



GWINN AREA COMMUNITY SCHOOLS
K.I. Sawyer Elementary School
411 Scorpion
Gwinn, MI 49841



Dear Parents,

Welcome to K.I. Sawyer Elementary School! The 2011-2012 school year promises to be very exciting for all of us. As a staff, we are delighted to partner with you in the education of your child.

Our building houses pre-kindergarten through sixth grade. Our staff is highly trained, qualified, and dedicated to meeting your child's educational needs in a supportive and caring environment. We believe that all students have a right to learn in this environment. Our curriculum covers all basic subject areas as well as library time and instruction in physical education, art, music, and computer technology.

This handbook has been prepared as a reference tool to provide you with information regarding our building procedures and policies. Please take time to read its contents and discuss them with your child. It is important that your child knows you have read the book and that you support the school policies.

At the end you will find a Handbook Verification page that needs to be signed by you and your child. Your signatures indicate your understanding of the Student Handbook policies, the Technology Acceptable Use Policy, the Parent-Student-School Compact, and provides parental permission for school field trips.

By Friday, September 9th your child should return to their classroom teacher:

- **The Handbook Verification Form** (found at the back of the handbook)
- **An Emergency card** (Sent home from classroom teacher on 1st day of school)
- **The Acceptable Use Policy** (found at the back of the handbook)

An Administration of Medication Form (to be completed **only** for those students needing medication while at school) may be picked up in the school office.

We welcome your participation in your child's education. Our Community Resource Center is very active in many projects. . . and we're always looking for school volunteers!

Please contact me if you have any questions or if I can be of any assistance to you throughout the year. School office hours are 7:30 a.m. to 4:00 p.m. The school phone number is 346-5567.

Sincerely,

Sandra L. Petrovich
Principal

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ABSENCES/TARDIES

A student is marked absent whenever he/she does not attend school for the day. All absences, excused and unexcused, are recorded on the report card. Half-day absences are recorded in the morning when a student arrives after 10:00 a.m. or leaves prior to 10:00 a.m. An afternoon absence is recorded when the student arrives after 2:00 p.m. or leaves prior to 2:00 p.m. A student must be in school for more than 50% of the morning and/or afternoon to be considered present. Absence for less than 50% of the scheduled half session will be recorded as a tardy. If you have further questions, please call the principal's office.

ANIMALS IN THE SCHOOL

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Under no circumstances are animals to be transported on school buses. In accordance with the Gwinn School Board policy, skunks, ferrets, raccoons, opossums, and bats are not permitted inside school facilities or on school grounds. Cats and dogs must be inoculated against rabies at the student's expense before the student may bring such animals to school unless prior verification of inoculation is provided.

ATTENDANCE POLICIES

All students in the Gwinn Area Community Schools are **expected to attend school every day and to be punctual**.

School attendance is a legal parental responsibility. Regular attendance is integral to a child's academic achievement. Important learning results from active participation in the classroom and other school activities, which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. Excessive absences, tardiness, and days left early (more than 10) will be addressed and corrected by parents and school personnel. Additionally, excessive absences and/or tardies (more than 20) may lead to academic deficiencies resulting in a child being retained or placed rather than promoted to the next grade level.

Procedure followed:

Step 1: After 5 absences a phone call will be made by the classroom teacher.

Step 2: After 10 absences an attendance letter will be sent to parents.

Step 3: After 15 absences a parent meeting or home visit will be arranged.

Step 4: After 20 absences a referral will be sent to Marquette County District Court.

Excessive tardiness and/or leaving school early will follow the same procedure listed above.

1. **Excused absences** include:

- a. personal illness but not illness in the family unless the circumstances are approved by the principal
- b. death in the immediate family
- c. bona-fide religious holiday
- d. professional appointments that cannot be scheduled at non-school times
- e. absences approved by the principal for a good cause

2. **Notification of Absences: Please call the school office before 8:30 a.m. when your child will be absent**. Parents unable to contact the school by telephone should send a note stating the reason for

the absence when the child returns to school. If no excuse is given, the absence is recorded as unexcused.

3. **Unexcused absence** from school is not acceptable and is considered truancy.
4. **Doctor and other appointments** should be scheduled during vacation time or after school hours whenever possible. A copy of the school calendar is included in the front of this handbook for your information.
5. **Extended absences for vacation are discouraged.** Prior notification to the office is required if it is necessary for a child to be absent from school for an extended period. Students will be expected to make up work missed within a reasonable length of time as determined by the classroom teacher.
6. **Homework assignments** will be prepared for students who are absent for a day or two, if the request is made at the beginning of the school day. This will give the teacher time to write down the assignments and get the needed text materials ready. Requests that are received after lunch may not be honored that day, if the teacher's schedule does not permit it. *Make-up work may be picked up after 3:00 p.m.*
7. **Tardiness:** Students who arrive at school late must first report to the office and be signed in by the parent/guardian. Any student arriving after 8:30 a.m. will be marked tardy. Frequent tardiness greatly affects student learning and will be addressed immediately.
8. **Suspension from school** is considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork. It is recommended the student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school.
9. **Leaving Early:** Learning takes place until dismissal time; therefore, leaving early can affect learning and is not acceptable. Students should leave early only for medical appointments or extreme family needs. Students must be signed out through the office when leaving school early. This assures that the student is leaving with an approved person (a parent or any individual listed on the emergency card). Leaving school early will be marked as "L" on the attendance record and *will be counted the same as a tardy in the attendance record.*

AWARDS ASSEMBLY

An awards assembly is held at the end of the school year. Attendance awards are given for perfect attendance and for excellent attendance. Excellent attendance is equal to no more than three days total absences **or** no more than six tardy or left early **or** any combination thereof, with 2 tardy and/or left early = 1 absence. Awards are given to our older students for participation in band, choir, safety patrol and student council. Academic awards are given to students in 4th-6th grade. Students in grade six are eligible for the Presidential Education Award for outstanding academic performance. All students are eligible for a Citizenship Award which is an award given to students who have not acquired any disciplinary referrals to the office. Sawyer Elementary students also have the opportunity to participate in quarterly ROARS assemblies. Students receive recognition each quarter for following ROARS and having perfect school attendance.

BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles or scooters may be ridden to school. Bicycles are to be parked in the bicycle rack immediately upon arrival at school. Scooters may be brought into the school if they are in a storage bag. Bicycles and scooters are not to be ridden in the school parking lots. They are not to be ridden during school hours and may only be removed when the student is prepared to go home. Students should not leave the school grounds until the buses have left. All students are encouraged to use a lock for their bike, as the school

is not responsible if a bicycle is stolen. Non-breakfast students should not arrive before 8:15 a.m. Roller blades and roller skates are not to be used at school. Shoes with retractable rollers are prohibited for safety reasons. Skateboards may be brought to school only if the student walks to school or is transported by car. Skateboards are not allowed on the bus.

BOARD OF EDUCATION

Meetings of the Board of Education are held on the third Monday of each month unless published otherwise. They are usually held in the Gwinn High School Library at 6:30 p.m. The public is invited and encouraged to attend school board meetings. Agenda items are posted on the Superintendent’s office door, for public review, prior to each meeting. Meeting dates and times may also be accessed via the district website at: www.gwinn.k12.mi.us

BOOKS AND SUPPLIES

Students in the Gwinn Area Community School District are given textbooks to use on a loan basis. Students are strongly encouraged to cover textbooks with a book cover. All workbooks are also provided free of charge. Students are responsible for paying for any damaged school materials. Paper, crayons, and pencils are provided on a limited basis. The Sawyer Elementary School has a bookstore at which students may purchase additional supplies at cost. The bookstore is open for student purchases every day from 8:10 a.m. until 8:30 a.m. The materials available and the cost for each item are listed below. Some items may be temporarily out of stock at various times. Prices are subject to change.

