

Lakeside Elementary

Mrs. Stephanie Thelen • Principal
2325 Hall Street SE • Grand Rapids, MI • 49506
(616) 235-7553

Parent Information Guide

EGRPS
EAST GRAND RAPIDS PUBLIC SCHOOLS

Administrative Staff:

Stephanie Thelen, Principal sthelen@egrps.org

Office Staff:

Mary Buzalski, Secretary/Admin Assistant mbuzalsk@egrps.org

Sara Stadel, Attendance Secretary sstadel@egrps.org

Teaching Staff (alphabetical):

Karen Avery, ELL kavery@egrps.org

Kaelynn Benham, 5th Grade kbenham@egrps.org

Holly Brownley, Resource Room hbrownle@egrps.org

Molly Buxton, Spanish mbuxton@egrps.org

Peri DenDulk, Art pdendulk@egrps.org

Kaili Faris, 1st Grade kfaris@egrps.org

Nikki, Haitz, 2nd Grade nhaitz@egrps.org

Hilary Hausch, Art hhausch@egrps.org

Gerri Johnson, 4th Grade gjohnson@egrps.org

Chris Kenward, Social Worker ckenward@egrps.org

Michelle Kirk, 1st Grade mkirk@egrps.org

Haley Kline, Music hkline@egrps.org

Mel Krieg, Speech mkrieg@egrps.org

Kristen Lecours, 5th Grade klecours@egrps.org

Katie McIntosh, 3rd Grade kmcintos@egrps.org

Jen McMahan, Kindergarten jmcmahon@egrps.org

Nancy McSkimming, 4th Grade nmcskimm@egrps.org

Kaitlin Merpi, 4th Grade kmerpi@egrps.org

Shannon Mitchell, Kindergarten smitchell@egrps.org

Teaching Staff (continued):

Scott Mitton, 3 rd Grade	smitton@egrps.org
Whitney Moore, 2 nd Grade	wmoore@egrps.org
Hannah Olsen, OT	holsen@ergps.org
Joanne Platt, Psychologist	jplatt@egrps.org
Mark Pullen, 3 rd Grade	mpullen@egrps.org
Matthew Putnam, PE	mputnam@egrps.org
Brett Scheidel, 5 th Grade	bscheide@egrps.org
Annie Schmieder, Music	aschmiede@egrps.org
Susan Stearns, Reading Support	sstearns@egrps.org
Erin Stirdivant, 2 nd Grade	estirdiv@egrps.org
Hannah Tobin, Kindergarten	htobin@egrps.org
Bree Wagenmaker, PE	bwagenma@egrps.org

Support Staff (alphabetical):

Sharon Barkwell, Classroom/Noon Para	sbarkwel@egrps.org
Beth Balon, Non Para	bbalon@egrps.org
Beth Chappus, Noon Para	bchappus@egrps.org
Rachael Cooley, Classroom/Noon Para	rcooley@egrps.org
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Ross Ensing, Custodial	rensing@egrps.org
Kelly Ferris, Lunch Program	kferris@egrps.org
Linda Heagle, Classroom Para	lheagle@egrps.org
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Julie LaRocque, Classroom/Noon Para	jarocqu@egrps.org
Elisabeth Loos, Noon Para	eloos@egrps.org
Josh Malec, Head Custodian	jomalec@egrps.org
Traci Millet, Noon Para	tmillet@egrps.org
Britt O'Malley, Classroom/Noon Para	aomalley@egrps.org

Support Staff (alphabetical/cont.):

Meg Richards, Classroom Para	mrichards@egrps.org
Tiffany St Clair, Custodial Staff	tstclair@egrps.org
Emily White, Noon Para	ewhite@egrps.org
Leeanne Williams, Classroom/Noon Para	lwilliam@egrps.org

Important Telephone Numbers:

Lakeside Fax:	(616) 235-3915
District Office:	(616) 235-3535
Breton Downs Elementary	(616) 235-7552
Wealthy Elementary	(616) 235-7550
EGR Middle School	(616) 235-7551
EGR High School	(616) 235-7555
Before & After School Childcare	(616) 235-7595
Transportation	(616) 682-9075
Food Service	(616) 235-7555

Schedule of the School Day:

First Bell	8:15 am
School Begins	8:20 am
Morning Recess	10:10 am - 10:25 am
Lunch	11:24 am - 11:47 am (K, 1 st & 5 th)
	11:47 am - 12:10 pm (2 nd , 3 rd & 4 th)
Afternoon Session Begins	12:15 pm
Afternoon Recess	2:05 pm - 2:20 pm
Dismissal	3:19 pm

EAST GRAND RAPIDS PUBLIC SCHOOLS

Board of Education

2017-2018

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**LAKESIDE ELEMENTARY PTO
Executive Board
2017-2018**

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Ms. Rachael Cooley, Past President
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OUR MISSION: To advocate for the improvement of the health and well-being, learning, and educational opportunities for all children and youth so they may grow and participate in a global society.

