

# **Allendale Early Childhood Center**

**2021 -2022  
Student/Parent Handbook**



# Contents

ALLENDALE PUBLIC SCHOOL DISTRICT MISSION STATEMENT.....	6
ALLENDALE EARLY CHILDHOOD CENTER BELIEF STATEMENT.....	6
ALLENDALE EARLY CHILDHOOD CENTER SCHOOL STAFF.....	7
ATTENDANCE AND ARRIVAL.....	7-9
ALLENDALE EARLY CHILDHOOD CENTER DAILY SCHEDULE	
ARRIVAL PROCEDURES	
SIGN IN AND SIGN OUT	
ATTENDANCE	
ABSENCES	
PLANNED ABSENCES	
TARDY	
FAMILIES AND COMMUNITY.....	10-12
PARENTS VISITING SCHOOL (VISITORS)	
VOLUNTEERS	
GUIDELINES FOR CHAPERONES ON SCHOOL FIELD TRIPS	
P.T.O. ~ PARENT TEACHER ORGANIZATION	
CUSTODIAL PARENTS	
INFINITE CAMPUS MESSENGER	
HONEYWELL INSTANT ALERT SYSTEM	
TELEPHONE CALL	
TELEPHONE/ADDRESS CHANGE	
RECESS POLICY	
PARKING	
USE OF SCHOOL FACILITIES	
CLASSROOM AND LEARNING.....	13-14
GRADING	
PARENT/TEACHER CONFERENCES	
STUDENT PLACEMENT	
STUDENT COMPACTS	
HOMEWORK	
MEDIA CENTER	
NEWSLETTERS	
FIELD TRIPS	
HEALTH AND WELLNESS.....	14-15
ILLNESS OR INJURY AT SCHOOL	
INSURANCE	
MEDICATIONS	
HEARING/VISION TESTING	
HEAD LICE POLICY	
COMMUNICABLE DISEASE	

STUDENT RESPONSIBILITY AND BEHAVIOR.....	16-24
FOUR RESPONSIBILITIES OF STUDENTS	
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)	
RESTORATIVE PRACTICES	
SCHOOL-WIDE DISCIPLINE PLAN	
APPEARANCE, CLEANLINESS, AND DRESS CODE	
PHYSICAL EDUCATION SHOE POLICY	
LOCKERS	
CARE OF PROPERTY	
LOST AND FOUND	
GUM	
CELL PHONES	
ELECTRONICS/TECHNOLOGY DEVICES	
TOYS	
DRUGS AND ALCOHOL ABUSE	
BULLYING (Cf. 8018) 8260	
SEXUAL HARASSMENT	
TECHNOLOGY CODE OF ETHICS	
CLASSROOM GUIDELINES/RULES	
LUNCHROOM GUIDELINES/RULES	
PLAYGROUND GUIDELINES/RULES	
ASSEMBLY BEHAVIOR	
SUSPENSION BEHAVIORS	
EXPULSIONS	
ALLENDALE EARLY CHILDHOOD CENTER POSITIVE BEHAVIOR MATRIX	
ALLENDALE EARLY CHILDHOOD CENTER DISCIPLINE GRID	
 SCHOOL POLICY	
ADMINISTERING MEDICATIONS TO PUPILS AT SCHOOL.....	25
ATTENDANCE POLICY.....	27
FERPA.....	27
MANDATORY SPECIAL EDUCATION ACT.....	28
SPECIFIC LEARNING DISABILITY (SLD).....	28
SECTION 504 OF THE REHABILITATION ACT OF 1973.....	28
DISCIPLINARY AMENDMENT.....	29
CORPORAL PUNISHMENT AND REASONABLE PHYSICAL FORCE (8300-R).....	30
ENGLISH AS A SECOND LANGUAGE.....	31
NONDISCRIMINATION.....	30
HOMELESS CHILDREN AND YOUTH.....	31
ALLENDALE CRISIS RESPONSE PLAN.....	32
SEVERE WEATHER POLICY.....	32
SAFETY DRILLS.....	33
APS TEACHER QUALIFICATIONS INFORMATION.....	33
COMMENTS, QUESTIONS, & CONCERNS.....	33
MEALS PROGRAM.....	35
TRANSPORTATION GUIDELINES.....	38

## Allendale Public Schools Student Calendar 2021 - 2022

Aug 25	Weds.	Staff Report - Professional Development Evergreen Open House 5:30-7:00 PM Oakwood Open House 7:00-8:30 PM
Aug 26	Thurs.	Staff Report - Professional Development
Aug 26	Thurs.	ECC Open House 5:30-7:00 PM
Aug 30	Mon.	First Day of School High School Open House 6:30-8:00 PM New Options Open House 6:30-8:00 PM
Sep 1	Weds.	Middle School Open House 6:30-8:00 PM
Sep 3-6	Fri/Mon	Labor Day Break
Sept 7	Tues.	School Resumes
Sept 24	Fri.	½ day Students/ Staff PD pm
Oct 19	Tues.	½ Day students, PTC Y5-12 (includes teacher scheduled dinner break)
Oct 21	Thurs.	½ Day students. PTC Y5-12 (includes teacher scheduled dinner break)
Oct 22	Fri.	No School Students/Staff Report PD (9:00 AM-3:30 PM)
Nov 24-26	W-F	Thanksgiving Break
Nov 29	Mon.	School Resumes
Dec 20-31		Christmas Break
Jan 3	Mon.	School Resumes
Jan 20	Thurs.	½ Day students, P.M. records day staff (optional report)
Jan 21	Fri.	½ Day student, PM records day staff (optional report) End of 1st Semester
Feb 15	Tues.	½ Day students, PTC DK-12 (includes teacher scheduled dinner break)
Feb 17	Thurs.	½ Day students, PTC DK-12 (includes teacher scheduled dinner break)
Feb 18	Fri.	No School (Students/Staff)
Mar 18	Fri.	No School Students; Full day PD Staff (lunch provided)
Apr 1-8	F-Fri.	Spring Break
Apr 11	Mon	School Resumes
Apr 29	Fri.	½ day Students/ Staff PD pm
May 30	Mon.	No School - Memorial Day
June 8	Weds.	½ Day students; PM Records Day
June 9	Thurs.	½ Day students; PM Records Day optional report End of 2nd Semester



Dear AECC Families,

I want to welcome you to the 2021-22 school year at the Allendale Early Childhood Center! This is going to obviously be a little bit of a “different” school year for all of us, but I could not be more excited to have our students back in the AECC! This will still be a year filled with learning experiences, and also fun, as this could be the first educational experience that many of our “little falcons” have, and we couldn’t be more excited to have your child at the AECC!

This parent handbook is an important document which contains information regarding school policies and procedures. Please take time to read through this handbook with your child this fall. This will give you and your child a strong understanding of the expectations we have set for this school year. If you have any questions regarding the content of the handbook, please feel free to call the office for clarification.

Sincerely,

***Mr. Blake Smolen***

Mr. Blake Smolen, Principal  
Allendale Early Childhood Center

# **Allendale Public School District Mission Statement**

*Allendale Public Schools commit to educate, inspire, and support all students.*

## **Allendale Early Childhood Center Belief Statement**

***Children are the future of our society and they have a right to a quality childhood which includes:***

- *An environment that reinforces and celebrates their developmental accomplishments and guides the practice of newly acquired skills.*
- *An environment in which students can express their feelings, joy, curiosity, hunger, fear, happiness and receive an appropriate response from adults.*
- *A nurturing environment that provides opportunities for meaningful relationships with both children and adults.*
- *A supportive environment that fosters development at a pace appropriate to each individual child and where children can explore and initiate their own learning*
- *An environment surrounded by caring and responsible adults who help them develop self-confidence and the ability to make appropriate choices and decisions.*

***Everyday our staff dedicates themselves to helping our little falcons take flight.***

# ECC Staff 2021-2022

## Office

Blake Smolen  
Amy Dyke

## Pre-School

Rachel Craddock  
Sheri Ginn  
Sheila Norton  
Dawn Koekkoek  
Amanda Mitchell  
Beth Suits  
Cyndie Walstra

## Young 5's

Megan Couturier  
Andi Lee  
Amber Twiest  
Erin Viveros  
Sara Weaver

## Kindergarten

Christy Dehning  
Terri Maness  
Jenna Masselink  
Amy McMurray  
Debra Mernderstma  
Kelly Scholten  
Jenni Dyke  
Julie DeMeester

## Specials

Anna Reed - Music  
Emily Miller - Art  
Sarah Herremans - Gym

## Kitchen

Bonnie White  
Nicole Utter

## Media Center

Robin Dolce

## Speech

Alexa Buckland  
Kellie Vaughn

## OT/PT

Theresa Florian  
Dana Pechumer

## ESL

Laurie Nyenhuis

## Social Worker / Counselor

Roxana Osburn  
Meredith Bauder

## Aides / Other Positions

Brenda Chavez  
Jennifer Dana  
Melissa Byker  
Emma Jaarsma  
Sara Motman  
Nicole Pierson  
Carrie Hemholdt  
Penney Schmuker  
Sara VanHuizen  
Kristin Zeller  
Jill Vansolkema  
Jessica Janiszewski  
Kristin Shuckerow  
Rena Jones  
Madelyn Withers  
Annabelle Weeden

## Attendance and Arrival

### **\*Allendale Early Childhood Center Daily Schedule\***

School Begins	8:44 A.M.
School Dismissed	3:37 P.M.

