

Lakeside Elementary



"Where Kindness Counts!"



2012-2013
Parent Guide and Directory

Lakeside Elementary School

2325 Hall Street, SE
East Grand Rapids, Michigan 49506-4045

Linda Kehm – Principal	Email: lkehm@egrps.org
Bill Rich-Interim Principal	Email: brich@egrps.org
Mary Buzalski – Secretary	Email: mbuzalsk@egrps.org
Denise Gavern – Secretary	Email: dgavern@egrps.org

Important Telephone Numbers

Lakeside Office:	235-7553
Lakeside Fax:	235-3915
Absence Line:	252-1479
Voice Mail:	235-7599
(Use prompts to leave messages for staff)	
District Office:	235-3535
Breton Downs Elementary	235-7552
Wealthy Elementary	235-7550
EGR Middle School	235-7551
EGR High School	235-7555
Before & After School Childcare	235-7595
Transportation	682-9075
Food Service	235-7555

School Hours

Children Enter	8:15 AM
School Starts	8:20 AM
AM Recess	10:15 – 10:30 AM
Lunch	11:27 AM – 12:13 PM
PM Recess	2:00 – 2:15 PM
Dismissal	3:25 PM
AM Young Fives	8:20-11:27 AM
PM Young Fives	12:19-3:25 PM



EAST GRAND RAPIDS PUBLIC SCHOOLS

Board of Education

2012-2013

Mr. Brian R. Ellis, President (07-15)
PO Box 6367
Grand Rapids, MI 49516-6367 – Work
45 Brooktree Lane SE
Grand Rapids MI 49503 - Home
774-3151 (home) 774-3159 (work)
774-3141 (fax)
brian@brooktreecapital.com

Mr. Robert J. Minnema, Vice President (09-13)
2003 Argentina Drive SE
East Grand Rapids, MI 49506
975-3467 (home) 914-1485 (cell)
bminnema@egrps.org

Mr. Stephen W. Edison, Secretary (06-14)
2855 Elmwood Drive SE
East Grand Rapids, MI 49506
957-4098 (home) 732-1716 (work)
913-1216 (fax)
sedison@egrps.org

Mrs. A. Michelle Rabideau, Treasurer (08-12)
3000 Hall Street SE
East Grand Rapids, MI 49506
575-6029 (home) 685-1889 (work)
685-1899 (fax)
cmrabideau@comcast.net

Mr. Peter G. Ruppert, Trustee (08-12)
929 San Lucia Drive SE
East Grand Rapids, MI 49506
245-3379 (home) 301-1221 ext.13 (work)
301-1224 (fax)
pruppert@americanedgroup.com

Mrs. Beth Milanowski, Trustee (11-15)
2640 Hall Street SE
East Grand Rapids, MI 49506
975-3919 (home) 318-6069 (cell)
beth@grtrolley.com

Mrs. Susan C. Levine (11-12)
2860 Bonnell SE
East Grand Rapids, MI 49506
949-8248 (home)
srclevine@gmail.com

2012-2013 Lakeside Elementary Staff Listing

OFFICE STAFF:				
KEHM, LINDA	2405	2405	PRINCIPAL	lkehm@egrps.org
BUZALSKI, MARY	2400	2400	SECRETARY	mbuzalsk@egrps.org
GAVERN, DENISE	2401	2401	SECRETARY 8-10:30 AM	dgavern@egrps.org
STAFF:				
BARKWELL, SHARON	2360	2001	PARAEDUCATOR	sbarkwel@egrps.org
BENHAM, KAELYN	2021	2021	5 th GRADE	kbenham@egrps.org
BROWNLEY, HOLLY	2009	2009	RESOURCE ROOM	hbrownle@egrps.org
BUXTON, MOLLY	2408	2408	SPANISH	mbuxton@egrps.org
	2624	2004	PARAEDUCATOR	
CENTA, JENA	2026	2026	ART	jcenta@egrps.org
COMEAU, KAREN	2476	2026	ESL	kcomeau@egrps.org
COTTRELL, CINDY		2403	SPEECH	ccottrell@egrps.org
DAY, MICHELLE	2006	2006	2 nd GRADE	mday@egrps.org
DEWILDT, CHARLES	3406	2432	PHYSICAL ED	cdewildt@egrps.org
FERRIS, KELLY	2700	2700	FOOD SERVICES	kferris@egrps.org
FULLER, JILLIAN	2007	2007	2 nd GRADE	jfuller@egrps.org
GRIN, ERIN	2011	2011	KINDERGARTEN	egrin@egrps.org
HEAGLE, LINDA	2623		PARAEDUCATOR	lheagle@egrps.org
JOHNSON, GERRI	2008	2008	2 nd GRADE	gjohnson@egrps.org
KENWARD, CHRIS	2510	2510	SOCIAL WORKER	ckenward@egrps.org
KING, KAREN		2011	PM KDGN. PARAEDUCATOR	kking@egrps.org
KIRK, MICHELLE	2005	2005	1 st GRADE	mbattle@egrps.org
LAROCQUE, JULIE		2010	PARAEDUCATOR	jlarocqu@egrps.org
LARSON, KATHY	2023	2023	VOCAL MUSIC	klarson@egrps.org
LECOURS, KRISTEN	2020	2020	5 th GRADE	klecours@egrps.org
LUNDQUIST, DEB		2002	PARAEDUCATOR	dlundqui@egrps.org
MCDONALD, CAROLE	2600	2600	TECH PARAEDUCATOR	cmcdonal@egrps.org
MCSKIMMING, NANCY	2018	2018	4 th GRADE	nmcskimm@egrps.org
MITCHELL, SHANNON	2010	2010	KINDERGARTEN	smitchel@egrps.org
MITTON, SCOTT	2013	2013	3 rd GRADE	smitton@egrps.org
MUDGE, WHITNEY	2019	2019	4 th GRADE	wmudge@egrps.org
MURRAY, STEVE	2417	2430	NIGHT CUSTODIAN	smurray@egrps.org
	2003	2003	YOUNG FIVES	
O'ROURKE, LAURA	2475	2003	PARAEDUCATOR	lorourke@egrps.org
PLATT, JOANNE			PSYCHOLOGIST	jplatt@egrps.org
PORTER, ALLISON	2014	2014	3 rd GRADE	aporter@egrps.org
PULLEN, MARK	2016	2016	3 rd GRADE	mpullen@egrps.org
PUTNAM, MATT	1028	2432	PHYSICAL ED & MUSIC	mputnam@egrps.org
REIFINGER, KIRK	2004	2004	1 st GRADE	kreifinger@egrps.org
RONDA, KAITLIN	2017	2017	4 TH GRADE	kronnda@egrps.org
SCHEIDEL, BRETT	2022	2022	5 th GRADE	bscheide@egrps.org
STEARNS, SUSAN	2025	2025	READING RECOVERY	sstearns@egrps.org
STOREY, KATHY	2012	2012	READING	kstorey@egrps.org
SULLIVAN, KAREN	2001	2001	1 st GRADE	ksullivan@egrps.org
		2011	PARA-ED/SECRETARY	
WEBBER, MIKE		2430	CUSTODIAN	mwebber@egrps.org
	2483	2402	PARAEDUCATOR	
WOLFORD, TRACY	2003	2003	AM YOUNG FIVES	twolford@egrps.org