Supplies	Colored Pencils (12 pack)	1.00
	Crayons (8 pack)	.25
	Crayons (16 pack)	.50
	Crayons (24 pack)	.75
	Erasers (pencil-top)	.05
	Erasers (large)	.25
	Glue (4 oz.)	.35
	Markers	1.25
	Pencil Grippers	.25
	Pencil (plain)	.05
	Pencil (specialty)	.25
	Pencil Sharpeners	.50
	Plastic Ruler	.25
	Pocket Folder	.25
	Pop-a-point Pencil	.50
	Scissors	1.00
	Spiral Notebook	.50

BREAKFAST

Nutritious breakfasts are available to all students at Sawyer each day school is in session. The prices are:

\$ 1.25 per day of REGULAR, or \$6.00 for five days of REGULAR
 \$.30 per day of REDUCED, or \$1.50 for five days of REDUCED

Parents are encouraged to purchase at least a week’s worth (five) of meals at a time. More than five may be purchased at one time as well. Breakfast is served from 8:05 a.m. to 8:30 a.m. Students eating breakfast should immediately go through the line to take breakfast-in-a bag back to class. If your child arrives late to school, the breakfast line may be closed. Please be sure students arriving late have eaten their breakfast at home.

BULLYING/HARASSMENT

Providing a safe environment for our students is of the utmost importance. Bullying or other aggressive behavior towards a student is strictly prohibited, whether on school property or in a school vehicle. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Bullying is defined as a pattern of conduct rooted in an imbalance of power that threatens, harms, humiliates, induces fear, or causes substantial emotional distress and serves no legitimate purpose.

Bullying is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (such as race, color, religion, ancestry, national origin, gender, or a mental, physical or sensory disability or impairment, or by any other distinguishing characteristic), or is based on an association with another person who has or is perceived to have any of these characteristics.

Conduct constituting bullying/harassment may take different forms, including but not limited to the following:

Cyberbullying

Cyber-bullying is considered to be harassment. Students, and parents, should be aware that this activity exists and will be consequence if brought into the school environment.

Board policy 5517 clearly states: Harassment through any means, including electronically transmitted methods (e.g. internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held devices), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle (bus) if it is considered to have a negative impact on the school environment.

Gender/Ethnic/Religious/Disability Harassment:

- Verbal –
 - Written or verbal innuendoes, comments, jokes, taunting, malicious teasing, name calling, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
- Nonverbal –
 - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- Physical –
 - Any intimidating or disparaging action such as hitting, kicking, pushing, hissing, or spitting or any other unwelcome physical contact on a fellow student, staff member, or other person associated with the District.

- Psychological –
 - Spreading rumors or engaging in intimidation.
 - Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Sexual Harassment:

- Verbal
- Nonverbal
- Inappropriate physical contact

Aggressive behavior that is repeated enough, or serious enough, to negatively impact a student’s education, physical, or emotional well-being will not be tolerated. Such behavior includes, for example, bullying, intimidation, name-calling, taunting, and making threats.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. If you feel you are the victim of bullying/harassment, bring this information to a teacher/administrator immediately. It is important that this information is shared with a staff member immediately as the first step in the process is awareness, information, and an attempt to stop it. Students may also use the “Drop-a-Note” box across from the office to report problems.

Consequences for bullying may include up to 180 days of out-of-school suspension.

BUS TRANSPORTATION

Prior to the opening of school in the fall, the Gwinn Area Community School District bus routes are published in the Mining Journal, Action Shopper, and posted at the Crossroads Convenience Store. Bus rules, types of violations and consequences are listed in the District Bus Handbook, which is distributed to every family. This acquaints everyone with the expected conduct and the proper safety procedures as well as the consequences when bus rules are violated. For new students in the Sawyer attendance area, bus information can be obtained by calling the **transportation department at 346-0304**. If assigned to ride a bus, each student is expected to take the bus home. **A student must have a note from home if he/she is being picked up from school, or is taking an alternate way home.**

School bus transportation is a service provided to the residents of the Gwinn Area Community School District. If safety procedures are not followed the transportation privilege will be revoked. **A student who is suspended from bus transportation is not suspended from school. Parents should make arrangements to transport their child to and from school whenever they have been suspended from bus transportation.**

Riding a Different Bus

Students are expected to ride the bus that they are assigned. We are requesting parents to have one pick-up and one drop-off point for the entire year. **Students will not be transported outside of our regular transportation routes nor shall students be transported to different stops for birthday parties, social events or any program not sponsored by the district.** In the event of an emergency, parents/guardians should call the school and arrangements will be made to accommodate any needs. This is to guarantee student safety. Our buses are generally filled to capacity. Transporting 10-15 students to a birthday party could result in overcrowding and unsafe transporting conditions. It has therefore been disallowed by School Board policy.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronics, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

CLASS ASSIGNMENTS

Classroom placement is a serious task that requires significant time. The building principal, in conference with the classroom teachers, assigns students to a class in an effort to design groups of students that are balanced in relation to ability levels, gender, and social/behavioral considerations. Our placement system works very well. Parent concerns regarding a student need may be shared with the principal by May 1st. However, ***no teacher requests will be accepted.***

CODE OF CONDUCT

A major component of the educational program at Sawyer Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

COMMUNICATION BETWEEN HOME AND SCHOOL

Parents are encouraged to call the school office if they have questions. You may also call the school and leave a message on a teacher's voice mail.

Other channels of communication include regularly scheduled parent-teacher conferences in the fall and spring, quarterly report cards, written notices, monthly newsletters, and public media announcements.

Our Community Resource Room and volunteer programs also provide opportunities to share information and ideas.

COMMUNITY RESOURCE CENTER

The Community Resource Center for the Gwinn Area Community Schools is located at K. I. Sawyer Elementary School. Parent resource materials are available for check out from the center including books, videos, health information and additional resources. Parents are invited to stop in the center anytime during the school day. The phone number is 346-5567 (ext. 2002).

COMPUTER TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY

Access to computers and the Internet is available to all students and staff in the Gwinn Area Community School District. In our district, these resources are used to educate, inform, and communicate. The Gwinn Area Community Schools "Computer Technology/Internet Acceptable Use Policy" is found at the back of this handbook. Please read this policy thoroughly. The student and parent/guardian signatures are required before students can utilize the school computer technology and the Internet. Forms should be returned to the classroom teacher.

DAILY SCHEDULE

STUDENTS

8:15 A.M. 1st BELL – ALL STUDENTS ENTER BUILDING: BREAKFAST LINE OPEN
8:30 A.M. 2nd BELL – ALL STUDENTS IN CLASSROOMS / MORNING ANNOUNCEMENTS
3:29 P.M. DISMISSAL BELL

TEACHER HOURS

8:15 A.M. to 3:39 P.M.

OFFICE HOURS

7:30 A.M. to 4:00 P.M.

DIRECTORY INFORMATION DISCLOSURE

In accordance with GACS Board of Education Policy 8330, the District is providing public notice to the parents and students to make available upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; or scholarships. Parents may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice. A written contact to the school office is necessary within the first ten days of school if you do not wish to have the school release this directory information.

DISTRIBUTION OF MATERIALS/FLYERS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private,

without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

No individual representing an outside organization or staff member or student representing an outside organization or staff member or student on their own behalf, may distribute or post literature/flyers/materials on District property either during or after school hours without the permission and prior review of the Superintendent.