### **\*Arrival Procedures\***

Our first day of school is Monday, August 30th. Please note that the AECC's school day begins at 8:44 a.m. and ends at 3:37 p.m. Bus drivers will release students from the buses at 8:38 am to go directly to their classrooms. If you plan to drive your child to school in the morning, we ask that you arrive as close to 8:44am as possible and park in the AECC front parking lot. For safety reasons, please do not park along the front sidewalk. To accommodate an expected increase in the number of students who are dropped off and picked up, we have created a new student drop-off and pick-up procedure to ensure the safety of our students and staff. Parents will be asked to walk their child to the back door of each classroom. Classroom back doors will have numbers on them, and your child's teacher will be informing you of the number of their classroom, so you can safely drop or pick them up at their classroom. We are asking that parents and students wear masks when dropping off/picking up. Teacher's will open their back doors in the morning beginning at 8:44am, and at the end of the day at 3:40pm. If you need to drop off your child earlier than 8:44am the district does offer before-school day care. You can find out more information about our before/after school WRAP program, by contacting the office at 892-5580.

### **\*Sign In and Sign Out\***

In order to offer our students the best possible protection during their arrival and dismissal at school, we would like to ask your cooperation with a few simple sign-in and sign-out rules.

1. *All students must report to the office when they arrive after school has begun.*
2. Students can only be released to an authorized adult coming to the office to request dismissal. If someone other than an authorized parent or guardian will be picking up your child, a note or email must be sent to the office giving the individual's name and your signature.
3. When it becomes necessary for a student to be dismissed prior to the end of the day, please send a note/email to the teacher explaining the circumstances.
4. For security reasons and the safety of all children, it is necessary to require parents to report to the office if they would like their child released for early departure rather than going directly to the classroom. Office personnel will notify the classroom teacher over the intercom. Parents will be required to sign their student out before leaving the Allendale Early Childhood Center.

### **\*Attendance\***

Your child's regular attendance at school is one of the most important factors contributing to successful achievement. Parents are the biggest factor in a child's attendance at school. Please support and encourage your child's consistent and daily attendance. **The AECC's full attendance policy can be found on page 27.**



### **\*Absences\***

On the day(s) your child is absent from school, you must notify the school by phone giving the reason for the absence and the child's teacher's name. **Please do this by 9:30 A.M.** For extended absences (chronic illness, etc.), a doctor's note will be requested. Absences due to family vacations are discouraged.

Any communicable disease, such as head lice and chicken pox, or fever (over 100.4) must be reported to the school. Please do not send your child to school if he/she is sick. Children are in close contact with each other and can pass colds and viruses back and forth.

A good rule to follow is: if your child is well enough to play outdoors and take part in normal school activities, he/she is well enough to come to school. Your cooperation in this matter is greatly appreciated.

- Absences are considered EXCUSED when a parent calls in to report an illness, medical appointment, funeral, required court attendance, religious education, attendance at a religious service, or special family function that cannot be arranged outside of school time.
- UNEXCUSED absences include missing the bus or ride to school, shopping, oversleeping, and traveling out of town (unless arrangements have been made with the school). Allowing your child to stay home for these unexcused absences only sends a message that school is not an important place to be.

The AECC administration routinely monitors student attendance. In keeping with Ottawa County's attendance guidelines parents will be contacted by letter, once their student has reached a 10% absence level, with the purpose of informing, reminding, and offering support in improving attendance. In cases of chronic absenteeism, the school may seek the support of the Ottawa County Truancy Office.

Any time your child is going to be absent or late to school, please call the AECC office (892-5580) between 8:15 – 9:30 A.M. to notify us of the absence.

To ensure the safety of your child, if we have not received a phone call and your child is reported absent by the classroom teacher, you will be called. If you do not have a phone in your home we will call the person you have indicated on your enrollment form to contact in case of an emergency and will await a return confirmation from him/her of the whereabouts of your child. **If verification of your child's absence is not received the absence will be considered unexcused.**

### **\*Planned Absences\***

Please notify your child's classroom teacher at least a minimum of five days in advance. This allows our teachers to have the chance to put together an activity packet that your child can work on while they are away from school.

### **\*Tardy\***

First, thank you for everything that you do to promote the importance of daily instruction. It is critical that your child comes to school on time. It is difficult to regain the instruction that is lost when a child is late for school. **Please note that even a few minutes of lost instructional time may impact your child's day and his/her academic progress.**

If a child is frequently late for school, a letter will be sent home addressing the concern and requesting your support. If the situation does not improve, you may be asked to meet with administrators to develop an educational plan that addresses the issue of tardiness.

## Families and Community

### **\*Parents Visiting School (Visitors)\***

Due to the circumstances of COVID-19, we will not be allowing visitors or volunteers to be inside the building besides the AECC Main Office.

Visitors - please be advised that your visit may be recorded by a surveillance camera.

### **\*Guidelines for Chaperones on School Field Trips\***

We appreciate your willingness to help out on field trips. Your interest in your child's education is important to your son/daughter and us. To ensure that everyone has an enjoyable and educational experience we ask that the following guidelines be followed:

1. Please be on time for the trip.
2. Please sit in various places on the bus so that you can help monitor children.
3. Get to know the children around you by engaging them in conversation.
4. Encourage and model positive behavior on the bus and at the event.
5. If a problem occurs, please contact a teacher on the bus or at the activity to help settle the situation.
6. At **no time** are you to touch a child in a disciplinary manner unless he/she is endangering himself/herself or someone else. Contact a teacher for assistance.
7. If a child is injured or there is blood, please contact a teacher immediately for assistance. Have the child put a towel over the blood himself/herself. Do not clean up the blood unless you are wearing gloves.
8. **All chaperones need to have a security clearance form (ICHAT) on file and be approved before chaperoning a school field trip.**

### **\*Allendale Elementary PTO\***

We are a parent volunteer run community organization that raises much needed funds for all three of the Allendale Public School Elementary buildings. We plan events and volunteer our time for our 1300+ students from preschool through 5th grade.

#### 2020/2021 PTO Event Dates

September 20th - PTO Board Meeting 7 pm @ AECC\*

October 13th - Family Skating Night 6:30 to 8:30pm - Terry Hall

November 15th-28th - Poppin Popcorn Fundraiser

November 15th - PTO Board Meeting 7 pm @ AECC\*

January 17th - PTO Board Meeting 7 pm @ AECC\*

February 5th - Sweetheart Dance 6 to 8 pm - Middle School Gymnasium

February 7th - Family Skating Night 6:30 to 8:30 pm - Terry Hall

February 10th - Family Skating Night 6:30 to 8:30 pm - Terry Hall

March 7th-20th - reAd Challenge and Fundraiser

March 12th - Shamrock Glow Dance 6 to 8 pm - Middle School Gymnasium

March 21st - PTO Board Meeting 7 pm @ AECC\*

April 5th - Family Skating Night 6:30 to 8:30pm - Terry Hall

May 16th- PTO Board Meeting 7 pm @ AECC\*

\*Allendale Early Childhood Center

### **How do we raise money?**

We raise money through fundraisers like Poppin' Popcorn and the March reAd Challenge & Fundraiser. We throw kid-centric fun special events for the entire Allendale Community that charge a small fee. We receive additional funds from Amazon Smile, Family Fare Direct Your Dollars, Box Tops and donations from generous community members.

