

**BERRIEN SPRINGS
PUBLIC SCHOOLS**



2016-2017

SYLVESTER ELEMENTARY

**PARENT-STUDENT
HANDBOOK**

www.homeoftheshamrocks.org
Berrien Springs Public Schools

Vision Statement:

Together, inspiring students to think, learn, achieve and care in a global community

Mission Statement:

*To work **together**, BSPS strives to involve all stakeholders in the educational process:*

Staff members build educational, nurturing, supportive relationships with students.

Staff and families collaborate for maximum student progress, with parent and community involvement at home and at school.

Schools build partnerships with businesses, agencies, organizations and individuals for real world opportunities for students.

***Inspiring** a passion for learning is a primary focus:*

Students and staff are compelled, passionate, enthusiastic learners.

Curiosity, creativity and innovation are hallmarks for BSPS teachers and students.

Teachers act as facilitators, assisting students in their pursuits of learning.

*Building **thinking** skills is essential:*

Students pose and answer questions, solve problems, determine cause and effect, and use inductive and deductive reasoning skills.

Students learn to think and work both independently and interdependently.

Reflection and thinking about thinking helps learners complete complex cognitive tasks.

***Learning** is what school is all about:*

Learning comes through all senses and requires real experiences.

Learning is a continuous, unending process for students and staff, building on past knowledge and skills.

Students acquire the skills and knowledge necessary to support rigorous academics and effective oral and written communication.

Because students learn in various ways and at various rates, the district provides a variety of flexible learning opportunities tailored to individual needs.

***Achievement** is demonstrated through knowledge, talents, skills and abilities:*

BSPS holds high expectations for all students to achieve at their maximum potential.

Producing their best work, striving for accuracy, practicing, persevering, performing and reworking are habits that will help students achieve.

***Caring** is more than a motto:*

We value and respect our highly diverse population with various cultures, talents, interests, abilities, skills and needs.

Through specific programs and positive behavior supports, staff and students work together in a caring, safe and respectful environment.

We seek opportunities to meet local and distant needs.

*We live in **a global community** and we are preparing students for a global future:*

Because our population is so diverse, we live in a microcosm of the world, providing a rich opportunity for students to learn with and from, understand and respect other cultures.

Big ideas and global perspectives as well as local views are explored in classes.

The goal is to prepare students to live and work anywhere in the world, with an understanding of and interest in global issues.

Sylvester Pledge

I will always try to do my best.

I will treat others the way I want to be treated.

I will always try to make good choices.

I am responsible for my own behavior.

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Introduction

Because we believe it is imperative that home and school work closely together in the educational process of today's children, we have prepared this handbook. It is intended to provide basic, quick reference information for the parents and students of the Berrien Springs Elementary Schools.

The value of any handbook is only to the degree to which the children, parents and school personnel work to follow its guidelines. **Please take a moment to go over this information with your child.** More details and specifics can be obtained by contacting your child's teacher or the school office.

There may be times when you have a question, problem or concern. When you do, please let us know so that we can help. It is hard to solve a situation without knowing about it. If it concerns a specific classroom, start by sharing with the classroom teacher. If additional assistance is needed or the problem is more out-of-class in nature, please call the school office and make an appointment to meet with the teacher and/or principal.

To make the experiences at Sylvester Elementary School as valuable as possible, we would like to make the following recommendations:

- **Get to know your school.** Become familiar with classroom locations, school office, library, cafeteria and playground.
- **Become familiar with your child's teacher(s) and staff.** We are all here to help you.
- **Help your child study and learn as much as possible.** We encourage you to discuss the daily events at school with your child.

We are proud of our school, faculty, students and staff! You can help us keep our good record of doing our best. Caring, supportive parents and guardians, with a positive attitude, make a significant difference in their child's education. If we all work together, students can be assured of a rewarding year and an excellent education.

School Administration

Central Administration	One Sylvester Avenue	471-2591
David Eichberg	Superintendent	Fax 471-2590
Ellen Hasse	Business Manager	
Gail Fox	Administrative Assistant	
Brandon Waggoner	Director of Technology/Virtual Academy	

Sylvester Elementary	One Sylvester Avenue	471-7198
Chelsea Pollyea	Principal	Fax 471-8856
Beth Diedrich	Secretary	
Regina Gast	Secretary	

Special Education

Danny Bartz	Director of Special Education	471-1059
Paula Kohles	Secretary	Fax 471-1062

School Board Members

Peg Bormann, President
Paul Toliver, Vice-President
Pat DeLong, Secretary
Ron Marschke, Treasurer
Dr. Lee Davidson, Trustee
Sarah O'Dell, Trustee
Eric Stoub, Trustee

Board of Education regular meetings are generally held at 7:00 p.m. on the first and third Thursday of each month. Items to be discussed by the Board are listed on the agenda, which is posted prior to each meeting. The public is invited to attend meetings of the Board of Education. Call 471-2891 for dates.

SCHOOL HOURS

The school hours are **8:45 a.m.—3:42 p.m.** Students are not to arrive at school before 8:10 a.m. (unless otherwise scheduled for school related activities) and will be dismissed no later than 3:50. Students should not come to school early, stay late or be on the playground areas without supervision from Sylvester staff. It is very important that all students are at school and ready to **start class by 8:45 a.m.** Arriving right at 8:45 a.m. causes the start of school to be delayed. The Sylvester office is from 7:30 a.m. to 4:30 p.m. on school days during the school year. **Students that are not at their lockers by 8:45 will be marked tardy.**

ATTENDANCE

Absences – If your child is to be absent from school, a parent or guardian should call the school secretary between 7:30 a.m. and 9:00 a.m.; The child's name, grade, name of his/her teacher, and the approximate length of the absence should be given. If the absence is due to a communicable disease, this should be stated. Missed assignments are expected to be made up for each day of absences.

Absence/Tardy Letters- These letters will be sent home if a child is absent or tardy 10 or more days. The parent/guardian may be required to have a phone conference or meeting with the building principal to help remedy the problem. **Repeated absences/tardies total 15 or 20 days (or 30 over a two year period) are subject to be turned over to Berrien County Truancy Department with the potential to be prosecuted through the Berrien County Court System.**

COMMUNICATION

Communication between the parents and the schools is vitally important to the success of your child. Below is a list of ways the school will communicate with you, and the many ways you can communicate with us. Please feel free to call the office at 269-471-7198 anytime if you have questions or concerns.

Change of Address – In the event that you have a change of address or change of telephone number, we request that you notify the school office. The office will inform the teacher.