If materials are approved for distribution, the materials/flyer will be posted and made available at a location, as designated by the Principal that is available to all students and staff. Materials/flyers will not be distributed to individual students/staff at any time. Materials/flyers that are made available for distribution will be removed after a two week period.

DRESS CODE AND GROOMING

Inside Wear

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, and hairstyle or hair color) that disrupts the educational process or presents a safety risk will not be permitted. The Board advocates a dress code for all students attending the District's schools. Clothing or grooming shall be considered unacceptable if it interferes with the educational program, interferes with efforts to promote the safety and welfare of students, interferes with efforts to maintain discipline and order, or causes a distraction that disrupts the educational process.

Based on experience it is recognized that a disruption to the educational process occurs when students make fun of other students, ridicule other students or become hard to control because of unusual dress or grooming styles of those students. The following dress or grooming style code will be enforced at the elementary level during school hours or at school functions:

Clothing

- Headwear
 - No hats, bandanas, sweatbands, or other headgear inside building.
- Shirts
 - No tops with thin straps (less than 2") beyond 3rd grade.
 - Undergarments must be covered.
 - No midriffs exposed.
 - Shirts should not expose skin below the underarm.
 - No lewd or sexually suggestive pictures or messages on clothing.
 - No lewd or sexually suggestive clothing.
 - Clothing that has obscene, profane or inflammatory messages are not allowed.
 - Clothing containing logos, messages or portraits of drugs, alcohol or tobacco will not be permitted.
- Pants
 - No skin or undergarments showing when seated or standing.
 - No pajama type pants except on school specified days.
 - Pant leggings need shirts that go down to mid thigh length.
- Shorts
 - Mid-thigh length when student is standing.
- Skirts
 - Mid-thigh length when student is standing.
- Shoes
 - No shoes with wheels.
 - Flip-flops or sandals with thongs and no back strap are not acceptable.
 - No spiked heels over an inch.

Accessories

- Piercings
 - Only ear piercings allowed.
- Tattoos
 - Tattoos must be covered.
- Chains
 - No pocket or wallet chains worn from clothing.

Hair

- Color
 - Hair may not be bleached or colored with coloring dyes, paints, gels, sprays or any other coloring agents.
 - Exceptions will be made in order to return hair to its natural color.
- Style
 - No hair rollers or add on hair pieces.
 - Carved symbols, designs and/or numbers in the hair are not allowed.

The Superintendent may approve exceptions to this policy for health and/or religious reasons.

Consequences

- Step 1. Verbal reminder, situation must be corrected, parent contacted.
- Step 2: In-School Suspension initiated if violation not corrected.

Outside Wear:

Elementary students should wear clothing that is appropriate for the activities in which they are involved. They should be dressed adequately for weather conditions because they will be expected to go outside for recess periods except in extremely cold or rainy weather or when justifiable health reasons exist. Sawyer students have 15 minutes of outside lunchtime recess whenever the temperatures and/or wind chill factors are above zero degrees. Snow pants and boots are required for playing in the snow. Children without the proper winter wear will be permitted to play in the plowed areas only.

Students that select a manner of appearance that violates the dress code or disrupts the educational process or presents risk to themselves or others will call home for alternative clothing or be removed from the educational setting.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. At the elementary level, this applies to choral groups.

ELECTRONIC DEVICES

As per board policy 5136, a student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions, provided that during the school hours and on a school vehicle (bus) the cell phone or other ECD remains off. Also, during school activities when directed by the administration or sponsor, cell phones and other ECDs shall be turned off and stored in the student backpack. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD. The confiscated item may be picked up at school the following day by the parent. The student who possesses a cell phone or ECD shall assume responsibility for its care. Radios, tape or compact disc players, MP3 players, iPods, laser lights, and electronic games are not allowed in the classroom. At no time shall the District be responsible for preventing the theft, loss or damage to cell phones or other electronic devices brought onto its property.

ELEMENTARY DISCIPLINE CODE

Students have the right to be in a school that provides a safe environment for learning. Students are expected to learn and to practice responsible behavior, which encourages the positive social and educational development of the child. Any behavior that disrupts this process will be dealt with immediately. We expect everyone to contribute to a safe and orderly environment in our school. Students should know behavior expectations. To assist with this, included in this handbook is a K.I. Sawyer Elementary School Behavior Expectation Matrix, which defines expected behaviors throughout the building.

At Sawyer Elementary School, we expect our students to **R.O.A.R.** by being **R**espectful, being **O**rdery, having a positive **A**ttitude, and being **R**esponsible. This means:

- We are **R**espectful when we . . .
 - Use kind words
 - Listen when others are speaking
 - Follow directions the first time
- We are **O**rdery when we . . .
 - Walk in school
 - Keep our hands and feet to ourselves
 - Use inside voices in school
- We have a positive **A**ttitude when we . . .
 - Help others
 - Are cheerful and friendly
 - Do our best
- We are **R**esponsible when we . . .
 - Complete our work on time
 - Are honest
 - Take care of school and personal property
- We are **S**uccessful when we . . . **ROAR!**

Consequences for Violation of Behavior Expectations

Students should know behavior expectations and what consequences are used to reinforce appropriate behavior. The K.I. Sawyer Elementary Consequence Rubric clearly outlines consequences as tied to misbehavior. Copies of the Behavior Expectation Matrix and Behavior Consequence Rubric will be posted throughout the building so that all students are aware of the expectations for behavior at K.I. Sawyer Elementary. Students and parents should note the consequences listed for the actions taken and discuss proper school behavior. Behavior intervention programs are also provided at school as needed.

Sawyer Elementary staff complete discipline referrals to document and communicate student behavior and consequences with parents. When a referral is completed, parents will receive a phone call from the building principal or teaching staff and a copy of the form is sent home. Parents should discuss the behavior infraction with their child, sign the referral form and return it to school the following day that school is in session.

Corporal Punishment

The Gwinn Area Community School District follows the guidelines, which are established in the General School Laws of the State of Michigan. Public Act 6 (March 10, 1992) defines corporal punishment as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.” The act preserves the right to use reasonable physical force to maintain order and control in a school related setting. Physical force may be used to restrain or remove disruptive pupils (if the pupil has refused to comply with a request to refrain from further disruptive acts), for self-defense or the defense of another, to prevent a pupil from infliction of harm on himself or herself, to quell a disturbance that threatens physical injury to any person, to obtain possession of a weapon and to

protect property. This act requires local and intermediate school districts to develop and implement a code of student conduct. Our elementary discipline code and bus safety regulations serve this purpose.

Harmful and Illegal Substances

Students should not possess, use, or distribute any harmful illegal substances such as alcohol, mind-altering substances, or tobacco.

The following consequences apply for use, possession or purchase of alcohol or illegal drugs on school grounds:

First Offense – one year suspension, parent conference, and referral to authorities. Student can be reinstated after 90 school days, upon completion of an approved assessment and rehabilitation program.

Second Offense – one year suspension. No early reinstatement opportunity.

The following consequences apply for dealing (selling, distributing, transacting) illegal drugs on school grounds:

Each Offense – one year suspension. No early reinstatement opportunity.

The following consequences apply for use, possession or distribution of tobacco on school grounds:

First Offense – three day suspension; parent-student-principal conference.

Second Offense – five day suspension; parent-student-principal conference.

Over-the-Counter Drugs or Prescribed Medications

Students should not personally possess or use any over-the-counter drugs or prescription medications on school grounds, with the exception of personal inhalers for which the student has a medical form on file in the school office. All other over-the-counter drugs or prescribed medications needed at school must be kept in the school office with the appropriate medical forms on file. No student should distribute or attempt to distribute over-the-counter or personally prescribed medication on school grounds.