### **Where does the money go?**

Every school year we commit to sponsoring *all elementary classroom teachers with \$100* (averaging ~\$8000 per year). We provide Field Trip Scholarships for any student in need, playground equipment, special events, and snacks for students who forget or are in need. We work with the Allendale Encouragement Team (AET) providing them with the funds for student and staff encouragement, Teacher Appreciation Week, school parties, and student t-shirts. The list continues with additional items that are needed but not in our planned budget.

### **2021-2022 PTO Board**

President – Kyle Stelmach	Social Media Coordinator – Tiffani Flagstadt
Vice-President – Shawna Handa	Volunteer Coordinator – Jodi Wood
Treasurer – Ashlee Schmit	Event Coordinator - Jillian Breneman
Secretary – Olivia Knapp	

### **Our Mission:**

To support and enhance the educational experience of our elementary students by sponsoring special events and projects; to develop interest, participation, understanding, communication, and cooperation between parent/guardians, teachers, administrators, and the community; to promote causes which improve the elementary school services within our community.

### **Let's Stay Connected!**

WEBSITE

FACEBOOK

[facebook.com/allendalepublicschoolspto](https://www.facebook.com/allendalepublicschoolspto)

EMAIL

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

[allendalepto5@gmail.com](mailto:allendalepto5@gmail.com)

### **Donate to us directly?**

Send a check to: Allendale Elementary PTO

Venmo us: [@allendaleelementarypto](https://www.venmo.com/allendaleelementarypto)

<https://www.allendaleelementarypto.org/donate>

### **\*Custodial Parents\***

If one parent has been awarded custody of a child and the non-custodial parent has custodial limitations, a copy of the custodial order must be provided to the school. If a child is not to be dismissed to the care of any other adults, specific written information must be provided for the school.

### **\*Infinite Campus Messenger System\***

The Allendale school district will be using the Infinite Campus Messenger system as a communications tool with parents and the community. The system has the ability to broadcast notices, such as school delays/closings and event reminders, to you by phone and/or email. At times, there will be significant advantages to this form of communication. The information in this system will be updated automatically from our student information system.

### **\*Telephone Calls\***

Our secretary is on duty from 8:00 a.m. to 4:00 p.m. each school day. Calls for teachers should be made before and after school. During school hours messages will be taken for teachers or forwarded to their voicemail.

The telephone in the office is for school business. It is important that you make any necessary arrangements with your child prior to the school day. Students will be allowed to use the phone with their teacher's permission and for emergency purposes only. The telephone should not be used for visiting or social calls. Students will not be called to the telephone except in emergency situations.

### **\*Telephone/Address Change\***

Please notify the school immediately if there is a change in your address, telephone number, child care, or person to contact in an emergency. This information is very important in case your child becomes ill or injured and we need to contact you.

### **\*Recess Policy\***

Students will be playing outside during the winter months unless the wind chill is 0 degrees or below. Whenever there is inclement weather, a decision will be made prior to the recess period whether the students will go outside or stay in. Adequately dressed children should not suffer any adverse effects from being outdoors.

Our policy is that all students go outside for recess. It is assumed that the students who are too sick to be in school would benefit by staying home. A doctor's note will be required if a child is inside from recess for more than three consecutive days. On days when the weather is extremely cold or rainy, recess will be indoors.

#### **\*Lost and Found\***

If you are in the building, please check the lost and found area frequently for any of your child's missing clothing. What is not claimed will be donated to LOVE I.N.C. at various times of the year.

#### **\*Use of School Facilities\***

Allendale Public School facilities are available for use by organizations. Permission for the use of a school facility and equipment must be obtained from Kathy Anderson at 892-3482. The school's daily educational program shall always have priority when granting permission for use.

#### **\*Parking\***

When arriving/departing from the AECC, please use the parking lot located in front of the main AECC entrance. Please make sure you are holding your child's hand when entering/leaving the building, as the parking lot can be a dangerous place for unattended children. Please drive slowly when coming and going, as we want to ensure that everyone is safe while in our parking lots!

**All students not riding a bus must be picked up at 3:37 p.m. each day. Parent pick-up procedures can be found below:**

1. Parents are being asked to pick their child up from the back door of their classroom. Classroom back doors will have numbers on them, and your child's teacher will let you know their classroom number.
2. Parents are being asked to wear masks when picking up their child. Teachers will open their back door as soon as 3:40, and they will have a "Check Out" page where they will mark off which child is getting picked up, the time, and who is picking them up.

## **Classroom and Learning**

#### **\*Grading\***

Student report cards are generated at the end of each trimester. Their purpose is to inform parents/guardians of the following items:

- Your child's progress toward learning mastery will be noted using three indicators, 3, 2, or 1. A marking of 3 means the child "consistently meets the learning criteria with independence," a marking of 2 means that the child is "progressing toward the learning criteria with support," and a marking of 1 means that the child is showing "limited progress toward the learning criteria."
- The report card will include additional information such as:
  - Attendance count
  - Progress indicators for work skills, social development, and fine arts
  - Personalized comments related to your child's school experience

### **\*Parent/Teacher Conferences\***

Regularly scheduled parent/teacher conferences are held in the fall and the spring of each school year. We hope you will make a special effort to attend as a conference with your child's teacher is of great importance to all involved. The AECC's staff welcomes additional conferences should you ever feel concerned about your child's progress in any area. Please make appointments with your child's teacher for any special conference by calling the office or contacting the teacher.

### **\*Student Placement\***

Students are placed in classrooms based on information regarding academic abilities, social needs, behavioral needs, and learning styles. Parent concerns should be submitted to administration in writing. Specific teacher requests are not granted.

### **\*Media Center\***

The Allendale Early Childhood Center has a wonderful media center for our students to use. Your child will have an opportunity to visit the media center on a regular basis to check out books. Encouraging your child to read at home is one of the most important ways you can help to continue the growth of literacy development and good reading habits in your child. Please make sure your child returns books on time. You will receive a bill for any books your child loses or damages.

### **\*Newsletters\***

The AECC is committed to using our resources wisely, both our financial resources as well as our natural resources. We will be teaching our students to do the same throughout the year. One way we can be wise when it comes to use of resources is by taking advantage of technology, more specifically our electronic communications possibilities. Our newsletters will be made available to you through email and through our school web page. Although traditional paper copies of the newsletters will be available, we strongly encourage you to use the e-versions of the newsletters as a way to help us in our goal of using our resources wisely.

### **\*Field Trips\***

Throughout the school year, your child will be involved in field trips away from the school property. Before leaving the school property, teachers must have a permission slip from you allowing your child to participate in the trip. If your child does not return a permission slip and we are unable to contact you; your child will not be able to leave the school property. Please sign field trip requests and have your child return them to his/her teacher to assure a successful learning experience for your child. Students are to ride the bus to and from field trips. It is important for teachers to have their students traveling together in one group. Riding the bus is part of the educational experience and is a time for students to interact with peers and receive directions and information from their teacher.

## **Health and Wellness**

### **\*Illness or Injury at School\***

In the event that your child should become ill or injured at school, every effort will be made to contact you at the emergency numbers that you have indicated on your emergency card. Minor bruises, bumps, skinned knees and elbows will be taken care of by our office. However, we do not administer any medication unless we have a doctor's note. Please let us know if your child has any health concerns that we should be aware of.



### **\*Student Accident Insurance\***

The school carries a comprehensive school insurance program, which covers medical expenses due to accidental injury in excess of family or employer group insurance that must contribute their maximum cost first. This program is a supplemental coverage that will pick up any shortage, and if no other insurance, pay the claim in full to the limits stated. This program covers all school-sponsored events. Call the school office for forms or if you have questions.

### **\*Medications\***

The following definition of “medication” is adopted for use in Allendale Public Schools: Medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to the eyes, nose, or medications applied to the skin.

- The pupil’s parent/guardian must give the school written permission to administer medication(s) to their pupil.
- Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by the school.
- Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every school year.
- Medication should be brought to school in a marked container with the child’s name, name of medication, dosage, the doctor’s name if it is a prescription drug, and specific directions for administration. We cannot administer any medication including cold tablets, aspirin, or vitamins without this information.

