



# **SPRINGPORT ELEMENTARY STUDENT HANDBOOK**

**2016-2017**

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## WELCOME TO SPRINGPORT ELEMENTARY SCHOOL

Randy Cook - Superintendent - 517.857.3495  
Janis Sanford - Principal    Jackie Hector - Secretary  
Phone: 517.857.3465    Fax: 517.857.3499  
Web Site: [springportschools.net](http://springportschools.net)

### The Springport Elementary School Mission Statement

It is the mission of Springport Elementary School to provide an education for all students by shaping a climate where teaching fosters learning and meets the needs of each individual. We have high expectations that our students will leave Springport Elementary School with broad knowledge, self-confidence, and an enthusiasm for learning. We will strive in partnership with home and community to educate and motivate students to be productive and achieve their potential.

### History of Springport Elementary School

- 1948 first four rooms built
- 1950 eight classrooms and two offices added
- 1957 cafeteria and wing added
- 1995 addition of the southwest wing and complete renovation of the existing building

## ARRIVAL AND DISMISSAL

Elementary school hours: 7:45 a.m. – 2:40 p.m.

**Students should not arrive at school before 7:35 a.m. and are to go to the Elementary gym. The front doors will open at 7:40 a.m. All students should leave for home promptly at 2:40 p.m. unless you have made arrangements with Spartee Village day care at the school. Busses begin loading promptly at 2:40 p.m. Students who are waiting for rides are not to wander around buildings or grounds.**

When picking up a student from the school, please sign the child out in the office; your child will be called to the office to meet you. For their protection, children may not leave with anyone other than parent/guardian/designated person unless a signed note or a phone call is received. **Please do not pick your child up from school early;** this disrupts the ending of the day, and your child will miss important announcements.

### Walking Students

Students are to remain on sidewalks at all times, and cross only at designated crosswalks. **Walk with a friend and never accept a ride with a stranger.**

**Bikes** will be placed in the school bike racks at the East end of the Elementary building. Use of locks is encouraged. The school will not be responsible for theft or damage. Bikes must be walked while on school grounds. Use of in-line skates, wheelie shoes, and skateboards is **not** permitted on school grounds during school hours.

\*\*\*Arrival and Dismissal times are subject to change

For parking information, please see **PARKING AND PICKUP**, Page 14.

## ATTENDANCE

Regular attendance is essential for student success. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. Parents are encouraged to make every effort to schedule doctor and dentist appointments outside of school hours. **Parent/Guardian MUST sign a student in/out when arriving late or leaving early.**

### Absence/Tardy

Only the following circumstances are recognized as excused absence or tardy:

- personal illness
- family illness
- death in the family
- religious
- professional appointments

Absence/Tardy will be recorded as follows:

Arrive with a breakfast late pass <b>not</b> tardy	
Late arrival before 9:30 am	AM Tardy
Late arrival after 9:30 am	½ day absence (AM)
Depart before 9:30 am	Full day absence
Depart between 9:30-2:00	½ day absence (PM)
Depart after 1:40 pm	Left Early

Prearranged vacations will be excused, however, extended absences impacts learning.

Parents should call **(517) 857-3465** before the beginning of the school day to report the child's absence. Student's name, teacher's name, and reason for absence are required. The home may be called if a student absence is not called in. If the parent cannot call in student's absence, the student must bring a written excuse from the parent or doctor the day he or she returns to school. **After 5 days of excused absences**, a doctor/dentist note may need to be provided. **Three (3) tardy will equal one (1) unexcused absence.** We will only go back 1 month to change any unexcused tardy/absence(s).

If a pattern of absence or tardy develops, the school may send a letter to the parents. If the problem persists the county truancy officer may be contacted at ten (10) days.

Class work will be collected for an absent student at the discretion of the teacher. Parents may call the school and arrange to pick up assignments for prolonged absences.

## CANCELLATION OF SCHOOL

Cancellation of school may occur at any time due to extreme weather, equipment failure, public crisis, or other significant safety risk for children. Parents will be contacted by the **Alert Solutions telephone system**. **Please have an established plan that you and your child understand.** The school will allow students to use the telephone if necessary. Various TV and radio stations are also used to announce cancellations.

