

List Elementary School

School Handbook & Code of Conduct

2023 - 2024



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Frankenmuth, MI 48734

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LIST ELEMENTARY

High Academic Achievement for All Students

A Place for All Kids



Mission Statement

The MISSION of Frankenmuth School District is to provide each student, to the fullest extent possible, a fund of knowledge, skills, positive attitudes, and ethical values with which to understand the world, gain productive employment, and successfully manage the change the future will bring.

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Dear Families,

This handbook will provide you with information about the operation of our school, school rules and policies and expectations for student/parent conduct.

Having been part of List Elementary, you may already be familiar with the procedures mentioned in the handbook. Those of you who are new, the handbook will clarify our procedures discussed at our annual “Meet and Greet” event and may answer any other questions you might have.

Please know that if you have any questions, you are welcome to call me at (989) 652-6187 or e-mail me at jvislosky@fmuthschools.com

We are glad that you are part of the List Family!

Sincerely,

Jason Vislosky, Principal

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. Students with disabilities and Limited English Proficient students may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the District's Special Services Department.

ATTENDANCE

Please notify our office before 8:30 am if your child is unable to attend school by the 8:00am start time. You may report any absence by calling the office or by e-mail. You do not have to wait for the office to be open, the voicemail is available anytime. Absences not reported to the school by parent/guardian will be considered unexcused. If no contact has been made to the school, a written note stating the date and reason for the absence must be submitted to the main office upon student's return to school, or the absence will remain unexcused. Notification information is listed below:

- 989-652-6187
- asheppard@fmuthschools.com

Students arriving at school after 8:00 am need to check in at the office. Students are considered tardy if they are not in the classroom when the bell rings. Students arriving after 9:00 am will be marked absent for a ½ day.

When a child has more than 10 tardies and/or absences in a semester, whether excused or unexcused, it is considered excessive and may be investigated by school officials. If warranted, it will be reported to the County Truant officer. Excessive absence, whether excused or unexcused, may mean your child will not be promoted.

All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of materials by teachers in all classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The opportunity to hear and participate in class instruction, discussions and other related learning experiences cannot be replaced.

Also see Sign-In / Sign-Out Policy on page 11.

CLASSROOM EXPECTATIONS

1. Students must be sitting in their assigned seats when the bell rings.
2. No student may tamper with property in the classroom unless so instructed by the teacher.
3. The teacher, on an individual basis, will handle repeated misconduct on the part of any student. The following items could be considered examples of misconduct:
 - Unnecessary talking
 - Thoughtless disregard for others' feelings or property
 - Throwing paper wads, pencils, erasers, etc.
 - Rude speech or actions
 - Cheating on tests and other class work
4. Water bottles are allowed with teacher permission.
5. Food consumption is not allowed unless so designated by a teacher.
6. Refusing a reasonable request by a teacher or staff will be considered a form of misconduct.
7. Passage between classes & lunch will be quiet, orderly & prompt. No running in the halls.
8. The above rules apply when a substitute teacher takes over the class.

These regulations are subject to change annually by staff.

CLASSROOM VISITS/VISITORS

If you wish to visit your child's classroom while class is in session, please make arrangements with your child's teacher at least one day in advance.

All visitors must check in at the office before visiting the classroom.

CLOSED CAMPUS

Students are not allowed to leave school property after arriving until they are dismissed at the end of the day. For bus riders, this includes from time they are picked up at home until they are returned home in the afternoon. At school students must remain in the building, within the designated area or under staff supervision. Leaving for doctor, dentist and other appointments must be cleared through the office and a parent or guardian must sign students out in the office before leaving.

CLOTHING

Students should wear clothing appropriate for play, art projects, physical education class, and the weather. Tennis shoes are necessary for physical education class. Flip-flops are not suitable for the elementary environment due to a higher level of outdoor activity and an increased chance of injury.

Clothing should be clean and not distracting. Specific regulations regarding clothing are as follows:

- Tank tops with wide shoulders are acceptable; however, spaghetti straps are not appropriate for school.
- All shirts must be of length to meet the tops of pants with no midriff exposure.
- Hats are not to be worn in school unless it is a designated Hat Day.
- Shorts and skirts that are fingertip length or longer are permitted
- Any clothing displaying alcohol and tobacco products, inappropriate pictures, or language may not be worn to school.

When winter arrives, students do go outside for recess. All students are expected to be able to dress themselves (example: put on and zip-up coats, put on shoes/boots, mittens ...etc.). Please send children with warm winter clothing.

CURRICULUM

Besides the core academic classes of Mathematics, Language Arts, Sciences and Social Studies, students at List are also offered enrichment classes:

Field Trips - Educational field trips are an important part of our curriculum. A permission slip is necessary for your child to participate. Opportunities for parents to chaperone field trips will be available. Younger siblings are not permitted to attend field trips.

Library - All students have opportunities to check out library books. Please keep track of any library books your child checks out. Students will be charged the replacement cost for any lost or damaged books. Also see FEES & FINES on page 7.

Music - Students in grades K-4 receive general music instruction. Our music curriculum provides developmentally appropriate experiences in listening, singing, creating and moving to music.

Physical Education - Students in grades K-4 participate in physical education classes. All students must wear tennis shoes. Girls should wear shorts under skirts and dresses.