Lounge 2425 Lab 2027

Conference room 2404

Lobby Conf. Room 2406

Absence 252-1479

Sage 2602

Lakeside PTA

Executive Board

2012-2013

President – Anna Tyrer	307-2406	dtyrer@hotmail.com
Vice President – Julie Burns	826-2536	kburns0604@ComCast.net
2 nd Vice President – Rolf Smith	901-5513	rolf@methoddesignsinc.com
Recording Secretary – Megan Miller		meganmil@gmail.com
Corresponding Secretary – Kris Shannon		shannongr@hotmail.com
Treasurer - Pam Morris	575-0255	jeffandpammorris@hotmail.com
Assistant Treasurer – Mary Wisentaner	547-7614	mwisentaner@hotmail.com
Past President – Tamara Christians	957-0326	tamara.Christians@comcast.net

Committee Chairpersons

Benefits – Elizabeth Loos
Bookends – Jeannine Frazier
Book Fair – Kris Shannon
Book Room – Megan Miller and Shari Bayer
Boxtops – Becky Barnes
Carnival - Michelle Westmoreland and Lindsay Sneller
Circle of Friends – Shari Bayer
Community Service/Heart to Heart – Julie VanGessel and LeeAnne Williams
Copy Room – Kelli Masacek
Cultural Arts – Jake Deliefde and Kristi Bishop
Fifth Grade Farewell – Holly Goulet, Elizabeth Loos, Courtney Gabridge
Friends of the Library - Trish Reid
Fun Day – Trish Thompson and Karla Cuff
Healthy Habits- Rachel Deaner and Courtney Gabridge
Hospitality – Tamara Christians
Lakeside Displays – Elizabeth Crosby
Lakewear – Andrea Collins and Kris Freiburger
Landscape Committee – Beth Paige Hamm
Legislation – Amy Thole and Tina Murua
Newcomers – Ann Bell and Pat Connor
Office Volunteers – Britt Campbell
PTA Website- Katie Flermoen
Photographer – David Chandler
Playground Pals – Beth Kiisk-Milanowski
PTA Membership – Susan Butler
ROAR – Traci Douglas, Emily Smith, Tamara Christians
Room Parents – Julie Burns
School Pictures – Kris Freiburger
Staff Appreciation – Tamara Ashley-Oswald
Yearbook – Rolf Smith

LAKESIDE ELEMENTARY

ROOM PARENTS

2012-2013

Young Fives A.M. – Mrs. Wolford		Third Grade – Mrs. Porter	
Young Fives P.M. – Mrs. Harmens		Third Grade – Mr. Mitton	
Kindergarten – Mrs. Grin		Third Grade – Mr. Pullen	
Kindergarten – Mrs. McIntosh		Fourth Grade – Miss Mudge	
Kindergarten – Miss Mitchell		Fourth Grade – Ms. McSkimming	
First Grade – Mrs. Kirk		Fourth Grade – Miss Ronda	
First Grade – Mrs. Sullivan		Fifth Grade – Mrs. Lecours	
First Grade – Mr. Reifinger		Fifth Grade – Mrs. Benham	
Second Grade – Mrs. Day		Fifth Grade - Mr. Scheidel	
Second Grade – Mrs. Fuller			
Second Grade – Mrs. Johnson			

ABSENCES

If a child is to be absent from school for any reason, we request that parents notify our office by 8:30 a.m. The attendance number is **252-1479**. Please give the child's name, teacher, and reason for absence. If the initial absence is in the afternoon, a call by 11:45 a.m. would be appreciated. Our policy is that you call us or we call you - to assure ourselves of the child's whereabouts. We want the child who has left home to arrive safely to school.

If it is known in advance that a child will be absent for several days, the parents should also contact the teacher to make arrangements for make-up work as deemed appropriate.

A child who is absent from school is not eligible to participate in that day's after school activities.

ARRIVAL TIME FOR CHILDREN

Safety Patrol members serve as crossing guards on a few corners and intersections. Children should leave home at a time that will allow them to arrive at school just shortly before the entry bell. Because of safety factors, we strongly discourage arrivals prior to 8:10 a.m. and 12:10 p.m. Our playground is unsupervised before and after school.

When weather permits, children will remain outside until the entry bell rings at 8:15 a.m. and 12:13 p.m. During rainy weather, children may enter the building as they arrive after 8:10 a.m. and 12:10 p.m., although we would prefer that children wait at home so as not to necessitate early entry.

ART

Art is provided to all students in first through fifth grade for one hour per week. We have a beautiful art room, plenty of storage and supplies. Miss Jenna Centa is the Art Teacher. Creativity, problem solving, and developing skill with art medium is the focus in our art instruction.

BICYCLES AND SCOOTERS

Children in the elementary grades in East Grand Rapids are asked to ride bicycles on the sidewalks at all times. All cyclists must wear safety helmets as required by Title X, Chapter 105, of the Code of the City of East Grand Rapids. We require all bicycles ridden to school to be licensed through the East Grand Rapids Department of Public Safety and to be locked while in the bike rack.

Bikes and scooters **must be walked/carried** when entering school property. While at school, all bikes must be locked in the rack provided outside of school. No skateboards, roller skates or roller blades or "Ripsticks" please.

BIRTHDAY CELEBRATIONS

We request that any birthday invitations be delivered away from school. Decorating lockers on birthdays or special occasions is not allowed and birthday party invitations should be sent through the mail and not handed out at school. Please send birthday balloons/flowers to the student's home and refrain from having them delivered to school.

