



Lakewood Early Childhood Center Handbook



2024-2025

**Lakewood Early Childhood Center
223 W Broadway, Woodland, MI 48897**

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**Principal: Jody Pung
Superintendent: Jodi Duits**

**Administrative Office: (616) 374-8043
Transportation Office: (616)374-7059
Food Service: (616)374-2415**

**Lakewood Public Schools Mission Statement:
"Preparing Our Students for Success"**

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Dear Parent/Guardian,

Whether you are a new parent, or have had children attend our schools before, we hope this student-parent handbook will be a helpful resource for you. The handbook is designed to explain expectations and policies concerning school life at Lakewood Early Childhood Center.

You, as parents, should read this handbook and then discuss appropriate sections with your child. If you have questions concerning school, and cannot find the information in the handbook, please feel free to call. We ask that you read, sign and send in the excerpt sheet at the end of this handbook.

Our school has a dedicated staff and children enthused about learning. We believe that the educational process is a partnership between the home, the school, and the community.

Sincerely,

Lakewood Administration & Staff

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Director of Finance.....**Jammie Sprank**
Jammiesprank@lakewoodps.org

Daily Schedule

A daily schedule with the beginning and dismissal times will be provided at orientation.

Arrival and Dismissal

BEGINNING OF THE DAY ARRIVAL

- Doors open: 8:47a.m.
- School begins at 8:57am. Late students/parents will need to sign in the office.
- Doors lock at 9:00a.m. Please use the buzzer system if you arrive later than 9:00a.m.
- Please make every effort to get students to school on time. Every minute of their day makes a difference. Absenteeism and tardiness are huge barriers in student success.
- Visitors and volunteers are welcome in the building if scheduled in advance and approved by the administration
- Anyone wanting to enter the building will need to use the buzzer system located on the wall on the west side of the main entrance.

END OF THE DAY DISMISSAL

- If you are picking up your child you will park in the large **parking lot** off Franklin Street and walk to our Central Office doors where you will wait outside in a single file line while waiting for your child. Please have a photo ID ready to show when it is your turn.
- If you plan to pick your child up at the end of the day and do not usually do so, we ask that you contact the office **BEFORE 2:30pm**. The afternoon is a very busy time in our office and it becomes very difficult if parents come in at the end of the day asking to pick up the child. You can also send a note to the teacher in the morning if you plan to pick up your child.

These procedures are put in place to ensure the safety of our students. Change is not always easy and we understand this may be inconvenient for some. We appreciate your patience and understanding as we make Lakewood Early Childhood Center a safe and secure place for everyone.

Arrival and Dismissal – Parents picking up and/or dropping off their children are asked to wait in the designated area.

Visitors

ADULTS - In an effort to insure the safety of each and every student, Lakewood Public Schools will be performing background checks on all adults who wish to visit a classroom. Please be sure to contact your student's teacher or office if you wish to visit the classroom.

STUDENTS - Students from other buildings or districts will not be permitted to visit classrooms or lunchrooms while school is in session. Visitation is confined to students who plan to enroll at a later date and are requesting an orientation.

Attendance

When a child is absent from school, please call the school office by 9:30 a.m. This *Call-In Policy* is imperative to the safety of our children. Be sure to check the phone listing in the front of the book for your school's attendance line. Extended absences due to illness should be accompanied by a note from a doctor. Absences will start over at the end of the 1st semester.

Does Not Count Toward 10 Allowable Absences

Athletic events
Job shadowing
Funeral
Doctor excused illness (excuse signed by Physician)
Court appearances
Religious holiday
Orthodontic app. (with excuse signed by Orthodontist)
Suspension
Schools failure to provide scheduled transportation

Will Count Toward the 10 Absences

Vacations
Faulty Alarm
Shopping
Babysitting
Illness (with no doctor excuse)
Working outside of school
Dental or other health check-up (with no doctor excuse)
Hunting

The ultimate goal is for all students to be in school every day unless they are sick, or have another important reason for being absent from school. A letter from the principal will be sent home to parents of students who have reached **5 absences and 10 absences**. This letter is to serve as a reminder, and to establish ongoing communication between school and home. At this time the district School Liaison will also be contacted.

Make-up work will be provided for absences of two or more days due to illness. Call and request the work ahead so that it will be in the office when you come to pick it up at the end of the school day.