If your child needs medication during school hours, please fill out the medication permission slip and return it to his/her teacher or office along with the medication.

Allendale Public Schools Policy & Procedures Administering Medications to Pupils at School will be included in its entirety in the back of the handbook. If your child is to receive any medication during the school day, you should bring the medication in its original container and the doctor’s signed instructions to the office. The medicine will be dispensed by the school secretary according to the doctor’s instructions. A signed “Permission to Administer Medication” form will be kept in the office.

### **\*Head Lice Policy\***

The Allendale Early Childhood Center has a “nit - free” policy regarding head lice. This means that if a student is reported to have lice, or has been found to have lice at school it is required that the treatment done at home includes the removal of the eggs or nits from the student’s hair before he/she returns to the classroom. The student must be brought back to school by a parent or other adult. The student will be checked by a designated school employee to make sure he/she is free of nits before being allowed back in the class.

### **\*Communicable Disease\***

Listed below are general guidelines for the return to school following some of the more common communicable diseases. Please be aware that these guidelines may be more restrictive than the recommendations of your private physician. These guidelines have been developed in conjunction with information provided by the Health Department to

reduce the spread of communicable disease. If you have any questions about any of the guidelines, please call the office.

- Chickenpox – Students may return after the pox are scabbed over and dry.
- Conjunctivitis (or “pink eye”) – Students may return 24 hours after doctor’s treatment.
- COVID-19 - Symptomatic students sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines (At least 10 days since symptoms first appeared, at least 24 hours with no fever (100.4) without fever-reducing medication and symptoms have improved). More information can be found from the “Ottawa County Health Department Return to School Toolkit, which can be found here:  
[https://www.allendale.k12.mi.us/downloads/community\\_announcements/covid-19\\_return\\_to\\_school\\_toolkit.pdf](https://www.allendale.k12.mi.us/downloads/community_announcements/covid-19_return_to_school_toolkit.pdf)
- Fifth Disease - Exclusion not necessary unless the student has a fever or other symptoms besides the rash.
- Impetigo – Students may return to school when under treatment and if the sores are not draining and are covered.
- Pediculosis (or head lice) – Students may return to school when checked and found to be free of lice and eggs (or nits).
- Scabies – Students may return to school following the completion of the treatment.
- Strep Throat - Students may return to school when they have been on antibiotics for 24 hours.

## **Student Responsibility and Behavior**

### **\*Four Responsibilities of Students\***

In keeping with the AECC’s belief statement, the staff seeks to partner with parents and the community to develop in our children an attitude of excellence in all areas of their lives including their character, knowledge and skills, and their personal health.

#### **1. Treat yourself and others with respect.**

Be friendly, polite, and helpful to others. (Put-downs, fights, name-calling, teasing, and racial comments are not acceptable)

#### **2. Be a responsible student.**

Participate in class, listen attentively, speak, and complete your work to the best of your ability. Always come to school ready to learn, and of course, have fun!

#### **3. Show concern for your own personal health and safety as well as the safety of others.**

Follow all rules for the playground, classroom, bus, and lunchroom. While on field trips, remember that you are a representative from your school and are expected to obey school rules. Work hard to maintain a healthy lifestyle which will bring benefits to you educationally.

#### **4. Show respect and pride for school property.**

Clean up your work area at school. Take good care of school property such as Chromebooks, chairs, desks, books, windows, equipment, etc.



### **\*Positive Behavioral Interventions and Support (PBIS)\***

Throughout the school year, the AECC's administration and staff will implement a Positive Behavioral Interventions and Support (PBIS) system. A key element of the AECC's PBIS system is the recognition of student behavior that reflects these fundamental behaviors that we have termed our "Falcon Fundamentals." Methods to encourage positive behaviors include awards, tickets, and incentives. Positive behaviors that will be encouraged throughout the year can be found at the back of the handbook in the AECC's Behavior Matrix. We are always looking for our "Little Falcons" to follow the AECC's "3 B's" - Be Safe, Be Kind, and Be Helpful.

### **\*Restorative Practices\***

The use of restorative practices, a set of strategies and questions designed to restore community, will be considered by the administration when student misbehavior is addressed. In some circumstances restorative practices may be used as an alternative, or in addition to other forms of consequences including suspension and expulsion.

### **\*School-wide Discipline Plan\***

The purpose of the AECC's Discipline Grid is to provide immediate, consistent, and logical consequences for irresponsible behavior. All minor offenses are handled on the spot in classrooms, halls, lunchroom, and other general areas of the school. Students, parents, and staff are reminded that during the discipline process each student is treated as an individual. It is quite possible that different students, involved in the same offense, would be given different consequences based on each student's prior disciplinary history. A similar situation frequently exists in courts where a judge must sentence people for crimes. Those with a history of criminal activity often receive stiffer penalties than those with otherwise good records. However, certain types of behavior are NEVER appropriate at school and are considered serious violations. The administration has the right to invoke any disciplinary measure necessary to ensure the safe and orderly operation of the school. Referrals to police and juvenile authorities will be made when appropriate.

### **\*Appearance, Cleanliness, and Dress Code\***

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (school board code 5511)

Good hygiene is an important health issue. Please teach your child how to develop good habits. Students' dress should be neat, clean, and respectable. It is extremely important to maintain an environment that shows respect for the individual as well as for the educational process. Therefore, an appearance that distracts students from learning and teachers from teaching is inappropriate. Students are expected to adhere to the following dress code:

Clothing and Masks advertising alcohol, drugs, violence, or using inappropriate language is not to be worn. We ask that students not wear or display symbols that in American society today have been associated with violent events around the country, and which may make students feel unsafe, such as swastikas, the confederate flag and Antifa.

With following our "Return to School" Plan, all students must wear masks when traveling to their classrooms, or in passing areas in the school. We are asking that all parents/students watch a "Mask Wearing Video" which can be found here:  
<https://youtu.be/gH6BRFMYXOc>

### **\*Physical Education Shoe Policy\***

All students should have a clean pair of gym shoes to be kept in their lockers and worn only in the gym. These need not be new shoes, but should be clean and free of sand or mud. Sand, dirt, mud and water wear down the finish on our floor and create a surface where students can slip or slide. This presents safety and cleanliness issues.

Sandals(flip-flops), boots, high-heeled and dress shoes are not appropriate for Physical Education classes. They do not provide safe footwear for the types of movement we do. Acceptable gym shoes should not have open heels and should have laces to provide support. Shoes should be made of non-scuffing material. Thank you for assisting us as we work to keep the students safe and our facilities well cared for.

### **\*Lockers\***

A locker will be issued to each student at the beginning of the school year. The school cannot be responsible for valuables left in lockers. Cash or valuables can be safeguarded by leaving them at home. Please do not bring valuables to school! Students are not permitted to have locks on their lockers.

### **\*Care of Property\***

Our Student Responsibility Guidelines include “Show respect and pride for school property”. Throughout the year, we will be teaching our students to take pride in keeping the building and equipment as neat as possible. Students will be required to pay for damages to school property.

### **\*Gum\***

In an effort to maintain a respectful and clean learning environment, gum chewing is not allowed at school.

### **\*Electronic/Technology Devices\***

Students will not be allowed to bring radios, electronic/technology devices, recording devices, radio-controlled toys, electronic games, walkie-talkies, cell phones, etc. to school, except for educational use. This rule is in effect for two reasons:

1. Electronic devices are potentially disruptive in the classroom.
2. We will not assume responsibility for security or safety of electronic devices on the bus, in school, or on the playground.

We believe there are enough activities at school in which students can participate without the need to bring to school expensive equipment such as electronic devices.

### **\*Toys\***

Toys are not allowed at school except for educational use (show and tell, special projects, etc.) or with prior approval.

### **\*Bullying (Cf. 8018) 8260\***

We are committed to providing a caring, friendly, and safe environment for all students so they can work and learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated at any of our schools. Any student found to be bullying another student is subject to prompt disciplinary action. If bullying occurs, all students and parents should immediately report the incident to a staff member.

**Why is it important to report and respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Respectful behavior choices will be reinforced with students who engage in bullying behaviors.

### **Bullying vs. Mean/Rude Behavior**

When someone says or does something intentionally or unintentionally hurtful ONCE, that's RUDE and MEAN. It is not bullying when two peers with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or mediation is appropriate for these situations.