BOARD OF EDUCATION INFORMATION

The Meetings of the East Grand Rapids Board of Education for the 2012-13 school year will be held on the following dates and times.

REGULAR MEETINGS – 6:00 PM @ WOODCLIFF CENTER

August 28
September 24
October 22
December 3
January 28
February 25
March 11 @ 5:00 PM
April 15
May 20
June 10

CHECKING IN/OUT

All parents and/or visitors need to sign-in/out on the daily sheet in the school office. **It is important that we know who is in the building at all times!** In order to keep classroom interruptions to a minimum, the office will deliver forgotten lunches or other articles to your child's classroom or locker.

COMPUTER LABS

Technology is an important part of our curriculum and school. One computer lab containing thirty student stations is used by all classes. Classrooms are also equipped with computers that are used to supplement and enhance instruction. Mobile/wireless laptop labs are also used by the 2nd through 5th grade students in their classroom. Lakeside school is networked with wireless access to the internet.

CURRICULUM

Faculty teams in the East Grand Rapids school district have created an "aligned" curriculum developed to ensure academic and social development for all of our students. All curriculum documents are posted on the EGR website.

DISMISSAL

The school day concludes at 3:25. For their safety, students must exit school premises after school unless directed by a teacher to remain. All students must head directly home and not linger on the playground. They may return to school to play on the playground after they check in at home with their parent or sitter.

DOGS AT SCHOOL

We all love our pets, **but they do not belong at school.** Too many young children are either allergic or frightened by them. When picking up your child at school, please **do not bring your dog into school or on the playground.**

Use of Electronic Devices Policy #8320

8320–Student Use of Electronic Communication Devices

East Grand Rapids Public Schools encourages students to bring an electronic device to school for use as an educational tool. While in attendance at school students are required to solely use the districts network during the instructional day. Doing so ensures a safe learning environment for all of our students. Failure to comply will result in disciplinary measures.

Students may be in possession of electronic communication devices subject to the terms of this policy and the administrative rules of the District. Such devices shall be used for instructional purposes and such use is at the expressed permission of a teacher and/or administrator. Electronic devices shall not be used at school sponsored events where there is a reasonable expectation of quiet attentiveness, where use of the device would cause disruption, unless there is a bona fide health or safety emergency or unless specifically approved by a school official for a special circumstance.

Electronic devices such as, but not limited to: cell phones, iPods, cameras, tape/CD players, video games, video players, MP3 players, etc., and their attachments are not permitted for use by students while they are in a classroom or other academic setting unless given permission to use such a device by a teacher or administrator. Misuse of such devices will result in confiscation.

Use of a camera and/or camera/video feature on an electronic device is prohibited in bathrooms, locker rooms, changing areas, or any other spaces where privacy would be expected. In addition, a camera/video feature on an electronic device may only be used for educational purposes.

Students violating this policy may be subject to disciplinary action (under the procedures for discipline as outlined in Board Policy #8383).

The administration shall promulgate rules to enforce this policy at the building level.

8320–R Student Use of Electronic Communication Devices

All electronic devices must be used in accordance with school policy and for educational purposes only. Use of any electronic device that disrupts the learning environment or in any other way violates policy #8320 may result in disciplinary action and/or confiscation of the electronic device. Repeated misuse of electronic devices will result in additional progressive disciplinary consequences under Board Policy #8380 Persistent Disobedience.

- Students **are expected to turn off / silence** all electronic communication devices upon entering a classroom. Use of all electronic devices during class is at the expressed permission of a teacher or administrator. Such devices may not be used during class until instructed to do so.
- Misuse of electronic devices less than 7 inches in diameter (cell phones, iPods, cameras, tape/CD players, video games, video players, MP3 players, etc.) will result in the following:
 - First offense: the Building Administrator and/or Assistant Principal will keep the electronic device until the end of the school day.
 - Second offense: the Building Administrator and/or Assistant Principal will keep the electronic device until a parent conference is held.

- Third offense: the Building Administrator and/or Assistant Principal will keep the electronic device for 5 school days. A parent conference must also be held at the end of the 5 days.
- Further offenses will result in additional progressive disciplinary consequences under Board Policy #8380 (Persistent Disobedience).

- ☑ Students are **required** to solely use the districts network during the instructional day.
- ☑ Electronic devices **may not** be used to record individuals in a locker room, bathroom, or any other spaces where privacy would be expected. **Unauthorized** recording or distribution of pictures, video, and audio are prohibited.
- ☑ Students **may not** use any electronic device for academic misconduct.
- ☑ Students **may not** use any electronic device to record a staff member without the express permission from the teacher.

Revised: Sept, 2013

E- READERS

Students may, at their teacher's discretion, use an e-reader (Kindle, Nook, etc...) in school with the understanding that the student is responsible if the e-reader becomes lost or damaged.

ENROLLMENT

Lakeside Elementary is a Young Fives through Fifth grade school serving 465 students. We have one teacher for Young Fives, two for Kindergarten, and three teachers for each level of grades one through five. We also have a part-time social worker, part-time special education staff, and a support staff of para-educators, part-time custodial/maintenance, food service, and transportation.

EVACUATIONS

Each year we practice evacuating to the middle school or Breton Downs. If we ever needed to leave Lakeside School, this practice gives the students and teachers the opportunity to feel comfortable with the procedures and route.

FIRE & TORNADO DRILLS

Six drills per year are planned for the school year. A map is located in each classroom, which guides the teacher's route out of the building and to their location on the playground. Safe places to seek shelter during a tornado are also highlighted on this map.

HEALTH REGULATIONS

- A. Children enrolling in any Michigan public school for the **first time** (i.e., incoming Young Fives, Kindergartners and new students) are required to be examined by a physician before the opening of school.

State law requires that certain immunizations be provided and that school records show they have been met. Exclusion from school is the alternative mandated by the state. As our local intent and desire is to keep children in school, parental attention to this matter is a necessity.