Students are dismissed during school hours only with permission from the parent/guardian. They may be dismissed only to the custody of the parent or those named on the student's emergency sheet.. Please try to arrange doctor and dentist appointments during non-school hours. Your child must be signed in and out at the office if the child leaves/arrives during the school day. **A ½ day absence will occur after a student misses 45 minutes of instruction time.** The time frame of the missed instruction will constitute whether it is a morning or afternoon absence.

PLEASE NOTE: Breakfast and late buses are excused. Breakfast passes will still be given to students for those who choose.

Inclement Weather

The final decision regarding school attendance during inclement weather is made by the superintendent of schools. Notification of cancellation is given to area radio and television stations as well as Skylert as soon as possible and also posted on our web page at www.lakewoodps.org . Parents and students are encouraged to listen to the stations listed below for information. Please do not call the school. **Please keep schools informed of your current phone number for Skylert messages.**

Grand Rapids
WOOD TV Channel 8

Lansing
FOX Channel 47

Early School Closings

Occasionally, due to weather or emergency conditions, it becomes necessary to dismiss school early to be certain that children arrive home safely. Parents are required to make alternative plans for students in the event of early dismissal. We will use the Skylert system to notify families as well as post to www.lakewoodps.org, during inclement weather. If school is canceled or dismissed early for elementary students, all elementary evening events will also be canceled.

Student Extended Vacations

Please contact your child's teacher if you are going on an extended vacation during the school year. The teacher will determine what assignments, if any, will need to be completed.

Special Day Activities

It is recognized that special days and/or parties are an important part of the elementary education program. The staff of each building is given the responsibility of determining the number, length and educational benefit of each special activity. It is the responsibility of the administrator to oversee the balance of instructional time and non-instructional activities.

GENERAL SCHOOL GUIDELINES

Dress Code

Dress guidelines are designed to maintain a positive overall atmosphere, provide for the health and safety of students, and to reduce staff and faculty time required to enforce a dress code. It is **highly** recommended that all students have a change of clothing in their backpack, locker or cubby at all times. Clothing for school is to be worn appropriately. Students will refrain from writing on one another. Students will be asked to change their clothing if their apparel falls outside the guidelines described below:

1. Feet must be covered at all times with shoes or sandals. Slippers and shoes with wheels are not appropriate footwear. If wearing flip flops or sandals, have a second pair of shoes available.
2. Tops and shirts must have sleeves, no spaghetti straps. All clothing must completely cover undergarments and not leave exposed backs or midriffs when standing, when raising arms, or when seated. Necklines must be modest. Skirts and shorts should be a length equal to the fingertips of an extended arm down the leg.
3. Clothing or hats with advertisements or slogans for alcoholic beverages, tobacco, drug paraphernalia, violent, hostile / negative phrases, or lettered with inappropriate / double meaning words are not to be worn in school.
4. Bandanas, wallet chains, non-jewelry chains, and other non-essential clothing or accessory items, which prove to be a distraction, are not to be worn.
5. Jewelry with pointed ends or spikes are not permitted.

Recess

It is the parents' responsibility to provide appropriate outerwear for outside recess. Outerwear such as snow pants, hats, mittens and boots need to be labeled with the student's name. It is the student's responsibility to dress appropriately for outside recesses. A student may be excused from outdoor recess if a doctor's note is provided.

Physical Education Expectations

Students are expected to participate regularly and dress appropriately for physical education. A note from a parent directed to the physical education teacher is sufficient for a student to be temporarily excused from physical activity for one or two days. For extended excuses, a doctor's note stating the duration of the excused absence will be required.

Instructional Materials

Textbooks, workbooks, and all other instructional materials are provided by the district without cost to the user. However, students will be expected to replace or pay for lost or damaged school property. Please encourage your child to respect the belongings of the school.

Homework

All homework, if given, should be acknowledged as important. Students are accountable for completing homework when it is due. Parents are encouraged to review assignments with their children on a regular basis.

Library Materials

Students will attend the library media center once a week for an opportunity to be read to and to check out books. No more than two books may be checked out for two weeks. If a student is not finished reading the book at the end of two weeks she/he can renew the book.

Students who have an overdue book are not allowed to check out a new book until the overdue book is returned or paid for if lost/damaged. If a book is lost and/or damaged, the student will be charged with the replacement cost of the book along with a \$2.00 processing fee. Books overdue more than 6 weeks are considered lost and are replaced in the library collection. No money will be refunded on a lost book after 6 weeks, even if the book is found, since the replacement money will have been used to purchase the new book.

