2018-2019



**OTSEGO ELEMENTARY
SCHOOLS**

**ALAMO ELEMENTARY
DIX STREET ELEMENTARY
WASHINGTON STREET ELEMENTARY**

INTRODUCTION

Letter from the Principals

Welcome to Your Otsego Elementary Schools!

We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the schools, parents, and students. We ask for your help and cooperation so that together we may effectively provide your child with a rewarding and enriching educational experience. Please take the time to read this handbook thoroughly and then place it in a convenient location for quick reference.

On behalf of our staff, we would like to extend an invitation for you to visit our schools, attend your children's programs, and to become an active member in the Parent's club. We are happy to have you and your children with us at Otsego Public Schools.

Sincerely,

Heather Badders, Principal, Washington Street Elementary
Nicole Knight-Lucas, Principal, Alamo Elementary
Mark Rollandini, PhD., Principal, Dix Street Elementary

Table of Contents

Introduction1
Table of Contents.....1-3
School Directory.....3
Non-Discrimination Statement.....3
Tobacco Free Schools.....4
Building Schedules4
Alamo Elementary School Staff4
Washington Street Elementary School Staff5
Dix Street Elementary School Staff.....6
Attendance Policy9-8
 Policy Statement.....7
 Absence - Non Illness.....7
 Tardiness.....8
 Late Arrival - Early Departure8
 Reporting Absences8
Student Services.....8-9
 Breakfast and Lunch Programs8
 Textbooks and Supplies9
 Lost and Found.....9
 Telephone Usage9
 Phone Messages9

Field Trips	9
School and Health and Safety	9-10
Severe Weather Policy	9
School Closure Due to Inclement Weather	10
Accidents, Illness.....	10
Closed Campus.....	10
Weather and Recess	10
Head Lice, Scabies, and Pink Eye	10
Student Medication	10
Student Behavior and Responsibilities	11-12
Dress and Grooming	11
Shoes and Boots.....	11
Playground Regulations	11
Lunchroom Behavior.....	12
Articles Brought to School	12
Bullying Rubric	13
Harassment/Bullying.....	14
Gum.....	14
Selling Merchandise at School	14
Behavior at After School Activities	14
Student Conflict Managers	14
Student Discipline	15
School Rules	15
Consequences of Violations of Rules	15-16
Possession of Illegal Substances	16
Weapons & Threats	16
General Information	16-17
Report Cards	16
Parent-Teacher Conferences	16
Bus Notes	16
Visitors	16
Treats	16
Library	17
Pets in School.....	17
School Newsletters	17
Assignments of Student to Schools, Classes.....	17
Care of School Property	17
Parenting.....	17
Homework.....	17-18
Purposes of Homework.....	17
Time of Expectations.....	18
Homework and Absences	18
Support for Parents.....	18
Reading to your Child.....	18

School Insurance	19
Additional Opportunities for Your Child	19-21
Individuals with Disabilities.....	19
Technology.....	19
Music.....	19
Spanish	19
Art	19
Physical Education	19
Health.....	20
Special Services	20
Student Support Services.....	20
Title I Program.....	20
Speech Therapy.....	21
Limited English Proficiency	21
Technology.....	21
Drug Free Schools	21
Technology Acceptable Use Policy	22-25

School Directory

Alamo Office	692-6150
Alamo Attendance	692-6148
Alamo Fax	692-6144
Alamo B.A.S.E.....	692-6140
Washington Street Office.....	692-6069
Washington Street Attendance	692-6080
Washington Street Fax	692-6123
Washington Street B.A.S.E.....	692-6088
Dix Street Office	692-6099
Dix Street Attendance.....	692-6110
Dix Street Fax	692-6130
Dix Street B.A.S.E.	692-6114
Transportation Office.....	692-6245
Superintendent's Office	692-6066
Central Office Fax	692-6074
Director of Instruction	692-6162
Community Education	692-6225
OPS Connection	692-6073

Non-Discrimination Statement

The Otsego Public School District complies with all federal laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. Upon request to the Superintendent, the District shall make reasonable accommodations for a disabled person to participate in any building

activity. The Board designates the following individuals to serve as "Compliance Officers/Title IX Coordinators" for the District.

Rachelle Juriga: School Social Worker

Tobacco, Drug and Weapons Free Schools

The Otsego Board of Education passed the following resolution to be effective January 1, 1992: "To Provide A Positive Role Model for Our Students And To Provide A Healthy Environment For All, Our School Buildings and Grounds Are Designated As TOBACCO FREE AREAS."

The Otsego Public School District is a smoke, drug and weapons free campus. The use or possession of any tobacco products, drugs or drug paraphernalia or weapons on school grounds, in buildings, parking lots and in vehicles on school property is prohibited by state and federal laws. Violators will be prosecuted to the fullest extent of the law. It is hoped that our parents will cooperate with this policy in the best interest of our children.

BUILDING SCHEDULES

Beginning and Ending Times:

Alamo – 8:30 a.m. - 3:53 p.m.

Washington St. - 8:30 a.m. - 3:53 p.m.