Fine Arts— Students in grades K-4 will have a Fine Arts class.

DISCIPLINARY STEP SYSTEM

Please see pages 15-16 and 21 of this Handbook

DRUG-FREE SCHOOLS

Pursuant of Public Law 101-226, the Drug-Free Schools and Communities Act Amendments of 1989 (20 USC S3171, et. seq.) and its promulgated regulations (34 CFR, Part 86), the Board establishes the District buildings and grounds, and any school-sponsored activities held off the District grounds, as drug-free zones. To maintain district buildings, grounds, and school-sponsored activities held off the district grounds as drug-free zones, the Board authorizes the administration to utilize drug detection devices and methods including, but not limited to, breathalyzers and detection

canines. District employees and students shall be notified of the planned use of drug detection devices and methods as provided under applicable state or federal laws. In the event that drugs are detected, the administration shall pursue remedies and disciplinary actions as provided in Frankenmuth School District Board of Education Policies, Employee Drug Prevention Policy, or sections, Student Conduct - Alcohol Use, and, Student Conduct - Drug Use, as applicable. These policies shall be construed as limiting the scope or definitions contained in other sections of these policies relating to the use or possession of drugs, alcohol, controlled substances, illicit substances, or their look-alikes, by employees, students, or anyone attending school-sponsored events, whether or not on District property.

ELECTRONIC COMMUNICATION DEVICES

Students shall not use any personal electronic device (i.e. cell phones) on school property during the school day. Cell phones may be used before and after school. Cell phones are to be turned off and maintained in student's book bag during the school day. If such devices are seen or heard between 7:35 am and 3:00 pm, unless specifically permitted for an educational activity during class by the teacher, the device will be confiscated and only returned to a parent. A second offense will result in further disciplinary action.

EMERGENCY CLOSING

Cancellation or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administration are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk exists.

The Frankenmuth School District utilizes a telephone broadcast system. This system allows us to simultaneously notify each household in the event of an emergency, a school delay or cancellation, or even important announcements. The Frankenmuth School District will also continue to report school delays or closings on local radio and television stations.

EMERGENCY DRILLS

List Elementary School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt evacuation of the building. Tornado drills, fire drills and secure drills will be conducted using the procedures and requirements provided by the local and state authorities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Frankenmuth School District will provide student directory information to not-for-profit organizations. Directory information is personally identifiable information (name, date of birth, major field of study, honors and awards) that would not generally be considered harmful or an invasion of privacy. Not-for-profit organizations would include universities, military services, alumni groups, service organizations, and others.

Parents, legal guardians, or 18 year-old students who object to the release of directory information should contact the elementary school office at 652-6187, in which case information regarding the student cannot be released without prior written consent of the parent, legal guardian or 18 year-old student.

Student information may be released under court orders for student record disclosure provided by an Assistant U.S. Attorney General or higher ranking official. Parents may inspect educational records held by the school. They may request correction of any inaccurate educational records. Questions or comments regarding this policy or the Family Educational Rights and Privacy Act should be addressed to the Frankenmuth School District.

The Federal Legislature passed a conflicting law with FERPA, called the "Military Recruiter Access to Secondary School Students." That law requires high schools to disclose student information to the military including address and phone number. If you do not want that information disclosed, please send a written request to the school attention to Administration.

Questions or comments regarding this policy or the Family Educational Rights and Privacy Act, should be addressed to the Frankenmuth School District.

FEES & FINES

Books, instructional material and various equipment are provided to students without charge. Students are responsible for their materials. Students will be charged for damage beyond normal wear and tear and are expected to meet these obligations in a reasonable amount of time. Any fines charged will be based on age, condition, and replacement cost of the item.

Library books can be checked out for two weeks. If a book is lost, the student should report this to the librarian. If the book is not found, the cost of replacing the book is due to the Library before the end of the school year.

FUNDRAISER

List Elementary holds a major fundraiser called the Write a Check Campaign. In lieu of selling wrapping paper, candies and various other small fundraisers, we provide parents/families with the quick and time saving option of writing a check. These funds are used to pay for a variety of activities and projects. It is your choice if you would like to be involved in the fundraiser.

HEALTH AND MEDICATIONS

Please keep your child home when he or she has a temperature above normal or 100.0 degrees or higher, an earache, nausea or vomiting, or other illness which could be contagious. If your child has been ill and you would like him or her to stay inside for more than one day, you will need a note from the doctor to that effect. Your child should be without a temperature, with no medication, for at least 24 hours before returning to school.

Our office will call you if your child is ill or significantly injured or hurt. We always call parents and request a child go home when children are ill at school and/or a temperature above normal or 100.0 degrees. It is important that we have local emergency persons on your card in case we cannot reach you. If there is a change of employment, babysitter, or phone numbers after emergency cards are filled out, please make the school aware so the information may be updated in Skyward and on the emergency card kept in the office.

In case of an emergency, the school will arrange for the student to be taken to a doctor or to a hospital for treatment. This action will not obligate the school personnel to assume the financial responsibility for the treatment.

Medications – Prescription and over-the-counter medications shall be administered through the main office in accordance with school policy. Medications needed on field trips shall be administered by the advisor in accordance with school policy.