- B. Hearing Screening of children in grades Kdgn., 2 and 4 and Vision Screening for students in grades 1, 3 and 5 are made during the school year. Children at other grade levels, as observed by teachers or parents, may be referred for screening. Children who show definite problems in these areas are referred for correction through parents.
- C. We ask that each child have on file in the school office a parent Consent for Emergency Care document, which enables a designated local hospital to provide emergency care in the event we cannot reach the parent. **Please be sure you have completed this portion of the Enrollment Form for each child.**
- D. An accident report is made out at school for each child involved in a mishap. This report is filed in the principal's office the day of the accident. Parents are notified as soon as possible if the injury is in need of medical attention.
- E. Administration of Medication
School Administration of Medication – Prescription

Prescription medication to be given at school must be delivered by the parent/guardian in a container with a pharmacist's printed label, specifying:

1. The child's full name;
2. The name of the medication and the dosage;
3. The time of day medication should be administered; and
4. The name of the physician.

A permission form must be on file with the school office, containing above information.

School Administration of Medication – Nonprescription (Policy #8100)

A permission form must be on file with the school office, containing all information indicated above, and must be signed by the parent/guardian. The medication must be delivered to the school office by the parent/guardian in the original container, labeled with the student's name.

HEALTHY SNACKS

Please be cautious when preparing treats for a classroom. Many students have food allergies. It is important to make arrangements with teachers before you bring food to the classroom.

HOLIDAY PARTIES

Room parties and birthday treat information will also be in the classroom newsletter. Parties are planned by each room individually for Halloween, Winter Holidays, and Valentines Day.

ILLNESS

State regulations indicate that the superintendent, principals and teachers of any school shall exclude from school any child suspected of having a communicable disease. The school function is not to diagnose illness, but to exclude children purely on the basis of symptoms.

LION'S ROAR

Announcing Lakeside's "The Lion's Roar". The Lion's Roar is a monthly newscast written and produced by Lakeside students. The 10 minute broadcast will include Lakeside News, Spotlight (Student or Event), Book Review, Lion's on the Roam (Field Trips, Out of school events and accomplishments, etc...), Principal's segment, Joke of the day, Spanish Segment.

LOST AND FOUND

All children should have their name on their personal property. Lost and found items are placed in the lost and found boxes, which are near the third grade entry doors. Please check these boxes periodically. All items not picked up by the end of each semester are donated to charity.

LUNCH

Our lunch period is 11:27-12:13. Children may go home for lunch (time and distance permitting) or remain at school. Most of our children remain at school and a large number of those purchase hot lunches, made available to us from the Grand Rapids Public Schools food service program. We are now paperless with our lunch menu and it can be viewed online at egrps.org. Click on Food Service to view the Elementary School menu. Children who bring their lunches may purchase milk. Lunches sold at school include milk. The 2012-2013 prices for lunches cost \$2.40 per day and milk costs \$.50 per day. Parents deposit money into an account for their children so that they may use their account to purchase lunches/milk. Parents are notified when lunch accounts fall below \$0.00.

Please make checks payable to **Grand Rapids Public Schools**.

Lunch starts at 11:27 a.m. and finishes at 12:13 p.m. Kindergarten, first and fifth graders eat during the first lunch period while second, third and fourth graders are outside, they then switch for the second period. Supervising the lunch period is one lunch supervisor for each grade level along with our cook, Mrs. Kelly Ferris and custodian Mr. Mike Webber. Juice/milk/water are allowed during lunch, but no pop. Parents may check their child out of school for lunch, however, space will not allow for parents to eat in the lunchroom.

MEDIA CENTER

Our media center contains over 16,000 books. All students have at least thirty minutes per week of library time coordinated by Bridget Campbell, our media center para-educator.

MUSIC/CHOIR

Mrs. Kathy Larson uses the "Orff" method, which is a hands-on approach using speech, song, instruments, and movement involving the whole child. Our curriculum is based on the National Standards for Music Education K-12 grades. Fourth and Fifth graders can also be a part of our wonderful Lakeside choir. We meet before school 7:35 – 8:10 AM in the music room. During the year, the choir sings in several assemblies and performances.

NEWSLETTERS/SCHOOL COMMUNICATION

Every other week (on Friday) the *Pride*, our school newsletter, will be posted on the internet at (<http://teachersites.schoolworld.com/webpages/LPride/>) and an email reminder will be sent to parents that it has been posted. The deadline for *Pride* articles is Wednesday at noon and may be emailed to tpaksi@egrps.org

On the alternate weeks, all teachers will post a classroom newsletter on the internet with information specific to their classroom. An email reminder will be sent to parents from each of their child's teachers that it has been posted. Classroom newsletters may also be accessed via the Staff Directory page (www.egrps.org/district/directory/l_staff.html). Simply click on your child's teacher's name to access their web page. Field trip information will be contained in classroom newsletters.

PARKING

Parent parking is provided in two locations. The **lower lot** off Burchard is the preferred drop off and pick up location. Please, never allow students to walk through the center of the parent parking lot. Use the sidewalks and the walkways next to the curb.

The second parking location is the **side lot**. This lot is reserved for visitors, staff and handicapped parking. Please notice the Hall Street drop-off and pick-up signs for your convenience. We do request adherence to the 15 minute time allotment.

PARENT-TEACHER PROBLEM SOLVING & COMMUNICATION

4 Steps

1. Talk to the teacher first. Be sure when you finish talking you are both clear on what and when things will happen.
2. If the problem is not resolved, talk to the principal.
3. If the principal cannot help, talk to the superintendent.
4. If the superintendent cannot help, contact the School Board.

Talking To The Teacher:

1. Call the school and leave a message.
2. The best way is to leave a message on the Voice Mail system or email.
3. In your message let the teacher know why you are calling so he/she will be prepared when they talk to you. It can save time and the need for a second return phone call.
4. Have patience. It may take a day for the teacher to call back, as they have limited free time during the day to make calls. Staff members practice 24 Hour call back for voicemail
5. Send a note with your child.
6. Try not to “drop in” for a talk. Plan ahead so the teacher can give you the attention you deserve.
7. Keep matters confidential. They tend to stay in perspective.

Appointments With Teachers

Interruptions in the classroom during class hours do disrupt the instructional program. We suggest that parents plan to confer with teachers when they do not have students. A call to arrange a meeting is always appreciated. Each staff member at Lakeside Elementary has a voice mail “box” and you may feel free to leave messages for staff at 235-7599. A list of teacher extensions is included in this handbook.

Communication

There is no bad communication! The more communication the better. The basis of a good parent/teacher relationship is trust. Teachers have our children's best interests at heart. They understand busy family schedules and the daily stress of being a child.