Personal Belongings

Toys, electronic games, and items which serve no educational purpose, should not be brought to school. Cell phones, electronic games, trading cards, etc., may be allowed on buses but are not allowed to be used at school and must remain in lockers during all hours of the regular school day (including the cafeteria). **If seen during the school day, such items of a non-educational purpose will be confiscated for return to parents.**

Cell Phones and Electronic Devices

Cell phones and any electronic devices may not be used while at school or on school-related field trips. When the children arrive at the building, those devices are no longer allowed. These items must remain in lockers at all times during the regular school day (including the cafeteria and playground) with the auditory alarm turned off. Violation of this policy will result in the confiscation of the item for return to a parent.

Lost and Found

Lost and found articles are to be put in the designated area of each building. Children may look for lost articles during free time or with the teacher's permission. Parents may look through the lost and found at any time after signing in at the office. Articles of clothing not collected will be delivered once per marking period to a charitable organization.

Bicycles

Students may ride bicycles to school but should be very careful to follow bicycle safety rules between home and school. Bikes shall be parked only in the bike rack. Upon arrival at school, bikes must immediately be secured to the bike rack. The school cannot accept responsibility for the security or safety of the bicycles.

Skateboards, bikes, scooters, roller skates, roller shoes or roller blades are not to be used on school property during school hours.

Movies

If a movie is presented in the classroom containing content higher than a “PG” rating, a note will be sent home allowing parents to opt their child out of viewing the movie.

Use of Telephone

The office telephone is to be used by students only in case of emergency or illness. Forgotten homework or changes in after-school plans may not be acceptable reasons for using the telephone. Students should not use/answer the classroom telephones. Students are not allowed to use cell phones during the school day.

Field Trips

Field trips are an integral part of the educational process. As these occasional outings occur, parents will be notified. Parents/legal guardians may, at the principal's discretion, be encouraged to accompany their child. All students are expected to ride the bus from the school to the destination of the field trip. Parents may, with teacher permission, take only their child home at the end of the field trip. Other children and siblings are **NOT ALLOWED** to attend field trips. School policies apply to all adults attending any school function, including field trips. Background checks must be on file to be able to attend field trips.

Sales

The sale of any items by children will be prohibited. An exception to this policy occurs during fundraising activities, which are approved by the principal.

Withdrawal Procedure

When a student is moving away from the school, she/he should report to the office a week before his/her last day. This will enable the staff to assist with the transfer of records and grades to the new school.

Promotion and Retention (Board Policy 5410)

Per Board Policy 5410, the board reserves the right to retain students. Grade level and group assignments, including promotion and retention, shall be the responsibility of the superintendent in consultation with the parents, building principals, and school staff and shall be in the best interest of the student.

HEALTH AND SAFETY Communicable Diseases

Below is a practical guide to follow for the common communicable diseases. This is based on the guidelines of the Department of Public Health. Children may return to school:

Fevers-Please keep your student home until they are fever free for 24 hours.

Chicken Pox - When the skin is clear of active lesions, but for not less than 7 days and not more than 10 days from the appearance of the first blisters.

Red Measles and Whooping Cough - Upon recovery with a minimum of 7 days.

German Measles - Upon recovery with a minimum of 4 days.

Mumps - When swelling disappears but not earlier than 1 week from the onset of illness.

Scarlet Fever, Scarlatina, and Streptococcal Sore Throat - When authorized by the doctor.

Pink Eye - After treatment by a doctor and when drainage subsides.

Impetigo - 24 hours from start of treatment by a doctor or when drainage ceases.

Head Lice – After treating the child’s hair, the parents/guardians must bring the student to school.

Immunizations

State law requires that each new student enrolling in a school district have a certificate of immunization at the time of registration. **Before** a child can be permitted to enter or attend school, parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent

doses at the appropriate time intervals. **Effective January 1, 2015, parents/guardians must obtain a certified nonmedical waiver from a local health department. Medical waivers must be obtained from your physician.**

Requirements for children four years through six years:

- 4 doses of Diphtheria-Tetanus-Pertussis (DTP or DTaP) vaccine, one dose must be on or after the fourth birthday. 1 dose of DTaP for children 11 years of age or older upon entry into 7th grade or higher.
- 4 doses of Polio vaccine. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.
- 2 doses of the Measles-Mumps-Rubella (MMR) vaccine received on or after 12 months of age.
- 3 doses of the Hepatitis B vaccine.
- 2 doses of the Varicella (chicken pox) vaccine at or after 12 months of age OR current lab immunity **OR** reliable history of the disease.