When someone does something **intentionally (directly or indirectly)** hurtful and/or mean that is **repeated OR highly likely to be repeated** and involves an **imbalance of power**, that's BULLYING. Bullying is a form of harassment that can happen to anyone but may be based on race, gender, height, weight, religion, ethnicity, sexual orientation, gender identity, gender expression, familial status, disability or medical condition.

Examples of bullying may include but is not limited to the following:

**Physical**- may include hitting, kicking, spitting, punching, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a student's movement, or making unwelcome physical contact.

**Emotional/Psychological**- may include spreading rumors, manipulating social relationships, coercing, engaging in social exclusion/shunning, or intimidating

**Verbal**- may include taunting, teasing, insulting, name calling, or making threats

**Cyber/Electronic**- may involve the inappropriate use of information or communication technologies such as emails, cell phones, text messages, instant messages, Twitter, Facebook, Instagram, Vine, Snapchat, TikTok, defamatory personal websites, or defamatory online polling websites

*\*\*You can access the state definition of "bullying" on our website under "Parents" and "Student Health and Safety Board Policies."*

### **Procedures:**

1. Report suspected bullying incidents to staff immediately verbally or in writing.
2. In cases of bullying, the incidents will be recorded by staff and brought to the attention of the administration.
3. The severity and seriousness of the bullying will be immediately assessed and the appropriate action taken. This may include the use of counseling practices, restitution, the loss of privileges, interviews with parents/legal guardians, or suspension from school. Although administration will be aware that some students who are bullied may say out of fear that "they don't care" or "it's not a big deal," they will deal with the behavior, not the emotion.
4. If necessary and appropriate, the school will consult with any or all of the following: parents/legal guardians, teachers, school psychologist, school social worker/counselor, or police.
5. An attempt will be made to help the student who engaged in bullying behaviors to change their behavior.
6. After the incident has been dealt with, administration will follow up with the student who was being bullied to ensure the bullying behaviors have ended and provide necessary supports to the student.

### **\*Sexual Harassment\***

Students should not harass each other in any way. Our commitment is to provide a physically and psychologically safe environment in which to learn. All students, staff, parents, and visitors are expected to treat others with respect. Sexual Harassment is specifically prohibited.

**Sexual harassment has three parts:**

1. Unwelcome or unwanted behavior
2. The behavior is sexual or related to the gender of the harassed person.
3. The behavior is in the context of power. This can include staff to student, student to student, student to staff or other.

**Harassment can include, but is not limited to:**

- Direct or indirect comments to a person or about a person of a sexual nature.
- Touching a person's body or clothing.
- Looking, ogling, or leering.
- Displaying pictures or written material of a sexual nature
- Sexual harassment should be reported immediately to Mr. Smolen or to our Superintendent, the OCR Officer at 892-5570.

### **\*Technology Code of Ethics\***

The use of technology at the Allendale Early Childhood Center is a privilege extended to students. Users will have the privilege to access the Internet to retrieve information, which facilitates learning and enhance educational information exchange. Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Users are not to access any inappropriate material from the Internet using the schools' computers. Users are also prohibited from using the schools' computers to access personal email accounts and chat rooms. Users are responsible for adhering to the rules established by the Technology Coordinator for use of the hardware, software, labs, personal files and networks in the school. Users violating any of these rights and responsibilities will face disciplinary action from the administration.

### **\*Classroom Guidelines/Rules\***

Each individual teacher develops classroom rules and procedures. All rules are discussed with students and available to parents. We keep a positive attitude about discipline at the Allendale Early Childhood Center and have a strong positive behavior support program in place. However, students must be aware that they are responsible for their behavior and its consequences.

The following are among the procedures that may be used by school staff to resolve misbehavior problems:

- Restorative Practices
- Warning
- Action plan
- Apology letter
- Loss of recess privilege
- Individual teacher/student conference
- Referral to an administrator
- Conference between the teacher/administrator and parent/guardians
- Suspension

In an effort to help a student make better choices, an administrator may implement a variety of strategies in addition to those listed above which may include: development of a behavior plan, parent participation in classroom activities, additional days of suspension, petition to Ottawa County Probate Court, referral to the Ottawa County Sheriff's Department, etc.

#### **\*Lunchroom Guidelines/Rules\***

To promote an enjoyable and respectful atmosphere, the following guidelines should be followed:

- Respectfully enjoy your lunch time.
- Be polite and courteous – respect adults and others.
- Follow the posted lunchroom expectations.
- When you are done eating, pick up all paper, food, etc. around you and on the floor.

#### **\*Playground Guidelines/Rules\***

We strive to make our playground as safe as possible. In order to do this, we ask that the following guidelines be discussed at home with your child:

- Students are to play in the approved playground areas.
- Hard baseballs/softballs, and aluminum/wooden bats are not to be used on the playground.
- Use playground equipment correctly. No running up the slide, sit on bottoms on slides/swings, etc.
- Tackle football (rough play) is prohibited on the playground.
- There should be no washing of faces in the snow. No throwing of snowballs.
- Students are not to play with other children's clothing.
- Don't break what you didn't make.

#### **\*Assembly Behavior\***

Assembly behavior should be one of respect and courtesy. The following are guidelines that students should follow:

- Use quiet voices before program begins.
- Hands to yourself.
- When the presenter stands in front to speak, students should be quiet immediately.
- Use a respectful, proper response at the appropriate time. Disrespectful behavior such as booing, screaming, whistling should never occur, we treat everyone with respect.

If a student breaks any one of these rules, he/she may be removed from the group or class to sit by his/her teacher. A second offense may require the student to be removed from the assembly or future assemblies.

#### **\*Suspension Behaviors\***

Any time a child is suspended it becomes a serious disciplinary action. The behaviors that lead up to a suspension may be cumulative in nature or represent a significant danger to other children or school staff. The following is a list of behaviors that may result in an immediate suspension:

- Possession of any weapon or object that can be used to inflict bodily injury to another person (jackknife, straight blade, etc.).
- The use, possession, or sale of alcoholic substances, tobacco, narcotics, or other noxious substances.
- The use, possession, or sale of explosive devices.

- The possession of pornographic materials.
- Cursing at a school staff member.
- Attempting to strike or injure a school staff member. Any successful attempt would also result in an immediate suspension.
- Defacing or ruining school property (student will be responsible for replacement and/or cleanup costs). A student whose inappropriate behavior causes harm to school property may also be responsible for replacement and/or cleanup costs.
- Any violation of the discipline procedures of the Allendale Public Schools.

#### **\*Expulsions\***

Expulsion, placement out of the regular school setting or into residential treatment program, is used as a last resort, when all else has been tried and the student is still not successful in this discipline cycle.

## AECC 3 B's Positive Behavior Expectations Matrix

	Bathrooms	Buses/Lines	Lunch/Snack	Classroom, Library, & Specials	Hallways & Office Areas	Playground
<b>Be Safe</b>	Use walking feet Keep feet on the floor Keep hands & feet to self Wipe yourself with toilet paper Always wash hands Carefully close stall doors	Use walking feet Keep hands & feet to self Stay in your line Hold hands Hands & feet inside bus Stay in seat	Use walking feet Keep hands & feet to self Keep all food & property to self Stay with assigned group Follow adult directions Stay seated	Use walking feet Keep hands & feet to self Use materials and furniture <i>as expected</i>	Use walking feet Keep hands & feet to self Give personal space Stay in line Eyes forward	Keep hands & feet to self Stay in designated area Follow playground rules Use equipment <i>as expected</i>
<b>Be Kind</b>	Be <i>private</i> and give others <i>privacy</i> Use quiet voices Wait patiently	Follow adults & safeties' directions Wait patiently Use quiet voices & polite words Share seats as directed	Respond to "quiet" signal Voice Level 2-indoor voices Raise hand for help Use <i>polite words</i> Be a good listener	Listen when others are speaking Voice Level 2-indoor voices Use <i>polite words</i> Raise hand for help Wait patiently	Be aware of others, wait for others Voice level 0 (whisper if you need to help peer) Raise hand for help (or <a href="#">ask teacher</a> )	Take turns on equipment Follow adult directions Include everyone Use appropriate language
<b>Be Helpful</b>	Flush toilet Keep walls, floor, & stalls clean Throw paper towel away Turn water off Use toilets & urinals <i>as expected</i>	Remember your backpack	Clean up after yourself Wait your turn Help classmates	Be on time <i>Be prepared</i> Follow directions quickly <i>Be on task</i> Keep your space & cubby clean	Stay in a single file line Pick up trash Hold doors open for others	Seek help from an adult when needed



