

Welcome

To

Bath Elementary School!

Handbook for Bath Elementary Students and their Families

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bathschools.net

BATH ELEMENTARY SCHOOL

13789 Webster Road
Bath, Michigan 48808
517-641-6771
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Dear Students and Parents,

On behalf of the faculty and staff of Bath Elementary I would like to welcome you to our school family. We are excited about the new school year and look forward to working with you and your child to make it a great year of learning.

To assist with our educational process, this handbook has been written to give students and their families a better understanding of the policies and procedures that are followed at Bath Elementary. In addition to this, you can access building and classroom newsletters and information on our website. Be sure to visit us online at bathschools.net.

We believe parent involvement is a powerful component to student success. We encourage you, as parents, to sit down with your child to review this information so that we have a common understanding of programs available and expectations at our school. Additionally, please feel free to call, e-mail, or a drop a note if you have any questions or concerns. It's helpful if parents bring to our attention a concern while it is still small rather than waiting for a major issue to arise. Working together we can assure that every student can have his/her best year ever.

Sincerely,

Mrs. Lisa Roedel
Principal

Revised August 2015dw

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Mission Statement

In pursuit of high academic standards, the Bath Elementary community demonstrates PRIDE by being Patient, Respectful, Inclusive, Determined, and Extraordinary.

Vision Statement

Bath Elementary School seeks to provide, in partnership with the parents and community, an engaging education so that all students are inspired to reach their full individual potential. We are dedicated to providing a standards-based, inclusive, and challenging curriculum that stimulates learning and creativity in a fun, positive, and safe environment. Through technology, best practice, and global awareness, we will ignite a passion for lifelong learning.

Important School Numbers

ADMINISTRATIVE ASSISTANTS	641-6771, EXT. 2221
BEE HIVE	641-6218
FOOD SERVICE DIRECTOR (Cathy Zeeb)	641-7068
MAIN OFFICE	641-6771, EXT. 2222
PRINCIPAL (Lisa Roedel)	641-6771, EXT. 2223
SCHOOL SOCIAL WORKER (Craig Skinner)	641-6771, EXT 2228
CENTRAL OFFICE	641-6721
SUPERINTENDENT (Jake Huffman)	641-6721, EXT 5236
BATH HIGH SCHOOL PRINCIPAL (Matt Dodson)	641-6724
BATH MIDDLE SCHOOL PRINCIPAL (Lorenda Jonas)	641-6781

General Information

SCHOOL HOURS

The school day begins at 8:45 AM and ends at 3:45 PM.

Office Hours: 8:00 AM – 4:30 PM

ATTENDANCE AND DISMISSAL

Absence:

Consistent attendance is important to your child's success at school, and all students are expected to attend classes on a regular basis. Please call the office if your child will be absent, 641-4032.

Tardy:

When late for school, please have your child report directly to the office so that we can correct our attendance records and make provisions for lunch.

Leaving the Building:

Sometimes the end of the school day can get hectic. We often have many children getting picked up for activities, practices, and other types of appointments. With children getting on the bus and other children leaving with parents/guardians, it is very important that we are able to account for each child as they leave the building. *If you are picking up your child please wait for your child in the lobby and use the South parking lot ONLY! Please do NOT use the North Parking Lot, it is reserved for BUSES!*

Students whom normally ride a bus home but will be picked up need to bring a note to school and present it to their teacher first thing in the morning. *Without a note the child is to ride the bus home.*

If a child is going to be going to a different house or is riding with a friend, please send a note stating that they will be getting off at a different house. We need to see the note first thing in the morning. To ride a bus to another stop students are required to present a written note. If the child waits until the end of the day, we may have to call you to come and pick up your child because there will not be time to fill out the information necessary to transport your child to an alternate location. Safety of our children is our prime concern and we appreciate your help.

Emergency Dismissal:

Please listen to the local radio and TV stations in cases of inclement weather (RADIO FM- 90.5 94.1 94.9 96.5 96.7, AM 1240 & 870 97.5 99.1 100.7 101.7 106.1, TV stations- WLNS TV6 WILX TV10 WSYM TV47 WLAJ TV53). The Bath Schools webpage (bathschools.net) will contain the most up-to-date information as well.