Dix St. - 8:20 a.m. - 3:43 p.m.

Alamo Elementary School Staff

Principal	Nicole Knight Lucas
Secretary	Robbin Williams
Kindergarten	Sheryl Cramer
Kindergarten	Katie Lane
1st Grade	Shanti Gallup
1st Grade.....	Sara Jewett
2nd Grade	Katie Hughes
2nd Grade	Stephanie Myers
3rd Grade	Natalie Trumley
3rd Grade	Sarah Jewett
4th Grade	Melissa Bierenga
4th grade.....	Mary Lynn Randall
5th Grade	Allison Breese
5th Grade	Karen Raseman
Intervention Specialist	Jamie Siegler
P.E./Health (K-5).....	Kyle Uramkin
Music (K-2)	Tricia Garton
Music (3-5)	Erica Hardaker
Art (K-1).....	Charlotte Buettner
Art (2-5).....	Caitlin Pixley
Technology (K-5)	Michael Miller
Student Support Specialist.....	Rachell Juriga
Psychologist	Aimee Beehler

Speech Therapist.....	Tonya Jazayeri
Occupational Therapist.....	Karlee Junkins
Office Aide.....	Terry Webber
Tutor.....	Ashley DeLaat
Tutor.....	Rita VerHage
Library Aide.....	Wendy Weyenberg
Head Custodian.....	Ruben Saucedo
Night Custodian.....	
Food Service Head Cook.....	Julie Cramer
Food Service Aide.....	Laura Deerwester
Lunch Recess Aide.....	Jeannie Lewis
BASE Site Supervisor.....	Corryn LaFountain
BASE Aide.....	

Washington Street Elementary School Staff

Principal.....	Heather Badders
Administrative Assistant.....	Kris Kruizenga
Kindergarten.....	Jennifer Knight
Kindergarten.....	Barbara Schreuder
Kindergarten.....	Megan Zeock-Vilas
1st Grade.....	Haley Bumgart
1st Grade.....	Dawn Griffith
1st Grade.....	Valarie Sabatke
2nd Grade.....	Shannon Bowers
2nd Grade.....	Eileen Lane
2nd Grade.....	Kathy Reifert
3rd Grade.....	Michelle Holmes
3rd Grade.....	Mary Reitenour
3rd Grade.....	Aubrey Richie
4th Grade.....	Catherine Moore
4th Grade.....	Laura Olweean
4th Grade.....	Kim Winchel
5th Grade.....	Jennifer Loomis
5th Grade.....	Lori Smalldon
5th Grade.....	Shannon TerMeer
Special Ed.....	Courtney Heibel
Spanish.....	Dana Shaltry
Music (K-5th).....	Erica Hardaker
Health (K-5th).....	Lori Bronkema
Physical Ed.....	Amy Nieuwenhuis
Technology (K -5th).....	Michael Miller
Art (K-5th).....	Kristy Jorgensen
Counselor.....	Rita Mitchell
School Psychologist.....	Aimee Beehler

Library Aide	Becky Hooker
Special Education Aide.....	Judie DeWaard
Title I Tutors.....	Sarah Clemens
	Donna Kitchen
	Jennifer Rickstad
	Julie Vilas
Social Worker	Anna Starr
Speech Therapist.....	Kaitlin Busch
Building/Office Aide	Jena Jacobs
	Ashley Lindsey
Head Custodian	Jim Dennis
Custodian	Jeff Stone
	Pam Savage
Food Service.....	Carissa Taylor
Food Service.....	Cheryl McEwen

Dix Street Elementary School Staff

Principal	Mark Rollandini
Administrative Assistant	Amber Neal
Developmental Kindergarten.....	Shelly Miles
Kindergarten	Andrea Beall
Kindergarten	Barbra Evans
Kindergarten	Kristin VanWyk
1st Grade.....	Brittany Morrow
1st Grade.....	Dannielle Staeven
2nd Grade	Karen Bush
2nd Grade	Cindy Cramer
3rd Grade	Kim Seger
3rd Grade	Jennifer Shearer
4th Grade	Angela Bender
4th Grade	Susan Kloster-Larkey
5th Grade	Jennifer Evans
5th Grade	Stephanie Senn
Special Education	Britiany Bowers
Special Education	Julie McMullen
Special Education	Kylie Rush
Special Education	Nichole Wisinski
Technology.....	Michael Miller
Technology.....	Deb Misner
Spanish	Dana Rogers
Physical Ed/Health	Darcy Bentley
Health/Physical Ed	Lori Bronkema
Music.....	Tricia Garton
Art	Charlotte Buettner