District/School/Teacher Website-

These are important forms of communication for parents and students. Please be sure to utilize websites for information about current events and other pertinent news items. www.homeoftheshamrocks.org

Newsletters – You will receive newsletters from your child's teacher and from the principal's office periodically throughout the year. Newsletters are filled with upcoming events and important information. Check the teacher websites for monthly newsletters.

Parent/Teacher Organization (PTO) - The Parent Teacher Organization encompasses both Mars and Sylvester Elementary Schools within the district. Our PTO sponsors assistance to teachers in the classroom setting, holds event fundraisers for supplemental educational materials and experiences, and are involved as volunteers in many extracurricular activities throughout the year. There are so many ways to get involved at school through the PTO; some big, some small, and ALL participation is important. It is our belief that the team effort of parent teacher organization offers the best possible learning environment for our children. Please contact the Sylvester office at 471-7198 or Mars office at 471-1836 and ask the building principal for more information.

Parent/Teacher Conferences – Parent/Teacher Conferences are scheduled twice a year. Parents are invited to request a conference appointment at any time during the year if they feel it would benefit the interest of their child.

Progress Reports/Report Cards – Progress reports are sent home at the end of the 1st and 3rd quarters. Standards based report cards are sent home at the end of the 2nd and 4th quarters. Stress and praise the accomplishments and try to encourage additional effort where the need is shown.

School Cancellation – In the event that it is necessary to close school because of snow, ice, or mechanical failure, these closings will be announced over the local radio, television stations, webpage as well as the school call-system.

HEALTH

Accident Insurance – The school district carries a \$50.00 deductible accident insurance policy on each student for school hours. This policy is secondary and will pay after your primary policy is exhausted.

Head Lice – Head lice is very common among school-age children. If not properly treated, it can spread very quickly. Any student known to have head lice shall be excluded from school attendance. If the lice are found while at school, parent/guardian will be contacted and must pick up their child. After treatment authorized personnel must clear the student prior to re-entry to the classroom. ***The student must be lice free.*** Dismissal from school may be determined on case by case basis by building administrator or school nurse.

Health Problem-Medic Alert – Please take the time to make the school aware of any health problems concerning your child. We will be happy to cooperate with you and your physician in arriving at the best methods for aiding these students.

Medication During School Hours – Medication can be administered by trained staff to a student during the school day only if the following conditions are met:

The medication is physician prescribed and is clearly labeled with:

Student's Name, Date, Doctor's Name, Dosage, Medication Name, Complete instructions for Administration

A "Medication Request Form" is available in the school office and must be filled out by both parent and physician before

medication can be administered to the student.

Requests for inside recess – If it is necessary for your child to stay inside for recess due to illness or injury please notify the office and classroom teacher. A child will be allowed to stay indoors during recess activities two (2) days without a doctor's note. A doctor's note is required if other accommodations need to be made for your child in excess of two (2) days. Students will not be allowed to stay in for two consecutive days more than one time per marking period without having a meeting with the building principal to discuss the situation.

Temperatures – Fever is one of the most common symptoms of illness in children. We consider a fever to be present when the oral temperature of the student is at or above 100°. If your child has a temperature of more than 100° while at school, we will contact you and request that you come and pick up your child from school. It is necessary to keep your child home from school until he/she is fever free for 24 hours.

EMERGENCY PROCEDURES

Fire/Tornado/Lockdown Drills – In keeping with good safety habits, pupils are instructed in the quickest and safest way to leave the building in case of fire or any other emergency. This instruction includes actual practice in filing out, moving to a safe distance, and remaining there until the "all clear" is given. Tornado drills will be practiced and students will be taught to move to a safe, secure area within the building. Lockdown drills will be practiced and conducted in coordination with local and county police.

Security/Entering the Building – To insure the safety of our children, only designated doors will remain unlocked during the day. All visitors must enter through the main entrance (D1), all other doors will be locked. At Sylvester you must enter at the main entrance only and check in at the main office. **Any visitors that will be in areas of the building other than the office must have and wear a visitor badge. If a child is being dropped off late or picked up early, the parent/guardian must stay in the waiting area or within the office. The child will be contacted and directed to come down to the office. Parents/guardians will not be allowed to go to a child's classroom or locker during the instructional day unless being escorted by Sylvester Staff.**

TRANSPORTATION

Berrien Springs Public Schools establishes bus routes and bus stops to conform and/or comply with local school policy and guidelines and laws set forth by the State of Michigan. Resident public school students living outside the boundaries of the Village of Berrien Springs may ride buses as assigned by the Transportation Department. Resident non-public students living outside the boundaries of the Village of Berrien Springs may be granted riding privileges by meeting the criteria as set forth by the Berrien Springs Board of Education and the State of Michigan. Non-resident school-of-choice students will be assigned to buses on a first come, first served basis. Should there not be available seating, a waiting list in order of application will be maintained and seating will be assigned in that order by the transportation Department as vacancies occur.

BUS STOPS

The district reserves the right to change bus stops and routes when necessary. Bus routes are planned to provide for the maximum number of students at each pickup and drop-off point with minimum number of turn-around and back tracking for each bus.

Bus stops are chosen with care and are based on several important factors as well as the State of Michigan guidelines. Stops should not be on a hill, or immediately before or after a curve. Buses should be visible from the belt line (approximately headlight level) for 400 feet in both directions when stopped, and stops shall be at least 200 feet apart.

Students must stay back at least 10 feet to allow the bus to safely enter the loading zone, wait for the door to open before approaching the bus in a single file line. Students should be at their bus stop location 5 minutes prior to the scheduled pick-up time and must stay off the traveled roadway. Students should be visible to the driver for a minimum of 500 feet where there is clear visibility. If student is not visible where possible, the bus will not stop. If students are not out at their bus stop, the bus will not stop. You may not wait inside; you must be at the bus stop. Bad weather, road conditions and traffic may detain the bus, in these situations if the bus is more than 10 minutes late please call transportation at (269) 471-2594.

Students who must cross the road to board a bus must wait for the driver to indicate that it is safe for them to cross, and should do so 10 feet from the front of the bus. Students unloading at a bus stop should walk 3 steps away from the bus and 10 feet from the front of the bus, so they are visible to the driver, and wait for a signal from the driver that it is safe to cross. Students should walk not run. Students should never approach the bus stop from the back of the bus once the bus has arrived, nor should they bend down and reach under the bus for any reason.

