



ELEMENTARY STUDENT HANDBOOK

Bronson Elementary Schools

Approved by the
Bronson Board of Education
August 2009

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ARRIVAL AND DISMISSAL

Anderson:	7:30 Adult supervision available/breakfast served 7:45 Students may enter building 7:45 School day begins <u>3:10 School day ends</u>
Ryan:	7:20 Adult supervision available 7:25 Breakfast served 7:40 Students may enter building 7:45 School day begins <u>3:05 School day ends</u>
Chicago St. School:	7:20 Adult supervision avail. for shuttle bus students 7:40 Students may enter building 7:45 School day begins <u>3:05 School day ends</u>

Do not allow your child to arrive at school prior to the time that adult supervision is available. Accidents may occur on unsupervised playgrounds and the safety of your child is of primary importance. At the end of the school day, students will board their normal bus or will be dismissed to proceed home according to the written directions that are available. We will not allow a student to remain at school, to go home with another student, etc., unless we have those instructions in writing. Students will be released only to those persons specified by the custodial parent as having permission. If you are picking your child up at the end of the day, please arrange to meet him/her in a specific location away from the classroom and bus stop areas. Parents should wait by the office area when coming into school to pick students up early. Please do not go to the classrooms to pick up your child as this creates too much confusion at the end of the day.

STUDENT DROP-OFF AND PICK-UP

Please help us to keep children safe by following these guidelines at the beginning and end of each school day. NEVER leave an unattended car running; the vehicle may be turned off in which case the keys may be retrieved in the school office. Cars that are left in the fire lane may be moved or ticketed.

- **Anderson** - Student pick-up area is along the yellow line on the west side of the building. Please do not park in this area even for a few minutes. If you must come in to the building, park your car in a designated parking spot.
- **Ryan** - Vehicles must park on the street across from the building on Rudd Street. Please do not enter the drive in front of the school during, before, or after school periods when buses may need to enter. Please drop off and pick up your child on Rudd St. and have your child use the walkway that leads to the front entrance of Ryan School.
- **Chicago St. School**—Students should be picked up on the southwest side of the building (Chicago & Lincoln Streets). Buses use the northeast and northwest sides of the building (Lincoln & Fremont Streets). The alleyway east of the building is restricted for busses and truck delivery only.

If you must call the school with end-of-the-day instructions for your child, please do so prior to 2:30. Messages received after that time will be delivered if possible, but they run the risk of being missed in the afternoon rush.

Students walking or being picked up will be released after all bus traffic has cleared the building area.

ENROLLMENT

New students should enroll at the building they will attend. Building secretaries are on duty two weeks before school begins and one week after school ends. The birth certificate issued at the county of birth (not the hospital birth certificate), immunization records, and proof of residency (parent's driver's license, utility/rent receipt, etc.) are required to be shown.

DISCIPLINE PLAN

All Bronson elementary buildings are Positive Behavior Support buildings.

Anderson: We are the Anderson STARS. S-Stay safe, T-Take responsibility, A-Always do your best, R-Respect yourself and others.

Ryan: We are the Viking CREW. C-We are Caring Citizens, R-We are Respectful, Responsibly, E-We Expect Excellence and W- We are Working to Win.

CSS: We have Viking Pride! (Do Right! Do Your Best! and Treat Everybody with Respect.

Students may be rewarded in a variety of ways including phone calls/post cards to parents, name announced on the public address system, pencils, stickers, special events invitations, and with programs that encourage good character.

Students will be taught effective conflict resolution strategies as well as how to manage themselves safely and courteously throughout the school environment. Rules will be clearly posted and procedures carefully taught. When a

student fails to comply with a rule or a procedure, the following steps will be taken as deemed appropriate by building staff:

Step 1: The student will discuss the problem with a staff member. The child will understand which rule was broken, how he/she can correct the problem, and will take action to prevent a recurrence.

Step 2: The student will use one or more recess periods to complete a written plan addressing the questions of which rule(s) was/were broken, how the problem can be corrected, and how they will take action to prevent a recurrence. Parents may receive a copy of the plan through the mail.