ECSE.....	Autumn Steketee
Social Worker	Michael Pavona
School Psychologist.....	Aimee Beehler
Speech Pathologist.....	Tonya Jazayeri
Occupational Therapist.....	Karlee Junkins
Media Center Aide	Barb Davis
Title I Tutort.....	Kim Herbert
	Sandy Knooihuizen
	Heather Phillips
	Kris Schurkamp
Young 5s Aide.....	Deb VanHoe
Office Aide.....	Savannah Devine
Recess Aide	Todd Campbell
Special Education Aides.....	Deborah Froelich
	Erin LaFollette
	Lynette McPherson
	Heather Moss
	Rachel Piper
	Amanda Troyer
	Rachel VanZytveld
Learn 'n Grow Preschool.....	Deb Misner
Preschool Aide	Kathy Austin
BASE Director	Lacey Stout
BASE Aide	Lainey LaFountain
Head Custodian.....	John Saucedo
Custodian	Austin Wells
Food Service Head Cook	Peggy Walker
Food Service Aide.....	Libby Gilson

ATTENDANCE POLICY

Attendance

Punctual and regular attendance by students is necessary to facilitate the development of skills necessary to function in society. Parents and students share the obligation under state law to insure compulsory school attendance. Therefore, after 6 absences in a trimester, the student will be considered unexcused for each additional day, unless proper documentation is provided for the absence. Documentation to excuse an absence previous to the 7th day a student is absent can be provided by a parent. Verification will be requested for additional absences beyond the 6th day from a physician, dentist, orthodontist, optometrist, or other appropriate medical personnel. The Truancy Office of Allegan Area Educational Service Agency will be notified when 10 unexcused absences for the school-year have occurred without proper documentation. All work due to absenteeism is expected to be made up.

Absence - Non-Illness

The school believes that certain reasons for absences are not appropriate for elementary students. Among these are: shopping trips, baby-sitting, and helping at home. The school also believes that it is most appropriate for families to schedule vacations and appointments to correspond with scheduled school vacations and after-school hours in order to avoid taking students out of school. If a student leaves and returns on the same day (for a doctor's appointment, etc.) he or she will be marked absent for ½ day if gone more than one hour. If it becomes necessary to take a vacation during school time, we require that parents notify the school two weeks prior to their child's absence. Make-up work, supervised by parents, will be due the day the child returns. At that time, the child is expected to be prepared to take all missed tests. In some cases, additional make-up assignments may be required.

Tardiness

A student shall be considered tardy if he or she arrives after the starting bell for either morning or afternoon. After the first hour, the student shall be marked absent for 1/2 day.

Late Arrival - Early Departure

Parents are required to report to the office and sign students in or out for late arrivals or early departures.

Reporting Absences

Each time a student is going to be absent, parents are expected to call the school. The Attendance Numbers are:

Alamo Elementary 692-6148

Dix Street Elementary 692-6110.

Washington Street Elementary 692-6080

Please leave a message reporting the following information:

1. Caller's name and relationship to the student
2. Child's Name
3. Grade and Teacher
4. Reason for Absence

For prolonged absences, homework can be requested to be picked up at the end of the day.

Please call your Elementary School's Attendance Number before 9:00 a.m. for each day of your child's absence.

Those parents who have neglected to report their child's absence may be contacted, at work if necessary, to determine their child's whereabouts. This procedure insures our children's safety.

STUDENT SERVICES

Breakfast and Lunch Programs

Students may purchase lunch and breakfast on a daily or weekly basis. \$2.35 daily for lunch and \$1.40 daily for breakfast.

Students planning to have breakfast at school should arrive no earlier than 20 minutes before classes begin. Students who must charge a lunch can. There is a limit of 2 unpaid charges.

Milk - Students may purchase milk daily for \$.50.

Application forms are available in the school offices for families who may qualify for free or reduced price lunches and breakfasts.

Textbooks and Supplies

All textbooks and workbooks are provided without cost to the parents. If a child loses or damages a book, he or she will be required to pay for the replacement.

Pencils, paper, and other supplies are given to students in reasonable amounts. Many children enjoy bringing some of their own supplies to school but they are not required to do so.

Lost and Found

All articles of clothing which are found should be taken to the lost and found box. Valuables such as money, jewelry, etc. should be turned in to an office person. Children should report a loss of clothing to the teacher. With permission, a child may go to the lost and found to look for lost articles during recess time or at dismissal. Items not claimed by the end of the year will be donated to charity.

Telephone Usage

The office telephones are not to be used by students except in case of emergency.

Phone Messages

On the occasion that a student will need to receive an urgent communication from home, please call the school prior to 2:00 p.m. After that time, we will make every attempt but cannot guarantee a message will be received before dismissal.

Field Trips

As part of our program, students take part in field trips. Parents are notified of such trips. Written permission is required for all out-of-district field trips. Due to our liability insurance regulations, parents who accompany field trips as chaperones are not allowed to bring pre-school age children with them on their busses. Parents who plan to chaperone, and plan to drive themselves, should not bring pre-school age children with them either, since they will not be able to concentrate on their responsibilities as a chaperone.

SCHOOL AND HEALTH AND SAFETY

Severe Weather Policy

It is the Otsego School Board's policy that children remain at school during severe weather, a tornado watch, or a tornado warning. When a warning is in effect for the immediate area, school will not be dismissed until the tornado warning is lifted.

Parents and guardians picking their students up are asked to follow the sign-out procedure.