For safety reasons school-of-choice and preschool students must have a parent (or a designated person 16 years of age or older with photo identification) at the bus stop location before that student may leave the bus. Kindergarten students must have someone visible from the bus stop before being released from the bus. If no one is at the stop or visible to receive the student they will be returned to their appropriate school and the parent will be responsible for coming to the school to pick them up. If your student is returned to school 3 times in one semester they will lose riding privileges for the remainder of that semester. An exception may be made for afternoon kindergarten students who can walk from bus stop to their home with an older sibling. The request must be in writing to the Transportation Department.

BUSES WILL NOT WAIT FOR LATE ARRIVING STUDENTS AT BUS STOP OR LOADING AT SCHOOL.

PROCEDURES FOR CHANGING BUSES

All students shall be assigned to buses and bus stop locations by the Transportation Department. Students are required to ride only the bus, to which they have been assigned, and to be picked up and dropped off only at their designated stop location. Any deviation will require a bus pass issued by the students school office and presented to the driver upon entering the bus. Any student without an approved bus pass will not be permitted to ride the bus.

Students may be transported to a child care provider but the provider must be a Berrien Springs resident and live on an established bus route.

Students will not be transported to different stops for birthday parties, scout meetings, social activities or any other program not directly sponsored by the school system.

PARENT/GAURDIAN RESPONSIBILITIES

Parent cooperation is required to make sure students ride their assigned bus. This insures that the district knows exactly who is on a bus, that a student can be located in an emergency, that over-crowding is controlled and that other possible problems can be prevented. **You are also responsible for the safety and conduct of your children while going to and from the bus stop and while waiting for the school bus to arrive.**

Accept joint responsibility with school authorities for proper conduct of their children when riding the bus.

Discuss with their children appropriate bus rider/bus stop behavior.

Make certain their children arrive at the bus stop on time in the morning.

Provide necessary supervision and/or protection of their children while going to and from the bus stop and be responsible for them until the bus arrives.

Review and discuss bus safety rules with their children.

Work with school personnel to reinforce appropriate behavior whenever necessary.

Provide alternate transportation for their children if they are suspended from the bus.

Insure that payment is made for damages resulting from vandalism to the bus made by their child.

See that objects to be transported are limited to items that can be safely held by a student in a bus seat.

Support emergency evacuation drills and early dismissal plans as established by the District. Establish family emergency plans if they arrive home early and no one is there to meet them.

Parents may not board the school buses at any time without permission from the Transportation Supervisor or building Principal.

If you pick your student up from a bus stop, be there five (5) minutes before the scheduled arrival time in the event the bus should arrive early.

If your student does not ride the bus to and from school for three (3) consecutive days (without notifying transportation) the bus will not stop at your bus stop until a parent/guardian contacts transportation to reactivate busing.

The bus driver is sole authority on the bus and is responsible for the safety of all riders and the enforcement of the rules and regulations. This includes advising students concerning the rules, assigning seat, encouraging and praising good behavior and other generally accepted means of maintaining and developing a constructive student-driver relationship. Bus rules are distributed to all students at the beginning of the school year or may be had by calling the Transportation Department. Bus transportation guidelines apply not only to transportation to and from school but also on field trips.

STUDENT RESPONSIBILITIES

Riding a school bus is a privilege. Show proper respects for the rights, safety and comfort of others on the bus. Recognize that the driver is the sole authority on the bus by following the driver's instructions the first time they are given. Realize that any driver distraction is potentially hazardous to the safety of all passengers and the driver. Report any damage of the bus to the driver. Intentional damage to the bus will result in disciplinary consequences including restitution.

MISCONDUCT INFRACTIONS

Infractions of bus rules will be handled in the following manner: **First offense:** A verbal warning from the driver, (except for major infractions that may result in more severe disciplinary consequence). **Second offense:** Written ticket with 1–10 days off the bus depending upon the seriousness of the infraction or if the ticket was issued as the result of fighting, gross disrespect to the driver, possession of a weapon or weapon look-alike. In this case it will be handled on an individual basis. **Third offense:** Written ticket with 5-20 days off the bus. **After the third ticket, the student may be denied transportation privileges for the remainder of the semester.** Parents/guardians are responsible for transporting their child to and from school during the time a student is suspended from the bus. If parents/guardians have questions about disciplinary measures they should contact Transportation and not detain the driver at the bus stop.

BUS CONDUCT RULES

Observe same conduct as in the classroom

Cooperate with the driver

Keep bus clean

Do not use profane language or gestures

Do not eat, drink or have gum on the bus

Do not bring suckers or straws on the bus

Do not bring tobacco, drugs or alcohol on the bus

Do not damage or tamper with seats, bus equipment, and other student belongings

Do not push, shove or bully

Do not bring animals on the bus

Do not bring flammable materials, matches or lighters on the bus

Do not bring glass or glass containers on the bus

Do not place items in the aisle, in front of the emergency door or in unoccupied seats

Do not stand or change seats while bus is in motion

Do not use cell phones or personal electronic equipment without

Do not put heads, hands, feet or any other body parts out the windows or in the aisle

Do not bring weapons or weapon look-alikes on the bus

Do not have sharp objects (pens, pencils, drum sticks, etc.) in sight; must be contained

Do not bring balloons on the bus

Do not bring potted plants on the bus unless confined in a Ziploc baggie

Do not spray or use hand lotion, perfumes, colognes, nail polish or nail polish removers on the bus

BUS MISCONDUCT TICKETS

Major Infractions

Tobacco products/drugs

Physical abuse of others

Defiance of driver/backtalk

Weapon or weapon look-alike

Matches/Lighter/Firecracker

Left bus without permission

Fighting

Hitting/Kicking/Tripping others

Stealing

Spitting

Body parts out window

Profanity/obscene gestures

Verbal abuse of others/name calling

Bullying

Vandalism

Bus stop safety violation

Any safety violation

Changing seats while bus is in motion

Standing while bus in motion

Minor Infractions

Talking/noise @ railroad track

Water or squirting device

Did not use assigned seat

Refuse assigned seat

Blocking aisle with body parts

Excessive noise

Littering

Interfere with discipline of others

Bothers others

Horseplay

Eating/drinking/gum on bus

Throwing things in/out of bus

Cell phones, headphones, ear buds, electronics

Bicycles – Students at Sylvester Elementary are permitted to ride their bikes to school. We encourage all students to wear bicycle helmets for personal safety. All bicycles are to be parked in the bicycle racks located in front of the school. All students are encouraged to lock their bikes to the rack. Sylvester will not assume responsibility for bikes parked in the racks.

Walkers – Walkers are dismissed at approximately 3:43 PM and are to go directly to their homes. Students who loiter on school property can be subject to disciplinary actions.