Examples of over-the-counter medications include, but are not limited to: cold pills, allergy medicines, vitamins, muscle or strength building pills/mixes, non-prescription inhalers and bath salts.

The following consequences apply for distributing or attempting to distribute over-the-counter drugs or personally prescribed medications:

First Offense – up to 10 day suspension from school; parent-student-principal conference.

Second Offense – up to 20 day suspension from school; parent-student-principal conference; referral to authorities.

Weapons

Students shall not possess or use weapons or any other potentially dangerous items or sharp objects at school. Please refer to the section on Weapons in School on page 19.

Please refer to the K.I. Sawyer Elementary School Behavior Matrix and the K.I. Sawyer Elementary Behavior Consequence Rubric at the end of this handbook for further information.

EMERGENCY CARDS

Emergency cards are sent home on the first day of school and must be returned to school the next day with all information completed. **Please contact the school immediately if any of the information changes during the school year.** Please be sure to list several emergency contacts so the school is able to reach an authorized person when parents are not available. **Children will be released**

only to those people whose names appear on the front of the emergency card.

Your child's safety and well-being are a priority.

EMERGENCY SCHOOL CLOSINGS

Throughout the school year it is occasionally necessary to close the schools due to inclement weather. The decision to close school is made prior to the buses leaving the garage whenever possible. Contact with the National Weather Service, law enforcement personnel, the County Road Commission, and the Gwinn School Administration is made prior to the decision to close. Announcements are made over all local radio and television stations when a closure is necessary.

In the event that weather conditions make it necessary to cancel classes after they have begun for the day, parents will be notified over the same media as soon as it is possible. In threatening weather, parents are urged to listen to the radio for any announcements. Students will be bused to their normal destination unless a written emergency plan has been given to the school, provided on the back of the emergency card. Every effort is made to guarantee the safety of all our students. It is imperative that all parents keep the school informed of the emergency procedures they want followed whenever the school closes unexpectedly. Please plan ahead to avoid last minute calls to the school.

FIELD TRIPS

Field trips are planned to enrich educational experiences and are integrated with curricular areas of classroom study. All parents are given a field trip permission slip to sign during the first week of the school year. This gives the school district your permission to include your child on designated educational trips. Notification will always be sent home prior to a field trip so that you are informed of where your child will be throughout the school day. All school rules and district policies, including appropriate behavioral expectations, apply to field trip situations. Any student who is considered a threat to the health, safety, and welfare of other students based on disciplinary referrals may be excluded from field trips and other school activities. This will be determined at the discretion of the principal. Inappropriate behavior on a field trip may result in the loss of future field trip privileges.

Parents are often asked to accompany field trips as chaperones. Chaperones are expected to ride the bus for trips and assist in supervising students. As role models for students, the use of tobacco by chaperones while on a field trip is forbidden.

GRADE REPORTING/GRADING SCALE

At the end of each quarter, parents will be provided with a report describing the progress of their child. At the end of the first quarter, grade reports are distributed to parents at parent-teacher conferences. Parents are urged to visit the school during their scheduled conference times.

Report cards are then sent home with the students at the end of the second, third and fourth quarters. Additionally, students in grades 4, 5, and 6 receive a mid-quarter progress report if receiving failing grades. Appointments for conferences with any staff member can be arranged at any time by calling the school office at 346-5567.

All parents have access to PowerSchool. Information that may be obtained includes attendance and meal account balance. Parents of students in grades 4, 5, and 6 may also view academic grades. The link to PowerSchool can be found at the district website at www.gwinn.k12.mi.us The student login number is the same as his/her meal code at school. The student password is the student's birthday, without any leading zeros (01-02-1999 would be 121999).

The grading scale adopted for the Gwinn Area Community School District is used at the Sawyer School as follows:

94 - 100	A	72 - 76	C
90 - 93	A-	70 - 71	C-
87 - 89	B+	67 - 69	D+
82 - 86	B	62 - 66	D
80 - 81	B-	60 - 61	D-
77 - 79	C+	59 or less	F

HEALTH INFORMATION

Accident and Illness - If a child becomes ill or is injured at school, parents will be notified immediately. Please make sure that the school has a phone number where the parent can be reached as well as emergency numbers listed on the emergency cards, which are sent home at the beginning of each school year. Parents must make arrangements for their child to be picked up and cared for, as the school is not equipped to care for sick children. No student will be permitted to attend or remain in school if: 1) they are acutely ill, 2) they have a fever of 100.00 degrees Fahrenheit, 3) they are vomiting, or 4) they have diarrhea. Minor cuts and scratches are cleaned with soap and water and bandaged. If a child cannot take part in any normal part of the school day, a note from home will be necessary to have the child excused from the activity.

Conjunctivitis – Also known as “pink eye,” conjunctivitis is a contagious disease of the eye. Itchiness and redness of the eye are two common symptoms. Student should not come to school with this illness until they have been on medical treatment from the doctor for at least 24 hours. Students suspected of having conjunctivitis will be sent home until medical treatment is sought.

Dental Health – Programs are presented to third grade students during Dental Health Week.

Hearing Screening - Students in the even numbered grades (K, 2, 4, 6) are screened each year. Other students are screened on a referral basis. Two audiometric tests are given before a referral is made to the parents.

Immunizations - Diphtheria, pertusis, tetanus, polio, measles, mumps, rubella, hepatitis B and chicken pox immunizations are required for all students entering Michigan schools. An immunization record is required upon registration for school. According to State Law MCL § 333.9208 (2007) an immunization record must be presented by the first day of school with a minimum of one dose of an immunizing agent against each of the diseases specified. A parent or guardian of a registered child with only minimum doses shall present an updated certificate of immunization within 4 months after initial attendance showing that the immunizations have been completed. State Law MCL § 333.9215 (2007) allows parents or guardians to exempt a child from immunizations via a written statement if there are religious convictions or other objections to immunization.

The following information applies to children ages 4-6.

Diphtheria, Tetanus, and Pertusis. 4 doses are required. If a dose was not given on or after the 4th birthday, a booster dose of DTP is required. Most children will have 5 doses.

Polio. 3 doses are required. If the last dose was not given on or after the 4th birthday, a booster dose is required. Most children will have 4 doses.

Measles, Mumps, and Rubella. 2 doses are required. The first dose must be given on or after the first birthday. The second dose must be given at least 28 days from the first dose.

Hepatitis B. 3 doses are required.

Varicella (Chickenpox). **2 doses are required (effective January 1, 2010)** for all children entering kindergarten, all 6th grade students, and all children changing school districts. Reliable history of chickenpox disease is acceptable in lieu of the vaccine.

Additional immunizations required for all children 11+ years of age who are changing school districts or who are enrolled in 6th grade:

One dose of meningococcal (MCV4 or MPSV4) vaccine

One does of tetanus/diphtheria/acellular pertussis (Tdap) vaccine (if 5 years have passed since last does of tetanus/diphtheria vaccine – DTaP, Td, or DT)

A website available to parents on immunizations required by the State of Michigan and mandated by the Federal Government is www.cdc.gov/vaccines and at <http://www.909shot.com/state-site/Michigan.htm>

Lice: When a student is infested with live head lice or nits the school should be notified. Students with live lice or nits will be sent home from school. Students will not be re-admitted to school until all live lice and nits are removed. Students returning after a case of head lice **must** report to the school office with a parent or guardian before they are cleared to return to the classroom. Parents will be notified when a case of head lice is discovered in their child's class.

Physical Examinations are recommended for each child entering Kindergarten. Parents should allow sufficient time for their child's physical prior to the start of the school year.

Physical Growth and Development Programs are presented to fourth, fifth, and sixth grade students each year.

Vision Screening is conducted for students in kindergarten and in grades one, three, and five. Other students are screened on a referral basis.

