



**LAKWOOD EARLY CHILDHOOD CENTER HANDBOOK  
2019-2020**

[www.lakewoodps.org](http://www.lakewoodps.org)

**LAKWOOD DISTRICT VISION STATEMENT**

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

**LAKWOOD DISTRICT MISSION STATEMENT**

*“Preparing our students for success.”*

**Phone Directory  
24 Hour**

<b>Elementary</b>	<b>Office Phone</b>	<b>Attendance Line</b>
<b>Lakewood Early Childhood Center</b>	<b>269-367-4935</b>	<b>269-367-4868</b>
<b>Lakewood Elementary</b>	<b>616-374-8842</b>	<b>616-374-1224</b>

<b>Central Office</b>	<b>616-374-8043</b>
<b>Transportation</b>	<b>616-374-0759</b>
<b>Food Service</b>	<b>616-374-2415</b>

## TABLE OF CONTENTS

Abusive Or Obscene Language/Gestures .....	17
Acknowledgement of Handbook .....	23
Allergy Alerts.....	12
Annual Report.....	14
Anti-Harassment Policy .....	16
Arrival And Dismissal .....	5
Attendance .....	6
Behavioral Interventions and Practices.....	16
Bicycles.....	9
Board of Education .....	4
Breakfast/Lunch Program .....	11
Bullying Policy .....	16
Bus Rules .....	12
Cell Phones and Pagers.....	9
Citizenship .....	16
Closed Campus .....	12
Communicable Diseases.....	10
Daily Schedule.....	5
Discipline Procedures .....	15
Dress Code.....	7
Early School Closings.....	7
Elementary Breakfast Policy.....	11
Elementary Charge Policy .....	11
Emergency Drills .....	11
FERPA Compliance.....	18
Field Trips.....	9
General School Guidelines .....	7
Grievance Procedures .....	19
Harassment.....	17
Hazing.....	14
Health And Safety.....	10
Healthy Snacks/Birthday Treats .....	10
Homework.....	8
Immunizations.....	10
Inclement Weather .....	7
Instructional Consultation Teams (ITC).....	18
Instructional Materials .....	8
Lakewood Early Childhood Center .....	21
Lakewood Elementary .....	20
Lakewood Public Schools Acceptable Use and Internet Safety Policy.....	25
Lakewood Public Schools Acceptable Use Technology Resources.....	26
Library Materials .....	8
Lost And Found .....	9
Medication .....	10
Movies.....	9
Open House.....	13
Parent/Teacher Conferences .....	13

Parental/Community Involvement.....	14
Parents Right To Know.....	18
Paying for Food Programs.....	11
PBIS Matrix of Expectations.....	15
Personal Belongings.....	8
Physical Education Expectations.....	8
Playground Expectations.....	15
Policies And Annual Notifications.....	14
Positive Behavioral Interventions and Supports (PBIS).....	15
Promotion And Retention.....	9
Proper Conflict Resolution Process.....	18
Public Relations.....	13
Recess.....	8
Report Cards.....	13
Sales.....	9
School Rules.....	15
Searches of Lockers And Desks.....	15
Sexual Harassment.....	14
Special Day Activities.....	7
Student Extended Vacations.....	7
Student Records.....	13
Student Transportation In Private Vehicles.....	13
Substance Abuse.....	14
Superintendent’s Office.....	19
Tornado Policy.....	11
Transportation.....	12
Transportation Policy.....	12
Transportation Procedures.....	12
Use of Telephone.....	9
Visitors.....	5
Weapons.....	17
Web page Information.....	14
Withdrawal Procedure.....	9

**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 our elementary schools.

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

**BOARD OF EDUCATION**

**PRESIDENT**

**Francis Pytlowany**  
11650 Bliss Rd  
Lake Odessa, MI 48849  
(616) 437-6500  
[pytlowanyf@lakewoodps.org](mailto:pytlowanyf@lakewoodps.org)

**TRUSTEE**

**Steve St. Laurent**  
PO Box 356  
Sunfield, MI 48897  
517-930-2890  
[stlaurents@lakewoodps.org](mailto:stlaurents@lakewoodps.org)