Step 3: The student may meet with the principal or designated staff member to complete a behavioral contract. Additional support services will be considered. Parents may be contacted and will receive a copy of the behavioral contract. The contract will state appropriate consequences including, but not limited to, restitution. Consequences may include detentions after school or during the school day, suspension in or out of school, and/or loss of special privileges. If a child must be removed from the school setting for behavioral reasons the parent will be called to transport the child home. Parent or other listed emergency contacts will be called. In case of after school detention transportation will be the responsibility of the parent with one-day advance notice. Corporal punishment methods will not be used at Bronson Elementary Schools as stated in BCS Board Policy 5630 and Michigan state law.

In the case of weapons possession, rape, arson, or harassment, consequences will likely include suspension and/or expulsion according to BCS policies and Michigan state law.

Students or their parents may not always agree with the consequences assigned or the way in which an individual situation was resolved. Students and parents have the right to seek additional information. The first step is to request a conference with the school staff member involved in the situation to see if questions can be answered or concerns addressed. The next step is to contact the school principal or designee to discuss the situation. The principal will guide a process of finding out additional information and work with students, staff and parents to resolve any issues that occur. If the issue can not be resolved at the building level the superintendent may be called upon to assist.

HARASSMENT

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the immediate person in charge of supervision at the time of occurrence. All reports shall be kept confidential and shall be investigated as quickly as possible.

ILLEGAL SUBSTANCES

Possession of alcohol or illicit substances on school property is a violation of Michigan law and BCS policies. Any person in possession of these substances, any look-alike substance, or any item which is represented as alcohol or an illicit substance will be disciplined according to law and BCS policy. Tobacco possession by students or tobacco use by any person on school grounds is completely prohibited during school or non-school hours. Consequences may include suspension or expulsion from BCS schools.

WEAPONS POSSESSION AND CRIMINAL ACTS

It is a violation of law and of BCS policy for any student to bring weapons (knives and other sharp objects, firearms, clubs, brass knuckles, etc.) to school or to be engaged in any activities regarding weapons, rape, arson, or other criminal acts on school property during school or non-school hours. If a student is involved in such activity, disciplinary actions up to and including expulsion from school for one year are possible consequences.

ATTENDANCE

If your child must be absent from school for all or part of a day, parents must call the school office to report the absence or send a note with the date(s) of absence, child's name, and the reason for the absence. If you anticipate an extended absence, please contact your child's teacher to arrange for work to be gathered for your child to complete at home. Students are responsible for all work missed while absent from school. Parents may call the school to request make-up assignments allowing adequate time for their preparation. Family vacations should be planned during school vacation days.

If your child must arrive at school late or leave early, a parent or other caregiver must come to the office to sign the student in or out of the building. No child will be released to anyone other than their parent, guardian, or other persons noted on the child's enrollment form. A child who misses more than 1/3 of the morning or afternoon session will be counted absent for that session.

Students arriving after the beginning of the school day may be considered tardy. Tardiness can be a serious problem and often affects academic achievement in the present and in the future. Excessive absences and tardiness will be considered by the Branch County Prosecutor's Office when determining truancy and related consequences.

Staff members at Bronson Elementary Schools are eager to support parents in making sure that student attendance is the best that it can be, while understanding that illnesses do occur from time to time. Please call the principal if you wish to discuss attendance concerns.

SCHOOL BOOKS AND MATERIALS

Textbooks, workbooks, library books, technology hardware, software, and other school materials are supplied by Bronson Community Schools for use by our students. While normal wear and tear is expected, students will be held accountable and required to pay for any loss or damage to school property which is caused by carelessness or malicious acts. Examples of actions which may create a situation of student liability include deliberate writing in, tearing, or wrinkling pages of books, loss of books or other materials, or deliberate or careless misuse of any item which causes it to be damaged.

PERSONAL BELONGINGS

All personal items which are brought to school such as pencil boxes, books, backpacks, hats, boots, etc., should be clearly marked with the student's name. Toys and other personal belongings should remain at home unless the teacher specifically grants permission for such items to be brought to school. Any items such as hand-held electronics or other valuable items will be collected by the teacher or the principal and held in the office to be retrieved by the parent.