PHYSICAL EDUCATION

Physical education is offered to our students once per week under the direction of our teaching staff of Charles DeWildt and Matthew Putnam. The curriculum (EPIC) is being implemented with the focus on health, skill building, fitness, and instruction in collaborative and competitive activities. In addition to our regular physical education class, the EGR Recreation Department at 949-1750, offers many sports opportunities for students of all ages.

PLAY DATES

For your child’s safety we encourage all children to leave the school property immediately after school. They should hurry home and check in so you know they’ve arrived safely. We request all students make play date arrangements away from school, as they may not use the school phone for that purpose.

READING SUPPORT SERVICES

Our Reading Specialist Team consists of: Mrs. Kathy Storey and Mrs. Susan Stearns. They provide instruction in small groups. Our team also provides instruction for a limited number of K – 5th graders yearly. Their teaching approach is research based and highly effective.

RECESS

Recess is an important time for children to engage in play and physical activity. **Students may stay in the office for recess with a doctor’s note only.** Our students have three recesses a day: morning recess is from 10:15-10:30 AM; lunch recess is for 20 minutes during lunchtime; and the afternoon recess is from 2:00-2:15 PM. During the morning and afternoon recess, four teachers and, at lunch, para-educators, are assigned to different sections of the playground for supervision. **If the temperature is at or below 0 degrees, students will have indoor recess. We believe if students are well enough to come to school they are well enough to go outside for recess.**

RELEASE OF STUDENTS FROM SCHOOL

In the event a student needs to be released from school for a medical or dental appointment we ask that the following procedures be used:

- A note is sent to the teacher indicating reason and time for leaving.
- Parent reports to the office to sign out the student - the student will then be called from the classroom to the office.

REPORT OF PUPIL PROGRESS TO PARENTS

For all grades, there are two scheduled parent-teacher conferences during the school year. Conferences at other than the regularly scheduled times are encouraged as needs become apparent and may be initiated by either the parents or the teacher. Report cards are issued for all students in January and June. Duplicates of these reports are made and kept on file in the office.

RESPECT FOR PROPERTY

Your child should be reminded to be careful of all private property on the way to and from school and at school. This should include a reminder that children do not cut across lawns of residents along the way to school.

SAFETY PATROL

We are fortunate that several of our fifth grade students volunteer to serve as crossing guards on a few of our street crossings. We urge you to talk to your children about the responsibility and importance of this job and we ask that your child cooperate, respect the crossing guards and follow their directions when crossing. Please feel free to call school about any safety problems that you feel needs attention.

SAFETY PATROL WILL NOT BE ON DUTY DURING SEVERE WEATHER CONDITIONS.

If the temperature is at or below 0 degrees, Safety Patrol will not be on duty and students will have indoor recess.

Please review these procedures with your children and arrange for an alternate shelter home where students can go if you will not be home.

SAFETY SUGGESTIONS FOR PARENTS DRIVING CHILDREN TO SCHOOL

There are several good reasons why children should be encouraged to walk to and from school, as opposed to parents transporting them. If rainy weather or other factors create the necessity for parents to transport youngsters, we would appreciate the observance of safe driving practices and use of caution when children are exiting their vehicles.

SCHOOL SAFETY

Safety of students and staff is our first priority. To that end, we have established extensive safety plans and procedures. These procedures include:

Doors: All doors in the building except the front doors next to the office are locked.

Check In/Out: Please report to the office and sign in/out every time you enter/exit the building.

Crisis Planning: A faculty team meets periodically to plan and review building crisis plans.

SCHOOL PROCEDURES/RULES

Lakeside Elementary School, in partnership with our community and parents, will ensure that each student acquires the knowledge, skills and strategies necessary to reach his or her full potential, and become a productive, responsible citizen. We are guided in these efforts by our core principle defined as "*Kindness Counts.*"

SEVERE WEATHER AND OTHER EMERGENCIES

If there is a severe weather watch or warning during school hours, students will remain in school until regular dismissal. They may be detained beyond the school's regular dismissal time if weather conditions warrant. Parents may pick up their child(ren) at any time, or the child may be released to any adult designated by the parent.

If a watch or warning occurs outside of school hours, the school district will not begin any school activities (sports, PTA, etc.). During a tornado watch or warning; if the activities are in progress, the students will be dismissed and the activities will stop. After school activities may be held if such activities are scheduled to begin one hour after a tornado watch or warning has been lifted.

TORNADO WATCH

Conditions conducive for tornado formation exist in the area. Children and staff may be detained beyond regular dismissal, if weather warrants.

TORNADO WARNING

One or more tornadoes have been sighted in the area. Take cover immediately. Children will **NOT** be sent home.

SEVERE THUNDERSTORM WATCH

The possibility of severe storms, including dangerous lightning, damaging winds, and possible hail exists in the area. Children dismissed at regular time unless severe weather conditions exist.

SEVERE THUNDERSTORM WARNING

Storms as described above are in the area and are imminent. Children may be detained. In the event of any of the above conditions, keep tuned to the radio or television for details.

Parents must assume the responsibility for making certain that their children understand and follow these procedures, as well as instructing their children to stay off the streets once they reach home.

Parents are encouraged to provide alternate home arrangements for their child(ren) if there is a need to release students for **other types of emergencies** (power outages, loss of heat, etc.). Please attempt to locate an alternate home of a friend or relative close to school where your child(ren) could go until such time as you return home. Please review your family's plan with your child(ren) on a regular basis during the school year.

In the event of a **fire**, the school building will be evacuated in a safe and orderly manner. Fire drills are held during the year. A planned route is explained to the children and we are proud of the fine cooperation of the children during these drills. We customarily empty the building in less than 60 seconds.

SOCIAL WORKER

The purpose of our part-time school social worker, Mr. Chris Kenward, is to assist children and families with social and emotional issues. He provides individual, group social skills training and counseling. He can be contacted at 235-7553.

SPECIAL EDUCATION

A full range of special education services including speech and language therapy, occupational therapy, physical therapy, and academic support services are provided. Academic and psychological and social testing is available from our school psychologist, and student and family social services are provided by our school social worker. To assist staff and parents in meeting the needs of our students, weekly child study meetings are scheduled to discuss the strengths and challenges faced by individual students.