ACTIVITIES

Field Trips/Assemblies – Field trips and assemblies are a worthwhile part of a student's education and are designed to be entertaining and educational. Students are expected to exhibit proper and acceptable behavior during each assembly or field trip. If improper behavior is exhibited, those students who misbehave may lose the privilege of being included in the next assembly or field trip. All volunteers must be pre-registered with the teacher to attend and must have a signed copy of the Berrien Springs Public School Volunteer Release Form on file in the office. Field trips are a Berrien Springs Public School educational activity and we reserve the right to limit the number of volunteers. Volunteers that have not been approved are subject to removal from a school field trip/activity. If a parent/individual show up to a field trip and is not an approved volunteer list he/she will not be allowed to participate in any of the group activities including those with their child. Should an individual refuse to leave a school sponsored field trip due to inappropriate behaviors the police will be notified and a recommendation to central office to have that individual removed from the approved volunteer list.

Music - Sylvester Singers – is a singing choir, which consists of only fourth and fifth grade students. Multiple performances will be scheduled throughout the school year. Practice times will be scheduled before or after school.

Vocalaires - is also a choir but consists of a small number of students selected from the fourth and fifth grade. This choir may travel outside of the district for performances. Multiple performances will be scheduled throughout the school year. Practice times will be scheduled before or after school.

POLICIES

Cafeteria rules – Sylvester

- No pop, soda, coffee or caffeinated drinks are allowed
- Students are asked not to give away or ask for food from other students
- Talking- Students should use only inside voices to keep with a safe and civil school culture. Students are encouraged to engage in appropriate conversations during breakfast and lunch.
- Seating- Students may sit with the person of their choice unless directed differently by the lunchroom staff. If students have been too loud, failed to clean up their area or have received discipline, the lunchroom staff may designate seating.

Classroom Snacks: It is up to the teacher discretion in determining if a snack time will be necessary throughout the school day. It is highly recommended that snacks sent from home are healthy and of high nutritious value (fruit, cheese, vegetables, popcorn, and similar items). Sylvester staff will have the discretion to determine if a snack is inappropriate to be consumed during the school day.

Winter Weather: On most days in the winters all students should be dressed appropriately to go outside for 15-20 minutes. Boots, hats, gloves and winter coat are items that will be needed. Determination to go outside during the winter months comes from a weather chart provided by the National Weather Service. It takes into account wind speed and air temperature to determine if it is safe for kids to go outside (if properly dressed) and avoid getting frostbite. If the chart shows that the temperature is in a safe range to outside then outdoor recess will take place. If the temperature is too cold according to the chart students have indoor recess in their classroom.

Searching School Property – Lockers, desks, closets, locker rooms, etc., are all property of the Berrien Springs Public Schools. We reserve the right to search district property to insure the safety of our students.

Sexual Harassment – Sexual Harassment is viewed as a serious offense. Students may be subject to school board policy #4900.

Student Conduct in and around the School Building – It is expected that students will, at all times, obey the Sylvester Pledge"

- I will always try to do my best.
- I will treat others the way I want to be treated.
- I will always try to make good choices.
- I am responsible for my own behavior.

Student Sign Out – If a child needs to be picked up during the school day, the person picking up the student must sign the student out in the school office. The person picking the student up must be listed on the enrollment information, or the parent/guardian must call to give us permission to release the student to anyone not listed. While this may at times be inconvenient, it assures that an unauthorized person does not remove your child from school. **Please note that early pick up is discouraged, and may count towards excessive absences/tardiness.**

If a child is being dropped off late or picked up early parents must stay in the waiting area or within the office. The

child will be contacted and directed to come down to the office. Parents should not go down to a child's classroom or locker during the instructional day unless being escorted by office staff. As much as we would like to see parent involvement, it is very important that the teacher has the end of the day to review and go over what the students need for the following day. Waiting at the entrance to the classroom can be a disruption to students.

Threatening Behavior

Behavior, which intimidates or interferes with other students, up to and including threats of violence or physical harm is prohibited.

Administration may make appropriate referrals for counseling services, depending upon the nature and severity of the threat or harm. Administration shall have the right to exclude a student from school pending receipt of verification from a school-approved counselor that the student is safe to return to school. The parent will pay all expenses of the counselor for the foregoing purposes.

Toys, Electronic Games, Headphones and Music Players – Toys, electronic games, headphones and music players should not be brought to school. We reserve the right to confiscate toys and games that interfere with the learning process.

Confiscated toys/games will be returned to parents only. Students should get permission from teachers before bringing a toy or game to school under special circumstances. (i.e. parties etc.) We are not responsible for lost or stolen items from home.

Cell Phones - Students are permitted to have cell phones at school, but must be turned off prior to entering the building and kept in student lockers (lockers do not have locks). Phones being used in any manner during the school day will be confiscated and turned into the school office. Discipline procedures will be followed if a student is found to be using a cell phone on more than one (1) occasion, unless the first incident constitutes a major problem behavior. If a student needs to contact a parent during the school day arrangements will be made to do so using the classroom or office phone.

Visitations – Parents are WELCOME to visit our schools. When you wish to visit your child's classroom, arrangements must be made 24 hours in advance with the building principal or teacher. To protect the educational integrity of our classrooms, siblings and other family members are not allowed during classroom visitations. Berrien Springs Public Schools Board Policy #1233.1 requires all visitors to report to the building principal's office and register prior to visiting. The first three weeks of school is a period of adjustment. We ask that visitations and classroom helpers wait until after this time frame. Classroom visits from parents will not serve as an 'evaluation' of a teacher's abilities. Rather, a visit should be to view ways as how to assist a child with social or academic needs. **On most occasions, another staff member will join the parent during a classroom visit.**

Playground Rules – While on the playground, students are expected to practice good safety habits. Students are expected to remain within the perimeters of their playground. Playground rules do not allow hardball, fighting, stone throwing, snowballing, tackle football, or war games for reasons of safety. Additional playground rules will be discussed with students each year and can be added by staff when necessary.

PROPERTY/MATERIALS

Library Materials – Sylvester Elementary has a very updated genre of books. The students are given ready access to materials within the library. Most of the materials are available to be checked out and taken home. Parents are requested to help insure that children return these items by the due date. **Students who have past due accounts because of damaged beyond repair or unreturned materials may not be allowed to check out other resources.** Students cannot take books from the library when they have an overdue book, therefore, it is very important for them to be responsible with their books and return them on time. It will be the responsibility of the parent/student to replace or pay for books that were lost or ruined. Report cards, end of the events and other activities may be withheld from a student until books have been returned or paid in full.