Glass containers and bottles are not permitted in the building, on school buses, or on school grounds because they are a health/safety issue.

Cell phones may be left in the office for safekeeping and retrieved by the child at the end of the day, or may be turned off and kept in the child's backpack. Cell phones may not be used by the child during the school day, and we are not responsible for cell phones that are not secured in the office.

In a case in which a student must bring extra money to school, the homeroom teacher will secure the money in a locked cabinet if requested. The school does not accept liability for lost, stolen or damaged items brought to school. Students are not allowed to sell, lend, trade, give away, or purchase items brought to school from home.

FOOD ITEMS BROUGHT TO SCHOOL

Treats for special occasions such as birthdays and classroom parties may be brought to school with permission from the teacher. For safety reasons, we are unable to allow home-baked treats to be consumed by students. Only foods that are commercially-prepared/packaged or prepared in a kitchen inspected by the health department will be served. Some early elementary classrooms set aside a snack time for the students. Please check with your child's teacher to learn about snack practices in your child's classroom and please limit any school snacks to healthy items such as fruit, crackers, cheese, vegetables, etc. Soda pop and candy are permitted only under special circumstances and not on a daily basis.

DRESS CODE

Student dress and grooming should be appropriate for the season and should not be disruptive to the learning process. At Ryan and CSS, students may wear appropriate shorts only from April 1st through September 30th. Short shorts, bare midriffs, gang-related clothing, wallet chains, clothing with symbols noting alcohol, tobacco, vulgar, or sexual content, or clothing deemed inappropriate will not be accepted. Hats may not be worn in the building. Footwear must be worn at all times. Undergarments should not be visible. Chicago St. School students are expected to wear shorts & skirts at fingertip length or longer and should not wear athletic tank tops or spaghetti straps without a t-shirt underneath. Clothing that is obviously oversized or too long can be dangerous and will not be allowed. Parents of students who are not in compliance with the dress code may be contacted to help in solving the problem.

FOOD SERVICE

Breakfast and lunch are available for student purchase. Many families qualify for free or reduced-price meals and application forms will be provided to all families. Students may also choose to bring a healthy lunch from home with milk available for purchase at the school. Please do not send soda pop or candy. Students will not be allowed to trade or share lunch items. Students at CSS may be allowed to purchase an additional snack or juice in addition to a healthy lunch. Food served in the cafeteria should not be removed from that location.

VISITORS

We welcome parents and community members to our elementary buildings and ask that you check in at the office whenever you are visiting. Visitation by non-enrolled children is discouraged because it can disrupt the learning process. (See SECURITY IN OUR SCHOOLS for more information.)

FIELD TRIPS

Students may have one or more opportunities to participate in field trips during the year. Parents are asked to sign a general permission slip when enrolling new students and at the beginning of each new school year. In cases of special trips, additional notes may be sent home for parent signature. Field trips are designed to support classroom learning as well as to broaden student interests, to heighten social skills and social awareness, and to build experiential knowledge. Parents are often invited and encouraged to attend with their students (see SECURITY IN OUR SCHOOLS for more information) but in certain cases, there may not be space for parents to accompany students on the buses. Siblings and other children may not accompany the class on the field trip. All students will ride the bus with classmates in compliance with BCS Policy, unless special needs warrant special accommodations (see building principal to arrange this). Parents driving separately may choose to take their child home by private vehicle but must make prior arrangements for this in writing with the teacher and may not transport other children. Parents are not to follow directly behind the bus to field trips for safety reasons. Directions to the field trips will be available.

PARENT INVOLVEMENT

Many studies have documented the positive effect of parent involvement on the child's academic achievement. Parents are strongly encouraged to be actively involved with their child's schooling. Many opportunities exist for parents including active roles in parent groups, volunteer work in classrooms, and frequent communication with school personnel. All parents are encouraged to participate in parent/teacher conferences held twice per year, once in the fall and once in the spring. These conferences provide an opportunity for parents and staff members to consult together in order to choose the most effective home/school strategies to aid children in maximizing academic and social growth.