**Alert Solutions telephone system.** Please contact the elementary office with any telephone number or email changes.

## CLASSROOM PROCEDURES

### Make-up Work

The teacher provides make-up work for excused absences. Students or their parents should request make-up work immediately upon the student's return to school. If dates of a student's absence are known in advance, please notify the teacher.

### Preparation

Students are expected to come to class prepared with paper, pencil, textbooks, and other required materials. An organizer is required by some teachers to record daily assignments. Active participation in class discussions and courteous attention are expected from students.

### Guest Teacher

Guest teachers (substitute teachers) are visiting teachers and are to be treated with the same PRO (Pride, Respect, Ownership) behavior as every other staff member. Misbehavior or lack of respect toward a guest teacher will result in consequences assigned by the classroom teacher or principal.

## (STUDENT) CONDUCT

The classroom environment should be pleasant and learning-oriented. Parents and students can expect to find the following in every classroom:

- Appropriate and positive behavior is recognized and rewarded
- Rules and consequences developed by the classroom teacher are clearly displayed and enforced.
- Rules for cafeteria and playground behavior are posted in appropriate areas.
- Guest teachers are treated with respect and courtesy.

### Inappropriate & Aggressive Behavior Rubric

BEHAVIOR	FIRST INCIDENT	SECOND INCIDENT	THIRD INCIDENT	FOURTH INCIDENT
Cheating, Defiance of Authority, Leaving school without permission, Skipping, Stealing	-15 Second intervention -Student calls home (can be done in classroom) -Write up to office	-15 second intervention -Student calls home (can be done in classroom) -Write up to office -1 SSL (Silent Supervised Lunch)	15 second intervention -Student calls home (can be done in classroom) -Write up to office -1 ISS (In School Suspension)	15 second intervention -Student calls home (can be done in classroom) -Write up to office -1 OSS (Out of School Suspension) **
Horseplay: "Goofing around" that may include pushing shoving, grabbing, jumping on, play fighting, rude gestures, or name calling where it is possible that body or feelings will be hurt.	-15 second intervention --Write up to office -Warning	--15 second intervention --Write up to office -Warning	-15 second intervention -Student calls home (can be done in classroom) -Write up to office -1 SSL (Silent Supervised Lunch)	-15 second intervention -Student calls home (can be done in classroom) -Write up to office -3 SSL (Silent Supervised Lunch) **
Teasing: Behaviors that would hurt the feelings of others or make them feel badly about themselves, including but not	-15 second intervention -Write up to office	-15 second intervention -Write up to office - 1 SSL	-15 second intervention -Write up to office -Student calls home	-15 second intervention -Write up to office -Student calls home (can be done in classroom)

limited to – “just kidding” behaviors, laughing at someone, gossiping, insulting remarks, mimicking someone, spreading rumors, mean notes, mean tricks, name calling, etc.			(can be done in classroom) - 1 Day ISS	-No Recess/Passing Time/Possible Behavior Plan - 3 Days ISS **
Moderate Intimidation: Social aggression, exclusion, silent treatment, emotional blackmail, electronic intimidation, profanity/vulgarity, threats of emotional or physical violence Moderate Physical Contact: Pushing, shoving, grabbing, tripping, hitting, pulling hair, shouldering, throwing things, etc. where physical harm may occur. False Reports/Retaliation	-15 second intervention -Write up to office -Student calls parent (can be done in classroom) -1 SSL	-15 second intervention -Write up to office -Student calls parent (can be done in classroom) -1 ISS	-15 second intervention -Write up to office -Student calls parent (can be done in classroom) -3 days ISS - Parent Meeting	-15 second intervention -Write up to office -Student calls parent (can be done in classroom) -Parent Meeting -No Recess/Passing time/Possible Behavior Plan -3 Days ISS/OSS **
Severe Physical Contact: Punching, kicking, fighting, and similar behaviors where physical harm is likely to occur Severe Intimidation/Harassment: Racial, ethnic, sexual, religious or other forms of severe harassment or intimidation, including cyber bullying. *Refer to SPS harassment policy	-Student to office -Write up to office -Student calls parent -Minimum 1 day ISS/OSS -Possible police notification	-Student to office -Write up to office -Student calls parent -3 days ISS/OSS -Possible police notification -Parent meeting **	-Student to office -Write up to office -Parent notified -5 day ISS/OSS -Possible police notification -Parent meeting -Behavior plan/no passing time -Possible long-term suspension **	-Student to office -Write up to office -Parent notified -10 day OSS -Possible police notification -Parent meeting -Behavior plan/no passing time -Possible long-term suspension/expulsion **
<p>*Consequences assigned by principal/designee may be more severe in any above category based on the seriousness and circumstances of behavior.</p> <p>*A Behavior Improvement Plan which includes loss of passing time may be imposed after 4 Aggressive Behavior Reports at any level or combination.</p> <p>*Consequences are cumulative for the entire school year.</p>				