## Allendale Early Childhood Center School Discipline Grid

<u>Misbehavior</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
Bus Misbehavior	Bus issues will be handled according to Transportation Department guidelines				
Defiance - refusal to comply	mt with school official parent contact	meeting with principal parent contact	meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
disrespect	mt with school official parent contact	meeting with principal parent contact	meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
disrupting the educational process	mt with school official parent contact	meeting with principal parent contact	meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
hallway misbehavior	mt with school official parent contact	mt with school official parent contact	mt with school official parent contact	mt with school official parent contact <i>suspension (1-2 days)</i>	mt with school official parent contact <i>suspension (3-5 days)</i>
playground misbehavior	mt with school official playground time-out	mt with school official parent contact	mt with school official parent contact loss of recess (3-5 days)	mt with school official parent contact detention (1-3 days)	meeting with principal parent contact <i>suspension (1-2 days)</i>
bus misbehavior	mt with school official parent contact	mt with school official parent contact	mt with school official parent contact	mt with school official parent contact <i>bus suspension 1-2 days</i>	meeting with principal parent contact <i>bus suspension 3-5 days</i>
rough play	mt with school official parent contact	meeting with principal parent contact	meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
Inappropriate language or gestures	mt with school official parent contact	meeting with principal parent contact	meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
property damage			meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>

threatening behavior			meeting with principal	meeting with principal	meeting with principal
----------------------	--	--	------------------------	------------------------	------------------------



			parent contact	parent contact <i>suspension (1-2 days)</i>	parent contact <i>suspension (3-5 days)</i>
bullying			meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
harassment			meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
possession of inappropriate materials			meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
physical aggression or fighting			meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
theft			meeting with principal parent contact	meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
fighting				meeting with principal parent contact <i>suspension (1-2 days)</i>	meeting with principal parent contact <i>suspension (3-5 days)</i>
weapons violation					meeting with principal parent contact <i>suspension/expulsion</i>

The list above is not all-inclusive.

Throughout the process of addressing misbehavior, staff will consider the appropriate use of restorative practices as a means of correcting harm that may have been caused to the community. When necessary, Behavioral Meetings will be scheduled with Parent, Teacher, Social Worker, and Principal. The level of consequence assigned will be dependent on the severity and frequency of student misbehavior. Proper law enforcement agencies, juvenile authorities and social agencies will be involved as necessary. If a student is suspended from school he/she may be required to receive an assessment or services by a professional counselor or agency before being readmitted to school.

# School Policy

## **\*Administering Medications to Pupils at School\***

The following definition of “medication” is adopted for use in Allendale Public Schools: Medication includes prescription, non-prescription and herbal medications and includes those taken by mouth, by inhaler, those that are injectable and those applied as drops to the eyes, nose or medications applied to the skin.

- The pupil’s parent/guardian will give the school written permission and request to administer medications(s) to their pupil.
- Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration and time the medication is to be administered to the student shall accompany the request and be kept on record by the school.
- Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every school year.
- The building principal will designate an individual(s) responsible for administering medications to pupils at that school.
- Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.
- Each building shall have a plan for handling medical emergencies.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: the policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

## Guidelines for Administration of Medications to Pupils in School

- A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school’s designated time is necessary.
- A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- Any adverse reaction to medication, as described on the physician’s written instructions, shall be reported to the pupil’s parent/guardian immediately.
- Any errors made in the administration of medications shall be reported to the building administrator immediately and a written report completed and entered into the pupil’s school record. The building administrator is responsible for reporting the medication error to the pupil’s parent/ guardian immediately.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container and record the necessary information on the medication log upon return from the trip/activity.

Medical forms are available in each school building office.

## **\*FERPA\***

### **Annual Notice for Disclosure of Student Directory Information & Annual Notice of Student Education Record Privacy**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that stipulates the maintenance and disclosure of students' educational records in public schools. Every parent (or student who is 18 or older) has these rights under FERPA:

- to inspect and review their student's educational records
- to request the amendment of their student's educational records in order to correct inaccurate or misleading information
- to consent to the disclosure of personally identifiable information in the student's educational records, except to the extent that disclosure is allowed by law without consent
- to obtain a copy of the district's FERPA policy
- to register any complaints regarding the district's FERPA procedures with the U.S. Department of Education.

#### **Right to Access and Privacy of Student Records**

All parents or guardians of students under 18 years of age, and all students 18 years of age or older, have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education and will be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without consent and notification of the student or of the parents or guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; (2) when there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

Directory information is information about a student such as a student's name, address, telephone listing, date and place of birth, dates of attendance, degrees and awards received, and the most recent school attended. From time to time this information is shared with our P.T.O. etc. You must notify us in writing if you do not want this directory information shared.

## **Student Record Guidelines**

In compliance with Federal regulations, the Allendale Public School District has established the following guidelines concerning student records:

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years or older), and those designated by Federal law or district regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the U. S. Office of Education if not satisfied with the accuracy of the records or with the district's compliance with the Federal Education Rights and Privacy Act.

### **\*Mandatory Special Education Act\***

Public Act 198 of 1971, the Mandatory Special Education Act, establishes the rights of persons with disabilities, from birth through the age of 25, to equal opportunity within the public schools. This means that children with disabilities do not need to wait until they are school age to benefit from special education services.

It is important that help be obtained for those with disabilities at the earliest possible age. In the state of Michigan, this help is free and is available through your public schools. A team of educational specialists will evaluate the child to determine the type and degree of disability and the best kind of program placement. The evaluation often includes medical specialists.

Pre Primary Special Education services are available for Mentally Impaired, Emotionally Impaired, Physically and Otherwise Health Impaired, Hearing Impaired, Visually Impaired, Speech and Language Impaired, and Specific Learning Disabled.

If you have, or know of, a preschool child who may benefit from these services please contact:

Jessica Woodard-Robbert  
Allendale Public Schools  
7161 Pleasant View Court  
Allendale, MI 49401  
(616) 892-3460

### **\*Specific Learning Disability (SLD)\***

Each local educational agency and public school academy in Michigan is required to publicly post the process used to determine the existence of a Specific Learning Disability (SLD). Consistent with this requirement, Allendale Public Schools reports the following:

For grades kindergarten through 5<sup>th</sup> grade, in the area of Basic Reading, Allendale Public Schools is beginning the implementation of a **Response to Scientific, Research-Based Intervention** process for literacy intervention.

For determination of a SLD, a Pattern of Strengths and Weaknesses (PSW) process is used for students in kindergarten through 12<sup>th</sup> grade for the skill area of Basic Reading. This process is also used across all other areas of SLD, kindergarten through 12<sup>th</sup> grade, which

includes: Oral Expression, Listening Comprehension, Written Expression, Reading Comprehension, Reading Fluency, Math Calculation, and Math Problem Solving.

It is noted that regardless of the process used, all schools must follow all of the regulatory requirements in the IDEA, the MARSE, and Michigan laws, policies and procedures for special education.

### **What is an SLD?**

A Specific Learning Disability is “a disorder in one of more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia that adversely affects a student’s educational performance. A SLD does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; mental retardation; emotional disturbance; or of environmental, cultural, or economic disadvantage.” (34 CFR §300.8(c)(10)).

**What is Response to Scientific, Research-Based Intervention Process?** Response to Scientific, Research-Based Intervention is a process to determine if a student has an SLD. This process involves the collection of data to determine the following:

- The student does not achieve adequately for the student’s age or to meet State approved grade-level standards in one or more of the areas identified at 34 CFR §300.309(a)(1)(i) when provided with learning experiences and instruction appropriate for the student’s age or State-approved grade-level standards.
- The student does not make sufficient progress to meet age or State-approved grade-level standards in one or more of the areas identified at 34 CFR §300.309(a)(1)(i) when using a process based on the student’s response to scientific, research-based intervention.