In the event that medication must be given to a child at school, please use the following procedure:

1. Parent must personally bring the medication to the office.
2. Medication must be in a container labeled by the pharmacy.
3. Medication must be in its original, **unopened** container.
4. A parent will be asked to complete a form regarding dosage and the time medication should be given.
5. It is the parent's responsibility to monitor whether more medication needs to be brought to school.
6. Students will not be allowed to keep any over the counter or prescription medications in their possession.
7. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
8. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

Asthma Inhalers and Epi-Pens – Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by staff and updated annually.

Homebound Services

Students that are unable to attend school because of illness and are certified by a physician to require homebound services and are absent in excess of 5 days are eligible for Homebound Services.

Parents are to request services and present the certified physician's form, to the office of the principal. The district will provide up to two 60-minute periods per week to assist the pupil with his/her studies. The parents or guardian are expected to be present while the homebound teacher is at the home.

HOMELESS ASSISTANCE (McKinney-Vento Homeless Assistance Act)

The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible. Questions regarding the McKinney-Vento Homeless Assistance Act can be directed to the District Liaison listed below:

Stephanie Izzo, Homeless Liaison
525 E. Genesee Street
Frankenmuth, Michigan 48734
Phone: 989-860-9004
Fax: 989-652-7253
sizzo@fmuthschools.com

Upon enrollment of a homeless child, the District Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the homeless child is found to be in need of any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution.

Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

INTERNET USE POLICY

The appropriate use of the Internet must be in support of education and research and be consistent with the educational objective of the user's district. The Internet is a curriculum tool designed to serve the learning needs of district students. Any activity which fosters that purpose is encouraged. Any activity which does not is discouraged or, in some cases, prohibited. The use of any other organization's network and/or computing resources through the Internet must also comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services which require a monetary charge or financial commitment shall be the responsibility of the individual user. All students using the school district Internet access must have on file a fully completed "Agreement For Student Access and Use of Technology, District Networks, and the Internet" form.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the English Learner—Consultant at (989) 714-5760 and speak with Angelica Garcia, to inquire about evaluation procedures and programs offered by the District.

LOST & FOUND

List Elementary has a designated “Lost and Found” area. Students who have lost items should check there to retrieve their belongings. It is a good idea to label coats, snow pants, boots and the like with your child’s name. Unclaimed items will be given to charity on a periodic basis.

LUNCH PROGRAM

An account is opened for each family upon enrolling in the District. Students in Kindergarten – 2nd grade are issued a bar code, which is scanned when students purchase breakfast, hot lunch or milk. 3rd and 4th grade students will use their identification number when purchasing breakfast, hot lunch or milk. The appropriate amount is subtracted from the student’s account. Parents are asked to make a deposit of \$20.00 or more into the account if the student plans to eat lunch every day. A deposit of \$6.00 is recommended for students who purchase milk only. Please make sure that all deposits are sent to the office in an envelope clearly marked with the student’s first and last name, grade, teacher, and the amount enclosed. Parents have 24/7 access to their child’s lunch account through Skyward.

The cost for breakfast is \$1.45. The cost per lunch is \$2.55.

The cost of milk is \$.60. Third and fourth grade students have the option of purchasing an extra entrée, for an additional \$1.25, with the parent’s permission.

The following rules are designed to assure that all students eat their meal in a comfortable and pleasant atmosphere:

1. Students are expected to clear tables and return trays, dishes, and silverware to the appropriate areas. Students who do not dispose of their materials appropriately may be subject to discipline.
2. All food is to be consumed in the cafeteria.
3. Students must remain in the cafeteria or the designated area until the end of the lunch period.

Students like to have their parents eat lunch with them at school. Parents are asked to contact the office prior to the start of the school day so that we can include you in the lunch count. Please make sure to sign in the office as well.

BACKGROUND CHECKS

In order to enter List Elementary School whether it be to volunteer in the classroom, or attend a school event, a background check must be completed. Background checks must be turned in a minimum of two weeks before coming into the school. If they are turned in after that, there is no guarantee that they will be processed in time. Background checks will always be available in the office or on the Newsletter.

MEDIA RELEASE INFORMATION

Frankenmuth School District considers student pictures and videos to be directory information. This information may be published in school related media. If a parent/guardian wishes to NOT have this information released, they must present written objection to the List Main Office by the second Friday of the school year.

In the written objective, please indicate which areas you do not want your child’s name/picture published:

- Name/picture in Yearbook
- Name/picture in media such as, but not limited to, newspaper/district newsletter
- Name/picture/school work on social media

NETWORK ETIQUETTE

1. Students are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include (but are not limited to) the following:
 - a. Be polite. Do not be abusive in your messages to others. Treat others fairly.
 - b. Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. All communications deemed illegal by any federal, state, or local ordinances are strictly forbidden.
 - c. Do not reveal your personal address and/or phone number or that of any other student (s) or colleague(s).

- d. Note that your electronic mail is not private. People who operate the system have access to all electronic mail and server space. Messages relating to or in support of illegal activities may be reported to the proper authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users. The system operators have complete discretion regarding any violation of this standard.
2. As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

NON-DISCRIMINATION POLICY

The Frankenmuth School District complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of the Frankenmuth School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d, et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq. Inquiries or complaints by the public related to discrimination or any questions or concerns should be directed to the Frankenmuth School District Office.