Assault; arson; sale, use, distribution, or possession of drugs; extortion; gambling; alcohol use or possession; tobacco use or possession; and other inappropriate or illegal actions not listed above will be addressed by proper administrative personnel.

**Loitering -** Students are to leave the school and school grounds **promptly** after classes or activities are dismissed. Non-students must be registered in the main office

**Weapons -** State and federal laws will be followed.

**Harassment-** Complaints of physical or sexual harassment will be thoroughly investigated and documented. The District sexual harassment contact person is: Mr. Randall Cook, Superintendent.

**Vandalism -** Our school building, school ground, and equipment are public property. Deliberately damaging or destroying any of these is cause for immediate suspension. The school requires that damage caused by vandalism be paid for.

**Threats-** Death threats to another person may result in suspension.

## **Suspension and Expulsion**

Classroom assignments for days missed due to suspension must be completed.

Suspension of more than ten (10) days requires more formal due process procedures and should only be considered in unusual circumstances.

**Michigan law states that any student who brings a weapon to school ( a gun, a knife with a blade 3" or longer, or a similar weapon) will be expelled from school.**

A student who smokes on school grounds will be suspended and referred to county law enforcement officials.

**Student(s) are NOT allowed on school grounds any time during an out of school suspension.**

## **Search and Seizure**

When there is a reasonable suspicion that the student is in violation of law or school rules, there may be a need to search a student's possessions; this is the jurisdiction of the Board of Education. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Two adults will be present during any search.

## **CONFERENCES**

Parent-teacher conferences take place twice a year. Fall Conference sign up forms will be available, by teacher, during "Meet the Teacher" night or at the Elementary Fall Carnival held in early October. Parents may schedule a day and time for Fall Conferences on a first come, first serve basis. Reminder notices will be sent out prior to Fall Conferences. Spring Conferences are scheduled as needed.

It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. Voice mail and email for each teacher is available.

Parents of children in special classes are encouraged to meet with the specialized teachers/aides in these areas.

## **(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 student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Janis Sanford at 517.857.3465 (telephone) to inquire about evaluation procedures and programs.



## ELECTRONIC USER'S AGREEMENT

All students who use school district electronic equipment must have on file an Electronic User's Agreement signed by the student (optional) and parent.

## EMERGENCIES

### Emergency Drills

Five (5) emergency fire drills and two (2) tornado drills are conducted throughout the school year. During **tornado drills** classes go to designated areas within the building. Three (3) Lockdown drills are conducted during the school year.

### Severe Weather Policy

1. The National Weather Service is the official source of information for decisions made by the school district.
2. During a Severe Weather **WATCH**, students will remain at school and will be dismissed at the end of the school day as usual.
3. During a Severe Weather **WARNING**, students will be moved immediately to the "safe" area as determined by the individual building severe weather plan.
4. If a **WARNING** is in effect at the normal dismissal time, students will remain at school until the National Weather Service removes the **WARNING**.
5. All extracurricular and after-school activities, including practices and contests at home and away, will be suspended if a **WATCH** is in effect at dismissal time, or goes into effect during the activity.
6. If a **WARNING** is issued during an after-school activity, students will move immediately to the "safe" area as determined by their building plan. Students will not be dismissed until the "all clear" is announced unless signed out by an authorized person.

### Bomb Threat

The district has a bomb threat procedure that will be followed.