SECURITY IN OUR SCHOOLS

All school volunteers are required to fill out a BCS Volunteer Information Profile form (VOL-01) for student safety. Persons who volunteer to work with students or to attend field trips will be required to complete a form giving permission for a background check using the I-CHAT tool (internet criminal history access tool) through the Michigan State Police. A VOL-01 form will be sent home with a volunteer sign-up sheet. In addition, volunteers will be asked to meet with a school employee for a brief volunteer training.

All outside doors will be locked during the school day except the main entrance door. Any visitor or volunteer please use this main entrance door and always go to the office immediately upon entering the building. You will be issued a badge to be worn while you are in the building.

STUDENT SUPPORT AND SPECIAL SERVICES

Individualized core curriculum programs serving local students with disabilities are provided within the Bronson schools whenever possible. Many services are provided through the Branch Intermediate School District (BISD) including classroom support, itinerant support, resource room, and teacher consultant services.

Diagnostic services include testing to determine learning rates and educational progress of students. Testing is done by a BISD psychologist.

The Tri-County Health Department provides hearing checks, vision screenings, and assigns nurses for special health problems.

Students will receive instruction in a three-tiered model of support. All students receive Tier I general instruction, and students who need more support receive additional time and instruction in Tier II and/or Tier III groups. You may contact your child's teacher at any time to receive information regarding your child's placement and strategies in use.

SCHOOL TRANSPORTATION

Bus safety is a very serious concern of everyone. Riding the bus is a privilege and not a right. The following discipline plan is in effect for all Bronson Community School buses.

The driver is in complete charge of his/her bus at all times. When a discipline problem arises on a bus, the bus driver will write a conduct report which will be submitted to the transportation supervisor.

- Routine discipline problems on buses are to be handled by the driver. This includes advising students concerning rules and regulations, assigning seats, encouraging and praising good behavior and other generally accepted means of maintaining and developing constructive driver/student relationships.
- Instances of significant misconduct shall be reported by the driver in writing to the supervisor by a bus conduct slip.
- Issuance of the first slip indicates that the driver has talked with the student and has indicated to him/her that conduct is unacceptable and has clearly stated what changes must be made. Copies of these slips will be forwarded to the principal and the bus supervisor.
- Upon issuance of the second slip, the bus supervisor shall review the slip. The bus supervisor, driver, and/or principal shall then interview the student and/or parent by phone, letter, or personal contact bringing to their attention the time and nature of the misconduct. A suspension of riding privileges of one to three days may be imposed.

- Upon issuance, the third slip shall be processed as above. The supervisor and principal may, if cause is shown, suspend the student from riding the bus for a period of from three days up to and including the balance of the year, depending on the severity and the frequency of the incidents. A mandatory meeting of a parent and the student, with the principal and/or the bus supervisor, will be requested before the student will be allowed to return to the bus. The student and/or parent may request a meeting with the superintendent to review disciplinary action.
- In emergency cases of serious misconduct which demands immediate action, the driver may request and the supervisor may remove the student from a bus until regular disciplinary procedures are instituted.
- In case of suspension from school, the student will not be permitted to ride on any bus until the suspension period has been completed. Administrators will notify the transportation supervisor when a student is suspended from school.
- The parent is responsible for the transportation of the pupil to and from school during the effective time of any suspension of the pupil's riding privilege.
- Under no circumstances shall a parent stop a school bus to discuss personal problems. The parent must contact the supervisor of transportation and the problem will be discussed and/or processed and resolved.

The following rules for safe conduct on BCS buses are currently in effect:

1. Students must be at the bus stop before the bus arrives and wait for the bus off the road a distance of at least 10 feet and shall conduct themselves in an orderly manner. The bus shall come to a complete stop before students move toward it.
2. Students must not rush the bus, or walk or run between them when they are loading or unloading.
3. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.
4. The aisle must be kept clear. It may not be blocked with persons or objects of any kind.
5. Head, hands, and feet shall be kept inside the bus at all times.
6. Normal conversation is permissible except when the bus stops for railroad crossings, red lights and stop signs. At these times there shall be no talking.
7. Throwing any article inside the bus or at the bus is strictly prohibited.
8. Students will not cause excessive noise or rowdy conduct on the bus.
9. Lighting of matches, smoking or fire of any kind on the bus is strictly prohibited.
10. No small animals, dead or alive, may be on the bus.
11. No glass containers or resealable bottles may be on the bus.
12. Students will not use profane or foul language.
13. Passengers will not deface or damage the bus. Anyone guilty of such acts will pay the cost of repair.
14. Passengers will not open the emergency door except when instructed by the bus driver to do so.
15. Students who must cross the road after being discharged from the bus must cross in front of the stopped school bus.
16. Students shall not go to their mailbox until the bus has left the stop and has turned off the flashing red lights.
17. Students will be discharged from the bus only at their designated stop unless a note signed and dated by their parents is given to the driver when boarding the bus.
18. Only students and authorized personnel are permitted to ride any school bus at any time.
19. The driver will notify the student on the PA system when it is safe to cross the road.