OFF-CAMPUS EVENTS

Students will be governed by school district rules and regulations at all school sponsored events regardless of location and are subject to the authority of the officials in charge of the event. Failure to obey the rules and regulations and/or failure to obey the lawful instruction of officials may result in disciplinary action.

PARENT ORGANIZATION & PARTICIPATION

Opportunities exist for parents to assist in classrooms and library We seek help with classroom projects and school-wide special activities. Please look for information in the List Elementary Newsletter and classroom updates.

We have a very active parent organization at List School called PTO. You are welcome to join us. This group meets once a month to discuss current curricular updates and plan for student activities.

PARENT/TEACHER CONFERENCES

Conferences are held in the autumn, near the end of the first marking period. If, at any other time you wish to meet with your child's teacher, please call or email your child's teacher and a mutually convenient time will be arranged.

PARTY INVITATIONS

If you wish to invite your child's classmates to a party, please be conscious of acknowledging all students' feelings. No invitations can be passed out in classrooms unless you plan to invite the whole class.

PERSONAL AND SCHOOL PROPERTY

Students are responsible for all personal and school loaned items. The school is not responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students should not bring any personal items to school that would cause them to be upset if it should be lost or stolen. Students are expected to respect and care for their own property, that of the school and of others. Tampering with other property of the school or of other individuals is considered misconduct. Student material that is disruptive to the educational process may be confiscated.

PESTICIDES

In keeping with Regulation 637 of the Michigan Compiled Laws, this is to inform you of the Frankenmuth School District's Integrated Pest Management Plan. It is the goal of our District to minimize pesticide use and thus exposure to students, staff, and the public. As in the past, pests will be controlled to maintain the integrity of school buildings and grounds, to protect the health and safety of students and staff, and to maintain a productive learning environment. Pesticides will be used only as a last resort when other pest prevention and non-chemical control measures are unavailable, infeasible, or ineffective. You have the right to be notified prior to any pesticide application made to the school grounds. To request prior notification, please complete a form in the school's main office.

PICKING UP AND DROPPING OFF STUDENTS

● **MORNING DROP OFF**

The west parking lot, at the front of the school, is designated for STUDENT drop off only. Please take Park Street and follow the outside perimeter to the main entry and exit back out Park Street. There is NO parking of vehicles at or near the front entrance. Parking spots are available to the left and right of the front entrance area.

*Cell phone communication should be ended

*Your child should be ready to exit the vehicle

*Please do not get out of the vehicle while in the drop off line. You may park at one of the two side parking lots if needed.

The east parking lot, by Eagles Landing, is for BUSES ONLY.

● **AFTERNOON PICK UP**

The east parking lot, at the back of the school (by Eagles Landing), is for BUSES ONLY. There is NO parking of vehicles in the back parking lot.

The west parking lot, the main entry of the school, is designated for STUDENT pick up. Students will exit at the main door and side door. Vehicles can line up in the main entry along the sidewalks.

* Cell phone communication should be ended

* Please do not get out of the vehicle while in the pick up line. Please do not leave your vehicle unattended. Please use a parking spot if you need to exit your vehicle.

- During the school day, the only open entrance is the door on the west side of the building near the office. If you need to bring your child to school, or pick your child up during this time, please check in at the office. Your child will be notified and meet you in the office.
- If for any reason your child's routine transportation arrangements will be different on a particular day, please send a note. If there is not a note, we will assume the child is to follow the normal routine.
- Please make all transportation arrangements before the school day begins.

REPORT CARDS

Report cards are issued four times a year. Please review the contents of the assessments carefully. Access to current and past report cards is available through Skyward.

SCHOOL HOURS

Office Hours	7:35 am	-	4:00 pm
Grades Y5-4	8:00 am	-	3:00 pm

SCHOOL STORE

We are happy to offer a small student store in the office. Students can purchase single serving size snacks. All items are fifty cents. Students must have cash money in hand when purchasing an item.

SEARCH AND SEIZURE

The school administration has the right to search a student's person and property (carrying cases, purses, backpacks, etc.) if there is probable cause. The school recognizes that students have the right of privacy of person as well as the freedom from unreasonable search and seizure, but recognizes that this right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students, buildings, equipment, and grounds. The school will make every effort to respect the rights and personal property of students. A student's failure to permit search and seizure as provided in this policy will be considered grounds for disciplinary action and possible law enforcement involvement.

SEXUAL HARASSMENT

It is the policy of the Frankenmuth School District to provide an environment free from sex-based harassment for all students, employees, volunteers, and contractors. Consistent with Policy 2450, the District will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to:

Superintendent Grant Hegenauer
ghegenauer@fmuthschools.com
525 E Genesee
Frankenmuth MI 48734
989.652.9955

OR

Assistant High School Principal David Jaworski
djaworski@fmuthschools.com
525 E Genesee
Frankenmuth MI 48734
989.652.9955

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the Superintendent.

Sex-based harassment may include verbal, visual, and physical conduct. Detailed examples of the type of conduct constituting sex-based and sexual harassment is listed in Board Policy 2450. The list contained in Board Policy 2450 is not exhaustive.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

SIGN-IN / SIGN-OUT POLICY

Any student arriving late, leaving, or returning to campus MUST check in and out in the main office. Individuals picking up students during the school day must go to the school office to sign out the student.