HOMEWORK

Homework is a requirement of elementary students. Homework is the responsibility of the student and is a key part of the learning process. Homework is assigned to supplement and reinforce concepts learned in the classroom. Homework shall be assigned on a need basis and shall not exceed a student's capacity to complete within a reasonable time. **It is expected that all homework will be completed in full by the due date/time as determined by the classroom teacher. Credit will not be given for assignments late beyond reason.** A Homework Help Club is maintained throughout the lunch hour for students in 4th-6th grade and is serviced through the Title I program. Parents will be contacted by the classroom teacher when a student incurs five times of not having homework completed on time. A meeting with the principal is required when a student incurs ten times of not having homework completed on time.

LEAVING SCHOOL EARLY

In recognition of the district's obligation to parents for the health, welfare and safety of students, the Sawyer School will not release a student during the school day except in emergency situations, and then only to a student's lawful custodian as defined by Michigan law. The identification of the student's lawful custodian shall be verified to the satisfaction of the principal. **All written or verbal requests of the lawful custodian shall be verified to the satisfaction of the principal.** The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with Board of Education policy. A copy of a restraining order is needed on file in our school office if your child's situation warrants not going with a legal parent/guardian. **In all cases, students must be signed out at the principal's office when leaving school during the school day.** This is to

assure that the student is leaving with an approved person, as authorized by the parent/guardian on the student's emergency card. ***Leaving school early is counted the same as a tardy on the attendance record.***

LIBRARY PROGRAM

All students have the privilege of using the school library. Each classroom has a regularly scheduled 30-minute library period each week. Students in grades 1-6 check out books and return them during their library periods. Open library periods are also available during the week for browsing and assistance with research.

Overdue fines for books and magazines are charged at the rate of 25 cents per week. Borrowing privileges are suspended weekly when a student has overdue materials. Privileges are reinstated when the item is returned however; the student will continue to receive weekly notices of a fine due until the fine is paid. If a fine is not paid within four weeks, library privileges will again be suspended until the fine is paid. If an item is four weeks overdue, a student will be asked to pay the replacement cost of the item.

If you have any questions regarding our library program, please call the school office at 346-5567. Our librarian will return your call.

LOCKERS

Students in grades one through six have the use of a hallway locker for their coats and personal items. Students should use magnets to place pictures, etc. in their lockers. Tape is not permitted. The locker should be kept neat and clean.

LOST AND FOUND

Many items are turned into the office and placed in the Lost and Found box outside the custodian's room. These items accumulate quickly. If a student is missing an item, please have them check the lost and found box. Please put your child's name on all clothing and articles to eliminate problems and help us locate the rightful owner of lost articles. The school is not responsible for items placed in the Lost and Found. All unclaimed articles are donated quarterly to the St. Vincent de Paul's Society.

LUNCH PROGRAM

Balanced meals are served on a daily basis and are available to every student. The prices are:

\$1.80 per day of REGULAR, or \$9.00 for five days of REGULAR
\$.40 per day of REDUCED, or \$2.00 for five days of REDUCED
\$.30 one milk

Payment for your child(s) meals at school can be sent to the school office in an envelope with your child's name on it and we will put it in your child's account. Notification will be sent home when your child has a low or negative balance in their account. Extending credit to students is discouraged by federal and state auditors and is not an acceptable practice. We ask that you keep current with your child's meal account so they do not have a negative balance in their account. You may send payment for a whole marking period, semester, or year. Menus are sent home with our monthly newsletter as well as broadcast over local radio stations each morning.

Free and Reduced Lunches - Students may be eligible for free and reduced prices on meals. Students who have been eligible for free/reduced lunch must complete a new application which is sent in the mail during the summer. New students will receive an application form for the free or reduced priced meals upon registration but must pay full price for the meals until the application is approved. Notification of

eligibility will be made within 10 days of receipt of your application. If you do not qualify for free or reduced meals at the beginning of the year, but your financial status changes during the school year, you may reapply. Call the school office for an application.

Lunchroom Discipline - During the lunch period, students are expected to:

1. Walk quietly to and from the lunchroom.
2. Sit at the assigned tables.
3. Use proper table manners by:
 - a. following the directions of the supervisors.
 - b. making good decisions when sharing food.
 - c. using quiet talk at each table.
 - d. not talking with food in the mouth.
 - e. not throwing or playing with food or other objects.
 - f. cleaning up the area when the meal is completed.
4. Wait to be dismissed by lunchroom personnel.
5. Empty trays in the trash containers after eating.
6. Not take food from the lunchroom area.

*The FDA recommends milk for all children. Please do not bring soda pop for lunch.

Lunchroom violations are handled by the noon hour supervisors and other school personnel when appropriate.

1st offense – verbal reprimand from appropriate school personnel

2nd offense – time out either in the school or on the playground

3rd offense – student loses noon hour privileges for a minimum of one day (discipline referral)

4th and subsequent offenses – student loses noon hour privileges for two or more day (discipline referral)

Students who accidentally drop their full tray are expected to help with the clean up and will receive another lunch free of charge.

Students who make unnecessary noise, are disruptive, or do not obey the supervisors will be disciplined according to the approved discipline code.

Students are expected to go outdoors daily except when the weather is inclement. It is important that children be dressed appropriately. Generally, if a student is well enough to attend school, he/she is well enough to participate in noon hour recess activities. Parents are asked not to send notes requesting that students be kept in during noon recess.

Noon Recess and Playground Rules

The following rules apply to all students during recess and the noon hour:

1. Weather permitting, all children will have the opportunity to go outside during the lunch hour.
2. Students should wear clothing appropriate for the weather.
3. While inside the school building, no balls, jump ropes, or any other playground equipment will be used.
4. Students will leave and enter the building in an orderly and quiet manner without pushing or bumping others.
5. Once outside, students are not allowed to re-enter the building without permission. They are expected to take care of bathroom and all other needs before going outside.
6. Students must play on the playground in the areas designated by the supervisors.
7. Bad language is not tolerated. Students using bad language will be reported to the Principal.
8. Students are not to interfere with the play of other students.

9. Rough play is not allowed. This includes tackle football, king of the mountain, wrestling, pushing, piling on, tripping, kicking, or any other rough activity. No snow throwing or rock throwing is allowed.
10. Good sportsmanship is required for all team games. Rules of the game must be followed by all players.
11. Slide: There will be no running up the slide or under the slide. Only one person at a time is permitted to use the slide. Students may go down the slide in the sitting position only -- "head first" or "on stomach" is not permitted.
12. Swings: Only one student on a swing at a time and only conventional swinging will be permitted.
 - a. No jumping out of swings.
 - b. No sideways swinging.
 - c. No hanging upside down on the swings.
 - d. No running under the swings when in use.
 - e. No standing on the swings.
 - f. No climbing swing set poles.
 - g. No spinning on swings.
 - h. No wrapping swings around cross pole.
13. Merry-go-round: There should be no jumping off of the merry-go-round, nor should students hang their heads, arms, or legs off the merry-go-round when it is in motion. There should only be two pushers.
14. All playground equipment is "first come, first serve." Saving is not allowed.
15. Students are responsible for returning all equipment they take outside.
16. Students must respect school property. Do not kick the basketballs or hang on basketball rims. Any misuse of school equipment is not allowed.
17. Play in open areas only.

Indoor Recess

When weather dictates indoor recess, the following rules apply:

1. Students should follow the classroom rules for recess posted by the teacher in the classroom.
2. Students should not bring electronic devices such as games, CD players, etc. or trading cards to school. The district cannot be responsible for loss or damage to these items.
3. Students are not to use computers or other electrical equipment without the permission of their classroom teacher.
4. Students must walk in the classroom, running is not permitted.
5. Students must stay away from the teacher's desk.
6. Students must use inside voices.
7. All classroom rules are in effect.
8. Seek help from the adults on duty when they come into your classroom.