IMPORTANT SCHOOL INFORMATION

Arrival Time for Students:

Due to the fact that there is no supervision on the playgrounds before school, children should not arrive before 8:10 a.m. When weather permits, children will remain outside until the entry bell rings at 8:15 a.m. During rainy weather or the temperature or wind chill is below zero, children may enter the building as they arrive after 8:10 a.m., although we would prefer that children wait at home so as not to necessitate early entry. Students are to go directly home after school.

Attendance Policy: (Policy #8020)

When a student is absent for any part or all of the day, building procedure requires that an explanation of the absence be furnished to the office. A parent can provide an explanation by submitting the absence using the Skyward Family Access Online Attendance System. If a doctor's appointment or other such necessity calls for dismissing a child early, we require that parents meet their children in the school office and sign them out. Children are not allowed to go home or leave the school grounds during school hours by themselves. We believe attendance is pivotal to student success. Please utilize the district calendar when planning family vacations.

Behavior Expectations:

In order to create an inclusive learning environment where teachers can teach and students can learn, Lakeside Elementary Lions, will be expected to:

- **Kindness Counts ~ Lions include others and prevent bullying behavior:**
No name calling, teasing, put downs, bad language, or acts of aggression designed to hurt someone.
- **Kindness Counts ~ Lions use their hands to help, not hurt:**
No pushing or shoving, tackling, or rough behavior.
- **Kindness Counts ~ Lions are respectful toward themselves, others, property, and our school:**
No disrespectful or disruptive behavior toward students or adults, stealing, cheating, or breaking or defacing school or personal property.

Bullying:

Lakeside Elementary has a Zero Tolerance policy for bullying behavior and is committed to handling behavioral issues promptly. If something happens at school or online that makes you feel uncomfortable, please contact the school immediately.

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 ask that all bicycles ridden to school to be licensed through the East Grand Rapids Department of Public Safety.

Bikes/scooters and skateboards must be walked/carried when entering school property. While at school, all bikes must be locked in the rack provided outside of school. Roller blades, roller skates, skate boards and rip sticks must also be carried when on school property and locked up at the bike rack or placed in the student's locker.

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. Lakeside Lions' birthdays are special days and our staff and students enjoy celebrating along with them. Our teachers are very mindful and intentional with the various activities they do to help ensure that each child has an opportunity to be recognized on their special day. I would like to inform parents that if you choose to bring in an edible birthday treat that there are a number of our Lakeside Lions who have severe food allergies, dietary restrictions, and other medical needs that prevent them from fully participating in the "traditional" birthday treat. With that said, please know that birthday celebrations are not limited to an edible treat and could include a number of fun and simple ways that birthdays can be celebrated (i.e. class book, pencil, sticker, etc.). As in the past, birthday "treat" arrangements are made directly with your child's teacher. Thank you for helping us keep our Lakeside Lions safe, happy and healthy.

Checking In & Out:

All parents and/or visitors need to sign-in/out on the daily sheet in the school office and wear their name badge while they are in the building. It is important that we know who is in the building at all times. Forgotten lunches may be dropped off in the office and notice will be given to have the student pick it up on the way to lunch.

Clothing for Students: (Policy #8310)

Students dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable school and/or community standards of health, safety, and decency. It is incumbent upon school personnel as well as parent(s)/guardian(s) to instruct students in this respect.

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.

Students:

- There should be no spaghetti strap tank tops.
- Hats are not permitted in school.
- Skirts should reach a child's fingertips.
- No negative or derogatory comment t-shirts.

Code of Student Conduct: (Policy#8300)

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 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.

Parent/Guardian Responsibilities – Parents/Guardians are expected to ensure regular and punctual attendance of their child(ren), 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.

Computer Network: (Policy #4510)

The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the internet for students, staff and members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment. (Note: Full Policy #7340 may be found at www.egrps.org).

Criminal History and Background Checks:

Please visit www.egrps.org for the East Grand Rapids Board of Education full policy regarding Criminal History and Background Checks #5175.