An individual must be listed on the student's emergency card as allowed to pick up student. Please send a note with the student indicating that someone other than the parent will be picking up the student. Photo identification may be required for the safety of our students. Please notify the main office when emergency contact information changes, and notify students in advance of appointments, transportation arrangements, and all other messages prior to the school day.

SKYWARD ACCESS

You can view attendance, lunch account, grades, report cards, missing assignments and other school information. We recommend that you login at least once a week to stay informed. Need access? Stop by the main office for registration information.

- Please keep your information (phone numbers, email, etc.) up-to-date on Skyward. Your basic information can be changed by clicking the "edit" icon at any time.

**Note: If it is an address change, please stop at the district office to give current information to Wendy Yagiela. District office is located at 525 E. Genesee Street; phone number (989) 652-9958.*

SPECIAL EDUCATION

List Elementary School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Student Rights: Every student at List Elementary School has the right to:

- develop knowledge through educational experiences
- have an atmosphere that is conducive to study and learning
- be free from physical and psychological harassment
- be treated fairly at all times
- seek advice and counsel both on personal and school matters
- be eligible to participate in all activities that his/her talents and interests may indicate

Student Responsibilities: Every student at List Elementary School has the responsibility to:

- respect the feelings of every other individual
- achieve at a level that reflects ability as a result of hard work
- participate willingly and enthusiastically in all school activities
- attend school regularly
- assist and cooperate in all phases of the learning process

SUPPLIES

Textbooks, workbooks, and miscellaneous tools are furnished for your child by the school system on a loan basis. Students are responsible for these materials and will be fined if materials are damaged or lost.

TRANSPORTATION & WALKING STUDENTS

There will be no transportation provided for students living within 1.5 miles of school. Students beyond the 1.5 mile boundary are eligible for transportation through Frankenmuth Public Schools. Please contact our transportation department at 652-5010, if you have any questions.

The Frankenmuth School District provides transportation for students that reside within the district boundaries. A transportation registration form must be on file with the school, and a student may only be transported to stops designated on the form. You may indicate on this form a regular drop off site and one alternate drop off site for your child. Bus passes are not issued.

Transportation to and from school is a privilege. Students can be suspended from the bus for time periods or privileges can be forfeited totally based on actions of the student. The Code of Conduct is in effect on all school transportation.

1. **Walking Students:** Your behavior is important. Respect yourself and others by walking and riding your bikes on the sidewalks. Remember that you represent List Elementary School. Plan your time to arrive at school 10-15 minutes before school. The crossings at List Elementary School are monitored by crossing guards.
2. **Buses:** The bus driver is in complete charge of the bus and students are expected to abide by the rules and respond to the driver's requests. Bus riding is a privilege based directly on your behavior and may be denied for action that may endanger the lives and welfare of others.
3. **Student Bus Responsibilities:**
 - a. Be in the place designated both morning and afternoon ready to board the bus on time. The driver is responsible for maintaining a schedule and cannot wait for tardy students.
 - b. Refrain from moving around while the bus is in motion and observe classroom conduct.
 - c. Obey the driver's requests.
 - d. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
4. All students should arrive no earlier than 15 minutes before school begins and should leave before 3:10 p.m. Students are expected to observe all rules of school conduct.
5. When dropping off and picking up your child, please exercise caution and common courtesy for the safety of our students and smooth operation of our parking lot.

Picking Your Student Up from School Before the End of the School Day:

Please follow the procedure below when picking up a student during the school day.

- Please call the main office at 989-652-6187 to request your student be prepared for pick up at least 20 minutes before your arrival to the school.
- Approach the main door of the building and ring the bell. Please wait outside the building until a staff member answers and directs you to come inside.
- You may be asked to present photo identification at the office.

- You will need to sign the student out on our sign out sheet, and then your student will be released to you as the parent/guardian or approved emergency contact.
- Notify students in advance of appointments, transportation arrangements, and all other messages before the school day.
- It is extremely helpful if you email both asheppard@fmuthschools.com and krosbury@fmuthschools.com the morning of an appointment, and we will do our best to have your child ready at the designated pick up time.

Students Arriving After 8:00 am

To decrease traffic in the List Elementary Main Office, we will follow this process when a student is late to school or is being dropped off after an appointment:

- The adult dropping the student off needs to come to the office with the student to ring the bell.
- Upon entering the building, the student and adult will come into the office to sign the student in.
- If the student has a note from a doctor, the message should be given to the staff member when checking in.

After School

Students must be picked up immediately after the end of the school day (school ends at 3:00 pm).

- Students are not allowed to remain inside the building waiting for rides, the start of practice, or any other reason.
- Students remaining in the building must be under the supervision of a staff member and adhere to all safety protocols in place during the school day.
- Students must exit the building and be picked up immediately after the conclusion of an after-school activity.

USE OF THE SCHOOL BUILDING

Approval for activities in the school building must be obtained from the school administration and coordinated with Community Education. The building must be left in a clean and orderly condition after each function. If clean-up is not satisfactory, the sponsoring group may be required to pay cleaning fees. Please contact Community Education to use List Elementary School for activities: 989-652-9958.