School Closure Due to Inclement Weather

In the event that weather conditions are such that school is to be closed, please listen to any of the following radio or television stations as they will be notified of our status. The district employs the Honeywell Instant Alert system to contact families when school is closed or postponed for any reason. Please update your phone number/email in the principal's office so that you will receive the message if school is cancelled or delayed. Local radio and television are another resource for school closing information. If school closes all school activities for that day will be canceled and/or postponed.

If school closes during the day, an instant alert system will be used to notify parents. Again, local radio and television stations will have the information as well. Families should have emergency plans in place (secondary child care; keys; etc.) and children should be aware of these.

Accidents, Illness

Should your child become ill or sustain an injury needing your attention, you will be contacted to pick him/her up at school. If you are not at home, we will keep the student at school unless immediate medical assistance is required. In that case assistance will be secured.

Closed Campus

Students are not permitted to leave the grounds during the day unless a parent or guardian picks the child up. Students will not be allowed to leave school at recess time or lunch time to go downtown or visit a friend's home. Students who ride the bus to school will not be allowed to visit the grocery store after arriving at school.

Weather and Recess

All students are expected to go outside for the morning, noon and afternoon recesses EVERY day, dressed appropriately for the weather.

EXCEPTIONS:

- a. Inclement weather
- b. If a child has been seriously ill, parents must make a written request for the child to remain indoors for up to three consecutive days. If a longer period of time is necessary, a written statement must be submitted from a physician.

Head Lice, Scabies, and Pink Eye

Please contact the school if your child has been diagnosed with head lice, scabies, or pink eye. Children with any of these problems are excluded from school and may not return until proof of treatment is provided by the parents. In the case of head lice, the student must be totally nit free.

Student Medication

Otsego Public Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician and/or any patented or over the counter drug.

The total responsibility for dispensing or administering any non-prescribed (over-the-counter) drugs, preparations, and/or remedies shall rest solely with the parent(s) or legal guardian, and that student. Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent. This document shall be kept on file in the office of the principal.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult.

STUDENT BEHAVIOR AND RESPONSIBILITIES

Dress and Grooming

Good grooming is important to the well being of every student. Children should be dressed appropriately for the existing weather conditions. During warm weather, students may wear shorts, T-shirts, and tank tops. However, halter tops, spaghetti straps, tube tops, half-shirts, mesh T-shirts, and tank tops with large arm or neck openings that expose the student's chest are not considered appropriate dress for school. Shoes must be worn at all times! Extremely short shorts, dresses and skirts are not to be worn to school.

Students are not to wear hats or coats in the building during school hours except when getting ready for recess or going home at the end of the school day. Shoes must be worn in the classroom at all times.

The wearing of clothing advertising, promoting, or depicting tobacco products, alcoholic beverages, other drugs, profanity, vulgar suggestions, or making reference to anything that is of a questionable moral value or is disruptive or detrimental to the learning environment is not permitted.

Students not dressed appropriately will not be allowed to attend class until the situation has been corrected. All decisions regarding dress code will be left to the discretion of the building principal.

Shoes and Boots

When playgrounds are extremely wet, muddy, or snowy, children should wear boots and remove them as soon as they enter the building. We request that parents send extra shoes for them to keep at school for indoor wear during the wet season. In addition, tennis type shoes are required for gym class.

Playground Regulations

Boys and girls who have good sportsmanship show it in the ways they act on the playground. Following are rules for good behavior on the playground:

1. Use the playground in a safe manner for the following reasons:
 - a) To protect themselves from injury.
 - b) To protect others from injury and unpleasant playing conditions.
2. Share equipment with others and take their turns in a fair way.

3. Play in the proper area for the activity being played.
4. Walk around groups at play rather than across the area of play when such walking can interfere with the activity taking place.
5. Allow others to join in the game being played.
6. Learn the rules of the game then play and follow them fairly.
7. Settle misunderstandings and arguments in a peaceful way, seeking help if needed.
8. Listen carefully to those in charge of the playground and follow their directions.
9. Ask questions in a polite manner when they don't understand something.
10. Understand that the playground rules are set up so that all may get the most benefit from the playground in the safest ways possible
11. Respect others by speaking nicely to them and by refraining from name calling and mean teasing.
12. Seek help from the Playground Supervisors or Conflict Managers in time of trouble.
13. In case of a playground accident, keep out of the way, unless help is needed.
14. Stop play and enter the building appropriately when the bell rings.
15. Understand that recess and noon hour play are a privilege -- not a right -- and those who misbehave can lose the privilege of play.

These requirements are for your safety and happiness. Please accept these responsibilities in order that you may have these privileges.

Lunchroom Behavior

When in the lunchroom, students are expected to behave in a polite manner at all times. Students should:

- Wait quietly in line without pushing or shoving.
- Talk only in conversational tones.
- After receiving their lunch, sit at tables as assigned and remain seated until dismissed.
- Eat politely, using good manners.
- Clean up their eating area before leaving. This includes removing all paper products, food wrappers, food scraps and spills from the table and floor. All trash should be placed in appropriate receptacles. Lunchroom staff will be available to assist students with materials to clean up spills.