## ENROLLMENT

### Admissions

Kindergarten students must be **5** years of age by the date determined by the State of Michigan of the school year in which they are enrolling. More detailed information regarding age requirement is available upon request. First grade students new to the district must be **6** years of age by the date determined by the State of Michigan. A physical examination is required when a Kindergarten student enters school for the first time. Ages must be verified by a **county** birth certificate, and immunization records must be complete. Student(s) may not be permitted to start school if immunization records are **not** up to date.

### Change of Telephone/Change of Address

Every student **must** have a current address and contact number(s) on file at the school office.

## **Immunizations**

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, hepatitis B, and varicella (chicken pox). Conscientious objectors may obtain a waiver form from the school office.

## **Student Records**

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When document containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact School's District's Compliance Officer: Janis Sanford, Elementary Principal, 517.857.3465 or Chris Kregel, Secondary Administrator(6-12), 517.857.3475

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **GENERAL INFORMATION**

### **Bloodborne Pathogens**

The Springport Public Schools are subject to regulations of the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and the human immune deficiency virus (HIV) in the work place. These regulations are designed to protect employees of the district who are, or could be exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and employees from the spread of these deadly viruses in the school environment.

Part of the federally mandated procedure includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these situations ahead of time. By this procedure if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance.

## Health Education

Parents will be notified when there is any Health Education that includes effects of drugs and tobacco, sex education and disease prevention.

## Dress Code

The Springport Elementary School dress code follows State of Michigan requirements that specify students attend school in appropriate dress. Clothing or hair that is disruptive to the class, immodest, unsanitary, or deviates from the accepted standards of our school and community is prohibited. Keep in mind that some apparel can be dangerous on the playground, and cause injury, i.e. big oversize earrings, high heel shoes, flip flops. Neatness, cleanliness, and good taste should be evident at all times.

- **Short length must be 2-3" above knee or longer.**
- Inappropriate clothing such as running shorts, bare midriffs, halter tops, spaghetti strap tank tops, basketball jerseys, tattered clothing, cycling shorts or pants, sagging pants, leggings without appropriate coverage, etc. is not allowed.
- Appropriate foot wear must be worn at all times. Flip flops should not be worn on the playground due to the possibility of injury.
- Hats, bandannas and kerchiefs are not to be worn in school.
- Clothing which advertises alcohol, tobacco, or illegal substances or which uses or communicates inappropriate language or messages shall not be allowed
- Chains may not be worn.

## Lice Policy

Parents are contacted when their child is found to have head lice. The child must be treated before returning to school. A parent must accompany the child when returning and have verification of treatment.

## Pets Policy

Prior permission is necessary for pets to be brought to school as part of a special display or activity. No potentially dangerous pet can be brought to school.

## Personal Valuables

**Students are encouraged NOT to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.**

**Electronic entertainment devices** are not to be used at anytime during school hours including recess. (i.e. cell phones, tablets, Ipads, etc). Consequences will result in device taken from student and parent notified. All devices will be secured in school safe and may be picked up at the end of the school day. **No cell phones are allowed in the classroom**

**Liquid Propellant Systems** Squirt guns are not allowed. Glass containers are not permitted.

**Selling or Trading** of personal items or retail articles is not permitted unless pre-authorized by the classroom teacher.

**Yo-yos** are to be used properly out-of-doors **only**.

## MEALS (FOOD SERVICE)

Cafeteria rules are posted in eating areas and in every classroom. No glass containers are permitted, there is **not** a microwave available to warm up meals from home.

### Menus (Breakfast and Lunch)

Menus are published in the *Springport Signal* and at [www.springportschools.net](http://www.springportschools.net) . Copies are available in the school office

### Meal Prices \*\*\*

Student **lunch is \$2.15**, and **breakfast is \$1.30**; reduced lunch is **\$.40** and **breakfast is \$.30**. Extra milk may be purchased for \$.50, this includes students that qualify for free and reduced lunch. Payment may be made online at [springportschools.net](http://springportschools.net).

High School vending machines are off limits to elementary students. Any type of soft drink is highly discouraged.