**TRUSTEE**

**Gary Foltz**  
11298 N Shaytown Rd  
Sunfield, MI 48890  
(517) 566-8898  
[foltzg@msu.edu](mailto:foltzg@msu.edu)

**VICE-PRESIDENT**

**Jamie Brodbeck-Krenz**  
14773 Darby Rd  
Lake Odessa, MI 48849  
(224) 234-6889  
[krenzj@lakewoodp.org](mailto:krenzj@lakewoodp.org)

**TREASURER**

**Melissa Schuiling**  
14990 Lake Point Dr  
Lake Odessa, MI 48849  
(616) 262-5070  
[maschuiling@wowway.com](mailto:maschuiling@wowway.com)

**SECRETARY**

**Lynn MacKenzie**  
4375 Velte Rd  
Woodland, MI 48897  
(269) 367-4349  
[mackenziel@lakewoodps.org](mailto:mackenziel@lakewoodps.org)

**TRUSTEE**

**Melissa McClelland**  
9700 Davenport Rd  
Woodland, MI 48897  
(517) 202-4223  
[melissamcclelland@wowway.com](mailto:melissamcclelland@wowway.com)

**SUPERINTENDENT'S OFFICE**

Phone: (616) 374-8043      FAX: (616) 374-8858

Superintendent ..... Randall Fleenor  
..... [fleenorr@lakewoodps.org](mailto:fleenorr@lakewoodps.org)  
Assistant Superintendent and Director of Curriculum and Special Education .....  
..... [jaylarner@lakewoodps.org](mailto:jaylarner@lakewoodps.org)  
Director of Finance .....  
.....

## Daily Schedule

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

## Arrival and Dismissal

### BEGINNING OF THE DAY ARRIVAL

- Doors open: 8:37a.m. Parents may not enter the hallways where students and teachers are located.
- School begins at 8:47am. Late students/parents will need to sign in the office.
- Doors lock at 8:55a.m. Please use the new buzzer system if you arrive later than 8:55a.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.
- We welcome you to the building any time you would like to visit. However, if you are coming to meet with a teacher before or after school hours, please make sure to set up a time with your child's teacher and sign in the office. The teacher will inform the office of such visit and you will need to use the buzzer system in the main entrance to enter the building.
- Anyone wanting to enter the building between the hours of 8:55am to 3:30pm will need to use the buzzer system located on the wall on the west side of the main entrance.

### END OF THE DAY DISMISSAL

- Doors unlock at 3:30pm and parents are asked to proceed to the gym to pick-up your child. School does not officially end until 3:35pm
- If you plan to pick your child up before the end of the day or at the end of the day 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. **DO NOT WAIT NEAR CLASSROOMS.**

## Visitors

**ADULTS** - In the effort to insure the safety of each and every student, Lakewood Public Schools will be attempting to perform background checks on all adults who wish to visit a classroom. Please be sure to contact your student's elementary 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 1<sup>st</sup> 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**. This letter is to serve as a reminder, and to establish ongoing communication between school and home. If an **additional five absences** occur after the first letter has been sent, the district School Liaison will be contacted and a letter will be send home from the School Liaison. The principal and School Liaison will provide an opportunity for a meeting with the parents to discuss a plan to improve the student’s attendance.

It is our intention to prepare students as they enter their middle and high school years. Student absences in these schools can lead to school attendance on Saturdays (Saturday School), after a certain number of absent days have been accumulated.

Make-up work will be provided for absences of one 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 card. They may only be released to another adult if the parent/guardian has supplied **written permission**. 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 timeframe 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 be given to students arriving late to class.

**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 Honeywell as soon as possible and also posted on our web page at [www.lakewoodps.org](http://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 Honeywell.**

**Grand Rapids**  
WOOD 1300 AM  
WOOD TV Channel 8

**Hastings**  
WBCH 100.1 FM  
WZZM Channel 13

**Lansing**  
FOX Channel 47  
WLNS Channel 6

**Ionia**

**Kalamazoo**

### **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. Anytime school is closed early, it will be posted on the web page. Please check [www.lakewoodps.org](http://www.lakewoodps.org), during inclement weather. If school is cancelled or dismissed early for elementary students, all elementary evening events will also be cancelled.

### **Student Extended Vacations**

We have developed guidelines for those students who must be away from school due to family plans. A form has been developed as a standard for the teacher and the student. The children may be asked to complete various tasks during their time away. They may be expected to make a presentation to the class when they return. Previously, teachers prepared the work before students left for vacation. **However, the teacher will prepare the missed work upon the student's return.** It is expected that families would try to avoid the **MSTEP testing window**, which is posted in the district calendar.