During indoor recess students must remain in their own classroom for the entire recess period and may participate in the following activities, or those posted by the classroom teacher:

1. Play boxed games or card games.
2. Write on the chalkboard if approved by the teacher.
3. Read a book.
4. Do seat work.
5. Do your homework.
6. Draw a picture.

MEDICATIONS IN SCHOOL

Arrangements can be made for a child to receive prescribed medication as well as over-the-counter medication at school as necessary for student health on a limited basis. School personnel will administer

medication only after the proper forms have been completed and filed in the school office. These forms can be requested from the school office. No students may carry or administer their own medications with the exception of an inhaler. A student may possess and administer his/her own inhaler as needed with a completed medication form on file in the school office. All other medications need to be in labeled prescription bottles or over-the-counter containers with the student's name, doctor's name, medication dosage and the dispensing instructions clearly printed. An adult must deliver prescription drugs and over-the-counter medications to the school office. No students should share any type of medication. Please refer to the Elementary Discipline Code for consequences. All medicines are held in a secured place by the office staff.

MOVIES

Movies are occasionally shown at school for education purposes and as a reward for good classroom behavior by students. Movies are screened ahead of time by teachers. Classroom teachers will notify parents in writing of the movie title and reason for viewing the movie. All movies will be G or PG. However, you must give permission to watch a PG rated movie. This permission is indicated on the Handbook Verification Form found at the end of this handbook.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held at the conclusion of the first marking period and mid-way through the third marking period. Parents will be notified of times and will have the opportunity to speak with teachers. Some of the teachers conduct Student-Led Conferences. This is an excellent occasion for teachers and parents to combine their energy and talents to guarantee greater success for our students. Many teachers hold student-led conferences so the student may take responsibility for his/her learning and education. The student, the teacher and parents meet together to discuss the student's progress and set goals for future learning.

PARTY INVITATIONS

In the past, parents have sent party invitations with students to school for distribution to friends. This has resulted in hurt feelings on many occasions and is an interruption in the school program. To avoid this, students may pass out party invitations in class providing the entire class is invited, or all girls or all boys are invited within the class. Also, the school will not distribute personal addresses or phone numbers for this purpose.

PROMOTION/PLACEMENT/RETENTION

Students will be **promoted** to the next grade level at the end of the year if they have successfully completed the grade level objectives established by the State of Michigan.

Students will be **placed** in the next grade level if they have not successfully completed the grade level objectives. Reasons for placement could include:

- o excessive absences
- o failing two core subject areas
- o negative behavior that interrupts academic progress.

Students will be recommended for retention in the current grade level if they have not successfully completed the grade/developmental milestones necessary to succeed in the next grade level. Parents should be aware that excessive absences may affect this academic progress.

PUPIL PROGRESS REPORT

A Pupil Progress Report will be sent to parents of 4th, 5th, and 6th grade students by the end of the 6th week of the marking period if a student's progress is not satisfactory. The slips may be given to the student to give to the parent for their signature. If a child fails to return a signed progress report, a second copy of the report will be mailed to the parent.

SAFETY DRILLS

State Law requires public schools to conduct fire drills, safe location drills and tornado drills throughout the school year. Students need to know and practice the plan for each emergency situation to ensure their safety while at school.

SAFETY PATROL

Students in grades five and six are eligible to participate in safety patrol. Selected students help monitor the halls and doors, assist in the cafeteria during lunch, and serve in other areas as needed. A staff member meets with the safety patrol members on a monthly basis.

SCHOOL-STUDENT-PARENT COMPACT

We all have a responsibility in raising your child. Please read through the School-Student-Parent Compact.

School Responsibilities

Students must be given the opportunity to succeed. Therefore, we will do the following:

- Provide an environment conducive to learning
- Provide all students with high quality curriculum and instruction
- Promote reading on a regular basis
- Demonstrate care and concern for each student
- Have high expectations for staff and all students
- Provide maximum opportunity for all students to meet the state and district content and performance standards
- Monitor attendance and learning
- Maintain open communication regarding student performances at all times
- Respect the students, their parents and the diverse cultures of the school

Student Agreement

It is important that I do the best that I can. Therefore, I will do the following:

- Come to school each day and be in class on time
- Read regularly
- Ask for help when I do not understand
- Have my homework completed and turned in on time
- Always try to work to the best of my ability
- Show respect for myself, my school and other students
- Follow the rules at my school and home

Parent Agreement

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

- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Encourage my child's efforts to do his/her best

- Provide support and explanation, but will not do homework for my child. I will contact the teacher when my child has difficulties with learning. I support my child receiving Title I services if they are needed.
- Stay aware of what my child is learning
- Encourage positive attitudes about school
- Attend parent-teacher conferences and other school functions
- Encourage my child to read regularly
- Cooperate with the school in providing open communication

SMOKING

The GACS Board of Education prohibits the use of tobacco on district property and in all district buildings owned and/or operated by the school district. This policy prohibits smoking on school property by any person at any time. This includes school parking lots, outside of school buildings and school athletic fields both during school hours and after school hours.

SPECIAL CLASSES

ART

All students are provided art instruction during the week. Various mediums are explored including clay, paint, and colored chalk. Students learn art concepts and develop skills to solve problems in creating artwork. Student artwork is displayed for the public during the school year.

BAND

Sixth grade students are eligible to participate in band class twice per week. The band instructor will be contacting the students during the first week of school with necessary information. Each student must provide his or her own instrument and lesson book. Students who do not elect to participate in band will be involved in various exploratory classes with the sixth grade teachers.

COMPUTER LAB

All Sawyer students are provided computer instruction in our computer lab at least one session per week. Additionally, classroom teachers have their students utilize the lab for extended projects such as research, writing, and presentation. Special emphasis is placed on learning how to integrate technology into the core academic subjects.

CHOIR

Fifth and sixth grade students will have the opportunity to participate in choir on a weekly basis. This vocal performing group gives our students the experience of working together as a large group towards performance goals. The group performs at the Christmas and spring programs.

GENERAL MUSIC

Music classes are held in the Sawyer School each week for two half-hours for first through sixth grades. Kindergarten students have a half-hour session. Special emphasis is given to learning note values, the mechanics of reading music, studying famous composers and their work to learn appreciation of music history, etc. Children are provided with opportunities to perform with a variety of rhythm instruments (bells, recorders, etc.) as well as their own best instrument ... their voice.

A special effort is created at Sawyer to provide opportunities to learn the art of performing as children are exposed to building level concerts each year with one held in December and one in the spring.

PHYSICAL EDUCATION

Physical education is an important part of our curriculum providing kindergarten through sixth grade students with physical fitness activities for two half-hours each week. Learning how to win and lose, the fostering of the attitude to do one's best as well as a lifetime commitment to physical fitness are goals of our program.

Special requirements are in effect for students involved in physical education classes. Gym shoes must be worn to protect the floor as well as provide for safety during running activities. Please be careful when buying black-soled shoes ... some leave marks on the floor.

Parents must notify the school of any known medical condition that could prohibit or limit gym participation. Notification must be in writing. Extended absences require a doctor's statement.

SPECIAL EDUCATION SERVICES

Consultant Services Available

The Marquette-Alger Regional Educational Service Agency (MARESA) provides consultation services to classroom teachers and special education personnel to enhance their ability to provide effective programming for our students. These consultant services can be for visual impairment, hearing impairment, occupational therapy, physical therapy, music therapy, emotional impairment, autistic impairment, and preschool non-classroom therapy.