Free-Reduced Lunch/Breakfast forms are available in the office throughout the school year.

**\*\*\*Lunch and/or breakfast cost subject to change.**

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### CAFETERIA RULES

1. Use quiet voices.
2. Stay in your seat.
3. Keep your hands and feet to yourself.
4. Be respectful of others.
5. Clean up when you are finished eating.

## OFFICE INFORMATION

### Illness or Injury

In case of illness or injury a student is cared for **temporarily** by the school staff. Personnel may render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted, or, if necessary, the emergency contact person listed. If no one can be contacted, the student may be taken to the nearest emergency room or to the parent preferred hospital. **A working contact number where parents can be must be on file at the school.**

### Telephone

The office telephone is a business phone and is used by students only in case of emergency.

### Visitors

**All visitors are required to report and sign in to the school office when entering the building.** Parents are welcome to visit the school.

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**VISITORS...WHEN ENTERING BUILDING PLEASE SIGN IN AT OFFICE**

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**PARENTS TAKING THEIR CHILDREN FROM SCHOOL BEFORE THE END OF THE SCHOOL DAY ARE REQUIRED TO STOP AT THE OFFICE TO SIGN THEM OUT. OFFICE PERSONNEL WILL CALL THE CLASSROOM FOR YOUR CHILD.**

## Medications

If a student must bring medication to school, the following requirements must be met:

### Prescription Medication

1. Must be clearly identified as to the name and type of medication.
2. Must be in original container.
3. Must carry prescription label with the child's name, drug identity, dosage instructions, doctor's name, and current prescription's date.
4. Narcotics and other controlled medications shall be counted out by staff with parent and count kept daily on medical log form (see below).
5. A medication form (available from the office), dated and signed by the prescribing physician, must accompany the medication, giving the child's name, dosage amount, specific dosage times, and other instructions if necessary. Refrigeration is available. Medication will be given by school personnel.

### Non-Prescription Medication

1. By law, written parental permission is required to give a student non-prescription medicine.
2. The medication must be in the original container (aspirin bottle, cough medicine bottle, etc.).
3. It must be clearly identified as to the name and type of medication and dosage instructions.
4. A medication form (available from the office) signed and dated by the parent, giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

### Narcotics and other controlled Medications

Guidelines outlined in the "Administration of Medication in Schools/Model School Nurse Guideline" will be followed. A copy is on file in the school office or may be obtained online through the Michigan Department of Education/Michigan Department of Community Health web site.

## PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in high academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. For the complete Parent Involvement Policy, visit [NEOLA.com/springportmi/](http://NEOLA.com/springportmi/) and view #2112.

## PARKING AND PICKUP

For the safety of your children, only designated parking spaces in the west lot or behind the elementary school (Event Parking Lot) are to be used by parents and visitors. **BUS LANES MUST BE CLEAR OF VEHICLES AT ALL TIMES. There is no stopping, standing, or parking in bus lanes at any time.** Parking violators may be ticketed. When picking up students we ask that Parents please wait for your children outside. For school functions, we recommend that you park in the large lighted lot in back of the school.

## PLACEMENT OF STUDENTS

The staff believes that all students benefit when classes are balanced. Placement of students in classes is based on the following areas:

- academic ability
- social skills
- emotional development
- special interests
- gender balance
- special education needs

Parent requests for specific teachers are **NOT** accepted. However, if a parent has had negative personal experience with a particular teacher, a form may be filled out describing the experience and what was done to try to resolve the problem. This form will be reviewed by the administration and the request will be considered. Forms may be picked up in the elementary office and **must be returned by the third Monday in April.**

## PLAYGROUND

### Playground Rules

Students must remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, that area will be off limits. Dangerous activities such as skateboarding, rollerblading, piggyback riding, and rock throwing are not permitted. Snowballs are allowed in designated target area only. Misuse or destruction of playground equipment will not be tolerated.

### Playground Supervision

School staff supervises the playground during all designated recess times. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised before or after school, and students are expected to leave for home immediately after dismissal.