HOMEWORK

Teachers will assign homework at each grade level appropriate to the student's development and academic need. Parent support is essential to a student's success in completing these important tasks. Students are expected to complete assignments on time, prepare for scheduled tests and quizzes, and to make up missed work (one day will be given for makeup per day of absence).

All parents can help by providing a quiet well-lighted work area, supporting work by clarifying directions or giving examples, reading with the child each day, and limiting TV viewing and video games.

Chicago Street School students are provided an assignment book free of charge. Chicago Street School parents can help by asking to see the assignment books daily. Parents are asked to sign the book daily.

ASSESSMENTS AND PROGRESS REPORTS

Teachers will complete reports of student progress four times during the year. Parents are encouraged to contact the teacher with any questions regarding their child's progress. The teachers from the Chicago Street School will provide parents with mid term reports of student progress. Chicago Street School teachers also post grades on the Parent Connect website. All elementary parents are provided with various means of school/home communication on a regular basis. School information is forwarded to the custodial parent. In cases in which the non-custodial parent requests information, the request will be honored unless legal documentation prohibiting such action is on file at the school.

Bronson teachers use a variety of assessments to document student progress and to diagnose specific areas of strength and weakness. This information is used to plan instruction and to choose teaching strategies and student

interventions. Examples of assessments include Odyssey benchmark assessments and Bronson Measures of Academic Progress (BMAP). We use the Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Michigan Literacy Progress Profile (MLPP) and all teachers use additional classroom tests and evaluations.

RECESS POLICIES

All students will have at least one recess daily with teachers facilitating additional recesses as needed by the students. Students should be prepared for weather conditions as we will be going outside unless the wind chill drops below ten degrees or it is raining. All children should be prepared to participate in outside recess unless a doctor indicates in writing that health conditions prohibit it.

COMPUTER USE

Every student will have opportunities to use computers as research tools, learning support, and as instruments to learn directly about technology. Students and parents will sign acceptable use agreements for technology before being allowed to access technology for learning. Software has been installed on our computers which is designed to help prevent students from accessing internet sites which are inappropriate for children. Students are constantly supervised when using the internet.

Any student guilty of misuse of computer hardware or software will lose computer privileges for a period of time determined by the building administrator. Suspension may occur in severe cases. Examples of misuse include such actions as intentionally changing configuration, circumventing security programs, removing software from memory devices, intentionally causing a system to crash, introducing a virus, installing unauthorized programs, damaging computer accessories and renaming files or directories without permission.

FUNDRAISING PROJECTS

The Bronson Elementary buildings have traditionally operated one or more fundraising projects during the year. Participation in these projects is optional and complete instructions will be distributed at the onset of any fundraising drive. Students are not to bring outside fundraising items to school for sale.

HEAD LICE POLICY

Head lice (pediculosis) is a common condition in childhood. While it is not dangerous, it can be very uncomfortable for the child and very difficult to eliminate once a child's hair is affected. In order to avoid the spread of this condition, Bronson Community Schools has a no-nit policy. This requires that a student who has live lice or their eggs (nits) in his/her hair may not attend school until the condition is completely corrected. Periodically throughout the school year, each student will be examined for head lice. If live lice or nits are found, the following procedures will be followed:

- Brothers, sisters, and other BCS elementary students living in the same home will be checked.
- The child's parents will be called to remove the child from school. If the parents are unavailable, emergency contact numbers will be called.
- The affected child must be treated including all nits being picked out of the hair before returning to school. Parents may request information from the office regarding safe and effective treatments. The attendance policy allows for a maximum of two days absence for the purpose of correcting head lice problems.
- When the child returns to school, he/she must be accompanied by a parent or other caregiver. When the child has been checked and no lice/nits have been found, he/she may return to the classroom.