Medication

Definition: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to the eye or nose, or applied to the skin.

Procedures:

- 1 The student's parent/guardian must provide the school with written permission and request to administer medication.
2. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication.
3. All medication must be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.

Healthy Snacks/Birthday Treats

In an effort to promote wellness and a healthier lifestyle among our students, as well as proactively address the national concern regarding obesity and allergies among children, Lakewood Public School implemented guidelines on children bringing birthday treats to school. We will be acknowledging children's birthdays in a variety of ways. **However, treats from home (cupcakes, brownies, cookies, etc.) are not allowed for birthday treats.** If parents would like, they may (on a strictly volunteer basis) donate a book, etc to their child's classroom in recognition of a birthday. When snacks are sent to school, they should come from the approved snack list the teacher provided at the beginning of the school year. We hope you will join us in addressing the growing concern of "Sweets in Schools" and the negative impact they have on our most valuable resource... your child.

Tornado Policy

The following definitions are stated in an effort to eliminate confusion regarding terms relating to tornadoes:

- A. **Tornado Watch** - weather conditions are such that a tornado could occur.
- B. **Tornado Warning** - a tornado has been sighted in the area.

The procedure shall be as follows:

1. In the event of a Tornado Watch, students will remain in school. They will be dismissed at the usual time. **ALL AFTER SCHOOL ACTIVITIES WILL BE CANCELED IF A TORNADO WATCH REMAINS IN EFFECT AT THE END OF THE SCHOOL DAY.**
2. If a Tornado Warning is issued prior to the time pupils leave, students will be kept in school. Parents may pick up their students during a Tornado Warning.

Emergency Drills

Lock down, fire and tornado drill instructions are given to teachers for each classroom. These will be discussed with students. When an alarm is sounded, all students must proceed as directed in a quick, quiet, and orderly manner. An all clear signal will be given when the drill or emergency is over.

BREAKFAST/LUNCH PROGRAM

Paying for Food Programs

School food service is provided by Lakewood Public Schools. A computer software system is used to track when your child eats breakfast or lunch. It is very helpful if parents can pre-pay for at least one week at a time, preferably with a check or money order. The computer then scans and subtracts the cost of the meal from the child's account as the student goes through the line. When sending deposits to school, please use the envelopes that are sent home with your student and be sure to fill out all of the information on the outside of the envelope. These may be sent to school with your student or mailed to Food Service, Lakewood Middle School, 8699 E. Brown Road, Woodland, MI 48897. When mailing the deposit, it is not necessary to complete the information on the outside of the envelope, but be sure to write whom the deposit is for on the check. We have an online meal system to check your child's account history, transfer money from one student to another and make deposits to the account online. This is available at <https://lakewood.familyportal.cloud>. Envelopes notifying parents if the student has a negative balance will be sent home on Friday. Free/Reduced lunch applications are available to complete any time during the school year. Applications are available at any building and also can be printed from the Lakewood website www.lakewoodps.org under Student/Parent Resources.

Use of Soda-pop is not an allowable beverage for consumption at breakfast or lunch time.

Elementary Charge Policy

Deposits can be made to student cafeteria accounts in advance and debited from this account with each purchase. Parents can call the food service director to check their child's balance. Or you can log into <https://www.familyportal.cloud> deposits can be made by check or credit card. This site will allow you to view your child's meal account history even if you're not making a deposit. There is a convenience fee charged for the pay online method. Students are allowed to charge three (3) meals into the negative.. The students will be told daily of low and negative balances with yellow envelopes going home each Friday. Any questions or concerns, please contact Matt Moore in Food Service at 616-374-2415 or brewert@lakewoodps.org

Elementary Breakfast Policy

Breakfast is served as soon as the buses arrive and is available to all students. In an effort to control the number of students eating breakfast without their parents' knowledge, parents must notify food service if you do not want your child to participate in the breakfast program. If circumstances cause you to change your decision at some time during the school year, please call the food service director at (616) 374-2415.

Allergy Alerts

The computer can also alert the cooks and servers of food allergies or medical information (must be taken with food, etc.). Please contact the office to obtain special dietary needs accommodations. This form must be signed by a physician.