### Recess Policies

Temperature, wind chill factors, and other weather conditions determine if recess is held inside. **Students should always be dressed for outside recess. After an illness, a child may stay indoors for one day with written parent request. A physician's written request is required for more time.**

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### PLAYGROUND RULES

1. Listen and follow directions from the Supervisor the first time they are given.
  2. Use equipment properly and safely.
  3. Walk quietly in the hall.
  4. Line up quickly and quietly.
  5. Keep your hands and feet to yourself.
  6. No! Rough Playing No! Tackling
  7. Keep food indoors.
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## EARLY CHILDHOOD

### Pre-school

The preschool program is a four-day/week, program which emphasizes hands-on learning and play activities. It is a part of the Great Start Readiness Program funded by the State of Michigan and administered by the ISD. Details about selection of children for preschool can be obtained by filling out the central registry online at "greatstartjackson.org/preschoolpartnership (scroll down to bottom of page), or by phone 517-768-5281. This program is available for residents of Springport and/or residents of Jackson County. School of Choice participation is accepted if there is currently a sibling attending Springport School District. The Jackson Community Action Agency supervises a Head Start program and a Great Start Readiness Program.

### Be on the Lookout ...

Before sending your child to school, please observe your child for any symptoms of illness: Look for:

- ✓ Red or watering eyes
- ✓ Earache or running ear
- ✓ Runny nose
- ✓ Coughing or sneezing
- ✓ Red or sore throat
- ✓ Swelling around the neck
- ✓ Feverish appearance (take temperature if possible)
- ✓ Nausea or vomiting, diarrhea
- ✓ Pains in chest, arms, legs or the back of the neck
- ✓ Rash

For the protection of your children and the other children in the program do the following:

- ✓ Keep your child home
- ✓ Keep them away from other children
- ✓ Call the doctor or health department if you need help
- ✓ Notify the program on the first day of absence and give the reason for the absence

### Communicable Disease Policy

No child will be permitted to attend class sessions if acutely ill and/or has a fever, vomiting, severe cough, diarrhea, spotty red rash or head lice. Some diseases will require your child to be excluded from school until a doctor writes a release.

## (STUDENT) RECOGNITION

Upper elementary students are recognized at honor assemblies held every marking period. Early elementary students are recognized at Character Ed assemblies and by individual teachers.

Various programs are introduced throughout the school year to encourage and recognize positive behavior.

The **Citizen of the Month** is nominated by a staff member for his or her consistent record of PRO (**P**ride, **R**espect, **R**esponsibility, **O**wnership) behavior and good academic effort.

## RELEASE OF RECORDS

The school maintains records on all students. Information in these records is not released without written parental consent unless sanctioned by law. Student records are transferred to schools when students transfer out of district upon receipt of written request.

## **REPORT CARDS**

**KINDERGARTEN THRU FIFTH GRADE:** Report card is sent home at the end of each marking period (4 times a year)

**FOURTH & FIFTH GRADE:** Parents may check grades on-line or a hard copy is available upon request.

## **SCHOOL COMMUNICATION**

### **Announcements**

Announcements may be accessed through the Springport Public School Web page @ [springportschools.net](http://springportschools.net). It contains items of interest to students and parents. In addition, many classroom teachers send home weekly reports, newsletters, and other parent updates. Daily student announcements are updated @ [springportelementary.weebly.com](http://springportelementary.weebly.com)

### **Parent-Teacher Organization**

In 2012 Springport Elementary established a Parent Teacher Organization (PTO). The PTO welcomes parents from pre-school through twelfth grade. Meetings are held monthly. The purpose of the PTO is to create the best academic, social and physical environment possible for children by supporting and becoming involved in various volunteer activities and projects. PTO meeting information can be found on the PTO bulletin board outside the elementary school office.

## **SCHOOL IMPROVEMENT**

Springport Elementary School maintains a School Improvement Plan outlining goals and strategies to increase student learning. Goals are reviewed and updated yearly using the guidelines established by the State of Michigan.

## **SPECIAL SERVICES AND CLASSES**

### **Special Education**

Springport Public School provides a variety of learning options for eligible students with disabilities by offering a continuum of educational environments, from regular class placements with special services to pull-out programs in specialized classrooms.