**What is a PSW Process?** Pattern of Strengths and Weaknesses is a process that is used to determine if a student has an SLD. This process involves the collection of data to determine the following:

- The student does not achieve adequately for the student’s age or to meet State approved grade-level standards in one or more of the areas identified at 34 CFR §300.309(a)(1)(i) when provided with learning experiences and instruction appropriate for the student’s age or State-approved grade-level standards.
- The student exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, State-approved grade-level standards, or intellectual development, that is determined by the Multidisciplinary Evaluation Team (MET) to be relevant to the identification of a SLD, using appropriate assessments, consistent with the IDEA Evaluation Procedures and Additional Requirements for Evaluations and Reevaluations.

**Source:** Michigan Department of Education Office of Special Education and Early Intervention Services (2010). *Michigan criteria for determining the existence of a specific learning disability*. Lansing, MI: Author.

### **\*Section 504 of the Rehabilitation Act of 1973\***

Section 504 is the section of the federal Rehabilitation Act of 1973 that applies to persons with disabilities. It is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations that receive federal funds from discriminating against otherwise qualified individuals solely on the basis of handicap. Section 504 is enforced by the U. S. Department of Education Office for Civil Rights (OCR).

A person is considered “handicapped” if he/she:

- has a physical or mental impairment which substantially limits one or more major activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

Major life activities include such things as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

In addition to school age children who are eligible for special education services, *this may include*, for example, some persons with communicable diseases, temporary handicapping conditions, Attention Deficit Disorder (ADD), behavior disorders, chronic asthma, and severe allergies, physical handicaps, and diabetes.

A student who, because of a disability, needs or is believed to need special accommodations or related service(s) in order to receive a free appropriate public education (FAPE) may be referred by a teacher, other certified school employee, parent/guardian, or community agency to the Child Study Team (CST) for identification and evaluation of the student’s individual education needs.

Factors indicating a need for referral include:

- Frequent failures.
- Frequent disciplinary referrals.
- Medical problems.
- Past referrals to special education (where the student did not qualify).
- Students for whom informal accommodations have not worked.

If the student is determined to be eligible for Section 504 accommodations, the Child Study Team will develop a written Individual Accommodation Plan (IAP) describing the student’s disability, necessary accommodations and adaptations, and any special aids or related services needed. The plan will specify how services will be provided and by whom.

School districts must provide civil rights safeguards for parents of disabled children. If you would like further information, contact your building administrator for a copy of Allendale Public School district’s Section 504 Policies and Procedures.

### **\*Disciplinary Amendment\***

Section 504 of the Rehabilitation Act of 1973 requires that an eligible student's placement cannot be changed as a result of disciplinary action unless the Child Study Committee first conducts a manifestation determination to assess whether or not the student's disability was not related to his/her behavior or an inappropriate placement. Further information is available in APS' Section 504 Policies and Procedures.



**\*Corporal Punishment and Reasonable Physical Force (8300-R)\***

The Board does not condone the use of force, fear, hitting, paddling, spanking, slapping, or other forms of corporal punishment as an appropriate procedure in student discipline.

No employee, volunteer, or contractor of the District shall inflict physical pain by hitting, paddling or spanking, or cause to be inflicted, corporal punishment upon a student. Reasonable physical force may be used to maintain order and control in a school or a school related setting for the purposes of providing an environment conducive to safety and learning.

Physical force upon a student may be necessary to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of District functions within a school or school related activity if that student has refused to comply with a request to refrain from further disruptive acts; for self-defense or the defense of another; to prevent a student from inflicting harm on him/herself; to quell a disturbance that threatens physical injury to any person; to obtain possession of a weapon or other dangerous object; and to protect property.

Employees should not find it necessary to resort to physical force, violence, or threats to compel obedience. If all means fail, staff members may always resort to the removal of the student from the classroom or school through established suspension or expulsion procedures.

**\*English as a Second Language\***

We are seeking to identify students whose home language is other than English. If you are the parent/guardian of such a child/ward, who is not in our present ESL Program and lives in Allendale Public School District, please send your child's name to:

District Office  
Allendale Public Schools  
10505 Learning Lane  
Allendale, MI 49401  
(616) 892-5570

Estamos tratando de identificar estudiantes que hablan otro idioma en sus hogares además del inglés. Si Ud. Es el padre o guardián del niño(a)-si el niño(a) no están inscritos en el programa ESL- favor de enviar el nombre de su niño(a) y el nombre de la escuela que asiste:

District Office  
Allendale Public Schools  
10505 Learning Lane  
Allendale, MI 49401  
(616) 892-5570

**\*Non-discrimination in Education\***

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of The Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Allendale Public Schools that no person shall, on the basis of race, color, national origin, gender, sexual orientation, gender identity or expression, age, disability, genetic information, marital status, height, weight, amnesty, or status as a covered veteran in

accordance with applicable federal, state, and local laws be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Civil Rights/Title IX Coordinator.

Any person believing that the Allendale Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act 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, (5) Title II of the Americans with Disability Act of 1990, the Elliot-Larsen Civil Rights Act, and the Persons With Disabilities Civil Rights Act may bring forward a complaint, which shall be referred to as a grievance to:

**Dr. Garth Cooper, Superintendent, Civil Rights Coordinator and Title IX Coordinator  
10505 Learning Lane Allendale, MI 49401 616-892-5570**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the building principal or the Civil Rights/Title IX Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, s/he 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 Civil Rights/Title IX Coordinator within five (5) business days of receipt of answers to the informal complaint. The Civil Rights/Title IX 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 Civil Rights/Title IX Coordinator may submit a signed statement of appeal to the Vice President of the Allendale Public Schools Board of Education. A subcommittee of the Allendale Board of Education shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.

The Civil Rights/Title IX Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the office of the Civil Rights/Title IX Coordinator.

#### **\*Homeless Children and Youth\***

Allendale Public Schools adhere to the rules and regulations of the McKinney-Vento Homeless Assistance Act (Subtitle B – Education of Homeless Children and Youth reauthorized in January 2002) ensuring educational rights and protections for children and youth experiencing homelessness. At Allendale Public Schools, students who are homeless have access to the same programs as students who are housed. Homeless children will have access to educational services for which they qualify, including special education, gifted education, the free and reduced-price lunch program, before and after-school activities, and Title I services. Allendale Public Schools has designated an appropriate staff person as a liaison\* for students in homeless situations. The liaison must ensure that homeless children and youth have full and equal-opportunity to succeed in the school and that they receive educational services for which they are eligible.



Allendale Public Schools will:

- immediately enroll homeless children and youth regardless of whether school or immunization records and proof of residency are available at the time of enrollment,
- provide school choice so students can stay in their school of origin, if feasible,
- post the educational rights of homeless children and youth in each school building, and
- provide transportation for the homeless student to ensure access to school.

The term “homeless children and youth” –

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) Includes –

- (i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;
- (ii) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...
- (iii) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

\*If you would like more information, please call **Mrs. Bri Blanksma, Homeless Liaison, at (616) 892-3470.**

#### **\*Allendale Crisis Response Plan\***

Students and staff perform a variety of safety drills throughout the year, including fire, tornado, and lockdowns. Our school system has a crisis response team composed of teachers, local law enforcement, administrators, the high school counselor, school social worker, and the school psychologist. In the event of a traumatic incident that directly impacts students; the team will meet to determine our response. There are five main goals that would be addressed immediately:

1. Provide students with information regarding the event.
2. Rumor control.
3. Provide an opportunity for questions and answers.
4. Provide an opportunity to begin the process of talking about the event; their thoughts and feelings.
5. Have teachers identify the most affected students that need additional support.

Students most affected may be referred to a group or seen individually for “debriefing.” Debriefing is the process of talking through the event; the facts, thoughts, emotional reactions, and physical reactions to it. Information about normal stress reactions and possible stress management techniques would be provided during this process. This is the first step toward the healing process. Only staff trained to facilitate this process would be involved.

By the end of the school day, parents would be provided with information about the event and whether their child was involved in a debriefing. Additional counseling could occur if parent permission is obtained. If you have any questions or concerns about this crisis response plan, please contact your principal.

### **\*Severe Weather Policy\***

In case of severe thunderstorms and/or tornado watches and warnings, the following policies will be put into effect:

**Watches:** Students will not be dismissed early during either a thunderstorm or tornado watch. The school will monitor conditions once a watch is issued.