Visitors:

We have many parent/grandparents who volunteer in our classrooms to assist teachers with many aspects of instruction or to support our students. **We ask that all visitors report to the office.** When you visit the office, we will have a visitor badge for you to wear in the building. This will allow us to keep our students safe. We appreciate your help. Student visitors are not permitted. **Every volunteer will need to complete a criminal background check at least 48 hours before volunteering or going on field trips.** This must be completed EVERY YEAR! Paper work can be completed in the Elementary School Office with your driver license!

CROSSING GUARD

A school crossing guard will be at the street between the Middle and Elementary Schools 10 minutes before school begins and 15 minutes after school ends. This is for the safety of all the students who walk and/or need help crossing the road. We encourage all walkers to cross with the crossing guard to ensure their safety on a daily basis.

SAFETY PATROL

The school has organized a patrol of fifth graders who are periodically assigned duties around the school. A teacher on staff is responsible for monitoring and assigning each student. Safety instructions are provided and any student interested may sign up with the supervisor, providing

he/she is in the fifth grade and is able to demonstrate exemplary behavior. If your child is absent on his/her duty day, please indicate this when calling in so that a substitute can be arranged.

STUDENT DRESS

It is the belief of Bath Elementary School Administration, Staff, and our Parent Group that appearance, clothing, and grooming influence students' attitude and behavior. Since our primary purpose is the task of teaching and learning, the students' appearance should be appropriate to the learning environment. Inappropriate clothing does have an adverse effect on the students' attitude and readiness to learn. It is not our purpose to place an undue burden on any student or family. Our purpose is to offer guidelines for student appearance, clothing, and grooming which is reasonable and, above all, consistent with the goals and objectives of Bath Elementary School.

The following are inappropriate in an educational setting and are not allowed:

- Shirts with profanity, sexual sayings or suggestions, violence, or any clothing with weapons, alcohol, cigarettes or illegal substances.
- Halter tops, bare midriff shirts, mutilated clothing, or skirts/shorts shorter than the longest finger when hands are down at the sides.
- Appropriate shoes for the occasion are necessary for the protection and safety of all children. Tennis shoes are necessary for gym. Boots are needed on the playground if there is snow. Flip flops on the playground are hazardous and are inappropriate for running and playing on the playground.
- Waistbands of all pants must be around the waist and if necessary held with a belt.

Students wearing inappropriate clothing will be provided with alternative clothing to finish the school day. Further violations will result in an office referral and a parent contact. Inappropriate dress may also result in the school contacting the Family Independent Agency/Child Protection Services.

REPORT CARDS AND CONFERENCES

Report cards will be sent home four times per year at the end of each nine-week marking period.

Parent-teacher conferences will be scheduled twice each year, October and March. Parents may meet with teachers, administrators, and counselors any time during the school year. We encourage you to keep in close contact with the school.

LIBRARY

The library contains materials for student enjoyment and enrichment of their educational experiences.

- ◆ All materials must be appropriately checked out.
- ◆ Students who lose or destroy library materials will be asked to compensate the school in the amount equal to the value of the item(s) for its replacement.
- ◆ Positive library behavior includes using quiet voices, using chairs properly, and reshelving materials in their assigned place.

COMPUTERS

We have access to state of the art technology at Bath Elementary School. Students are asked to use these resources appropriately by:

- ◆ Having adult guidance and permission to use any equipment or software.
- ◆ Use technology for school purposes only.
- ◆ Follow adult directions for use.
- ◆ Access Internet only with parent permission and direct staff supervision.
- ◆ Only using the password issued to you.

EMERGENCY SAFETY PROCEDURES

- ◆ Fire and tornado drills are held at regular intervals and are an important safety precaution.
- ◆ In the event of a tornado **watch** during the school day, a regular schedule will be maintained, and students will be dismissed at 3:45 PM.
- ◆ In the event of a tornado **warning**, all students will take cover. Students will not be dismissed until the warning is lifted.

MEDICATION GUIDELINES

Any and all medications a student may need to use at school must be first prescribed by a physician and written permission given to the school before medications can be dispensed to the child. This procedure is in accordance with Michigan Law governing the dispersing of medication to students and is based on the theory that prescribed medicine, aspirin, cough drops, or ointments might cause a serious reaction and if the child has self administered a medication and becomes unconscious, medical treatment would be severely hindered. In accordance with the State of Michigan law, it is the policy of Bath Elementary School that all children's medication be administered by a trained school employee who will administer it in the presence of a witness and in compliance with the district medication policy.