Closed Campus

Lakewood Schools has a "closed campus" lunch policy. This means that students must remain at the school throughout the day unless special arrangements have been made between parents and staff. A hot lunch is offered each day in the cafeteria for those choosing to purchase their lunches. Milk may be

purchased separately for those eating cold lunch. If any student causes disruptive behavior in the lunchroom, he/she may lose the privilege of eating in the cafeteria.

TRANSPORTATION

Transportation Director Hollie Graham, Interim
Phone Number.....(616) 374-0759

Transportation Procedures

- There will be NO HANDWRITTEN NOTES ACCEPTED FOR temporary BUS STOP CHANGES
- There will be no transportation provided if a student is hosting a party at their residence.
- Elementary students MUST be DROPPED OFF AT A RESIDENCE, no rural corner stops.
- Parents must notify the TRANSPORTATION DEPARTMENT with any transportation changes with address and/or bus stop. Temporary or Permanent
- Forms can be found at the school(s) and online.
- It is important to know your child's ID NUMBER for identification purposes.

Transportation Policy

The majority of our students are transported on buses each day. Knowing that your child will at some point ride a school bus, all parents of students should be aware of transportation rules. To ensure a safe system, the following bus rules and procedures have been adopted by the Lakewood Public Schools.

According to Michigan Law no school district is required to provide transportation. Bus riding is a privilege and convenience provided by the Board and the State of Michigan.

Though the district assumes the responsibility of furnishing transportation, the Board recognizes that the responsibility of safety and supervision must be shared by the district, parents, and students. It is expected therefore; that students will conduct themselves on buses in a manner consistent with the rules of conduct normally required of pupils at school and shall adhere to specific administrative regulations governing conduct on school buses. It is further expected that parents shall be duly informed of student conduct requirements and shall cooperate with the school in seeing that their children's behavior meets the standards set by the school. By law, only when the child boards the bus does s/he become the responsibility of the school and such responsibility ends when the child is delivered to his/her regular bus stop at the end of the day.

While the responsibility for student discipline shall be primarily that of the building principal, any student's actions which compel prompt and immediate attention shall be the responsibility of the bus driver.

If the basic rules of safety and good manners are not followed, bus riding privileges may be suspended by the superintendent, the building principal, or the bus supervisor.

Parents will be notified of any reported violations of these basic rules:

- Students shall be at the designated bus stop, ready to board when the bus arrives.
- After exiting the bus and following proper road crossing procedures, students shall leave the area of the bus immediately so the driver can continue on the route.
- No student shall stop the driver from driving the bus safely.
- No student shall stop the other passengers from having a safe trip.
- Destruction or tampering of public school property or personal property will not be permitted.

- Students' personal conduct on the bus will fall under the same guidelines as are stated in the student handbook.
- Open flames, alcoholic beverages, street drugs, weapons, or tobacco products will not be tolerated on the bus and will result in an automatic suspension of riding privileges.

FAQ's on Child Restraints (car/booster seats)

Do my children require car/booster seats when transported on buses?

No. The child restraint requirement does not apply to passengers of a school bus or those in other motor vehicles not required to be equipped with safety belts under federal law per PA 43, 2008: however, children in the ECSE program may require child restraint devices.

If my child needs to be transported in a non-bus district vehicle, do they need a car/booster seat?

Yes. The non-bus vehicles Lakewood owns all require child restraints in the applicable situations according to age/height (8 years or four feet, nine inches).

If my child needs to be transported in a non-bus personal vehicle by the district, do they need a car/booster seat?

Yes. In the event a child needs to be transported by staff in a personal vehicle, the proper child restraint must be used in the applicable situations according to age/height (8 years or four feet, nine inches).

If you would like more information for your family regarding child restraints, visit:

https://www.michigan.gov/sos/0,4670,7-127-1585_50413-192609--,00.html or
<https://www.safekids.org/ultimate-car-seat-guide/>

Note: Board Policy #8600/8640 and all state and federal student transportation laws shall be followed when transporting students.

PUBLIC RELATIONS

Open House

Open Houses are held in all Lakewood Schools each fall. At this time, families are encouraged to take advantage of the opportunity to learn more about their child's education. Information will be available to parents regarding methods, materials, goals, and expectations for the year.

Parent/Teacher Conferences

Lakewood Public Schools schedules Parent-Teacher Conferences in November. Teachers look forward to meeting parents so they can discuss student performance. Parents are encouraged to work with their child's teacher, and may make additional appointments throughout the school year to see the teacher by contacting the office.