Inclusive Education

The Gwinn Area Community School District provides a variety of special and general educational opportunities for special education students. The term "inclusion" is used to identify the placement of moderate and/or severely handicapped students in the least restrictive environment, specifically, age appropriate placements in regular education classrooms in the neighborhood school. If you need information please contact the building principal. Planning is done on an individual level to ensure that student needs are met at an appropriate level.

Psychological services consist of special education evaluations based on a referral from the teacher and/or parent. The evaluation requires the written permission of the parent or guardian.

Resource Room

The Sawyer Elementary School provides resource room services for students who qualify for special education. In class support and/or programming in the resource room provides special needs students with additional academic support in the areas of reading, math, listening comprehension, oral expression, and written expression.

School Social Work services are provided by the school social worker to students based on individual need. Contact with the home, school personnel, and other affected agencies are a part of the services provided.

Speech/Language Therapy. Those students needing therapy are individually screened to determine a prescribed program, which is discussed and finalized through the I.E.P.C. process. Therapy may be done either individually or in a group depending upon the severity of the problem

STUDENT COUNCIL

Students in grades five and six are eligible to run for Student Council. These elected students serve the Sawyer School through fundraising efforts and sponsoring student events. Student Council members meet with a staff member on a monthly basis.

STUDENT RECORDS

Cumulative CA-60 files are maintained for each student. These records are open for review at any time. Please call the school for an appointment if you wish to review your child's files.

Upon receipt of a signed records request form, records are transferred by mail when students exit the Gwinn Area Community Schools. Parents can, however, arrange for copies of records at a cost of \$.25 per page to take with them when they leave. On the last day of a student's attendance, the school provides current grades and a progress report for the parent if the parent has notified the school of the departure at least one week in advance.

SUPPORT SERVICES

Guidance Services are available in each elementary school. Students are serviced on an individual and/or group basis depending on their needs. The basic services of the guidance department include family and school adjustment, testing for academic levels, crisis counseling, and or social skills groups. In general, consent is not necessary for academic screenings. If you would like to "opt out" of any of these guidance services, please contact the school office and/or guidance counselor directly. The counseling department may also work with classrooms on school approved awareness programs.

Reading Support Services are provided at the Sawyer School through our Title I and/or At-Risk programs. Services may include weekly reading intervention as a supplement to the classroom reading program or direct services by a reading specialist for those students deficient in basic reading skills and comprehension.

Title I Services are offered at the Sawyer Elementary School. Title I regulations dictate that this service be supportive to the classroom programs. Children who perform below grade level in math, reading, writing, science, and/or social studies may be eligible for this service. Eligibility for these services is based on economic status as well as academic need based on student test results and teacher referral. This in-class support is given by Title I paraprofessionals through small group instruction aimed at improving the quality of student performance in the regular classroom.

SUSPENSION

Students may be suspended from school whenever their behavior interferes with the academic objectives of the school. The serious infractions which lead to an at-home or in-school suspension are listed in this handbook. During an in-school suspension, students report to the school office at 8:15 a.m. for their assigned ISS location. Classroom assignments are provided for the student and work is graded on a straight percentage basis. Students are not given F grades and do have the opportunity to complete the work assigned in their classrooms. This is also true for out of school suspensions. Repeated infractions of the rules will lead to a progressive suspension plan. Additional offenses would lead to a review by the Board of Education and a possible expulsion from school or a referral to the Diversion Program, which is a part of our Juvenile Court system. Students are not permitted to attend any function on school property during an out-of-school suspension.

TEACHER AND AIDE QUALIFICATIONS

Parents of students attending the Gwinn Area Community Schools have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows parents to request certain information about classroom teachers and requires public school districts to provide this information in a timely manner, if requested. Specifically, parents have the right to ask for the following information about each classroom teacher:

- Whether the Michigan Department of Education (MDE) has licensed or qualified the teacher for the grade and subject he/she teaches.

- Whether the MDE has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any instructional aide in the Title I program provides services to a child and, if they do, the aide's qualifications.

This rule applies to students attending George D. Gilbert Elementary School and K.I. Sawyer Elementary School. Please contact Kristen Peterson at 346-0314 to request any of this information.

TELEPHONE

Students may use the office phone only in cases of emergency or illness. The phone may not be used for personal reasons including forgotten textbooks, homework, clothing apparel, or to invite a friend over. Messages and deliveries from home are to be left in the office. Students will be called from class only in emergency situations. A student cell phone brought to school must be turned off and kept in the backpack. Violation of this policy results in taking the phone from the student for the parent to pick up the following school day.

TESTING

The Michigan Educational Assessment Program (MEAP) tests are given at the third, fourth, fifth and sixth grade levels in math and language arts. Additionally, students in fifth grade test in science while students in sixth grade test in social studies. The MEAP tests are administered in October. The Gates-MacGinitie reading test is administered to K-6 students in May. An end of the year math test is also given at that time. In addition, the counseling staff administers individual achievement tests to help school personnel determine current academic performance levels of referred students.

TEXTBOOKS

All books will be issued by the classroom teacher. Students are responsible to maintain these books in good condition. Students should cover the textbook with paper or cloth covers to help minimize damage and prolong the life of the book. Any malicious destruction, loss and/or unwarranted damage to the book will result in the student (parent) paying a fine or replacement cost. Failure to return books or pay fines/replacement cost may result in the student's report card and other files held at the end of the year until restitution is made. This policy also applies to library books.

USE OF SCHOOL FACILITIES

School facilities are primarily for school purposes. Any person wishing to use the Sawyer School facilities should contact the principal for the appropriate Building Usage forms. According to Board of Education policy, there is a charge for using the school and rates are available through the principal's office.

VISITORS TO THE BUILDING

All visitors to the building are required to first check in at the office. Please check with office personnel before going to any classroom. Friends or school-age relatives of students may not attend class with Sawyer students. We cannot be responsible for their supervision.

VOLUNTEERS

The Sawyer Elementary School utilizes various volunteer services throughout the school year. Volunteers are coordinated through the Community Resource Center and individual classroom teachers.

If you enjoy working with children, this program may provide you with a rewarding experience. Volunteers are needed to work with students in these areas: classrooms, computers, special assignments, End-of-Year Celebration, room parties, copying, laminating, making popcorn, etc. Many other opportunities are available to you to provide instruction or to share a talent. People interested in working in our volunteer program should contact the school at 346-5567.

All volunteers should sign in on the volunteer clipboard located in the office each time they are in the building and take a VIP name badge to wear when in the building.

WEAPONS IN SCHOOL

Students shall not possess or use weapons or any other potentially dangerous items at school.

In 1994, law PA 328 went into effect requiring local school boards to expel students carrying dangerous weapons in school. The law was effective January 1, 1995. This law provides for the expulsion of any public school student who is found carrying a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by a mechanical device, iron bar, or brass knuckles) in a school building or on school grounds, or who commits rape or arson in a school building or on school grounds. Expulsion is **mandatory** unless the student can demonstrate, by clear and convincing evidence, that: 1) they did not knowingly possess the weapon; or 2) they did not knowingly possess the object for use or delivery as a weapon; or 3) that they did not know the object was a weapon; or 4) that they had express permission to possess the weapon from either the school administration or the local police department.

Act No. 238 requires that children carrying dangerous weapons in school who are in the fifth grade or lower, be expelled for at least 90 school days; students in sixth grade or above who are in possession of a dangerous weapon are to be expelled for at least one school year. The law requires local public school boards to refer all expelled students to either their local Community Mental Health agency or the local Department of Social Services office. The expulsion is also required to be documented as part of the student's permanent school records.