If staff members or parents suspect a student has a disability, a referral should be made to the Child Study Team. The Child Study Team may recommend a special education evaluation, or they may develop a general education intervention plan to support the student. The Special Education Team then determines whether referred students should be evaluated, and if so, in which suspected disability areas.

Once a student is formally evaluated, an Individualized Education Program (IEP) meeting is held. At this meeting, a determination will be made as to whether the student meets the eligibility criteria for special education programs and/or services. If so, the IEP Team determines the type and degree of required special education programs and/or services. Students and parents are provided due process procedural safeguards as outlined in PL94-142, the Individuals with Disabilities Improvement Education Act (IDEA 2004). Special Education services for Springport Public School are operated and administered through the local buildings and in out-of-district facilities in collaboration with the Jackson County Intermediate School District.



## **Title I Services**

Title I services provide students with additional support to be successful. This may be small group or individual instruction based on need.

## **Reading Recovery**

The goal is to enable at risk students to make accelerated progress and to build a firm foundation to become competent, independent readers and writers.

## **Music and Art**

All students K-5 at Springport Elementary School receive one class of general music or art instruction per week. The music program consists of singing, movement activities, learning musical information and skills, listening activities, and playing percussion instruments. Emphasis is upon broadening of musical knowledge and appreciation through hearing and participating in a variety of musical experiences. The focus of the music program is to create well-rounded learners who understand and appreciate the richness of their musical heritage.

The art program provides hands on experiences for the students as well as broadening their knowledge and appreciation of art.

## **Media Center (Library)**

Library is open daily for preschool - 5<sup>th</sup> grade. Students have the opportunity to utilize the library for research or recreational purposes on a regular basis.

## **Physical Education**

Physical education classes are provided each week for all students K-5. Fitness, health, and sportsmanship are important elements of the PE program.

## **Speech Services**

Students with speech or language need work weekly with a part-time speech therapist. Parents may obtain requests for speech evaluation from the school.

## **Computer Lab**

The computer lab is available for students on a regular basis. Skills including basic keyboarding, word processing, spread sheets, data bases, and desktop publishing are taught at the appropriate age and interest level according to the Michigan standards and benchmarks. The Internet is used for research, a user agreement is required.

## **Robotics**

Students in 4<sup>th</sup> and 5<sup>th</sup> grade have the opportunity to extend their learning through robotics. Lego Education allows students to build projects using gears, pulleys, levers, wheels, and axles. They learn to collaborate and problem solve while having fun applying science, engineering and math concepts to their designs.

## **Guidance and Counseling**

Guidance and counseling services provided by a professional school counselor are available to every student at Springport Elementary School. In addition, individual and group services, student planning, consultation support to parents and teachers. The professional counselor may also facilitate referrals to community support services for students and families. Parents who wish to contact the elementary school counselor may do so by calling (517) 857-3465 ext. 242.

## SPECIAL EVENTS

### Assemblies

Assemblies about music, science, drama, and other educational and entertaining topics are presented throughout the year.

### Classroom Parties

Three major classroom parties may be held to celebrate Halloween, Christmas and Valentine's Day.

### Field Day

All elementary students, 1<sup>st</sup>-5<sup>th</sup> grade, are encouraged to participate in an all-day physical activities day held near the end of the school year. Student participation is dependent on completed and turned in work according to grade level expectations, **and** appropriate behavior throughout the school year.

### Field Trips

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. The trips supplement the classroom curriculum and introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents are asked to sign a field trip permission form at the beginning of the school year. Sometimes a small amount of money is requested from each student to help defray transportation or facility use costs. Parents are welcome to participate in most field trips. If the field trip requires a bus ride, students **must** ride school transportation to the field trip destination. With a parent note, students may ride home with their own parent in non-school transportation. Specific field trip guidelines are available from individual classroom teachers.

### Fund-Raising

Various fund-raising campaigns are held throughout the school year. In lieu of participating, cash donations will be accepted. Funds raised have paid for assemblies, field trips, speakers, extra classroom material, etc.

### School Pictures

Individual student pictures are taken early in the fall.

### Lost and Found

Clothing and backpacks are placed in a lost and found outside the Elementary office. Unclaimed items are donated to charities at the end of each marking period.