### **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 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 each other. 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 with you also.
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. Pajamas, silk / flannel / cotton warm-up pants, or other pajama look-alike pants, beachwear and spandex shorts are not appropriate for school.
4. Coats, jackets, backpacks, purses, bags and other outerwear are not to be worn in the classroom and should remain in lockers.
5. Hats, bandanas, and other head coverings may not be worn in the building or cafeteria.
6. 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.
7. 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.
8. Jewelry with pointed ends or spikes are not permitted. Earrings must be less than 2" in length.

### **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 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. (See Playground Expectations pg. 15)

### **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, writing utensils 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 s/he can renew the book.

Reference books are checked out overnight and must be returned at the beginning of the next school day. **However, some books may be designated items that may not be removed from the library media center.**

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, laser pointers, walkie-talkies, electronic games, and items which serve no educational purpose, should not be brought to school. Music play-back devices (I-Pods, MP3 players), 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 Pagers**

Cell phones or personal paging 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 to 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 “G” 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 fieldtrips.

### **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. The principal will conduct an exit interview when possible.

### **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 minimum of 7 days.

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

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

**Scarlet Fever, Scarletina, 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 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 7<sup>th</sup> 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 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 among children. Lakewood Public Schools will be implementing guidelines on children bringing birthday treats to school. We will be acknowledging children's birthdays in a variety of ways. 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. **Edible treats will no longer be a part of the process.** When snacks are sent to school, they should be of a healthy variety as well. 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 tornados:

- A. **Tornado Watch** - weather conditions are such that tornados 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 CANCELLED 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 a new system this year 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 [SendMoneyToSchool.com](http://SendMoneyToSchool.com). Letters 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](http://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 [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) 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 allowed to charge three (3) meals into the negative before they will be offered an alternative lunch of a cheese sandwich, vegetable, fruit and white milk. 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 [moorem@lakewoodps.org](mailto:moorem@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 call the food service director at (616) 374-2415, to let us know if your child has any special needs.

### **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 Supervisor.....Hope Partlow  
Phone Number.....(616) 374-0759

### Transportation Procedures

- THERE WILL BE NO HANDWRITTEN NOTES ACCEPTED FOR TEMPORARY BUS STOP CHANGES.
- STUDENTS ARE ALLOWED ONE AM STOP AND ONE PM STOP
- 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. IN OTHER WORDS, NO RURAL CORNER STOPS.
- PARENTS MUST NOTIFY THE TRANSPORTATION DEPARTMENT IF THERE IS A PERMANENT CHANGE IN ADDRESS AND/OR BUS STOP.
- FORMS CAN BE FOUND AT THE SCHOOL(S).
- PLEASE CONTACT THE SCHOOL FOR ALTERNATE DROP WITHIN THE ELEMENTARY BOUNDARY OF ATTENDANCE, IF THERE IS AN UNFORSEEN EMERGENCY.
- IT IS IMPORTANT TO KNOW YOUR CHILD'S ID NUMBER FOR IDENTIFICATION PURPOSES.

### Transportation Guidelines

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 insure 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.

### **Missed Bus Procedures**

If your child misses the bus at their scheduled bus stop in the morning, call transportation immediately if you still need service. **Phone Number: 616.374.0759**

### **Missing the Morning Pickup**

The transportation department will work to reroute your child's bus back to your home in a timely manner. In some instances, if the bus is too far away, another Lakewood bus will be routed to your home. There may be cases where a bus may not be able to be rerouted back. In rare cases, where the family cannot transport, we may pick up the child with a non-bus district vehicle. This requires permission from a parent/guardian prior to transport.

We do not recommend the bus be followed to the next stop, or children being dropped at subsequent stops. It is best to call transportation and notify them of your need.

### **Missing the Bus in Other Situations**

It is the primary practice for the building office to call the child's original bus back for pick up and then proceed on with the original route. Depending on where the original bus is at in the route, the child who missed the bus may have to wait in the office with a staff member until the bus returns.