Possession of a weapon that does not meet Michigan's legal definition for expulsion will result in the following:

- Each offense: 10-day suspension and referral to the police (fifth grade and under)
25-day suspension and referral to the police (sixth grade)

Weapons could include, but are not limited to: anything used as a weapon in a physical attack or fight, concealed items, knives with blades shorter than 3 inches, etc.

No knives or weapons of any kind are permitted at school.

WITHDRAWING STUDENTS FROM SCHOOL

When a student is withdrawing from the Gwinn Area Community School District permanently, prior notification should be given to the school as soon as the parent is aware that a move will be made. Parents should check with the principal regarding procedures to be followed. Teachers will attempt to finalize grades and have progress reports ready on the final day of attendance. Report card grades are given whenever a student has been present for more than 50% of the marking period. Report cards and student records will be released when the following requirements have been met.

Students planning to transfer to another system should:

- turn in all library books and pay any outstanding fines if necessary.
- turn in all textbooks, and pay any fine if necessary.

- leave their forwarding address with the secretary, if known.

YOUNG AUTHORS

Students at Sawyer may have the opportunity to participate in the Young Authors Program. This program is held during the second week of May at Northern Michigan University. Students write, edit and produce their own book. This book is shared with other students in their grade level from various schools across the county. Each year a different children's author or illustrator is invited to meet with the participating students. It is the classroom teacher's discretion to participate in this program.

GWINN AREA COMMUNITY SCHOOL DISTRICT

COMPUTER TECHNOLOGY/ INTERNET ACCEPTABLE USE POLICY

PLEASE READ THIS DOCUMENT CAREFULLY

Access to educational technologies and the Internet are available to all students and staff in the Gwinn Area Community School District. These educational technologies include, but are not limited to, telephones, computer hardware, computer software, scanners, digital cameras, printers, data projectors and other communication devices or equipment. In our district, these technologies are used to educate, inform, and communicate. As a learning resource, computers and the Internet are similar to books, magazines, video, and other information sources. The school district's goal in providing these technologies to students and staff is to promote educational excellence in the Gwinn Area Community Schools by facilitating resource sharing, innovation and communication.

With access to computers and people from all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Gwinn Area Community Schools have taken precautions to restrict access to controversial materials. These precautions include the monitoring of all Internet activities to ensure that students/staff are not accessing inappropriate sites. In addition, all computers that are used by students and have Internet access will go through a filtering device or have software installed that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The educational information and interaction available on the worldwide network far outweigh the possibility that users may procure material that is not consistent with our educational goals.

Please Note: ***The use of district computers and the Internet is a privilege, not a right. Only those students and staff who have signed the acceptable use form shall be given the privilege of using these resources. Inappropriate use of district resources will result in cancellation of this privilege. The administration of Gwinn Area Community Schools reserves the right to deny or revoke the access privileges of any user.***

Terms and Conditions

Acceptable Use: Use of the district's computer resources and the Internet must be in support of education and research in accordance with the educational objectives of the school district.

Unacceptable Use: **The use of the district's computer resources or the Internet for purposes not related to education, research or intentionally violating the terms set forth in this policy.**

Vandalism: Vandalism is defined as any malicious attempt to hack, harm or destroy hardware, the data of another user, the Internet, or any other agencies or networks that are connected to the system. This includes the uploading or creation of computer viruses or worms.

Network: All computers, file servers, communication equipment and software used to provide shared access to system resources.

User Responsibilities

The use of a district account must be consistent with the educational objectives of the Gwinn Area Community School District. While exercising his/her privilege to use district computers and the Internet as an educational resource, the user shall also monitor and accept responsibility for all material received.

Users may not:

1. Copy, change or transfer any software provided by the school, faculty, or another student without permission from the originator.
2. Copy copyrighted software owned by the Gwinn Area Community School District. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
3. Use the network for wasteful or frivolous purposes (playing games, playing music, etc.).
4. Use the network for downloading programs, file sharing or any hosting activities.
5. Use the network for personal communication (email, chat, instant messaging, etc.) unless authorized to do so.
6. Install software on district computers.
7. Disclose the personal information of others.
8. Intentionally introduce a computer virus or worm.
9. Erase, modify, rename or make unusable anyone else's files or programs.
10. Use another person's account to access the network.
11. Deliberately use the computer to annoy or harass others.
12. Intentionally damage the computer operating system or change system configurations.
13. Misuse system resources, or allow others to misuse system resources.
14. Tamper with equipment.
15. Connect personal equipment to computers or the network unless authorized to do so.
16. Use the network for financial or commercial gain.
17. Use the network for illegal activities.
18. Use district resources for any activity deemed inappropriate.

Misuse of Privileges and Consequences

Violation of the district's acceptable use policy will result in disciplinary action deemed appropriate. These disciplinary actions may include, but are not limited to:

- Suspension of computer privileges
- Payment of damages
- Suspension from school
- Referral to authorities
- Expulsion

Computer and Internet access is available to the students of the Gwinn Area Community School District. These technologies allow communication and access to information locally and on a global scale. With access to computers and people all over the world also comes the availability of material that may not be considered suitable in the context of a school setting. The Gwinn Area Community Schools have taken precautions to restrict access to controversial materials, but the district cannot prevent the possibility that users may discover inappropriate material while searching the Internet. The Gwinn Area Community School District believes that the value of the information and interaction on the Internet outweighs the possibility of inappropriate usage. Students are encouraged to use these resources.

In an effort to ensure that the district's computer resources are used for their intended purposes. All students are required to annually sign an acceptable use policy form. Students and staff are urged to carefully read the acceptable use policy. By signing the signature page students agree to abide by the provisions set forth in this policy.

Access to the Internet through the Gwinn Area Community Schools' network requires compliance of the endorsed signatures to be applied to the form on the last page of this booklet.

**K.I. Sawyer Elementary School
Handbook Verifications
2011-2012**

Student's Name (printed): _____ Grade: _____ Teacher: _____

Student Acknowledgement:

_____ I have read and discussed the K.I. Sawyer Elementary Handbook with my family and agree to follow its policies so Sawyer Elementary can be a place of teaching and learning.

_____ I have read the School-Student-Parent Compact and agree to follow it to support my learning.

_____ I have read and reviewed the Computer Technology/Internet Acceptable Use Policy and agree to follow its policies for my computer safety.

Student Signature

Date

Parent Acknowledgement:

_____ I have read and discussed the K.I. Sawyer Elementary Handbook with my child and agree to follow the policies of the handbook so Sawyer Elementary can be a place of teaching and learning.

_____ I have read the School-Student-Parent Compact and agree to follow it to support my child's learning.

_____ I have read the Computer Technology/Internet Acceptable Use Policy and agree to its terms for my child's computer safety.

_____ I understand that throughout the year, K.I. Sawyer Elementary publishes articles about its programs and students' achievements in the local newspapers and television stations, in addition to the school and district newsletter and website. K.I. Sawyer Elementary has my permission to publish my child's name (*only first names will be used on the school website or blog*) or photo in order to help support the school and community.

_____ My child has permission to watch PG rated movies with his/her class throughout the school year. Classroom teachers will notify parents in writing of the movie title and reason for viewing the film. (*Should you choose to not have your child participate in a particular movie, you can notify the classroom teacher in writing at that time.*)

_____ My child has my permission to attend all scheduled field trips that his/her class may take throughout the school year. (*Should you choose to not have your child participate in a particular field trip, you can notify the school office in writing at that time.*)

Parent(s) Signature

Date

**PLEASE SIGN AND RETURN TO YOUR CHILD'S CLASSROOM
TEACHER WITH REQUIRED SIGNATURES** (one per student)