Parents wishing to visit with their children at lunch time must check in at the office by signing in and receiving a visitor badge. Parents also should check in with lunchroom employees.

Students who bring sack lunches should bring their own catsup, mustard, napkins, silverware, salt, pepper, etc.

Articles Brought to School

Students are to bring only those items to school which are necessary for the completion of class assignments. Examples of items which are NOT allowed at school include: knives, lighters, matches, squirt guns and squirt bottles, caps, fireworks, bullets, toys, trading cards, gum, tobacco and alcohol products, and electronic products.

Scooters, skateboards, roller skates and blades, used for transportation must be checked into the office during the school day.

Electronic Devices/Cell Phones

Students may not be in possession of, or use, cell phones or other electronic communication devices (ECD) during the school day. Upon entering the building cell phones and other ECD's need to be stored in backpacks and kept in lockers. Students found to have a disallowed electronic device in class will earn a referral and the device will be confiscated. Students refusing to give their device to the teacher and/or administration will be disciplined for insubordination. Confiscated devices may be picked up the same day within ½ hour after school, or any day following. See consequences below for information about who can pick up the device.

Offense 1 – Student may pick up device

Offense 2 – 1 recess detention. Student may pick up the device.

Offense 3 – 2 recess detentions. Student may pick up the device.

Offense 4 – 2 recess detentions. Parent or guardian must pick up the device.

Bullying Rubric

Bullying behavior is any repeated mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation or property.

1st Offense

- Recorded verbal warning
- Restate definition

2nd Offense

- 1 silent recess in office
- Student calls parent
- Problem solver sheet
- Restate definition

3rd Offense

- 2 silent recesses in office
- Student calls parent
- Problem solver sheet
- Restate definition

Subsequent Offenses

Consequences based on frequency and severity and may include:

- Loss of social lunch
 - In-school suspension
 - Out-of-school suspension
 - Parent meeting
-
- Student may have 1 extra recorded verbal warning at discretion of teacher.
 - Problem solver sheets will not be accepted until completed correctly.
 - ALL problem solver sheets must be signed by parent and returned to school.

- Should there be a 4th offense in the yellow or red categories within a 3 month period, there will be a meeting with parents to develop an individual behavior plan for the student.
- Administration and staff reserve the right to evaluate each individual situation, and a student's actions may result in the loss of additional class or school activities.
- Students may also receive disciplinary referrals for incidents that are not bullying-related.

Yellow infractions

- Behavior that would hurt another's feelings such as gossip, name calling, gestures, putdowns, teasing, social exclusion, etc.

Orange infractions

- Behavior that could injure others or damage property such as play fighting, pushing, disrespect to adults, repeated verbal assault (taunting, ridiculing, harassment) etc.

Red infractions

- Purposely causing injury to a person or damaging property.

Harassment/Bullying

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may violate Federal or State law. Harassment shall include any speech or action that creates a hostile, intimidating, or offensive learning environment; this includes hazing. Harassment can be racial, ethnic, religious, or sexual in nature. Sexual harassment includes any unwelcome sexual advances or any form of improper physical contact or sexual remark.

A report of such an incident should be made immediately to a teacher, counselor or principal. A complaint against a staff member should be taken to the principal. Such matters will be dealt with as confidentially as possible. All reports of harassment will be dealt with promptly and anyone found to have violated this policy shall be subject to disciplinary action up to and including suspension or expulsion from the District in accordance with Board Policy 5517.01.

Gum - Gum chewing is NOT allowed on the school premises.

Selling Merchandise at School

Selling of merchandise or distribution of literature by students is not allowed unless given permission in advance by the principal.

Behavior at After School Activities

Students are expected to follow school rules whenever they are in any school building or on school property. This includes students attending after school functions such as football and basketball games at the high school.

STUDENT CONFLICT MANAGERS

Conflict Managers serve their school by helping other students resolve conflicts. They work in pairs and are trained and scheduled for duty by the elementary counselor. It is recommended that students from upper grades serve as Conflict Managers for their peers. When they are on duty, Conflict Managers assist disputing students in the peaceful expression and resolution of their conflicts by using a prescribed

problem-solving process. The process is voluntary. No one is forced to see Conflict Managers to resolve a dispute; students have the option to speak to the playground supervisors or principal if necessary. Conflict Managers are facilitators, not judges or disciplinarians. They help students express their conflicts and find their own best resolutions.

Pairs of Conflict Managers watch the playground during lunch recess. At least two pairs of students are on duty at once and wear bright vests with "Conflict Manager" on the back. When the Conflict Managers see students in conflict, they offer them assistance. If the disputing students agree, Conflict Managers take them to a quieter part of the playground to work through the process.

Conflict Managers are scheduled to be on duty once a week during lunch recess. Because they work for all grade level lunch times, the Conflict Managers are out of class for approximately one hour on duty days. They are responsible for making up any work missed during this time.

STUDENT DISCIPLINE

Firm, fair and consistent school wide discipline is important to the continuity and effectiveness of the entire school program. We need your parental support of our efforts for this to occur.