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 on school property including into the school or on the playground.**

Food Allergies:

The East Grand Rapids Public School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(S) and physicians to minimize risks and provide a safe educational environment for food-allergic students. Please visit www.egrps.org for the complete Board of Education Food Allergy Policy #4460.

Food Service:

Lunch and supplemental milk program shall be made available to all full time students enrolled and regular attendance in the school District. A breakfast program shall be provided to those students eligible under law if required. A food service supervisor will be hired or contracted by the Board to oversee the District's lunch services.

Free and reduced priced lunches shall be provided to eligible students according to standards as prescribed by the US Dept of Agriculture. The District shall comply with the USDA regulations as they pertain to competitive food services and the sale of Foods of Minimal Nutritional Value (FMNV).

Lunch accounts may be managed by visiting www.mypaymentsplus.com. The ID/Pin # are the same and are consistent with your student's Skyward student id number. Questions regarding lunch accounts may be answered by calling or emailing Kelly Ferris (616)235-7553 ext 2700 or kferris@egrps.org or by calling My Payments Plus at 1-866-573-6290.

Hallway Behavior:

Please walk only on the right side with quiet inside voices. All student items should remain in their lockers and students will be supervised while they are working in the hallway.

- Walk at all times in the hallway
- Use an indoor voice (hips and lips)
- No “hanging out” in hallways or bathrooms

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.

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 building interest in reading and learning
- To make up work missed due to absence
- To encourage parents’ awareness of student learning
- To provide an opportunity to pursue special interest or ability
- To increase learning time
- To establish independent study skills

Elementary students will be assigned homework when it is developmentally appropriate. Homework will have a correlation to classroom learning and can include a wide variety of activities in all areas of the curriculum. Typical examples of homework expectations could include math study, independent reading, science observations or collections, or content-related projects. Parent(s)/Guardian(s) should be encouraged to contact the teacher if a student is having difficulty completing homework in the assigned time and is experiencing inappropriate frustration and/or exhaustion.

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. These symptoms include, but are not limited to, a fever of 100° F or more, vomiting and diarrhea. A child must remain free of these symptoms for a minimum of 24 hours before returning to school.

Inclement Weather: (Closing & Delay Procedures)

As all Michigan residents know, inclement weather can certainly alter plans and schedules by closing schools and businesses, and making travel a challenge. If adverse weather conditions and other emergency situations make it necessary to cancel school, delay the beginning of school, or send students home early, the following information details the East Grand Rapids Public Schools procedures. Weather related data for closings or delays is collected by 5:00 a.m. from district staff members. Based on the data collected, the superintendent then makes a decision regarding school closures or delays. The decisions will be posted as soon as possible on the East Grand Rapids website, www.egrps.org. Announcements will be made on the following local stations: Wood-TV 8, WZZM TV 13, Fox 17, WWMT TV 3, Wood Radio (105.7 FM), 1300 AM, and most other Grand Rapids area radio stations.

In the Event of a Two Hour Delay:

All classes will start two hours later than the building start time. The decision whether to hold A.M. ECSE (Early Childhood Special Education) at the later start time will be decided on the day in question and will be posted on the media outlets described above.

Special Education Transportation:

East Grand Rapids Public Schools Transportation Director will call Dean Transportation to inform them of a closing or delay.

In the Event of School Closings:

Day care and preschool schedules follow the same closure as the District. A decision will be made early in the afternoon regarding cancelling of sporting events, evening programs, and practices.

Severe Thunderstorm Watch:

All students will be dismissed at the regular time unless severe weather conditions exist.

Severe Thunderstorm Warning:

All students may be detained if severe weather conditions exist.

Tornado Watch:

All students will be kept at school if the watch is issued during the school day. Students will be dismissed at the regular time unless severe weather conditions exist. If a tornado watch occurs outside of school hours, the school district will not begin any school activities (i.e., sports, PTO, etc.) If a tornado watch is issued while the activities are in progress, the students, participants, audience, and attendees will be dismissed and the activities will stop immediately. After school activities may be held if such activities are scheduled to begin one hour after a tornado watch has been lifted.

Tornado Warning:

All students will be kept at school if the warning is issued during the school day and will be instructed to take shelter within the building until the ALL CLEAR is signaled. Students will not be sent home. If a tornado warning occurs outside of school hours, the school district will not begin any school activities (i.e., sports, PTO, etc.) If a tornado warning is issued while the activities are in progress, the students, participants, audience, and attendees will seek shelter within the building immediately. After school activities may be held if such activities are scheduled to begin one hour after a tornado warning has been lifted.