PROCEDURE FOR HANDLING MEDICATION

1. Medication should be brought by an adult directly to the office and given to the staff.
2. A written request must be signed by parents to permit school personnel to give the medication to the child.
3. Medication must be in a prescription container and accompanied by written directions from the doctor instructing school personnel to give the medicine.
4. The container of medicine must be clearly marked as to the student's name, content (name of the drug), dosage and directions for administration.

The medication procedures must be followed for all medications including all over the counter (nonprescription drugs) such as aspirin or cough drops.

IMMUNIZATIONS

Michigan law requires that all children be immunized before entering school. This responsibility lies with the parent/guardian. Your child will be excluded from school if immunizations are not completed for kindergarten entry.

STUDENT ILLNESS

PLEASE do not send your child to school when they are ill. If your child is well enough to come to school, we expect them to be able to participate in school activities including recess. If circumstances are different than this, a doctor's note will be required stating specific reasons as well as the length of time they need to be excused.

ACCIDENT CARE

When necessary, an accident report is filled out and parents are called. This is true for all head injuries. If professional attention is required, the ambulance will be called and parents notified immediately.

ALLERGIES AND ASTHMA

If your child has allergies, it is very important that the office and classroom teacher know this information. The staff at the elementary school maintains a level of training regarding childhood diseases and asthma along with allergies. They are eager and willing to meet with all parents of children who have such conditions in order to plan and create the most comfortable and safe

environment while they are at school. Our food service is also a partner in the planning and creating of a safe environment. Please call if you are concerned and/or would like to schedule an appointment.

HEAD LICE POLICY

As head lice are easily transmitted from one child to another, we have chosen to follow the State of Michigan’s Health Policy. If your child is sent home with lice, you must bring him/her back to the office for a re-check before re-entering the classroom. **STUDENTS SENT HOME MAY NOT RIDE THE BUS BACK TO SCHOOL WITHOUT FIRST HAVING A RE-CHECK BY OFFICE PERSONNEL.**

LUNCH PROGRAM

Hot lunches are provided daily for all students. Lunches may be purchased on a day-to-day basis or purchased IN ADVANCE for a week or a month at a time. Charging is discouraged, but having all children get enough to eat is a priority with us at Bath Elementary School. Milk may be purchased for those who wish to bring a sack lunch. Free Peanut Butter sandwiches are provided during emergencies such as lost lunch money, or forgotten sack lunches. Students are not allowed to leave the school during lunch unless signed out of the office by a parent/guardian.

Hot lunch is \$2.50

Milk is \$.50.

Breakfast is available before school for \$1.25.

Free and Reduced Meal applications will be sent home at the start of each year. If you have a change in income during the year an application can be obtained in the office.

Responsibility and Conduct

The following are some of the expectations we hold to promote the educational environment at Bath Elementary as well as the safety and well being for all students. Please discuss them with your child(ren).

STUDENT RESPONSIBILITY

Each student has a personal responsibility to:

1. Keep hands and feet to yourself
2. Respect people and property
3. Follow the directions of all adults while coming to, at, or leaving school

GENERAL STUDENT CONDUCT

We strive to assist all students in becoming leaders within our school, their families, their community and globally. To this end, we have high expectations for student conduct within our school. All students must show consideration for all persons who are members of the educational community and contribute to the creation of an atmosphere conducive to learning. When students do not meet our behavioral expectations, disciplinary action will be taken to assist them in learning from their mistakes and progressing toward their goals. Corrective consequences may include loss of privileges, detention, work assignment, written action plan, meeting with parent/guardian, restitution, referral to an appropriate educational specialist, suspension, and/or expulsion.

Bath Elementary School Pledge

As a Bath Elementary School student I have PRIDE
I will practice patience, respect people and things,
Include others in my activities, work with determination
For the right thing and expect the extraordinary to happen.

PLAYGROUND RULES

Follow directions the first time they are given.
Never leave the playground without permission.
Use equipment and materials as they were intended.
Stay where your teacher can see you.
Line up quietly when the whistle blows.