Report Cards

Lakewood schools report student progress to parents four times a year. There will be two report cards at the semester's end and two progress reports at the midpoint of each semester.

Student Records

Student records are kept on file as required by the state law. A record must be maintained on each student. The record file includes test results, scholastic data (report cards), health data, and registration forms.

Persons who work with individual students have access to their records. These persons may include the principal, school secretary, classroom teacher, counselor, or staff specialists. Parents may also have access to their child's records at any time. Parents should contact the school office to arrange a time to review the records with the principal.

Annual Report

The district will make available to all parents of school-age children residing within the boundaries of Lakewood Public Schools an annual report which addresses the status of individual schools within the district with regard to criteria set forth in Public Act 25. These reports will ensure accurate definition of student programs and opportunities in addition to the rate of achievement related to the core curriculum. The annual report will be available at the Open House each year. Referrals for additional information will be made to the superintendent of schools.

Web Page Information

Web page address: www.lakewoodps.org. Check for a variety of school information.

Parental/Community Involvement

We recognize the importance of parental and community involvement to insure the success of students in school. We encourage parents and community members to become involved in their child's education. Please check the web site for your student's building to find opportunities to get involved or call the principal if you are looking for ways to be part of your child's educational experience.

POLICIES AND ANNUAL NOTIFICATIONS

Elasticity Clause

The following rules, regulations, and procedures are guidelines for student conduct. It is impossible to cover every possible action that interferes with student learning and safety. Therefore, conduct that deliberately interferes with the educational process, safety of staff or students, or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, as well as the accumulative effect of the misconduct, will determine whether the offense warrants detention, suspension, expulsion or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety.

Applicability Clause

The LPS administration reserves the right to apply the following rules, regulations, and procedures for off-campus conduct.

Substance Abuse

District policy specifically prohibits sale, use or possession of controlled substances, look-a-like products and drug paraphernalia. Cigarettes and the chewing of tobacco are unlawful for minors and are prohibited for all individuals at all times in the building, on the school grounds, on school buses, or at school activities and athletic events. Any student in violation of this rule may be subject to suspension.

Sexual Harassment

The Lakewood Public Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal; it is disruptive of the educational process and interferes with this District's commitment to

provide a stable learning environment to its students. All students, district staff and volunteers are expected to conduct themselves with respect for the dignity of others. The Lakewood Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual harassment of students by District staff, District volunteers, students, or other members of the public at school or school activities.

Hazing

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extracurricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Suspension for the remainder of the school term
- Long term suspension, i.e.: longer than one trimester, but less than a full school year
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District

Searches of Lockers and Desks

Although school authorities will respect the rights of the student in his/her locker, desk, storage area, property and person, it should be clearly understood that lockers, desks, and storage areas remain the property of the school. They are assigned to the student for the purpose of storing school supplies, clothing and other items necessary for the student’s education and physical well being. Principals and teachers have the right to search a student’s desk and/or locker.

Positive Behavioral Interventions and Supports (PBIS):

School-wide PBIS is a proactive team based framework that focuses on sustainable school-wide, classroom and individual systems of support. Our aim is to explicitly teach behavioral expectations in all key areas of the school and then recognize the positive behaviors shown by students. For more information, please check out the PBIS website on the school web page.

School Wide Expectations: BE SAFE, BE NICE, WORK HARD

Citizenship

All individuals within the learning community are expected to treat one another with respect. Behavior that disrupts the instructional process or threatens the safety and well-being of others will not be tolerated.

Behavioral Interventions and Practices

When a student has a behavior that is disruptive or interferes with the educational process the classroom teacher will determine if the student infraction meets criteria for an office referral. Staff will complete an

Office Discipline Referral (ODR) form and the appropriate course of action will be determined. A copy of the ODR will be filed electronically for the school's record.

Anti-Harassment Policy

It is the policy of the Lakewood Public Schools to provide an environment free from sex-based harassment for all students, employees, volunteers, and contractors. Consistent with Policy 3362, the District will investigate all allegations of harassment, including sex-based harassment and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to the Building Principal.

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the Superintendent.

All other complaints of harassment should be reported to: The District Superintendent at 616-374-8043.

Sex-based harassment includes any of the following conduct:

Verbal: unwelcome comments, including the use of derogatory, sexually suggestive or vulgar language; the use of sexual innuendos; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another individual to submit to sexual requests or advances in order to attain academic or professional achievements or advances; threatening another individual's academic or professional accomplishments or reputation if that individual does not submit to sexual requests or advances; or any other similar behavior.