The rules and consequences listed below are intended to promote good behavior in our halls, lunchroom, and on our playground. Staff members are here to promote this good behavior and make sure the rules are consistently followed. Flagrant violations of the rules will be noted and turned in to the office. It then becomes the responsibility of the principal to make sure consequences are consistently carried out.

GENERAL SCHOOL RULES FOR ALL BUILDINGS:

- Respect yourself and others
- Keep your hands, feet, and objects to yourself.
- Use only kind words and actions.
- Act safely at all times

CONSEQUENCES OF VIOLATIONS OF RULES

Whenever a disruptive student is sent to the principal's office for disciplinary action, the following alternatives will be considered and used at the discretion of the principal:

- Conference with the student
- Phone call to parents
- Special assignment
- Detention
- Parent/Principal conference
- Loss of privileges
- In-school suspension
- Immediate removal from school to home or parent's place of employment by principal
- Suspension from school
- Referral to appropriate legal, social, or educational agency
- Temporary isolation until parents are available for conference

Possession of Illegal Substances

Students who are found to have tobacco products, alcoholic beverages, or controlled substances in their possession on school property will be suspended from school for up to five days for the first offense.

Students who are found to be distributing or selling tobacco products, alcoholic beverages, or controlled substances on school property will be suspended from school for up to ten days for the first offense.

In addition, the appropriate County Sheriff's Department will be informed of these matters.

Repeat offenders for possession or distribution of controlled substances will be subject to further disciplinary action up to and including expulsion.

Weapons/Threats

Students in possession of weapons and students who make threatening statements will be subject to disciplinary action according to school policy and state law. Disciplinary action may be up to and include suspension and expulsion.

GENERAL INFORMATION

Report Cards

Progress reports are sent home three times a year. Students in Developmental Kindergarten through Grade 2 do not receive letter grades for all academic subjects. The end of the year report will indicate promotion, placement, or retention. Promotion shows the student is ready for the next grade, placement indicates the child is not completely prepared for the next grade but retention is not beneficial at this time, and retention places the student in the same grade level as the previous year. Parents are asked to review and discuss the report card with their child and contact the school immediately if they have questions.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice during the school year, fall and spring. Parents are encouraged to participate in these meetings as they play an important part in their child's education. Parents shouldn't hesitate to contact the teachers at school if they are concerned about their child's academic or social progress. Open communications between the school and parents are essential for a good overall learning environment.

Bus Notes

A note from the parent must be sent to school when a child must ride a different bus, get off at a different stop, or be picked up during or after school. When picking up students, the parents must go directly to the office and the student will be called from his/her classroom by the office. Children may then leave the school accompanied by the parent.

Visitors

Parents are welcome to visit after registering at the school office. Students may not bring visitors to school without permission of the principal and teacher.

Treats

Generally the use of food prepared at home is not recommended. Wrapped candies and baked goods from commercial establishments are encouraged.

Library

Students regularly check books out of the library. Lost or damaged books are expected to be paid for by the student. If a book is found after it has been paid for, the money will be reimbursed to the student.

Pets in School

Pets may only be brought to school after the parents have contacted the teacher. Generally, they should be brought to school by the parents for the visit and then taken home immediately. They are not to be left at school or sent to school with the student.

School Newsletters

Our school bulletin is published on a weekly basis. These bulletins will contain important information on school events and activities including the lunch menus.

Assignments of Student to Schools, Classes

Elementary students are assigned to specific schools and classes by the administrative team. Such factors as geographic location, transportation, and class sizes are considered in these assignments. The Otsego Board of Education has also adopted a formal request form to be used for class placement. We ask parents to use this form if there are special circumstances that need to be considered in the placement process. This form is available at the school office and due on the last Friday of April for the following school year. Fulfillment of any request will be attempted but cannot be assured.

Care of School Property

One of the goals of public education is to teach young children to observe the rights of private and public property. The Board of Education is willing to accept the responsibility of repair and maintenance of all facilities and equipment as a result of the educational program, but cannot accept the responsibility of damage done maliciously to any part of the building or its equipment. Therefore, parents and/or guardians will be held responsible for damage done maliciously to any school property.

Parenting

Parents who are sending a child to school for the first time are encouraged to participate in "Parenting" classes offered by the Otsego Public Schools. For more information, contact one of the Elementary Principals.

HOMEWORK

Purposes of Homework

The Otsego Elementary staff and administration believe that limited amounts of homework on a regular basis will create a number of growth opportunities for our students. Some of the benefits of homework are:

- extend/develop concepts learned in school
- develop higher order thinking and problem solving processes
- develop school-related learning practices: responsibility, self-discipline, skill practice, test preparation, information sorting and gathering, organizational skills and study and focusing skills
- allow parents to be included in their child's learning and school experience.

Time expectations

Homework time at the elementary level should be age appropriate and should increase gradually as children grow through the elementary years. Individual differences in abilities, study habits and concentration levels will all play a role in the time required to complete an assignment.