LUNCHROOM BEHAVIOR

Follow directions the first time they are given.
Use appropriate table manners.
Put all trash into the proper containers.
When waiting in line, keep hands, feet, and objects to self.
Use appropriate indoor voices.

PARENT RESPONSIBILITIES

1. Maintain an active interest in your child’s daily work, praising him/her for accomplishments, and providing support and encouragement.
2. Support the school in requiring students to observe all school rules, and encourage student responsibility for any misbehavior.
3. Send students to school with proper attention given to health, personal cleanliness, and neatness of dress.
4. Encourage your child to take responsibility to complete homework and turn it in on time. Establish homework routines by setting nightly times for your child to complete their work or practice skills.
5. Attend parent teacher conferences to exchange information on the student’s progress and planning for improvement.
6. Comply with school requests, including carefully reading all communications, signing and returning them as needed.
7. Help your child be prepared for all school activities. Read carefully the information included in the Friday Folder, which your child will bring home and return to school on a regular basis.

District Policies

WELLNESS POLICY

Bath Elementary School participates in and endorses the model policy presented by the State of Michigan as well as the policy adopted by the Bath Board of Education outlining our commitment to creating a healthy school environment. Our wellness policy is intended to enhance the development of lifelong wellness and to promote healthy eating and physical activities that support student achievement. This is accomplished through both our instructional curriculum and our food service program in conjunction with our established building and district health teams.

ANTI-BULLYING POLICY

Bath Elementary School maintains and endorses the model anti-bullying policy presented by the State of Michigan as well as the district policy adopted by the Bath Board of Education outlining our commitment to creating a safe and healthy school environment. Our anti-bullying policy is intended to support the legal mandates surrounding harassment and intimidation as set forth by the State of Michigan, enhance the development of lifelong social skills, and ultimately improve student

achievement. You may make a formal request for a complete copy of this policy by calling the school office. Students who violate the conditions of this policy will be dealt with according to our discipline code of conduct and referred to appropriate mental health professionals. Please refer to the consequence rubric regarding aggressive/bullying behaviors in the back of this handbook.

TOBACCO, ALCOHOL AND DRUG FREE ZONE

The Bath Community Schools, its buildings and grounds are a tobacco, alcohol and other drug use, free area. Thank you for respecting this zone and the health of our students.

SUBSTANCE ABUSE POLICY

Possession, use of, sale, transfer or to be under the influence of any illegal or unauthorized substance or behavior altering drug, including alcohol or substance purported to be illegal, i.e. look alike drugs, is strictly prohibited on school property or at any school-sponsored function whether at or away from school.

SEARCH AND SEIZURE

The school retains ultimate control over student lockers and desks and reserves the right to inspect lockers/desks at any time without notice and without student consent. School officials may institute a student search if there are reasonable grounds to believe that the search will reveal evidence that a student has violated or is violating either the law or the rules of the school.

WEAPONS POLICY

Students in possession of a dangerous weapon/firearm, or who commit arson or rape on district grounds, in district buildings or at a district or school sponsored event can be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral. The Board authorizes the Superintendent to expel students. Students subject to expulsion shall have their situation reviewed by the Superintendent on a case-by-case basis.

TRUANCY GUIDELINES FOR CLINTON COUNTY PUBLIC SCHOOLS

Any pattern of excessive and/or unexcused absences will be referred to the Attendance officer. The following are the guidelines that all Clinton County Public Schools will follow in reference to students with excessive absences.

1. After 10 absences, a letter will be sent to the parents encouraging regular attendance.
2. After 15 absences, a registered letter will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Attendance Officer, and the Attendance Officer will make contact with the parent of the truant.
3. After 20 absences, a registered letter will be sent to the parents. A copy of the letter will be sent to the Attendance Officer plus he will be notified by phone. The Clinton County Prosecuting Attorney will be notified by the Attendance Officer and he will make a second contact with the parents.
4. Upon 25 absences, the county prosecuting attorney will be requested by the Attendance Officer to issue a warrant.

*Each case will be evaluated individually. Consideration will be given to unusual circumstances including extended illness, death in the family, prearranged family vacations, and other unusual circumstances.

*Absences will be accumulated from one school year to the next for the purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period.

*For purpose of these guidelines, absences will be counted from previous school districts for students new to our district.