Visual: subjecting another individual to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another individual; leering at another individual; or any other similar behavior.

Physical: unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another individual's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

Board Policy 3362 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

All students are bound by and expected to understand Board Policy 3362, which further addresses harassment, including sex-based harassment. The failure of any student to abide by the requirements of Board Policy 3362 will result in discipline, up to and including permanent expulsion.

Bullying Policy

It is the policy of the district to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct:

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/false accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.
3. **Reporting an incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, the staff member shall promptly report the incident to one or more of the aforementioned individuals.
4. **Consequences for elementary students.** Consequences for bullying are up to the discretion of the building principal or designee. A bullying consequence rubric will be used to guide consequences. See Board Policy #5517.01 for more information on Lakewood’s Anti-Bullying Board Policy.

Harassment

Unwanted conduct of a verbal, physical, or written nature to another based upon sex, race, religion, sexual orientation or other reason. Penalty: suspension up to expulsion.

Abusive or Obscene Language/Gestures

Use of profane and obscene or threatening language or gestures is prohibited at all times in school buildings, on school grounds, on school buses or at school-sponsored events.

Weapons

Knives, handguns, shotguns, rifles, ammunition, weapon-like toys or other weapons have no place in school. Possession of any weapon or look-a-like weapon will result in disciplinary action and be reported

to the criminal justice or juvenile delinquency system. Possession is defined as being on the person, or in the personal belongings of a student.

Teacher Support Team (TST)

The Teacher Support Team (TST) is a team of professional support staff and administrators that work in partnership with classroom teachers to support the learning and behaviors of students within their classroom. When a teacher determines that a student is having difficulty in a subject area or skill, they make a referral to collaborate with the members of TST. Through this process, a teacher may receive recommendations for instructional or behavioral practices to provide the best match with individual students. If a student needs more targeted instruction he or she may be assigned to a specific intervention group to support their learning. Once a plan has been decided on, TST members will help monitor the progress of students and continue to support the classroom teacher in meeting the individual needs of each student.

A referral to TST is not a recommendation for Special Education. Students progress and develop differently and sometimes need specific support to gain necessary skills, which is what TST works to provide. However, through the monitoring of student progress, it sometimes becomes clear that a child is not making the type of growth expected. In those cases, members of TST may recommend a closer evaluation of the student's learning and a referral for a special education evaluation may be made.

In this situation, intervention and classroom data will be analyzed and if there is reason to suspect a disability, an evaluation may take place. A special education evaluation, identifies whether or not a student has a learning disability.

Lakewood Public Schools is committed to working in collaborative teams to identify and address the learning needs of all students and that is why TST is founded on the belief that we are all better when we work together.

FERPA Compliance

Lakewood Public Schools recognizes the rights given to parents and students regarding student records under the Family Educational Rights and Privacy Act (FERPA). These rights are 1) The right to inspect and review the student's education records. 2) The right to request the amendment of the student's education record. 3) The right to consent to disclosures of personally identifiable information contained in the student's education records. 4) The right to file a complaint with the U.S. Department of Education. Further details may be obtained in Board of Education Policy #8330, which is available at the Superintendent's office.

Parents Right to Know

Lakewood Public Schools comply with the No Child Left Behind Act which gives the parents the right to request and receive information regarding the professional qualifications of their child's classroom teachers. This information may include the following:

- Whether a teacher has met state qualifications and licensing criteria for the grade and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- The Baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Any parent interested in obtaining this information should contact the Superintendent's Office, 223 West Broadway, Woodland, MI 48897.

Proper Conflict Resolution Process

Though students, parents and members of the community shall not be denied the right to petition the board for redress of their complaints, complaints will be referred back through the proper administrator for solution before investigation or action by the board. It is the desire of the board to solve problems as close to their source as possible. The public is therefore advised that the proper channels for complaints involving school personnel are as follows:

1. Teacher, Coach or other employee
2. Principal or Athletic Director
3. Superintendent
4. Board of Education

Grievance Procedures For Title VI, Title IX, Title II, Section 504 and Age Discrimination

The Lakewood Public School District will not knowingly discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status, lack of English language skills or disability in its programs or activities.