Student Jobs

Fifth graders all have leadership opportunities within the school. The students are assigned tasks within the library, art room, Lion's Lair, lunchroom, and safety patrol as well as working on the video newsletter.

STUDENT VISITORS

We are often asked to accommodate out-of-town, school age visitors to our school. The district's position regarding this request to have cousins or friends attend school with our students includes the following conditions. With teacher approval, a child may visit for approximately one hour. This minimizes any additional responsibilities for classroom teachers. This policy also reduces liability concerns.

Technology

Rights:

Students and staff

- may use hardware and software which they have received permission to use;
- may access information from resources outside the school district; and
- may access the Internet to receive and send information.

Responsibilities:

Students and staff are responsible for:

- Utilizing information technology only for educational purposes, including, but not limited to, the attainment of outcomes, goals, and objectives specified in curriculum documents of the district or otherwise delineated by teachers, administrators and the Board of Education;
- Using hardware and software in a manner that enables its ongoing usage;
- Adhering to the rules, including, but not limited to, those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs and networks in the school;
- Obtaining permission from a school official before bringing in their own software and using it on school equipment;
- Avoiding installing computer viruses or enabling the spread of such viruses on school equipment;
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator;
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords;
- All material received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school;
- Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files;

- Avoiding using the technology for personal or private business, for product advertisement, or political lobbying; and
- Avoiding the malicious use of information technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.

Disciplinary Action:

Students and staff violating any of these Rights and Responsibilities will face disciplinary action, which may include:

- Banning their using school information technology;
- Making full financial restitution for any unauthorized expenses incurred or any damages caused;
- Attending training sessions; and
- Facing additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school system up to dismissal from employment, litigation or expulsion from school.

TELEPHONE

In the office, near the door is the parent/student telephone. Dial 9 then the local number to make a call.

TESTING AND ASSESSMENT

A range of tests and assessments are given to all students at Lakeside. All K-5 students are administered the Fountas & Pinnell Benchmark Assessment for literacy.

Y5 –2nd graders – Teachers assess students reading ability in a yearly on-going manner.

1st graders – Take a district math assessment in late April.

3rd graders – Take the English language arts and math MEAP tests in October.

4th graders – Take the English language arts and mathematics MEAP tests in October.

5th graders – Will take the English language arts, math and science MEAP tests in October.

VARIETY SHOW

One of the highlights of the year is the Variety Show. Students and teachers prepare fun acts that they display during both a day and evening show that attract several hundred at each show. It's incredible!

Volunteers

All volunteers working at Lakeside Elementary will wear a Volunteer Badge. Once the volunteer has completed the Volunteer Consent Form and the District has approved them to volunteer, the volunteer can pick up their badge in the Lakeside Office. The Volunteer will keep the badge with them and wear it each time they volunteer at the school.

Important Board Policies for You to Know

ATTENDANCE (POLICY #8020)

We ask that all children be in attendance during our regularly scheduled school days, unless they are ill or absent due to injury. A child must be in school at least one hour in the morning or one hour in the afternoon session to be counted present for that half day. **In the event a child enters the classroom after 8:20 a.m.; he/she will be marked tardy.**

If a doctor's appointment or other such necessity calls for dismissing a child early, a written note or phone call to the office, in advance is required to avoid unnecessary interruptions to the classroom. **We also require that parents meet their children in the school office and sign them out. Children are not allowed to go home nor leave the school grounds during school hours by themselves.**

CODE OF STUDENT CONDUCT (POLICY #8300 - R)

The primary objective of student discipline and control is to produce a school environment in which complete attention is directed to instructional activities. Good discipline should assist in the development of personal maturity of each student so that he/she enhances the efforts of teachers and other pupils in the learning process and, therefore, does not disrupt either the classroom or the instruction that is taking place. Positive discipline reinforcement should also assist students in becoming productive, self-directed citizens within the school in preparation for assuming adult responsibilities.

In addition to reviewing the Code of Student Conduct policies 8305 through 8397, any additional requirements and/or rules by a co-curricular leader/coach must be signed by the student and parent(s)/guardian(s) before participation will be allowed. These additional rules and regulations must be submitted in writing to the building administrator and Superintendent for approval. The Board of Education shall be informed of such rules.

A student who has below a 2.0 average in a marking period will be required to regularly attend tutorial sessions for a minimum of one (1) marking period. At the end of each marking period, the student's progress will be evaluated and it will be determined whether or not a student participating in a co-curricular activity will be required to continue attending the tutorial sessions. This decision will be determined after consultation with the student, classroom teacher, the tutor, counselor and Principal. A student may be precluded from a co-curricular activity until either the student's G.P.A. is 2.0 or above, or the tutor, counselor, and Principal determine it is in the student's best interest to again participate in co-curricular activities.

Those students participating in high school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association which include a minimum .8 G.P.A. in order to participate. Drama students must also meet the minimum G.P.A. to participate.

A Middle school student who has below a C average in a marking period will be required to regularly attend tutorial sessions for a minimum of one (1) marking period. At the end of each marking period, the student's progress will be evaluated and it will be determined whether or not a student participating in a co-curricular activity will be required to continue attending the tutorial sessions. This decision will be determined after consultation with the student, classroom teacher, the tutor, counselor, and Principal or designee. A student may be precluded from co-curricular activities until either a student's C average is improved upon or the tutor, counselor, and Principal or designee determine it is in the student's best interest to again participate in co-curricular activities. Student behavior will also be a determining factor for participation in co-curricular activities.

Parent/Guardian Responsibilities

Parents/guardians are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with the school and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems.

Teacher Responsibilities

In addition to providing a good example to students, teachers are expected to:

1. Know and enforce the rules and policies of the school and administer discipline consistently and fairly;
2. Seek conferences with parents and other school personnel in an effort to understand students who present behavioral problems.

Student Responsibilities

Students have a responsibility not only to make a maximum effort toward academic achievement, but also must make an effort to behave properly in any school situation. A primary objective of the East Grand Rapids School District is to assist all students in developing into responsible, self-disciplined individuals who exercise full freedom of decision making within their rights of citizenship. The school's responsibility is to support the students through this process recognizing that some students will learn more rapidly than others will.

In addition to observing and understanding all of the rules of conduct of the school and District, students are expected to recognize that there are established channels through which rules and conditions can be reviewed and appealed.