POLICY OF COMPLIANCE WITH FEDERAL LAW

It shall continue to be the policy of Bath Elementary School not to discriminate on the basis of religion, race, national origin, sex, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education.

Sexual harassment of students by other students or by employees of this district is unlawful under both Michigan and Federal Law, and is contrary to the commitment of Bath Elementary to provide a stable learning environment. All contact between students, teachers, and other adult employees of Bath Elementary will be in a nature that does not make a student feel uncomfortable and will be conducive to creating a stable learning environment.

If a student has concerns about the nature of any conduct of physical contact by an adult employed by the district, by a fellow student, or by a member of the public, the student should immediately report this concern to the building principal or social worker, as well as discussing this concern with the student's parent or guardian.

All reports will be investigated immediately by Bath Elementary Staff. If there is an apparent problem, contact will be made with the student's parents to inform them of any developing problem.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

School Records: School records are open to review by parents, adult students and staff members who have a need to know. Access to records by agencies outside the school is limited by law. Formal procedures are available to review or challenge accuracy of student records. School records are sent upon the request of the receiving school when a student transfers.

Directory Information: Examples of directory information include a student's name, address, telephone number, date and place of birth, major field of study, grade placement, participation in school activities and sports, weight and height of athletic teams, dates of attendance, diplomas, awards, pictures and previous school attended. Prospective employers, colleges, armed forces recruiters, etc. may request directory information. A parent or an adult student has the right to request that the student's name be removed from the student directory. To do so, contact the office.

**Bath Elementary School
Aggressive/Bullying Rubric**

Behavior	1st Offense	2nd Offense	3rd Offense
<p align="center">Level 1</p> <p>Horseplay – “Goofing Around” or “playing” that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling/teasing where there is no imbalance of power.</p>	<ul style="list-style-type: none"> • Staff conference 	<ul style="list-style-type: none"> • Staff conference 	<ul style="list-style-type: none"> • Staff conference
<p align="center">Level 2</p> <p>Mild Aggression/Teasing – Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, or other behavior that would hurt others’ feelings, written or spoken.</p>	<ul style="list-style-type: none"> • Staff conference • Staff documentation • Opportunity for apology/make it right • Possible parent notification 	<ul style="list-style-type: none"> • Staff conference • Staff documentation • Possible parent notification • Opportunity for apology/make it right 	<ul style="list-style-type: none"> • Staff conference • Staff documentation • Parent notification • Loss of privileges (recess, lunch, special activities, etc.) • Opportunity for apology/make it right
<p align="center">Level 3</p> <p>Moderate Aggression –</p> <ul style="list-style-type: none"> • Physical contact – intimidation; pushing, shoving, grabbing, tripping, etc. • Verbal or other intimidation: threats of physical or emotional aggression, planned exclusion, etc. • Personal property: disrespect of personal property. 	<ul style="list-style-type: none"> • Staff conference • Staff documentation • Loss of privileges (recess, lunch, special activities, etc.) • Possible parent notification • Opportunity for apology/make it right 	<ul style="list-style-type: none"> • Staff conference • Staff documentation • Loss of 2 privileges (recess, lunch, special activities, etc.) • Parent notification • Opportunity for apology/make it right 	<ul style="list-style-type: none"> • Staff documentation • Administrator conference/intervention • ISS for remainder of the day – (additional time possible) • Opportunity for apology/make it right
<p align="center">Level 4</p> <p>Severe Aggression -</p> <ul style="list-style-type: none"> • Physical contact intending to or resulting in injury: hitting, kicking, fighting, and similar behavior that risks injury to others. • Intimidation: ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. • Personal Property: stealing or destruction of personal property. 	<ul style="list-style-type: none"> • Staff documentation • Administrator conference/intervention • Parent notification • ISS or OSS for remainder of the day, possible additional days 	<ul style="list-style-type: none"> • Staff documentation • Administrator conference/intervention • Parent notification • Optional admin/parent conference • 1 – 5 day ISS or OSS 	<ul style="list-style-type: none"> • Staff documentation • Administrator conference/intervention • Parent notification • Optional admin/parent conference • Up to 10 days ISS or OSS • Possible referral for long term suspension or expulsion

Note – Administrative discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement based on the circumstances, severity, and/or one’s previous disciplinary profile. Students violating behaviors in excess of three offenses will be placed on an individual plan with additional consequences.