Any person believing that the Lakewood Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the American with Disabilities Act of 1990 may bring forward a complaint, which will be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

**Superintendent's Office, Lakewood Public Schools
223 West Broadway, Woodland, MI 48897**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Curriculum Director who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1 A written statement of the grievance signed by the complainant shall be submitted to the Curriculum Director within (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2 A complainant wishing to appeal the decision of the Superintendent Director may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Curriculum Director's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of the meeting.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH, 44114-261.

Inquiries regarding nondiscrimination policy may be directed to, Director, Office for Civil Rights, U.S. Department of Education, Washington D.C., 20202. The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

LAKWOOD EARLY CHILDHOOD CENTER
223 W. BROADWAY
WOODLAND, MI 48897
Phone - (269) 367-4935
Fax – (269) 367-4771



Principal, Grant Writer, and Elementary MTSS Coordinator **Jody Pung**
e-mail: pungj@lakewoodps.org

Administrative Assistant **Angela Reuter**
e-mail: angelareuter@lakewoodps.org

Attendance Option 1
(Answering machine available 24 hours)

Transportation **(616) 374-0759**

Food Service **(616) 374-2415**

LAKWOOD EARLY CHILDHOOD CENTER
MISSION AND VISION STATEMENT

Mission: Preparing our students for success.

Vision: As a community we will Educate, Empower and Equip our students for life.

We Believe:

- Our exceptional teachers and faculty will always focus on our children first
- Parents, staff and the community share the responsibility of working together for the benefit of all students.
- We will provide an emotionally and physically safe learning environment.
- Ongoing assessment guides continuous improvement within our learning environment.
- Individuals within our district must be accountable for maintaining a positive learning environment.
- Teaching and best practices will support our students in the global economy.
- Service to their community is a valuable part of a student's education.
- To model respectful and ethical behaviors and treat all with equality and integrity.

Acknowledgement of Handbook

Student _____ Grade _____ Teacher _____

Acknowledgement of Handbook

I have received the handbook and acknowledge that I am aware of the following policies and procedures as outlined in the hand book.

Volunteer Driver Assurance

According to district policy 8600, when parents or adult volunteers assist in the transportation of pupils, whether school-owned or private vehicles, the school district must reassure itself and the parents of the students involved that the drivers are over 21 years old, have a valid driver' license, are covered by insurance, have a good driving record, and will require that all occupants in the vehicle wear seat belts in accordance with Michigan law.

Your signature on page 24 verifies that you meet the following criteria as outlined in the policy.

- ◆ I am over the age of 21.
- ◆ I have a valid Michigan's driver's license
- ◆ I have no known medical condition which could cause me to have seizures or blackouts while driving.
- ◆ I have coverage by an insurance policy that is in force and has not expired.
- ◆ I have a driving record that is free of major moving violations.
- ◆ I will make certain that all student occupants in the vehicle wear seat belts in accordance with Michigan law.
- ◆ All safety features (brakes, horn, lights, and tires) on my vehicle are in good working order.

I understand that according to Michigan No-Fault law, my personal insurance would be the first to cover myself and the students that I am transporting. **Only if and when the limits of my personal insurance are exhausted would the school district's insurance provide coverage beyond my own.** My signature on this form indicates knowledge and acceptance of this fact.

If any of the situations above should change, I will notify the school before transporting students.

Computer/Internet/Technology Use Agreement

We have read the rules regarding Computer/Internet/Technology use in the handbook. The student signature indicates that the student agrees to abide by the rules established. The parent signature indicates an understanding that students will face disciplinary action for violating the rules and parents are responsible for any damage caused to devices due to inappropriate use and/or destruction.

Students are not allowed to use the computers until they agree to the rules. If there is a problem with those rules, please discuss them with the building principal.

Early Dismissal

Occasionally, it becomes necessary to close school early due to inclement weather or other unforeseen circumstances. In the event that this happens, the announcement will be posted on our web page as well as announced on WBCH and WION radio stations.

I would be interested in being part of the school community by:

- ____volunteering in the classroom
- ____helping with classroom parties
- ____being an active member of the parents group
- ____reading to a class of students

My and my student's signature below verifies the following:

- Acknowledgement of Handbook
- Volunteer Driver Assurance
- Computer/Internet/Technology Use Agreement
- Permission to participate in intra district field trips and local points of interest (i.e. high school play, community library, park, etc.)

Name of Student

Print Parent's Name

Parent Phone Number

Parent Signature

Parent Email Address