VISITORS

1. All parents and visitors please go directly to the office.
2. Parents Visiting: There are times that parents want/need to spend time in the classrooms of their children. Please contact your child's teacher to pre-arrange your visit.
3. Student Visitors: Students are not to have visitors in the school. Exceptions may be made under special circumstances with prior administrative approval. The administration reserves the right to refuse any visitation. Procedure to gain approval to bring a visitor or guest:
 - a. Parents please send a note to the main office stating the date, time and reason for the visit.
 - b. Approval will be granted or denied by the principal.
 - c. All visitors and guests are subject to all student regulations.

Also see Classroom Visits/Visitors (page 6) and/or Sign-In/Sign-Out Policy (page 13)

DISCIPLINARY STEP SYSTEM

Behavior problems and misconduct are detrimental to school operations, student success, and pride in the school. The following section details specific areas of misconduct. It should be noted that this listing is general in nature and may not specify all infractions which may result in disciplinary action.

The steps listed below shall be followed in the administration of disciplinary action. The steps are designed to:

1. Provide the student with a program that includes ample opportunity for modification of the negative behavior.

2. Provide consistency in the administration of disciplinary action - i.e., a fair program in that all students charged with the same level of misconduct will receive the same disciplinary action.
3. Provide for clearly stated, advance knowledge to all students, parents, and staff members of the probable course of action to be taken in handling disciplinary matters.
4. Provide a program that is progressive (moderate to most severe action) across educational levels.

Informal Discipline

Informal Discipline takes place within the school. It includes:

- Writing assignments regarding infraction
- Change of seating or location
- Recess detention
- Lunch-time detention
- Community “school” service

Formal Discipline

Behavior problems and misconduct are detrimental to school operations, to student success, and to pride in the school. The following section details specific areas of misconduct. It should be noted that this listing is general in nature and may not specify all infractions which may result in disciplinary action.

Discipline Steps shall be administered under the following conditions:

1. Staff will make every effort to make behavioral changes within the framework of their classrooms and authority. Staff interventions shall be taken prior to administrative disciplinary action – teachers will contact parents to develop an action plan regarding classroom behaviors.
2. If the behavior continues, the staff will notify administration of unacceptable behavior by the means of a written misconduct report.
3. Administration will meet with the student to explain the report and decide action.
4. Administration will contact parents and inform them of the report and behavior.
5. In cases of serious misconduct, interventions may occur simultaneously with administrative disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.
6. Once a student is placed on the disciplinary steps for a current school year, s/he will continue to move to succeeding steps for each future misconduct. Movement on the steps will be proportionate to the severity of the misconduct and do not have to be one level at a time.
7. In recognition of good behavior, students’ placement on the step system during a school year may be reduced one step when their behavior results in no administrative action, in accordance with the following:
8. The student’s placement on the step system shall be reduced one step for each consecutive twelve (12) school days at the elementary level without misconduct requiring disciplinary action as described in this policy.
9. With the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties to be served resulting from the prior school year step placement will be served within the first two (2) week period of the new school year.
10. Legal Basis for School Discipline Michigan School Code of 1976, Article 2, Part 16, Sections 380.1300, 380.1311 Various Court rulings which further define the role of the Board, administration and staff of schools.

Disciplinary Steps:

Continued on Page 21

Misconduct Initial Disciplinary Action	Elementary K-4
<p>1. Academic Dishonesty - Forgery/False information/Copying/Plagiarism/Distribution Students are prohibited from copying, or allowing others to copy, schoolwork. The fraudulent use of the name, work or other data of another person or the falsifying of information is prohibited. All parties involved will be subject to disciplinary action.</p> <p>Punishment may include loss of credit for test or assignment.</p>	<p>First Offense – Zero on assignment, quiz, test, project, etc.</p> <p>Second Offense – If same class, a zero for the marking period, different class (1) day suspension.</p> <p>Third Offense – If same class, failure for the semester, different class (5) day suspension.</p>
<p>2. Acts of being in an unauthorized place/lingering aimlessly (non-trespassing) in or about school or forced entry of an area without authorization, refusing to leave when directed to do so by school personnel.</p>	<p>Step 1-6</p>
<p>3. Bomb Threats</p>	<p>Step 3-8</p>
<p>4. Bullying/Cyberbullying: a pattern of abuse over time and not isolated or a singular incident. Bullying/Cyberbullying may consist of direct and/or indirect behavior against an individual(s), as defined by Board policy.</p>	<p>Step 4-9</p>
<p>5. Closed Campus Violation</p>	<p>Step 1-3</p>
<p>6. Consumption, possession or under the influence of alcoholic beverages, controlled substances, prescription drugs, alleged drugs, or inhalants without prescription on school property, school owned vehicles or at school events. This includes look-alikes and such items as e-cigarettes and/or low or non-alcoholic beverages (O'Doul's, Sharp's, etc.)</p> <p>Law enforcement authorities may be notified.</p>	<p>Step 3-5</p>
<p>7. Delivery or receipt of alcohol. The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of alcohol on school property, in school owned vehicles, or at school events. This includes look alike items and beverages advertised as low/no alcohol, such as O'Doul's, Sharp's, etc.</p> <p>Law enforcement authorities may be notified.</p>	<p>Step 5-8</p>
<p>8. Delivery or receipt of controlled or alleged controlled substances or prescription medications. The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances on school property, in school owned vehicles, or at school events.</p> <p>Law enforcement authorities may be notified.</p>	<p>Step 6-8</p>