Often, homework will consist of work not completed during school that day. These assignments are generally due the next school day. Sometimes, practice work may be assigned, especially in the primary grades: practice with reading, math facts, spelling words or test preparation. Students in the primary grades may have tasks which require a few minutes while those in the later elementary may have from 30-60 minutes of work.

Homework and Absences

Generally, students will be allowed two days to complete work missed for each day they are absent. For example, if a child is absent Monday, those missed assignments will be due on Thursday at the beginning of class. This will allow for students to gradually increase their work load as they recover from an illness. All missed work should be due within one week, except in cases of extended absence. Extended absences will be worked out on an individual basis.

Support for Parents

Our Elementary Homework Planners for Grades 3-5 will hopefully make it easier for parents to know if there is homework each day and exactly what the assignments are.

We offer these tried and proven practices to parents for successful homework experiences:

- ask to see your child's Homework Planner daily
- provide a quiet place to work away from distractions (TV, music, etc.)
- establish a consistent homework time (before or after dinner)
- let your child know that you would like to see completed homework
- use incentives and praise for using the Planner and/or completing homework

Reading to Your Child

We strongly encourage parents to read daily with your child all through the elementary grades even if no homework has been assigned. Research clearly shows a strong relationship between one-on-one reading activity and reading progress.

School Insurance

A low cost group insurance policy covering school time accidents is available to all students. Applications and policy details are given to each student soon after school starts in the fall. Students who are not adequately covered by their parent's policy will find this insurance an inexpensive coverage for accidents which may occur while attending school, traveling to or from school or participating in non-athletic school sponsored activities. Full year, 24 hours per day coverage is also available. Please note: It is the parents' responsibility to purchase this insurance coverage and make all claims directly with the insurance carrier. The school is not liable for obtaining policy benefits.

ADDITIONAL OPPORTUNITIES FOR YOUR CHILD

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the students, but to all individuals who have access to Otsego Public School's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal and State law. Contact the special education office at 692-6233 or the building principal to inquire about evaluation procedures and programs.

Technology

Students in grades Kindergarten-5th will receive 30 minutes of technology instruction each week. Students will learn how to use the interactive Web 2.0 tools. There will be an emphasis on integrating technology into everyday curriculum.

Music

General Music class will be an important part of your child(ren)'s education. Students will learn about basic musical concepts such as rhythm, melody, harmony and form through the singing of songs, moving and listening to music of various styles and cultures and through the playing of simple percussion instruments.

Spanish

Our Elementary Foreign Language Program has expanded to include all Kindergarten through fifth grade students. Each child will receive thirty minutes of instruction in Spanish per week. Vocabulary will be introduced by the Spanish teacher. Children will be given their own special name in Spanish. In the course of the year, pupils will learn many useful words and expressions. This will make it possible for them to say things in Spanish almost as easily as they say the same things in English.

Art

The Elementary Art Program is designed to give students a wide range of experiences through the use of various media. The sequential program also focuses on individual creativity, interpretation, and presentation. With ever increasing knowledge and skills, art students develop from kindergarten through fifth grade.

Physical Education

Physical Education is part of the total elementary curriculum in the Otsego Public Schools.

In order for your child to have a rewarding experience in physical education, have your child do the following:

1. Always wear gym shoes. This is important for your child's SAFETY.
2. Always try to do their best in each activity.
3. Be ready to listen and follow directions.
4. Respect others and be a good sport.

If a child has been seriously ill, parents must make a written request for a child not to participate for up to three consecutive days. If a longer period of time is necessary, a written statement from a physician may be requested.

Health

All students in grades K-5 receive 30 minutes of Health instruction each week.

Special Services

Education encompasses much more than the three R's. At the elementary level, we are concerned with the social and emotional development of students in addition to their academic progress. To this end, Otsego provides social work, elementary counseling, and school psychology services for students with special needs. If you are concerned with your child's social, emotional, or academic progress, feel free to contact us or to make a referral through the classroom teacher or building principal.

Student Support Services

The Student Support Services Staff consults and collaborates with parents/guardians, support staff and other professionals as necessary in the role of advocating for children.

All children may work with the Student Support Services Staff through classroom guidance activities, small educational support groups, or individual one on one discussion. Children may request to see the Student Support Services Staff themselves or they may be referred by parents/guardians, staff or other adults. Parental permission is required for a student to participate in educational support groups.

Confidentiality is maintained except:

1. In cases of suspected abuse or neglect.
2. If a child poses a danger to self or others.
3. The child and/or parent/guardian gives permission to share information.

The Student Support Services Staff strives to work together with parents/guardians to help their children achieve to the best of their ability. Please schedule appointments with the Student Support Services Staff by contacting the school office.

Title I Program

Otsego Public Schools offer many educational opportunities to its students. One of these is the Title I. This program provides academic support to students.

Speech Therapy

Speech therapy is available to eligible students having difficulty communicating. Milestones in speech development include the development of complex sentences after the age of five with the ability to relate two or more ideas in a single sentence. As a rule, children use understandable speech by age four and all speech sounds correctly by age eight.

Limited English Proficiency

Limited proficiency in the English Language should not be a barrier to equal participation at school. It is a policy of Otsego public Schools that students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency. Parent should contact the building principal to inquire about evaluation procedures and programs offered by the district.