If a child misses their dismissal bus and no buses are available for service, the following protocols are in place:

- The building office secretary and/or principal will contact the parent/guardian and explain the situation.
- The parent/guardian (or approved person by parent/guardian) may come and pick up their child.
- If the parent/guardian is not available (or approved relative) to pick up their child, the office and principal will arrange for transportation with a non-bus district vehicle at the parent and principal's prior permission.
- If no buses or non-bus district vehicles are available or parent/guardian is not available, the parent may give prior permission for their child to be transported in a personal vehicle accompanied by two staff members (transport in personal vehicles is reserved for life/death emergencies or extreme situations).
- The principal will follow up with the parent/guardian to discuss steps to ensure the bus is not missed in the future.
- 

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

### **Child Restraint Devices**

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.

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).

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).

**NOTE:** transport in a personal vehicle by staff requires prior permission from parent/guardian and the site administrator.

## **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 mid-point 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](http://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**

### **Substance Abuse**

District policy specifically prohibits sale, use or possession of controlled substances, look-alike products and drug paraphernalia. Cigarettes or the chewing of tobacco are unlawful for minors and is 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 extra-curricular 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 system 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 Rules:** BE SAFE    BE NICE    WORK HARD

## PBIS Matrix of Expectations

### 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

	Bathroom	Classroom	Hallway	Cafeteria	Playground	Arrival & Dismissal	Community
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, &amp; objects to ourselves</li> <li>Use proper hygiene</li> <li>Report concerns to adults</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to ourselves</li> <li>Use walking feet</li> <li>Use classroom items appropriately &amp; keep areas clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to ourselves</li> <li>Walk in a straight line on the right side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Eat our own food</li> <li>Have a calm body while waiting in line &amp; eating food</li> <li>Raise our hand if adult help is needed</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, &amp; objects to ourselves</li> <li>Use equipment the right way</li> <li>Stay within designated area</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, &amp; objects to ourselves</li> <li>Stay with group, single file, to the right</li> <li>Use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>Stay in designated areas</li> <li>Report concerns to adults</li> <li>Be aware of surroundings</li> </ul>
<b>BE NICE</b>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Respect privacy</li> <li>Remember to flush</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone and use kind actions</li> <li>Be respectful listeners and responders</li> <li>Use appropriate language and tone</li> </ul>	<ul style="list-style-type: none"> <li>Use a silent greeting when we see someone we know</li> <li>Respect hallway displays &amp; lockers</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>please and thank you</li> <li>Make room for others at our table</li> <li>Use appropriate language and tone</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and tone</li> <li>Include and invite others to join</li> <li>Take turns and be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Respect others property</li> <li>Use our manners</li> </ul>	<ul style="list-style-type: none"> <li>Respect others property</li> <li>Include and invite others to join</li> <li>Show courtesy to others</li> </ul>
<b>WORK HARD</b>	<ul style="list-style-type: none"> <li>Follow restroom procedures</li> <li>Keep areas clean</li> <li>Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Always do our personal best</li> <li>Be active participants</li> </ul>	<ul style="list-style-type: none"> <li>Go straight to our destination</li> <li>Keep the hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated until dismissed</li> <li>Clean up after ourselves</li> <li>Use our time to eat wisely</li> </ul>	<ul style="list-style-type: none"> <li>Dress for the weather</li> <li>Tell an adult if we see an unsafe choice</li> <li>Stop play- line up when the whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to destination</li> <li>Help others</li> <li>Tell an adult if we see someone making an unsafe choice</li> </ul>	<ul style="list-style-type: none"> <li>Leave areas cleaner than we found them</li> <li>Adapt and observe behavior to fit expectations</li> <li>Show pride in our community</li> </ul>

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

### **Instructional Consultation Teams (ICT)**

Lakewood Elementary School utilizes a process called Instructional Consultation Teams (ICT) to support classroom teachers in applying best practices in instruction and assessment. The team, made up of both general education teachers and professional support staff, collaborate with teachers to create student success in the general education classroom. The IC Team process is NOT Special Education. It is available to all students through their teachers who request additional assistance. It is a process that starts by looking at students' strengths and supporting them as they strive to reach their goals by strategically implementing strategies and monitoring progress.

The IC Team process often results in improved student performance and teacher satisfaction; however, on occasion, IC case will require interventions that are beyond the IC Team process. When this occurs, the staff and parent/guardian may decide to pursue a Special Education Evaluation.

A Special Education Evaluation, to identify a student as having a learning disability, may be requested in writing by a parent at any time. All current data will be gathered and, if the data is showing reason to suspect a disability, testing will take place.