<p>9. Electronic tampering - Any unauthorized use, misuse or access of any of the school district’s electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. In addition, students are prohibited from downloading any files from the Internet or saving, or attempting to save, any files as hidden. Reference will be made to the Frankenmuth Community Schools Acceptable Technology Use Agreement and classroom rules which may apply in cases of this misconduct.</p> <p>Restitution and repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course or removal from the activity.</p>	<p>Step 1-6</p>
<p>10. Extortion – Blackmail. Obtaining money, property or favors as a result of intimidation without use of a weapon.</p>	<p>Step 1-3</p>
<p>11. Failure to follow administrative approved classroom rules which are consistent with Board policies. Interventions and parent contact have taken place and behavior has continued.</p>	<p>Step 1-2.</p>
<p>12. False Fire Alarms or Tampering with a fire alarm box or system or firefighting equipment.</p> <p>Law enforcement authorities may be notified.</p>	<p>Step 1-5</p>
<p>13. Fighting. The act of physical violence or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship, i.e. dances, athletic events, field trips, etc. Spontaneous incident – if one student initiates physical contact and the other student does not respond with physical contact, the second student does not have to be placed on the step system.</p> <p>Law enforcement authorities may be notified.</p>	
<p>A. Incitement. The act of inciting or prompting others to action.</p>	<p>Step 1-4</p>
<p>B. Spontaneous incident</p>	<p>Step 1-8</p>
<p>A. Assault & Battery - threats and/or acts of physical violence</p>	<p>Step 1-9</p>
<p>B. Planned, prearranged fight</p>	<p>Step 4-8</p>
<p>C. Group fighting – i.e., three (3) or more students involved in the same fight.</p>	<p>Step 5-8</p>
<p>14. Gambling or Pan Handling - Playing or betting, or operation of a game of chance, a contest or other event with the hope of gaining some personal or sales for financial advantage.</p> <p>Law enforcement authorities may be notified.</p>	<p>Step 1-3</p>

<p>15. Harassment - Unwelcome verbal or non-verbal contact.</p> <p>Law enforcement authorities may be notified.</p>	Step 1-6
<p>16. Infraction of school rules not covered by the above categories, particularly those infractions on or off campus which, because of their nature, pose a serious health/safety threat to students and staff.</p>	Step 1-9
<p>17. Insubordination - Disrespect or disregard of verbal instruction or direction of school personnel or any other disruption of the educational process.</p>	Step 1-5
<p>18. Larceny – petty theft. Any theft of money or personal or public property and/or any theft involving unlawful entry, including lockers, desks, etc.</p> <p>Law enforcement authorities may be notified. Restitution or replacement of stolen property will be part of the punishment.</p>	Step 1-6
<p>19. Malicious mischief. Damage to the school or personal property through intentional vandalism or defacing.</p>	Step 2-3
<p>20. Negligence. Damage to the school or personal property through carelessness or inappropriate behavior.</p>	Step 1-3
<p>21. Nuisance Items - Students may not bring any object or materials which may be disruptive to the educational process or hinder school officials' attempts to maintain an orderly environment, such as cell phones, i-pods, MP3 players or other electronic entertainment devices. Students may have devices on campus but they may not be seen or heard upon entering the building until 2:56 p.m. Any electronic devices used during the instructional day, unless specifically permitted by the teacher, including during lunch time, will be taken violation of school policy and subject to disciplinary action.</p> <p>Following proper corrective action including confiscation of the item which will be returned upon a parent contact with school authorities for first offense.</p>	Step 1-2
<p>22. Offensive speech and/or displays. Speech, communication, and displays which tend to disrupt the orderly conduct of the educational process, including, but not limited to: <u>Indecency</u> - the act of offending commonly recognized standards of good taste; including the use of vulgar acts, obscenities, and gestures. Including but not limited to; Racial or ethnic slurs, intimidation, offensive speech, degrading of persons and verbal abuse. <u>Inappropriate Sexual Behavior/Harassment</u> - verbal or non-verbal sexual innuendo, obscene gestures, leering, and personal displays of affection. Including displays or objects of sexually suggestive nature such as pictures, dirty jokes or offensive gestures, and conversation regarding sexual matters which are too personal. Harassment would be a pattern of unsolicited and unwelcome inappropriate sexual behavior. It may consist of</p>	