COMMUNICABLE DISEASE

For the protection of all children, any student with a communicable disease will be asked to remain at home until the student is free of fever (without medication) and vomiting for at least 24 hours, as well as other signs of contagion.

MEDICATION

While most medications can be given at home, it is sometimes necessary for a child to receive medications at school. Under these circumstances, it is our goal to see that all medications are handled safely and efficiently and that every student receives the correct dose of medication at the proper time. In order to meet these goals and to be in compliance with Michigan State law, we must strictly adhere to the following medication policy:

- All medications must be delivered to the office by a parent or other responsible adult.
- Medications carried by the student will not be administered, nor will they be returned to the student. Rather, the parent will be called to retrieve the medication. This procedure is to be followed each time medication is brought to school. Over the counter medications such as Tylenol, etc., must be handled in a similar fashion. When the supply of medication is depleted, the empty container will be sent home with the child.

- Medication must be delivered to school in a properly labeled pharmacy container with physician's instructions. A medication form, available in the office, must be completed and signed by the parent or guardian. The office will return the empty container to the parent via the child.
- If your child has a legitimate need for over-the-counter cough drops, the teacher will take them into his/her possession and monitor their use. Cough drops may be carried into school by the child but must be given to the teacher upon arrival.
- If your child must carry an inhaler during the day via doctor order, please contact the office to make specific arrangements.

ILLNESS & INJURY

When a child becomes ill or is injured at school, attempts will be made to contact the parent. If the parent cannot be reached, numbers will be called from the emergency contact form. It is vitally important that emergency contacts be available during the school day in the case that a child should become ill or be injured. Please be sure to provide numbers for that purpose and update them any time there is a change. If a child becomes seriously ill or is severely injured, every attempt will be made to contact the parent for additional instructions. If that is not possible, the child will be transported by ambulance to the Community Health Center of Branch County for emergency treatment at the discretion of the building principal. During the process, we will continue to attempt to contact the parent.

EMERGENCY SCHOOL CLOSING

Very rarely, a school or district may close prior to the normal end of the day for weather or other reasons. We must have your emergency instructions on file regarding where your child should go. Please indicate this on the form provided, discuss it with your child, and update it with the office if there should be any change during the school year. It is not possible to allow children to call for instructions at that time, as there would not be phone availability to accommodate this number of calls.

SEVERE WEATHER

During a tornado warning (a condition where a tornado has been sighted in the area), children are taken to inside areas in each building which have been identified as the most appropriate shelters. Children may be retained at school during a tornado or a severe thunderstorm warning. Children will not be released from school during a tornado warning to anyone other than the parent unless specific instructions are received in writing by the office.

On certain occasions, school may be canceled or delayed due to severe weather or other causes. For information regarding school cancellations and delays, please listen to radio stations WTVB-AM, WNWN-FM, WLKI-FM, or WKZO-FM or watch Channel 3 TV. You will also find a link on our website <http://bronson.k12.mi.us>.

ELEMENTARY PARTNERSHIP AGREEMENT

This partnership agreement will be presented for signature at the first parent/teacher conference in the fall.

Teacher & Principal:

I want all students to achieve to their full potential. Therefore, I will do my best to:

- ◆ Demonstrate care and concern for each student.
- ◆ Recognize and value the unique characteristics of each student.
- ◆ Provide an environment that is safe and encourages learning.
- ◆ Explain and model the behaviors and procedures expected of students at school.
- ◆ Provide explanations of the standards students are expected to meet in order to demonstrate learning progress and an outline of the curriculum designed to help meet those standards.
- ◆ Provide quality teaching and leadership.
- ◆ Provide parents with timely and accurate assessments of students' progress in meeting school achievement and performance requirements.
- ◆ Welcome the participation of parents in achieving educational goals.