DRESS CODE (GENERAL)

General Dress Code – Good grooming and a clean appearance important to the well-being of every student. It is the district's policy to encourage students to wear clothes that are representative of the values installed by our school system.

Items that are not acceptable:

- Obscene or suggestive words, symbols or pictures on clothing or language that could be considered racist or provocative
- Articles of clothing displaying symbols or advertising associated with alcoholic beverages or controlled substances.
- Excessively worn, torn, tight, short, revealing, holey, dirty or clothes with an unpleasant odor.
- Shorts or skirts (must be at least as long as arm's length when at the sides)
- Hats, bandanas, wristbands, leg bands and neckbands.
- Purses are allowed but must be kept in lockers.
- Coats will not be permitted to be worn in the classroom without permission.
- Baggy, excessively large shirts or pants.
- Shoes with wheels in the heels may not be used for skating in school.
- Spaghetti straps, shirts that reveal the midriff, or other revealing tank top style shirts are prohibited.

***** Final determination with dress code will be decided by school administration**

We encourage students to avoid bringing expensive playthings to school or wearing very expensive items of apparel that are common targets of theft (shoes, jewelry, leather jackets etc.) The school cannot be responsible for their loss or damage.

Students whose dress is unacceptable will be required to call home for appropriate clothing or wear clothing furnished by the school. They will be excluded from class until they obtain proper clothing. Parents are requested to see that their child is dressed appropriately for school and the weather.

Boots – The safety of your child is our utmost concern. When children wear messy or wet boots inside, it can create slippery conditions on our classroom floors and hallways. Injuries can result from these conditions. It is necessary for students to have boots at school each day, as the inclement seasonal weather arrives. During cold, wet weather, wearing a second pair of shoes (in the place of boots) is not acceptable. Students who repeatedly come to school inappropriately dressed to avoid outside activities for weather conditions may face disciplinary actions.

Physical Education – All students are scheduled each week for physical education class. For the safety of the child, this requires gym shoes that will enable the child to maintain his/her footing. There is no reason for a child to have a separate pair of soft-soled shoes (gym shoes) if their regular shoes meet this requirement.

Visitors - Child – Neither the school district nor the host child can assume responsibility or liability. Therefore, building rules do not permit child visitors into the classroom during the regular school day.

PARTIES

Room Parents – All room parents/helpers must sign a **Volunteer Release form**. Siblings are not permitted to attend parties unless approved by building administrator.

Holiday Classroom Parties – Parties are scheduled within the classrooms in celebration of Halloween, Christmas, and Valentine's Day. These parties are organized with the assistance of room parents. Highlights include:

HALLOWEEN: Parties in each classroom. Dressing in a Halloween costume is optional. Knives, daggers, swords, pitch forks, toy guns, fake blood or any other imitation weapons are not permitted in school. Costumes of a violent nature are prohibited. The building administrator reserves the right to disallow any deemed inappropriate.

VALENTINE'S DAY: Children often exchange low cost Valentines.

Birthday Treats – Frequently, parents would like to help their child celebrate their birthday by bringing or sending a treat to school. This is very acceptable, but please arrange with your child's teacher in advance. Perhaps rather than a treat of sweets, you would like to donate a book to the school library in the child's name. Ask your child's teacher or the office for more information. It is suggested that treats be handed out towards the end of the school day.

Personal Party Invitations – Invitations interfere with school operations and are not to be handed out at school without permission from the building principal.

PETS – Occasionally, a child has a pet such as a rabbit or new litter of pups etc., which he/she would like to have his/her classmates see. This can be done by having the parent contact the principal and make arrangements for the parent to bring the pet to school (at a specific time) and then take the pet home. Pets must be caged in a "temporary home" or properly restrained. Board of Education Policy #1330.2 prohibits animals on school property without permission from the principal.

DISCIPLINE

Conflict Management – Conflict resolution is a process that we teach all of our children and staff at Sylvester Elementary. The program is supervised by designated, trained staff. Students from each grade level are trained as conflict managers and are then scheduled to help during one recess period per week. The Conflict Managers are neutral in the process and facilitate the process of students working out their own solutions. These resolution skills are important for life not only as students, but as adults too. Conflict managers are involved only when the conflict is not severe. If the conflict is severe then adults are immediately involved. Severe is defined as abusive language, physical hitting or other extreme situations. If students who are in a conflict refuse to go through the process with a conflict manager, they are referred to the conflict manager coordinator. If they refuse to work through the conflict managers they are also subject to discipline. This makes the students understand it is better for them to work out a solution than to be uncooperative. The Conflict Resolution Program has decreased office referrals by over 50% in the first three years. The program has helped students work out their own solutions to many conflicts. We also believe that the students have more ownership in the solutions and as a result have had far fewer repeat problems.

Discipline Procedures – When a student is sent to the principal for a disciplinary action, the following has occurred:

- The teacher has dealt with the problem for a period of time and is not getting the desired results, or the trip to the principal's office is the next step in a pre-arranged, corrective discipline plan, which has been approved by the principal, or the infraction is of a serious enough nature that requires immediate and serious disciplinary action.
- The student knows why he/she is being sent to the office.
- Background information will be sent to the office with the student. This information and a description of the infraction are necessary for the principal to deal effectively and intelligently with the problem.
- The following will be the procedures taken by the principal when dealing with cases of misconduct: (misconduct is defined as student behavior which violates the rights of other people, will or could prove to be dangerous to themselves or others, or shows disrespect for property).

First case of misconduct brought to the Principal's attention: a) the student will have a conference with the principal b) the

parents may be notified by phone, letter, or home visit c) corrective measures will be taken by the principal d) suggestions may be given to the student or classroom teacher e) a record of the misconduct may be made if the principal believes it is important to do so.

Second case of misconduct brought to the Principal's attention: a) the student will have a conference with the principal b) the parents may be notified by phone, dispatch, or home visit c) a conference with parents, student and principal may be held to review infractions and actions taken d) guidelines for the students behavior will be prepared and insisted upon e) further corrective measures will be taken f) a record of misconduct may be made.

Third case of misconduct brought to the Principal's attention: a) the student will have a conference with the principal b) the parents may be required to come into the office c) the student may be sent home or taken home d) determination of when the student will return to classroom participation will be made by building principal e) a record of misconduct will be made. The principal reserves the right to send a student home or assign in-school suspension for gross misconduct, even if it's the student's first offense. Gross misconduct is defined as an action, which seriously violates the rights of others, will or could prove seriously dangerous to themselves or others, shows serious disrespect for school property/ staff members or for cases of gross insubordination.