<p>direct or indirect behavior toward an individual including touching another's clothing or person, verbal abuse with sexual connotations. <u>Illegal messages</u> - displays which advocate or glamorize behavior which is illegal for students, such as alcohol, tobacco use or gang affiliation, or images from an electronic source or from texting. Display, possession, distribution and sharing of any images from any electronic source, drawings, graphics, video, text messaging, printed material of an obscene or violent nature (such as gun and weapons catalogs, bomb making information, magazines supporting violence).</p>	
<p>A. Incidental, not specifically directed toward another person.</p>	<p>Step 1-4</p>
<p>B. Specifically directed toward another person, which has the tendency to disrupt the orderly conduct of the educational process.</p>	<p>Step 1-9</p>
<p>23. Possession of drug paraphernalia.</p>	<p>Step 2-4</p>
<p>24. Possession or use of explosives or incendiary devices that have potential to do great bodily harm or great physical damage.</p>	<p>Step 9</p>
<p>25. Possession or use of fireworks, including stink bombs, bomb bags and bottle bombs.</p>	<p>Step 2-9</p>
<p>26. Possession or use of matches or lighters.</p>	<p>Step 1-4</p>
<p>27. Possession or use of smoking or smokeless tobacco, e-cigarettes or look alike, while on school property, in school owned vehicles, or at school events.</p>	<p>Step 1-5</p>
<p>28. Possession or use of weapons; not defined under Mandatory Expulsion Items of this code, in a school building, on school premises or in school owned vehicles. The term weapons shall mean any object or device which could or does inflict bodily harm. Weapon shall also include a facsimile of objects or instruments which are weapons. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.</p> <p>Law enforcement authorities may be notified.</p>	<p>Step 3-9</p>
<p>29. Possession, delivery, receipt or supplying of over-the-counter drugs or medications on school property, school owned vehicles, or at school events.</p>	<p>Step 1-9</p>
<p>30. Public Display of Affection</p>	<p>Step 1-2</p>
<p>31. Sexual Misconduct: Constitutes consensual or mutual acts of sexually inappropriate behavior (including, but not limited to touching, obscene display, indecent exposure, and physical conduct of a sexual nature).</p>	<p>Step 3-9</p>

32. Skipping Classes on Campus	Step 1-3
33. Unauthorized entry, trespassing, loitering. Law enforcement authorities may be notified.	Step 1-3

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- Step 1 Student's teacher will conference with the student to include review of the disciplinary policy and procedures and notification that the next infraction of rules will result in action on at least the 2nd step. The student's parents shall be notified of the conference, and a copy of the step system and related penalties shall be sent to the parents.
- Step 2 Student/parent/administrative conference by phone, e-mail, or in person, before school, after school and/or lunch detention.
- Step 3 One-day (short-term) suspension
- Step 4 Two-day (short-term) suspension
- Step 5 Three-day (short-term) suspension
- Step 6 Five-day (short-term) suspension
- Step 7 Seven-day (short-term) suspension
- Step 8 Ten-day (short-term) suspension
- Step 9 Administration will recommend to the Superintendent long-term suspension and/or expulsion for misconduct not including possession of a dangerous weapon, arson or criminal sexual conduct.

PLEASE NOTE:

For Steps 3 through 5, the building administrator may invoke the option of having the students serve suspension days as some type of in-school suspension program. Days are school days, not calendar days.

Disciplinary Notification to Parents: In disciplinary matters, parents will be notified as soon as possible by authorized school personnel. This notification will take the form of a phone call and/or written communication.

The Frankenmuth Board of Education does hereby establish the following categories of misbehavior that may result in suspension or expulsion from school of any student regardless of age, under its jurisdiction. The following list is offered as an example of unacceptable behavior (but not limited to), and it is not intended to be all inclusive. These policies are applicable to all school-related activities and also apply while the student is on school property, before or after school, en route to and from school on district provided transportation.

Mandatory Expulsion Items

Acts of Student Misconduct Which Will Result in Mandatory Permanent Expulsion for all students pursuant to State and Federal law include the following:

- Possession or use of dangerous weapons in a school building, on school grounds or in school owned vehicles. The term "dangerous weapon" shall mean a firearm, an explosive device, poison, a knife with a blade of more than 3" in length, dagger, or pocket knife opened by a mechanical device; or, any other weapon as set forth in 18 USC 92.
- Arson in a school building or on school grounds.
- Criminal sexual misconduct in a school building or on school grounds.

- Physical assaults upon school employees, volunteers, or contractors. (Grade six and above)

Suspension/Expulsion Defined

Suspension is the exclusion of a student from school for a specific period of time terminating at the end of the specific period or upon the fulfillment of a specific set of conditions. This could include removal from a class or classes but not from the building. During a period of suspension, a student is denied the opportunity to participate in any school-related activity. Expulsion is the permanent exclusion of a student from school for 180 days or more.

Due Process

The following is the procedure for due process of discipline.

1. Should the student and parent or guardian request a review for the student regarding the suspension, that review shall be held before the building principal.
2. A review at the building level shall be held within three (3) school days of the suspension unless the parents request a delay. A delay may be granted for as long as one week. If a review does not occur within a week, the disciplinary action will go into effect.
3. The student will not be granted the right to attend classes during the appeal process but will be allowed to make up all work for full credit during this time period. Students who have appealed a suspension may not attend or participate in after school activities, clubs, sports, etc. while the appeal is pending.
4. The building principal is the final level of appeal on short term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the designated administrator, whose decision shall be final.
5. Every effort shall be made to resolve problems through effective utilization of school district resources in cooperation with the student and parent or guardian. It will be done in the most timely manner possible.
6. A more formal due process procedure is required for long-term suspensions (exceeding 10 days) or expulsions. Prior to the formal due process hearing, the Superintendent will send written notices of the charges to the student's parents or guardian or to the adult student. This formal procedure may include the right to counsel, bring forth one's own witnesses, and a hearing before the Board of Education. There will be an opportunity for an opening and closing statement.

Written charges will set forth the finding of fact by the Superintendent, the discipline recommended to be imposed, and the rights of the student during the hearing. The student and his/her parents should also be advised they have the right to an open or closed session at his/her option, and they should be advised of the time and date of the hearing.