**Warnings:** In the event of a tornado warning, school will not be dismissed. Students will take cover, as per tornado warning procedures set forth by the principal. You, as parents, may choose to pick up your own child at any time. You may only pick up other parents' children if they have completed an authorization to do so. If you choose to pick up your child, please go to the office and ask for assistance from our secretary.

Please do not call the school during a tornado watch or warning except in a most serious emergency. These are times when teachers, principals, and building secretaries are fully occupied.

**During inclement weather, please listen to:**

Television Stations	WZZM - TV 13	WOOD - TV 8	WWMT - TV 3
Radio Stations	WOOD FM-105.7	WOOD AM-1300	

We will be using the Infinite Campus Messenger system to notify families of school delays/closings. Please contact the school office to update your contact information.

### **\*Fire, Tornado, Lock Down Drills\***

Necessary fire, tornado, and lock down drills will occur throughout the year. The drills are practiced to help ensure everyone's safety in the event a real emergency occurs. Throughout the year our teachers will explain the drill procedures to students so they have a clear understanding of the plans.

### **\*APS Teacher Qualifications Information\***

Parents may request information on their child's teachers' qualifications:

- Certification for grade level and subject.
- Emergency or provisional certificate status.
- BA, major and graduate degrees.
- Whether their child is provided services by paraprofessionals.

If you would like to receive this information, please send your request in writing, or via email, to Dr. Garth Cooper, Superintendent. A response to your request for information will be provided within five business days.

### **\*Comments, Questions, & Concerns\***

As educators we spend many teachable moments with our students on the importance of "going to the source" of an issue, concern, or positive event and express how we feel. We would greatly appreciate your cooperation in expressing your feelings by the same method. Go to the source of concern, issue, or even to share a positive event. Our

feelings as parents will always default to our children, but we also must be conscientious enough to know that there is always another side, another story to investigate. As a parent, should you ever have any concerns please address them immediately. Sometimes something very small is left unsaid and rapidly snowballs. If you have a comment, please share it, if you have a question, please ask it, and if you should ever have a concern, please address it with the source.

If you're not sure where to begin, please utilize this simple outline:

- 1<sup>st</sup> - Classroom teacher
- 2<sup>nd</sup> – Principal – Mr. Blake Smolen
- 3<sup>rd</sup> - Superintendent – Dr. Garth Cooper
- 4<sup>th</sup> - Board of Education

### **\*Meals Program\***

**BREAKFAST:** \$1.50 per day or \$7.50 per week

**LUNCH:** \$2.50 per day or \$12.50 per week

**MILK** .50¢ per day or \$2.50 per week

**Meal Benefits:** Apply online at [www.lunchapp.com](http://www.lunchapp.com) or complete a Lunch Line Application available at all school building offices.

**MENUS** are posted monthly at [www.Allendale.k12.mi.us](http://www.Allendale.k12.mi.us). If you do not have access to a computer; your child's teacher will have printed copies available.

**Breakfast** is served in the cafeteria. Your child should go directly to the cafeteria immediately upon arrival at school. Time is limited; breakfast may be brought to the classroom.

**Lunch** is served in the cafeteria. Your child's teacher will let them know what the three choices of the day are. Students may choose their favorite when they get to the cafeteria.

**Milk Purchase Only:** Children may make a milk selection at the milk cooler located in the cafeteria serving line, they then go through the check out and enter their 4 digit Quick ID number. The cashier will select the appropriate milk key on the register as they exit the serving area. Milk only purchases are not a part of the Free/Reduced program. The cost is .50 for all students.

**Payment Procedures:** Lunch Money is collected in the classroom every morning or your student may bring the deposit directly to the cafeteria if eating breakfast. Your child will receive a yellow lunch money envelope each week. Please use this envelope for your child's lunch money. Complete all sections of the envelope including your child's first and last name, teacher's name, amount enclosed and check number. You may deposit money to your child's account for the week, month or semester. This account is a debit account; therefore funds must be available on their account. Checks are the preferred method of payment. Please make checks payable to APS Food Service. Low balance emails will be sent when account balance is \$.00. Payment should be made by the next school day. You may also make deposits and check account balance and activity at [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com).

#### Part 1:

1. Go to [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com)
2. Click on Create a new account
3. Provide requested information
4. Once you have read and agree with the Terms of Use Click the - I agree checkbox
5. Click the Create Account button
6. A confirmation email will be sent to you

#### Part 2:

7. Check your email
8. Click the Link Provided
9. Enter your email and password
10. Click the Login button
11. Start typing the name of your school district
12. When your district is displayed - Click on it
13. Click on the Add a Student to your account button
14. Enter the student's ID number and Click Continue
15. If the ID number is valid - you will be asked to enter your child's first name, last name and birthday
16. Once entered - Click the Add Student button
17. To add additional students-Click the Add a Student to your account button again

#### Viewing Balances and Activity

1. Go to [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com)
2. Sign in to your account
3. All students assigned to this account will be displayed with their balances
4. To view history Click the View Activity button next to the student's name

#### Making A Deposit

1. Go to [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com)
2. Sign in to your account
3. Click the Make A Deposit button
4. Enter the Amount you wish to deposit for each student
5. Click the Check Out button

#### Viewing Past Account Activity and Charges

1. Go to [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com)
2. Sign in to your account
3. Click on Your Account from the menu
4. History will be displayed

#### **\*Food Allergies & Dietary Restrictions\***

Please contact the Food Service Office at 892-5591 or email [brouwerjod@apsfalcons.net](mailto:brouwerjod@apsfalcons.net) regarding any food allergies or dietary restrictions your child may have. Thank you!

Jodi Brouwer  
Allendale Public Schools  
Food & Nutrition Services  
(616) 892-5591

### **\*Transportation Guidelines\***

The following items are important for you to know in order to help the Transportation Department run smoothly throughout the school year:

- If your child is ill, please keep them at home.
  - If they are the only child at their bus stop, please call the Transportation Department at 892-3485, option 2, so that we can inform the driver they need not make the stop that day.
- **SAFETY** is our top priority...
  - Parents/guardians are responsible for their student(s) safety and behavior while at the bus stop.
  - If your student(s) cross the road at the bus stop, it is very important they follow the bus driver's signal to let them know when it is safe to cross.
  - Roughhousing and fighting on the bus is strictly prohibited.
  - It is important your student(s) understand that they are expected to remain seated on the bus at all times until they reach their stop and the vehicle is no longer in motion. This is for their safety.
- Students **MUST** be at their designated stop 7 - 10 minutes **BEFORE** the scheduled pickup time; with so many stops to make, it is not possible for the bus to wait for your student(s) after it arrives.
- Skateboards, skates, skis, other large items, or live animals are not allowed on the bus. If an item is prohibited from being on campus or in a school building, it is also prohibited on the bus.
- There should be **NO EATING/DRINKING** on the bus. (Water is permitted in a plastic bottle.)
- A responsible party **MUST** be at home when a child (grades Y5, K, 1st) is dropped off after school. This person **MUST** be visible to the bus driver.
- Students will not be allowed to ride buses that they are not assigned to for any purpose other than emergencies. Emergency transportation will need to be approved by building office staff as well as the transportation office.
- Students will be allowed **one** pick-up address and **one** drop-off address either at home or at a caregiver located within the Allendale district on a regularly scheduled basis.
  - In the case of shared custody, arrangements may be made for additional stops if the locations are within the district boundaries with approval from the transportation office.
- Non-resident students attending the Allendale Public Schools *may be* transported to/from a bus stop within the district as approved by the Transportation Director. (Safety and bus capacity will be taken into consideration.)
  - Parents/guardians will be responsible for getting students safely to and from the bus stop.

*Riding the school bus is a privilege. Failure to comply with the posted expectations and/or directive from the APS staff on board could lead to the loss of this privilege.*

Because of heavy traffic, weather factors, etc. it may not always be possible for us to maintain an exact time schedule. We will strive for consistency, but this may not always be possible. Having your child at the stop 7-10 minutes prior to the scheduled pickup time will greatly help us to eliminate time deviation.

Infinite Campus Messenger and/or Ride360 will be used to notify you of school delays/closings and other important information. Please be sure the school office(s) have your up to date contact information.

We are dedicated to providing a positive, caring environment for your student(s). If you have any questions or concerns, please call the Transportation Office, at 892-3485, option 2.

Your Transportation Team

Mike Nyboer

Director of Transportation  
Allendale Public Schools