Students who operate outside of their legal rights and responsibilities, or who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383. In addition, students who violate local, state or federal laws will be referred to the East Grand Rapids Public Safety Department.

Problem Solving Process

The following process is suggested for problem solving and communication within the district:

1. Talk to the Teacher/Coach first.
2. If the problem is not resolved, talk to the Principal.
3. If the Principal cannot help, talk to the Superintendent.
4. If the Superintendent cannot help, the Board of Education may be contacted.

Parent/Guardian Responsibilities

Parents/guardians are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with the school and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems.

Teacher Responsibilities

In addition to providing a good example to students, teachers are expected to:

1. Know and enforce the rules and policies of the school and administer discipline consistently and fairly;
2. Seek conferences with parents and other school personnel in an effort to understand students who present behavioral problems.

Student Responsibilities

All students are expected to abide by the Code of Student Conduct policies 8305 through 8397 regarding criminal activities, including use of controlled substances and substance abuse during

the school year on school property and at school activities. All students are prohibited from the use, possession, purchase, sale or distribution of any form, or those represented as such, of tobacco, alcoholic beverages, inhalants, marijuana, illicit drugs, or drug paraphernalia during the entire school year at any place, commencing with the beginning of the school year or the first co-curricular activity, whichever comes first and continuing through the end of the school year or the last scheduled co-curricular activity of the school year, whichever comes last.

Co-curricular activities are an integral part of the East Grand Rapids Public Schools and attendance and participation in them is regarded as a privilege. Students are expected to conduct themselves in such a manner as not to bring discredit or embarrassment to the school, the group they represent or themselves.

HOMEWORK GUIDELINES (Policy #7580)

Homework is one means of teaching the necessary skills of independent study and learning outside the classroom. Homework assigned will depend on the judgment of each teacher based on the knowledge of the student's ability and the practice of good learning theory. The following are some reasons for homework:

- To complete work started in class
- To expand and/or enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To encourage parent's awareness of student learning
- To provide an opportunity to pursue special interest or ability
- To increase learning time
- To establish independent study skills.

The administration will develop rules and regulations to implement the Homework Policy. Listed below are approximate homework times appropriate for each grade level:

1st Grade 10-15 minutes per night

- Reading aloud
- Retelling
- Math Home Links - Once weekly
- Review math concepts
- Read conference book
- Complete assignment in Homework book

2nd Grade 20-25 minutes per night

- 10-15 minutes reading.
- 10 minutes Home Links, spelling practice or other.
- Two or three research reports during the year.

3rd Grade 30 minutes per night

- 20 minutes of reading nightly
- Spelling choice menu activity- (once weekly) along with individualized words
- Practice math facts (individual level- addition, subtraction, multiplication, division, & mixed facts)- 15 minutes weekly

4th Grade 45-60 minutes per night

- Finish work not completed in class
- Review concepts taught in class

- Practice math facts
- Spelling menus
- Independent Reading Logs
- Prepare for tests
- Complete special projects as assigned

5th Grade 45-60 minutes per night

- Math, science or social studies work as assigned
- Thirty minutes of independent reading nightly
- Long-term projects will be assigned in science and social studies during the year so as not to overlap one another

HONESTY (8315)

Cheating, plagiarism, falsification or extortion of any kind will not be permitted. Definitions:

- Cheating - Includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage of any form of academic work.
- Plagiarism - Includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.
- Falsification - Includes the verbal or written statement of any untruth.
- Extortion - Willful use of any physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student.

Attempts toward completion of any act described above constitute a violation and may be punishable to the same extent as if the attempted act had been completed.

Infractions of this rule will result in punishments ranging from failure of the test or assignment to possible suspension from school and/or co-curricular activities.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

Approved: June 9, 2003

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PARENT(S)/GUARDIAN(S) VISITATION OF CLASSROOMS (POLICY # 9410)

The Board recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process.

Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to come to planned conferences, school open houses, and visitation days.

Parent(s)/Guardian(s) may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by frequent visitors. The Board also has an obligation to protect the privacy rights of all students and their families.

The Board adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal.

2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request to the Principal before the date. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. Visitors are required to check in at the school office before the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher.
5. Visitation shall not be allowed during tests or other student examination/evaluation.
6. An appointment should be made with the teacher if the parent(s)/guardian(s) wish(es) to discuss their child's educational progress. Visiting parent(s)/ guardian(s) are to refrain from using classroom observations for impromptu parent(s)/guardian(s)-teacher conferences either during or outside of class time.

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

PRIVACY OF GRADES - (Policy #7581)

Student grades are confidential and should be accessible only by the student, parent/guardian and appropriate school personnel.

Students should not "correct", grade or score the homework of another student nor shall students be required to reveal homework grades or scores in the presence of other students. However, good educational practices such as peer editing and peer feedback may be part of the classroom learning experience.

PROMOTION AND RETENTION (Policy #7600)

Promotion and retention of students shall be the responsibility of the Principal with recommendations from the professional staff and shall be made in the best interest of the individual student with parent involvement.

SAFETY (Policy #8360)

All students are expected to comply with the state and federal laws and local ordinances pertaining to the possession of weapons or explosives, the approved safety and fire codes, and laws pertaining to civil disobedience. All criminal activities are prohibited, including but not limited to the following:

- a. the possession or use of firecrackers, slingshots, fireworks, squirt guns, smoke guns, knives, razors and other items which, in the principal's discretion, could do injury to persons or property;
- b. violation of approved safety and fire codes;
- c. engaging acts of civil disobedience;
- d. setting false alarms
- e. physical attacks, fighting, extortion and/or threats or activities which endanger the safety or well being of others.

Those who violate the Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

The Board of Education is continually concerned about the safety and welfare of district students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

SAFETY SUGGESTIONS FOR PARENTS DRIVING CHILDREN ON FIELD TRIPS

4350-R Student Transportation in Private Vehicles

--Field Trips

When private vehicles are used for elementary and middle school field trips, the following requirements shall be met:

1. Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle;
2. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation;
3. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc;
4. Vehicle and driver shall be insured;
5. No open-type vehicle, such as a pickup or truck, shall be used for transporting students other than in the cab of the vehicle where proper seat belts can be used, except for parades;
6. Non-ownership insurance as a secondary coverage shall be carried by the District either on a permanent or temporary basis as determined by the Superintendent; and
7. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.
8. **For students that require a booster seat (under 4'9" or the age of 8), it is the responsibility of the parent to send in the booster seat for that field trip. If they do not send it in, the child will not go on the field trip and other arrangements will be made for their education at school.**

SCHOOL ADMISSION TO CLASSES (Policy #8040 – R)

The Superintendent, in cooperation with the Principals, shall establish an advance enrollment date for all students. Enrollment procedures will be communicated to community through our newsletters and district website.