Technology

Otsego Elementary Schools offer a variety of technology for students' use in the learning process throughout their elementary years.

DRUG FREE SCHOOLS

In accordance with Federal law, the Otsego Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school ground, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

TECHNOLOGY ACCEPTABLE USE POLICY

Preamble

Otsego Public Schools provides access to technology resources including access to the Internet. These resources all interact internally within the district and externally to systems located all over the world. These resources are limited to educational purposes only. These purposes are to provide access to electronic resources to promote and enhance student and staff learning consistent with district educational goals and objectives. This acceptable use policy ensures that use of the network by students and staff is done in an appropriate manner. Use of technology is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and/or legal action..

District Resources

Educational technology resources consist of, but are not limited to:

- Computers (Desktops, Laptops, and iPads)
- Handheld Devices (Palms)
- Software
- Communication Lines and Devices
- Graphing Calculators
- Printers
- CD-ROM Devices
- Scanners
- Digital Cameras
- Data Projectors
- Email
- Classroom Performance Systems
- Document Cameras
- Classroom Sound Systems
- MP3 Players

Internet Safety Measures

Internet Filtering – Federal:

The Superintendent shall be responsible for directing appropriate District technology staff to bring all computers used by students and staff into full compliance with all federal requirements regarding Internet filtering software to assure that District discounts for Internet access and internal connection under the federal E-rate program are not jeopardized.

Student Internet activities will be monitored by the District to ensure that students are not accessing inappropriate sites. The District's Network Operations Center shall have an internet filtering device that block access to content that is obscene, pornographic, inappropriate for students, or harmful to minors.

Acceptable Uses/Net Etiquette

Among “acceptable use” items listed might include (but not limited to):

- Classroom activities as assigned and sanctioned by the school/teacher.
 - Research activities for classroom assignments.
 - Peer review of assigned work.
 - The exchange of project-related ideas, opinions and questions via e-mail, message boards and other means.
1. Accessing information via the Internet for limited educational purposes such as: Local, state, national and worldwide information and news; correspondence with scientists and scholars; collaboration with peers on projects and problem-solving strategies.
 2. Access, via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resources and Information center (ERIC), Smithsonian Museums, university library catalogues, and other like sources in the pursuit of legitimate curricular goals.
 3. Proper e-mail and Internet etiquette is acceptable and expected, and should include:
 - Being polite and courteous in all communications and language.
 - Assisting others in the use of the system, and helping others who are looking for ideas or information.
 - Posting and sharing information that is interesting and helpful to other users.
 - Always using the network as a resource to further one’s own education and that of others.
 - Being mindful of network security, and immediately reporting any bugs, errors, or security problems to the system administrator.

Unacceptable Uses

Among “unacceptable use” items listed might be (but not limited to):

- Transmitting or downloading any material in violation of any U.S. or state regulations. Including, but not limited to material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene or protected by trade secrets.
- Accessing non-educational multi-use (chat rooms) talk sessions or “recreational” games.
- Engaging in any unauthorized commercial activity, product advertisement or political lobbying.
- Use of the school’s equipment by businesses or non-school sponsored community activities. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
- Use of technology to distort the truth, lie, or to misrepresent someone else.
- Use of any technology intentionally to harm or harass anyone
- Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other use on the system or any other system including, but not limited to, the uploading, creation, or knowing transmission of computer viruses.
- Use of Social Networking Sites (i.e. MySpace, Facebook, Instagram, Twitter, Snapchat and others).
- Tunneling or use of proxy sites to bypass the district’s internet filter.
- Posting of unauthorized pictures/videos of faculty/staff members/students on social networking sites (i.e. MySpace, Facebook, Instagram, Twitter, Snapchat and others).
- Use of streaming music sites.

Disclaimer

The school district makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user's errors or omission. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

Safety Warning

As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the following guidelines should be strictly adhered to:

- Never ask for or give information about (you, friends, teachers, locations).
 - Never list personal information, pictures, last names, or rosters on web sites or web pages.
 - Never give your password to anyone for any reason
 - Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
 - Do not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
 - Immediately tell an adult if you receive anything that is inappropriate, threatening or uncomfortable.
 - Never agree to get together or meet with anyone you meet online without permission of an adult.
 - Never send photographs or anything else without the permission of an adult.
 - Never use or accept abusive language, threats, or harassment.
 - Never get involved with discussions on violence, hate issues, race or ethnic issues.
- Never violate ethical issues.
 - Never send or receive software that you have not created.

Consequences for Violation of Policy

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (possible consequences may be, but are not limited to, the following):

1. Restriction or loss of use of technology resources
 - If technology is an essential component of education or job function it should be revoked only as a final option.
2. Disciplinary action imposed by the Administration up to and including expulsion from the district.
3. Restitution

- Replacement cost
- Reimbursement of cost for repair
- Reimbursement of technician time
- Law enforcement notification
- Responsibility for unauthorized charges, expenses and fees
- Mandatory training / in-service before further use is allowed

4. Legal action