The principal as an anecdotal description of the situation will keep these records so the principal does not need to rely solely on his/her memory. They will not be put in the child's CA-60. (permanent file)

Major Discipline Violations and Recommendations

The principal reserves the right to use his/her judgment as to the circumstances and degree of aggressive behavior when setting the punishment for this area of infraction. If the confrontation is serious enough, he/she can and will skip a step(s) on a first or second infraction and use In-School Suspension or Out-of-School Suspension. Major violations are defined as:

Bullying/Threatening Others

Fighting

Biting

Physical Assault

Theft or unauthorized possession of property

Use of obscene/profane language in verbal/written form or by gesture

Violation of the network and Internet access agreement

Possession/use of tobacco products

Possession/use of harmful substances or unauthorized over-the-counter drugs/look alike drugs

Possession/use of controlled substances

Possession/use of potentially dangerous objects

Possession/use of a weapon

Repeated disobedience to basic classroom/school rules

Pornographic materials or drawings

Fake guns, knives, daggers or swords that are brought to school with no intent to intimidate or scare

Knives with a blade length that does not meet the state weapons definition

"Look Alike Weapons"- Fake guns, daggers, swords or knives with a blade length that does not meet the state weapons definition, that are used in a manner to scare or intimidate students, faculty or parents could result in suspension of 10 days.

Thinking Table – The 'Thinking Table' may be used as a form of discipline or also as an opportunity for students to complete late or missing assignments.

Morning Detention – This is when it is determined that a student must come in before school for infractions that occurred too often.

In-School Suspension – In suspension situations, students may be assigned an in-school suspension. The details will be worked out with the building principal.

Out-of-School Suspension – Students may be suspended (temporarily removed) from their regular programs for up to ten days whenever their behavior is judged to be disruptive, disobedient, or otherwise interferes with the safe, healthful and orderly management of the school program.

Expulsion – Students will be recommended to the Superintendent for possible expulsion by the Board of Education for expulsion from school whenever their behavior is judged to be persistently disobedient or substantially disruptive to the normal operation of the school. One or more violations threatening the safety, health or welfare of the student and/or persons, or against property may result in a recommendation for expulsion. Persistent disobedience is defined as 20 days of suspension (in school or out) within one school year.

Repeated Disobedience - Repeated disobedience is defined as a student who received 30 days of suspension (in school or out) within any two consecutive school years. Students who are repeatedly disobedient by this definition may be recommended to the Board of Education for expulsion.

LOST AND FOUND – Clothing and equipment should be marked with owner's name and phone number please. Lost articles are placed in the Lost and Found tubs, and will be held for approximately three months. All lost and found materials will be discarded at the end of the school year.

VOLUNTEERS

All volunteers must complete the Berrien Springs Public School Volunteer Release Form prior to participating in activities where they have direct contact with students. Classroom helpers, room parents, party helpers, field trip supervisors etc. and any other volunteer in which access to children is possible require that this form is on file in the school office. Anyone who does not have this form on file in advance will not be able to participate in the activity in which they intend to volunteer.

Dress for volunteering should be consistent with reasonable guidelines established in Article VIII. The district reserves the right to disallow participation based on inappropriate dress. Volunteers who conduct themselves in an inappropriate manner during any school-sponsored event can be dismissed from that activity.

CLASSROOM OBSERVATIONS

As part of our district's Child Study Team process (CST) it may be necessary for the Berrien Regional Educational Service Association staff (Berrien RESA) to conduct classroom observations as a form of data collection. Such observations may take place without prior parental/guardian notification. Information gathered from these observations will be shared with parents/guardians as part of the CST process. Any questions regarding this process should be directed the building administrator.

SOCIAL WORKER/COUNSELOR – Sylvester will be providing social work/counseling services focusing on issues common to students and families both in and out of school. Students will be allowed to see the social worker/counselor on an individual or group basis without written consent. Some of the issues may include the following:

Self-image

Conflict resolution/anger management

Social development/emotional difficulties

Separation from a caregiver.

If you do not want us to counsel your child, you have the right to refuse services. Please inform us in writing that you do not want these services for your child. Special group sessions may be held but permission slips are required for these services. These group sessions might include counseling for divorce, social skills, self-esteem, anger management etc.

FIELD TRIP SUPERVISOR/PARENTAL GUIDELINES

Thank you for volunteering your time to supervise our students. The following guidelines have been established to assure that everyone has a fun, SAFE trip.

- Before accompanying students on a field trip a "Berrien Springs Public Schools Volunteer Release Form" must be filled out and filed with the Berrien Springs Public School District.
- Please follow all the directions of the teacher very closely.
- Be prompt to all meeting times.
- You will usually be given a list of students you will be responsible for supervising. Nametags will be used to help you identify students.
- Siblings should not accompany volunteers on any field trip activity.
- If you are in charge of a small group you must keep them in your direct supervision at all times. Do not let students out of your sight.
- Students should be accompanied to the restroom. Please do not let students go to the restroom without someone being present outside of the door. Do not go into the bathrooms with students.
- Headcounts should be taken repeatedly throughout the time you are with your students.
- Alcohol and tobacco are prohibited before, during and after the field trip.
- Use of profanity is strictly prohibited.
- Dress code for adults should be consistent with those established for our students found on page nine of this handbook.
- Failure to follow these guidelines may jeopardize future attendance as a chaperone. We reserve the right to ask all volunteers who do not follow these guidelines during an event to discontinue supervision and participation.

FOOD SERVICE – See cafeteria Rules under Policies

- **Lunch/Breakfast Program** – The school district provides a hot lunch program for all full-day students who wish to participate. The meal is planned to meet the requirements of nutrition and quantity established by the Federal Government.
- **Student Hot Lunch Fee**
- (includes milk) grade 1-5 To Be Announced
- Milk Fee To Be Announced

- Lunch and milk monies will be collected on Monday. Charges for lunch and milk are not accepted. Children who choose to bring a sack lunch from home may purchase milk on a daily basis. Milk may also be purchased on a semester or yearly basis.
- Children who receive free lunch and choose to bring a sack lunch from home will not receive free milk. The milk is to be paid for that day. When sending money with your child, please place it in a sealed envelope with your child's name, teacher, and room number on the outside- if it is lost or laid down, it can be delivered to the right child and room.
- Breakfast will be served Monday-Friday from 8:10 a.m. to 8:40 a.m. unless emergency situations arise. The cost of breakfast: TBA.