First Time Enrollments

The proof of identity for students enrolling for the first time in the District may include, but may not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Michigan Department of Social Services, a certified transcript of the student or other reliable documentary evidence that the Board considers satisfactory.

If the identity of the student is not proven by documentary evidence prior to enrollment, the student shall not be admitted. If the enrolling officer suspects the identity affidavits to be inaccurate or suspicious in nature, he/she shall contact the local law enforcement agency.

Resident Students

The Superintendent shall ascertain that all students who apply for admission to the schools are residents of the District. In the event that there is a doubt about the legal residence of a student, the District Office will investigate and report to the Superintendent.

Non-Resident Students

A non-resident student who desires to be admitted to the schools of the District shall obtain a release from their resident District. In the event a non-resident student is denied admission to the schools of the District, the student may appeal the decision, in writing, to the Board. (MCL 380.1401; AG Opinion #5995)

Students of Employees

The parent/guardian of a non-resident student who is employed by the District may request permission for enrollment. The Superintendent will grant permission if there are openings at the grade level the student will be entering. Students who have been suspended in the last two years or expelled may be excluded. Students of eligible employees will not be required to obtain a release from their resident district.

Tuition

The tuition for any student that is to be paid by another District shall be paid on the date provided in the agreement with that District. In any event that tuition for a non-resident student is to be paid by the parent/guardian, such tuition shall be paid in full at the time of enrollment in the amount determined by the Superintendent. (MCL 380.1401; 380.1406; 380.1408; 380.1411; AG Opinion #6316, #5995)

To Schools

Any parent/guardian who wishes to enroll his/her student in a school outside of the attendance area in which the student would otherwise attend may submit a written application to the Superintendent, including in such application a justification for the variance from the assignment policy of the Board. The Superintendent is authorized, in any case in which he/she feels that the best interest of the schools or the student involved will be served, to grant an attendance area exception and/or place a student outside an attendance area established by the Board.

School Admissions

8040-R-2

Assignment

The building Principal shall be initially responsible for assignment of all students within the school. In the event that a parent/guardian is dissatisfied with a student assignment, he/she shall confer with the Principal, and if he/she is not satisfied with the Principal's explanation of the basis for the assignment, he/she may confer with the Superintendent who will make the final decision.

To Grade Levels/Classrooms

Students are assigned to specific classes, grade levels and teachers by the building Principal. In making assignments, Principals may consider (with input from teachers and parents) the following factors: (i) individual student needs; (ii) learning styles of students; (iii) teaching styles; (iv) student ratio; (v) heterogeneous make-up of the class; (vi) class size; and (vii) special education needs.

Students progress from grade nine to ten to eleven as a member of the class with which they entered high school. Students only advance to twelfth grade, or senior standing, after completing three years in high school and earning a minimum of sixteen (16) high school credits. Any student

who withdraws from school for any period of time will be enrolled at the appropriate grade level based on earned credits at the time of re-enrollment.

Grade placement shall be made by the school officials after consultation with the parents/guardians and guidance personnel. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

The following rules and regulations have been developed by the school administration, acting in consultation with parents and teachers, to implement Policy Number 8040:

1. Information on the student made available by parents or guardians for purposes of student placement for the next school year must be submitted in writing to the Principal prior to the end of the current school year or by the date specified by the building Principal, which ever is earlier.
2. Parents are requested to use the Student Placement Information Form that is available in each school office when providing information for student placement purposes. Placement information should describe the specific needs of the student, and the Principal will carefully review this information.
3. **Requests from parent(s)/guardian(s) regarding a specific teacher that are not supported by the specific needs of the child will not be considered.**
4. **Once class lists or class schedules are finalized, there will not be a change unless unusual circumstances compel such a change. These changes are disfavored since they will normally require that other class lists and class schedules be altered to adjust for the request.**

STUDENT FEES AND FINES (Policy #8990)

Building Principals or designated representatives shall be authorized to collect school fees authorized by the Board. School property loss, damaged or destroyed by a student shall be paid for by such student in accordance with the rules prescribed by the District, building or department.

TECHNOLOGY CODE OF ETHICS (Policy 7355)

The use of technology in the East Grand Rapids Public Schools is an opportunity extended to students, faculty and staff to enhance learning, productivity and information processing. The computer hardware and software of the East Grand Rapids Public Schools shall be used solely for educational purposes specified by the Board of Education and staff of the East Grand Rapids Public Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited.

VOLUNTEERS

General Guidelines

Each school, in collaboration with the Superintendent's office, will initiate and direct its volunteer program.

The Role of the Principal

It is the Principal's responsibility in collaboration with the Superintendent's office:

1. To determine the scope and nature of the volunteer program in the building;
2. To provide an annual orientation that includes the importance of confidentiality when working with students and staff.

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent (or designee) shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any person who volunteers to work with the District shall be screened through one or more of the following: the Internet Criminal History Access Tool (ICHAT), Internet sites for the Sex Offenders Registry (SOR) list, and/or the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

The purposes of a school volunteer program are:

1. To increase the educational achievement of students;
2. To provide enrichment experiences beyond those that the school can provide;
3. To provide more effective utilization of teacher time and skills;
4. To give more individual attention to students who need it; and
5. To promote greater community involvement in the academic and co-curricular programs of the District.

General Principles

The volunteer program of the District is at all times guided by the principles and policies of the District.

Volunteers serve in a supportive capacity with the direction and supervision of the building Principal, Athletic Director or other certified school personnel.

A volunteer is not a substitute for a member of the school staff, but does supply supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school where they wish to serve.

The relationship between volunteers and the school staff should be one of mutual respect and confidence.

School Volunteers

All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers assist teachers and will only be assigned to those staff members who request them.

All students are expected to obey directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instruction given by an authorized District Volunteer may result in disciplinary action under the Code of Student Conduct. School volunteers serving in the District without financial compensation are bound by the policies, rules/ regulations, and procedures of the District. They are to be supervised by each building Principal or other authorized school employees.