### **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 ELEMENTARY**  
**812 WASHINGTON BLVD.**  
**LAKE ODESSA, MI 48849**  
**Phone - (616) 374-8842**  
**Fax - (616) 374-1499**



**PRINCIPAL ..... Keith Carpenter**  
..... e-mail: [carpenterk@lakewoodps.org](mailto:carpenterk@lakewoodps.org)

**SECRETARY ..... Janet Pennington**  
..... e-mail: [penningtonj@lakewoodps.org](mailto:penningtonj@lakewoodps.org)

**RECEPTIONIST ..... Caryn Love**  
..... e-mail: [lovec@lakewoodps.org](mailto:lovec@lakewoodps.org)

**ATTENDANCE LINE ..... (616) 374-1224**  
**(Answering machine available 24 hours)**

**TRANSPORTATION ..... (616) 374-0759**

**FOOD SERVICE ..... (616) 374-2415**

**LAKWOOD ELEMENTARY MISSION AND VISION STATEMENT**

Mission: Lakewood Public Schools: Preparing our students for success.

Vision: Preparing our student for success.

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.

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



**PRINCIPAL .....Jodi Duits**  
..... e-mail: [duitsj@lakewoodps.org](mailto:duitsj@lakewoodps.org)

**SECRETARY ..... Angela Reuter**  
..... e-mail: [angelareuter@lakewoodps.org](mailto:angelareuter@lakewoodps.org)

**ATTENDANCE LINE ..... (269) 367-4868**  
**(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.

**This page was intentionally left blank.**

**PLEASE REMOVE THIS PAGE, COMPLETE THE FORM AND RETURN TO SCHOOL**

**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.

**Release of Information**

Occasionally, the Lakewood Schools release photographs and names of students to local media to keep our community informed about events taking place in our schools. Photographs (without names) may also be used in classroom, school or district web pages. I hereby grant Lakewood Public Schools permission to photograph/video tape my child for school use and/or media release.

**Volunteer Driver Assurance**

According to district policy 8600, when parents or adult's 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.

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
- \_\_\_ sharing my knowledge about \_\_\_\_\_ in a classroom
- \_\_\_ helping with classroom parties
- \_\_\_ being an active member of the parents group
- \_\_\_ being a mentor to a student in need
- \_\_\_ volunteering to tutor students after school
- \_\_\_ teaching an after school class about \_\_\_\_\_
- \_\_\_ reading to a class of students
- \_\_\_ talking about my job as a \_\_\_\_\_ to a classroom
- \_\_\_ serving on a building improvement committee
- \_\_\_ working on a school beautification work day

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Phone Number

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Email Address

## PLEASE REMOVE THIS PAGE, COMPLETE THE FORM AND RETURN TO SCHOOL

### Lakewood Public Schools Acceptable Use and Internet Safety Policy

It is the policy of the District's Board of Education to provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the District's administration to:

- Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Superintendent.
- Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyber bullying awareness and response.
- Prohibit access by minors to inappropriate matter on the Internet.
- Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
- Restrict minors' access to materials that are "inappropriate for minors." The Board defines materials that are inappropriate for minors to include:
- Any material not directly related to the students' school assignments, that administration deems inappropriate for the age of the student.
- Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the CIPA: Superintendent

The Board directs the Superintendent to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades (use agreement to be signed by students in grades (six and above) and their parents; and (3) an acceptable use agreement to be signed by students in grades (five and below) and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A statement that the use of the technology resources is a privilege that may be revoked at any time.
- A statement that a user has no expectation of privacy when using the technology resources.
- Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.
- A statement that the technology resources may not be used to bully other people.
- A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- A list of what constitutes "misuse" of the technology resources.
- A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.
- A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- A release of all claims and liabilities against the District for use of the technology resources.

**Lakewood Public Schools**  
**Agreement for Acceptable Use of Technology Resources**  
**Students Grades K- Five**

\_\_\_\_\_

Building/Program Name

\_\_\_\_\_

Student's Name

I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.
- I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

I have read this Agreement and agree that as a condition of my child's use of the District's technology resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's technology resources.

I have explained the rules listed above to my child.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the District's technology resources is not private. I consent to having the District monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the District's technology resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

cc: parent/guardian, student file      Revised 06/25/12