The Food Service Department provides students with nutritious meals meeting 1/3 of their daily requirements for lunch and 1/4 of their daily requirements for breakfast. We also strive to provide a fiscally responsible program for the district. Parents are encouraged to pay for meals and milk on a weekly or monthly basis. At Mars, money is collected on Monday in the classroom. At Sylvester, money may be paid before school in the cafeteria. We realize that unforeseen circumstances happen from time to time. Every effort will be made to provide students with their meals. However, when a student's account reaches a negative balance for two days they will no longer be allowed to charge. At this time they will be offered an alternative meal. Contact food service for any questions.

STUDENT/PARENT/SCHOOL COMPACT

Student Agreement – It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Come to school ready to learn.
- Finish my schoolwork and participate in classroom activities.
- Follow all school rules.
- Respect others and their belongings.
- Do my part in keeping my school clean and safe.
- Always try to do my best.
- Treat others the way I like to be treated.
- Accept responsibility for my own behavior.

Parent/Guardian Agreement – I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Encourage my child's efforts to do his/her best.
- Stay aware of what my child is learning.
- Encourage positive attitudes about school.
- Attend parent-teacher conferences and other school functions.
- Communicate with teachers and/or school officials.
- Established a time for sharing daily school experiences and/or completing homework.
- Read with my child and let my child see me read.

School Agreement – It is important that students achieve. Therefore, we shall strive to do the following:

- Provide an environment conducive for learning.
- Demonstrate care and concern for each student.
- Make efficient use of academic learning time.
- Provide an environment that allows for positive communication between parents, student and staff.
- Encourage students and parents by providing information about student progress.
- Give students strategies to increase competence.
- Respect students, their parents and the diverse cultures of the school.

PARENT INVOLVEMENT POLICY

Berrien Springs Sylvester Elementary School

Research indicates that parent involvement has multiple benefits for students and schools. Student benefits can include improved grades and test scores,

Better attendance, higher rates of homework completion, more positive attitudes towards school, less disciplinary actions, higher graduation rates and increased post-secondary enrollment. School benefits can include improved teacher morale, better ratings of teachers by parents, improved community perceptions and positive changes in student achievement.

With this in mind, Berrien Springs Mars/Sylvester Elementary School implements the parent involvement activities outlined in Berrien Springs Public Schools, School Board Policy #2112 as the main focus of our school's policy.

Berrien Springs Mars/Sylvester School supports parents as both a valuable resource and ally in teaching and learning for our students. We consider parents/guardians essential partners in the educational and psycho-social development of their children.

The building principal will act as the key liaison for parent involvement. The building principal will provide leadership for the development and implementation of a parent involvement plan. Parent involvement may include both school and home activities. The parent involvement plan will include specific attention to obstacles, which preclude parent/guardian participation with intended remedies.

Recognizing that parents are the first teachers, we believe that parent involvement in our school is not limited to, but includes:

- Instilling an appreciation for the value of a sound education and a sense of individual responsibility for learning and achievement.
- Emphasizing the importance of daily attendance, attention in class, completion of all assignments and compliance with rules of conduct.
- Preparing the child for school by building positive home conditions that support learning and appropriate behaviors.
- Volunteering for and attending school-related activities, functions and events, including parent/teacher conferences and meetings scheduled to inform and engage parents in their child's education.
- Serving on school-based committees and assisting in decision-making roles.

In order to facilitate a collaborative partnership, the school's staff and administration, are committed to:

- Involving parents, students, and community members in advisory groups and committees at the school level.
- Maintaining an on-going effort to provide parents, students, and the community with information about our school.
- Establishing effective two-way communication with all families, respecting their diversity and various needs.
- Providing multiple ways in which parents, students, and community volunteers can support our schools and contribute to our students' education and well-being.
- Developing strategies and learning experiences to enable parents to participate actively in their children's education.
- Providing support and coordination to implement and sustain appropriate parent involvement through their child's attendance in our school and participation in our programs.
- Utilizing the school to connect students and families with community resources that provide educational enrichment and support.
- Coordinating the services and resources from other programs to maximize support to the parents and students.
- Annually evaluating the effectiveness of parent involvement strategies to identify and address barriers to participation and to use the results to redesign the strategies for maximum participation.

To provide parents with opportunities for participation in our Title I program and services, the school and administration will:

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program.
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate.
- Provide information about the Title I program and describe curricula, student assessments, and proficiency levels in a language that parents can understand.
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices.
- Offer a flexible schedule of meetings.
- Provide support to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home.
- Provide support or training to build the staff's capacity to effectively involve parents.
- Create collaborative school-parent-student agreements (compacts) which outline the responsibilities of the school, the parent and the student for a true partnership for improved student academic achievement.

Berrien Springs Public Schools

TECHNOLOGY ACCEPTABLE USE POLICY—SYLVESTER ELEMENTARY

BERRIEN SPRINGS PUBLIC SCHOOLS BELIEVE THAT ALL STUDENTS SHOULD HAVE ACCESS TO TECHNOLOGY WHEN THEY ACT IN A RESPONSIBLE, EFFICIENT, COURTEOUS AND LEGAL MANNER. INTERNET ACCESS AND OTHER ONLINE SERVICES, AVAILABLE TO STUDENTS AND TEACHERS OFFER A MULTITUDE OF GLOBAL RESOURCES. OUR GOAL IN PROVIDING THESE SERVICES IS TO ENHANCE THE EDUCATIONAL DEVELOPMENT OF OUR STUDENTS. ACCEPTABLE USES OF TECHNOLOGY ARE DEVOTED TO ACTIVITIES WHICH SUPPORT TEACHING AND LEARNING. THE FOLLOWING ARE OUR AGREEMENTS ABOUT THE USE OF TECHNOLOGY IN THE SCHOOLS OF BERRIEN SPRINGS.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- I promise to use all computer equipment carefully.
- I promise to use the computer and the internet for school work only.
- I will use the programs and websites that my teacher has approved. **Students will not be allowed to "surf" the Internet. All Internet work will be supervised by an instructor.**
- I promise not to share my password.
- I promise not to damage or tamper with the hardware, software or the network.
- I promise to not copy someone else's work unless I have their permission and the teacher's permission.
- I promise to tell my teacher if I read or see something on the computer that is inappropriate.
- I promise never to use the computer to be hurtful to others. I will not view, send or display inappropriate messages or pictures.
- I promise to print only when my teacher tells me to.
- I understand that if I break any of my promises, I might not be able to use the computers.
- Disciplinary action (detentions, suspensions, expulsions)

Consequences

Consequences will be determined by the principal base of the offense. Possible consequences include one or a combination of the severity the following:

Revocation of technology privileges (not allowed to use computers or other equipment) Restitution (pay back money lost due to damage or tampering)

LEGAL NOTIFICATIONS

Family Educational Rights and Privacy Act – Notice is given that Berrien Springs Public Schools complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Per Section 99.37 of FERPA, Berrien Springs Public Schools maintains Directory information on students. The custodian of records may make certain Directory Information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents have the right to object the release of the information within a specified reasonable time period. Directory information includes the following information about the student: The student's name, address, telephone number, picture, parent or guardian name, addresses, and phone numbers, dates, and place of birth; major field of study; participation in recognized activities and sports related information; dates of attendance or grade placement; honors and awards received; the most recent education all agency or school attended by the student; and other information which is generally not considered harmful or an invasion of privacy if disclosed and which is specified in the public notices. As a parent or legal guardian, you have the right to request that all or part of the Directory Information not be released for your child. Any request should be put in writing to the building principal.