Talking Points:

Parents are encouraged to make individual decisions regarding children's school attendance on days with inclement weather, especially for preschool and primary students. These children are more apt to be affected by delays, or personal apprehensiveness

Medication: (Policy #8100)

This policy is intended to cover all students. It includes students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan. The following definition of "medication" is adopted for use in this District: "Medication," includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are administered by injection, and those applied as drops to eyes, nose, or medications applied to the skin.

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. As a service to the family, the Superintendent shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well-being by the student's parent(s)/guardian(s) or physician. The pupil's parent(s)/ guardian(s) must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school. The parent(s)/guardian(s) request/permission and a physician's instructions for administration shall be renewed every school year.

Parent/Teacher Problem-Solving & Communication:

Please follow these three steps when addressing a concern regarding school:

1. Talk to the teacher first. If the problem is not resolved, talk to the Principal.
2. If the Principal cannot help; talk to the Superintendent.
3. If the Superintendent cannot help, contact the Board of Education.

Talking To The Teacher:

- Please call or email the teacher.
- In your message, let the teacher know why you are calling so he/she will be prepared when they talk with you. This can save time and the need for a second communication.
- Due to having limited free time during the day to make calls, please allow 48 hours for a response.
- If you would like to schedule a meeting, please contact the teacher to set up a date and time.
- Please keep matters confidential.

Appointments with Teachers:

We suggest that parents plan to confer with teachers when they do not have students. A call or an email 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 at 235-7553 or send the teacher an email.

Communication:

There is no bad communication! The more communication, the better. The basis of a good parent/teacher relationship is trust.

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:

- All parent(s)/guardian(s) visitations are subject to the approval of the school Principal.
- Parent(s)/Guardian(s) desiring to visit a classroom shall make a request to the Principal before the date. The Principal will first consult with the teacher and then respond to the parent(s)/guardian(s) in a timely manner.
- Visitors are required to check in at the school office before the start of the class that they wish to observe and follow individual school procedures for visitor sign-in, passes, escorts, etc.
- 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.
- Visitation shall not be allowed during tests or other student examinations or evaluations.
- 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) and or guardian(s) are to refrain from using classroom observations for impromptu parents(s)/guardian(s)-teachers 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.

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(s)/guardian(s) involvement.

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 10:10-10:25 AM; lunch recess is for 20 minutes during lunchtime; and the afternoon recess is from 2:05-2:20 PM. During the morning and afternoon lunch, teachers and 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 is released from school for a medical or dental appointment we ask that the following procedures be used:

- Parents must use the Skylert attendance system to report absences.
- Parent reports to the office to sign out the student. The student will be called from the classroom to the office.

Report of Student 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 on file in the main office.

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:

- The possession or use of firecrackers, slingshots, fireworks, squirt guns, smoke guns, knives, razors and other items, which in the Principal's discretion could to injury to persons or property.

- Violation of approved safety and fire codes;
- Engaging in acts of civil disobedience;
- Setting false alarms
- 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 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 need 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. Please utilize all crosswalks during drop off and pick up.

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 to sign in/out every time you enter/exit the building.
- Badge: Visitors must wear their badge (received at sign-in) while in the building.
- Routine drills are conducted throughout the school year to practice fire, lockdown and tornado procedures.

School Volunteers: (Policy #9230)

The Board of Education and here at Lakeside, recognize 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. He/She 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. This process is initiated by filling out the [Volunteer Consent Form](#). All results are kept confidential.

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, teachers and support staff.

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.

School volunteers work under the direction of the school staff and/or teacher and are only permitted to volunteer when requested by a teacher or school staff.

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.

Seat Belts: (Policy #4350-R)

Per Board of Education Policy 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:

- Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle;
- 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;
- The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc;
- Vehicle and driver shall be insured;
- 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;
- 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
- A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.
- **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.**

Student Use of Electronic Communications Devices: (Policy#8320R)

East Grand Rapids Public Schools encourages secondary students to bring an electronic

device to school for use as an educational tool. At the elementary level, electronic devices from home are prohibited in the classroom. Any devices brought from home should remain in students' lockers and powered off. Any communication needed between parents and students during the school day should be done through the Main Office. 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. (Note: Full policy may be found at www.egrps.org)

Student Visitors: (Policy#9400)

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. All student visitors must be registered through the principal's office with the teacher's approval.

Technology Code of Ethics: (Policy#7355 &7335R)

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.

Disciplinary Action:

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

- Banning their use of 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.

Technology 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.

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.