Teacher's Signature _____

Principal's Signature _____

Parent/Guardian:

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- ◆ Require and assist my child in getting to daily classes on time.
- ◆ Help my child to develop positive school attitudes.
- ◆ Support school rules and procedures.
- ◆ Oversee and facilitate the completion of homework.
- ◆ Support my child's efforts to improve and do quality work.

- ◆ Communicate with educators about questions that I may have and/or problems that may interfere with my child's learning.
- ◆ Attend parent-teacher conferences.
- ◆ Read school letters and other important documents to stay informed.

Parent's Signature _____

Student:

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

- ◆ Come to school every day unless I am sick. Be on time.
- ◆ Stay safe.
- ◆ Take responsibility for my actions and behaviors.
- ◆ Always do my best work.
- ◆ Respect myself and others.
- ◆ Cooperate with parents, classmates and teachers.
- ◆ Tell my teacher or other school helper about my needs.

Student's Signature _____

QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

A parent of a Bronson child has the right, at any time, to request information regarding the professional qualifications of a teacher or paraprofessional who is working with his/her child. Please contact the building principal with that request.

LIMITED ENGLISH PROFICIENT PROGRAMS

Students who have not yet mastered English may be provided opportunities to receive English as a Second Language (ESL) support at no cost during after-school and/or summer programs. Parents may choose to have their child participate or may opt out of the programs.

COMPLIANCE WITH STATE & FEDERAL LAW

The Bronson Community Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Bronson Community Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Section 504 of the Vocational Rehabilitation Act of 1973 disallows discrimination on the basis of handicap. If any person believes that the Bronson Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of the above listed acts, he/she may bring forward a complaint, which will be referred to as a grievance, to the local coordinators. For Title VI & IX, contact the Office of the Principal at Bronson Jr. Sr. High. For Section 504 concerns, contact James Modert, Assistant Superintendent. The person with the complaint should first discuss the issue informally and verbally with the local coordinator, who will investigate and respond with an answer. If the complainant is dissatisfied with that response, he/she may initiate formal procedures as follows:

1. A written statement of the grievance signed by the complainant shall be submitted to the coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing within five business days.
2. If the complainant wishes to appeal the decision of the coordinator, she/she may submit a signed statement of appeal to the Superintendent of Schools within five business days after the receipt of the coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant with ten business days.
3. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five business days of his receipt of 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 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 business days of this meeting.
4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

BRONSON WEBSITE

Bronson Schools maintains a website at www.bronson.k12.mi.us. Click on the appropriate building to find a wide variety of valuable information. Items to be found on the site include copies of this student handbook, calendar and coming events, lunch menus, supportive information for parents and students, and email and phone contacts for staff members. Please bookmark and check this site often.

The school district has a website called Zangle ParentConnection that allows parents to access more information about their child at school. This website, which is made secure through the use of passwords, may contain lunch account, grades, and behavior information for parents. Please contact your school office for more information or to sign up for a password.

SCHOOL PHONE AND EMAIL COMMUNICATION

Parents are encouraged to call or email our buildings with any questions that may arise. While teachers will not interrupt a lesson for a phone call, voice mail is available and calls will be returned at the earliest opportunity. Staff email addresses are available on the district website: <http://bronson.k12.mi.us>.

If a message must be given to a student, we request that the office be called as early in the day as possible to avoid the late-afternoon rush. Students may use telephones only with adult permission and will be limited to essential school-related communication not including social purposes.

CONTACT INFORMATION

Anderson Elementary 369-3234

Ryan Elementary 369-3254

Chicago Street School 369-3250

Classroom issues..... Call and leave a message for the teacher. Teacher extensions are found on our website, the secretary will transfer you, or you may use the automated directory through the main number. The teacher will call you during his/her planning period.

Foodservice issues.....Barb Yearling 369-3227

Transportation issues...Larry McConn 369-3260

Building issues.....Call the building principal. Anderson Mrs. Koenemann; Ryan & Chicago Street Mr. Heifner

District issues.....Superintendent's office at 369-3258

Information about special events, etc.

Each elementary school has its own hotline. Call the individual building and press 1. In addition, many teachers send regular classroom notes, and each building issues periodic newsletters.