Board Policy

Non-Discriminatory Policy

The Berrien Springs Public Schools Board of Education believes in the concept of equal opportunity for all people who are affected by the operation of the district's schools. The Berrien Springs Schools Board of Education, its agents or employees, shall not, because of race, color, sex, national origin, affiliation of handicap, deny the participation in programs, employment or other benefits administered and/or governed by the school district. The Board of Education will comply with all relevant provisions and requirements of the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Administration will evaluate current practices, investigate complaints, develop processes and procedures regarding grievances and respond to inquiries and guide compliance efforts pursuant to the implementation of this policy. The superintendent will appoint an internal compliance coordinator(s) for the purpose of implementing these Acts. Notice of the Board's policy on non-discrimination in employment and education practices and the identities of district compliance coordinator(s) shall be posted throughout the district and published in any recruitment statements and general information publications.

PERSONS RESPONSIBLE FOR SPECIFIC AREAS OF THE ABOVE STATEMENT

Title VI (Civil Rights Act of 1964):

Mitch Cummings
Berrien Springs Public Schools
One Sylvester Avenue
Berrien Springs MI 49103
Phone: 269.471.1748

Title IX (Education Amendment of 1972):

Daniel Bartz
Berrien Springs Public Schools
One Sylvester Avenue
Berrien Springs MI 49103
Phone: 269.471.1059

Section 504 (Rehabilitation Act of 1973):

Aly Gorby
Berrien Springs Public Schools
One Sylvester Avenue
Berrien Springs MI 49103
Phone: 269.471.2796

General Information (All aspects of policy):

Superintendents Office
Berrien Springs Public Schools
One Sylvester Avenue
Berrien Springs MI 49103
Phone: 269.471.2891

Bullying and Other Aggressive Behavior Policy

See our website (www.homeofthesharmocks.org) for full Policy #5517.01.

WEAPONS – Michigan State Law prohibits weapons of any kind on public school property or in public school buildings. Students who bring weapons of any kind to school face serious discipline consequences/expulsion consistent with the guidelines of current state law and Berrien Springs School Board policy #5115

Health Education and Notification – This notification is mandated by the Department of Education, State of Michigan in Public Act 226. The Berrien Springs Public School Board of Education has established a program of instruction in health education, which includes HIV/AIDS, and other serious communicable disease prevention education, and sexuality education. According to Public Act 226, you have the right to review the materials and curriculum content to be used in health education and HIV/AIDS and other serious communicable disease prevention education, as well as sex education. The local Board of Education, in compliance with the statute, has made materials and curriculum guides available for your review. If you wish to review the materials or curriculum content, please contact the appropriate principal to arrange a time for your review. This statute allows you to excuse your child from participation in the classes, which include health education, sex education, and/or HIV/Aids and other serious communicable disease instruction, if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send written notice to the principal of your child's school. It is advised that review of material be done before deciding to opt out of instruction. **NOTE:** Grades 3-4 do not participate in health education instruction.

PARENT PICK UP DRIVES

WHEN DROPPING OFF OR PICKING UP A STUDENT EARLY OR CONDUCTING OTHER SCHOOL BUSINESS, VISITORS ARE REQUESTED TO USE THE PARKING SPACES MARKED FOR VISITORS. VEHICLES ARE PROHIBITED FROM PARKING IN THE FIRE LANE LOCATED AT THE FRONT OF THE BUILDING AT ALL TIMES THROUGHTOUT THE DAY, EXCEPT FOR AUTHORIZED SCHOOL VEHICLES. PARENT PICK UP DRIVE GUIDELINES HAVE BEEN ESTABLISHED FOR BOTH SCHOOLS TO PROVIDE FOR A SAFE/ORDERLY SYSTEM FOR PARENTS TO FOLLOW WHEN PICKING UP STUDENTS BY VEHICLE. GUIDELINES WILL BE PROVIDED AT BOTH SCHOOL LOCATIONS FOR EACH VEHICLE. YOUR COOPERATION IS PARAMOUNT IN MAKING OUR PARENT PICK UP LOCATIONS SAFE FOR ALL CITIZENS AND STUDENTS. DRIVERS WHO DO NOT FOLLOW THE GUIDELINES ESTABLISHED MAY LOSE THE PRIVILEGE TO DROP OFF ON SCHOOL PROPERTY AND MAY BE SUBJECT TO A POLICE CITATION.

Advisory To Parents

Dear Parent or Guardian:

The Berrien Springs Public Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please complete the information below and submit to:

David Eichberg, Superintendent
Berrien Springs Public Schools
One Sylvester Avenue
Berrien Springs, MI 49103
269-471-2891

PRIOR NOTIFICATION REQUEST

_____ I wish to be notified prior to a scheduled pesticide application *inside and/or outside* of the school building.

Student's Name _____

Student's Teacher: _____

Student Attends: (Please circle all that apply)

Discovery Academy Virtual Learning Center High School Middle School

Sylvester Elementary Mars Elementary

Parent's Name: _____

Street Address: _____

City, Zip: _____

Day Phone #: _____ Evening Phone #: _____

Signature _____ Date _____

Dear Parent,

Every year we are happy to provide each elementary family with a copy of our Parent Handbook. This book contains procedures and policies for Sylvester Elementary students.

The rules and regulations established in this book are designed to create a safe and civil environment for all students and parents and in turn, provide our students with academic and social growth.

Please fill in the bottom section of this page, detach and return it to your child's teacher.

Thank you.

Sincerely,

Chelsea Pollyea, Principal
Sylvester Elementary

I have received a copy of the Berrien Springs Sylvester Handbook and have read the Student/Parent Compact.

Parent Signature: _____

Teacher: _____

Date: _____

Please list all children at Mars and Sylvester. Please Print.

Child(s) Name _____ Grade _____

Notes:

