

# **2019-2020**

## **South Range Elementary**

### **Student-Parent Handbook**

Adams Township Schools

***A community Partnership for Excellence in Education***

***The mission of the Adams Township Schools is to provide a safe learning environment where all students can be taught to develop the academic and personal skills necessary to function as responsible citizens in a changing world.***

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*Welcome to South Range Elementary School. This handbook will explain some of the services, procedures, and expectations of school. Students and parents are asked to read and discuss the information together.*

*We welcome suggestions or comments that will make our handbook more informative to you. Please contact me if you have questions or comments.*

*Sincerely,*

*Kim Harris, Principal*

**SOUTH RANGE ELEMENTARY SCHOOL STAFF**

Mrs. Kim Harris – Principal	Mrs. Karri Larson – Office Manager
Mrs. Lori Geshel – Kindergarten	Miss Chelsea Myers – Kindergarten
Mrs. Barbara Irizarry – Grade 1	Miss Laura Ruohonen – Grade 1
Mrs. Mialy Geborkoff – Grade 2	Mrs. Lisa Pyykkonen – Grade 2
Mr. Charley Heltunen – Grade 3	Mrs. Laura Larson – Grade 3
Mrs. Sheri Normand – 4th, 5th & 6th grade English	Ms. Amanda Lehto – 4th, 5th & 6th grade Math
Mrs. Jessica Schuett – 4th, 5th & 6th grade Science	Mrs. Sue Destrampe – 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> grade Social Studies
Miss Paige Gwyn – Art	Mrs. Nikki Lishinski – Technology
Special Education – Mrs. Joann Feeley	Title I Teacher – Miss Sara Nordstrom
Music/Band - Mrs. Emily Raffaelli	ParaProfessional – Mrs. Valerie Dobson
After School Coordinator – Ms. Janel Majjala	Playground Supervisor & Custodian – Mrs. Jennell Ek
Custodial/Maintenance-Mr. Ron Outinen	Food Service-Mrs. Laura Erickson & Mrs. Jenell Ek
BHK Best Start Assistant-Miss Brittney DeForge	BHK PreSchool Teacher-Elissa Harju

**ADAMS TOWNSHIP BOARD OF EDUCATION**

*Mr. Darren Niemi – President                      Mr. Justin Marier - Vice-president*

*Mrs. Kristen Archambeau - Secretary                      Mr. Eric Mattila – Treasurer*

*Mr. Chad Snell                      Mr. George Eakin                      Mr. Steve Nicholas*

*Mr. Tim Keteri, Superintendent*

*The Board of Education regular meetings take place in the library at Jeffers High School and are scheduled for the second Wednesdays of each month at 6:30 p.m.*

September 11	December 11	March 11	June 10
October 9	January 8	April 8	
November 13	February 12	May 13	

## **ABSENCE PROCEDURE / ATTENDANCE**

The importance of regular attendance is essential for learning. Students are expected to be in the classroom when the school day begins. Students entering the classroom late cause a disruption to instruction.

1. Parents are requested to call the school attendance line by 9:00 a.m. on each day a student is to be absent from school. The attendance line can be accessed 24 hours a day.

Late arrival (before 9:00 a.m.) with excuse (Tardy)

Late arrival (later than 9:00 a.m.) with excuse (half day absence)

Depart between 10:00 – 1:00 (half day absence)

2. If parents have not called by 9:00 a.m., school personnel will call to check on the child.

3. In the event phone contact was not made by home or school, parents are requested to send a signed, dated note to school on the day a child returns to school explaining the reason for the absence.

When a student has reached **more than five** absences during a nine-week marking period this is considered **excessive** and parents may be notified by mail. If absences continue to accumulate the student may be referred to the local truant officer.

Students may be asked to make up time either before school, after school, or during recess time.

It is understood that at times there are extenuating circumstances. If parents anticipate there may be a problem with their child missing school, please call the principal.

## **AFTER SCHOOL PROGRAMS**

South Range Elementary offers their own after school program. This program runs Monday through Thursdays after school until 5:30 p.m. Students are provided the opportunity to participate in a variety of activities including hands-on learning, homework help, tutoring, and enrichment activities. There is a nominal fee based upon family's lunch status. "We Care" begins on the first day of school.

Throughout the year students may also participate in such activities as after school basketball, skiing, and other activities as they arise.

## **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to students, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the school principal.

## **ARRIVAL / DISMISSAL**

For the safety of our students, children who do not ride buses to school, should not arrive before **7:30** as we do not have adequate supervision prior to this time. Whenever students are waiting indoors they are asked to remain in their designated areas.

As part of our school's participation in developing "Safe Routes to School," we have identified some ways that we can improve the safety of our student's method of transportation to school. One of the key areas will be a drop off zone. We are reserving the "loop" around the school parking lot for bus traffic only in the morning. The drop off zone will be along First Street at the bottom of the sidewalk that leads to the side entrance of the school building (lower elementary wing). Students that walk, ride bikes, or are dropped off will use this entrance to the building. The bike rack is located in this area.

If you will be driving your child(ren) to school, vehicles should proceed west along Second Street, drive along Whealkate Avenue and then turn east onto First Street. This way when dropping off, the doors for your child to exit the vehicle will be right along the sidewalk.

By encouraging traffic to use Second Street, this will help eliminate two-way traffic on Frist Street, on a narrow road, with students walking and biking.

At dismissal, students are released at 3:00. If you will be picking up your child, please park along Whealkate Avenue, not First Street. Once the buses have left, your child will be dismissed and you may pull up along side the front doors. If you will be entering the building, please use the parking lot and then wait by the front office for your child to be dismissed.

## **BEHAVIORAL EXPECTATIONS**

South Range Elementary School has the following three behavioral expectations of all students:

1. Be Respectful
2. Be Responsible
3. Be Ready

Student expectations are included in the following matrix for all areas of the school building. All students will be taught these expectations during the first week of school. Booster sessions will be taught to students to reinforce the expectations throughout the school year. Appropriate behavior will be reinforced on a continual basis.

	Classrooms	Inside Recess	Outside Recess	Cafeteria	Hallways/Office	Bus and Dismissal	Restrooms	Special Events	Computer Room
Be Respectful	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself.</li> <li>*Be friendly and polite to everyone.</li> <li>*Be a patient listener.</li> <li>*Follow directions the first time they are given.</li> <li>*Speak in a quiet, calm voice.</li> <li>*Raise your hand to speak.</li> </ul>	<ul style="list-style-type: none"> <li>*Use a quiet, calm voice.</li> <li>*Follow the supervisor's and patrol's directions.</li> <li>*Keep hands, feet and objects to yourself.</li> <li>*Share and take turns.</li> </ul>	<ul style="list-style-type: none"> <li>*Share and take turns.</li> <li>*Follow the supervisor's and patrol's directions.</li> <li>*Keep hands, feet, and objects to yourself.</li> <li>*Use only kind words.</li> <li>*Play fairly and follow game rules.</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and wait quietly.</li> <li>*Keep hands, feet, and objects to yourself.</li> <li>*Use "please" and "thank you" with adults and each other.</li> <li>*Use a quiet, calm voice.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in a quiet, straight line, using the right side of the hall.</li> <li>*Keep your hands and feet to yourself.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>*Enter quietly.</li> <li>*Wait for help behind the counter.</li> <li>*Use please and thank you.</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet, calm voices.</li> <li>*Keep hands, feet, and objects to yourself.</li> <li>*Listen to bus drivers, adults and patrols.</li> <li>*Use only kind words.</li> </ul>	<ul style="list-style-type: none"> <li>*Respect people's privacy.</li> <li>*Take turns at the sink.</li> <li>*Use a quiet, calm voice.</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit quietly.</li> <li>*Be an attentive listener.</li> <li>*Respond with good manners.</li> <li>*Keep hands and feet to yourself.</li> <li>*Stay seated during the performance.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and objects off of the computer screen.</li> <li>*Sit at the computer with your feet on the floor.</li> <li>*Follow directions the first time they are given.</li> <li>*Pay attention to your own screen.</li> <li>*Use kind words in all electronic communications.</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>*Keep cubbies, desks and the classroom clean.</li> <li>*Walk at all times.</li> <li>*Stay on task.</li> <li>*Turn work in on time.</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up after yourself.</li> <li>*Walk at all times.</li> <li>*Remain in your homeroom.</li> <li>*Use the restroom and get drinks during recess.</li> </ul>	<ul style="list-style-type: none"> <li>*Use the equipment properly.</li> <li>*Put litter in the trash.</li> <li>*Report problems to the supervisor on duty when problems happen.</li> <li>*Play safely within the boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>*Sit at the table with feet on the floor.</li> <li>*Stay seated until excused.</li> <li>*Keep lunch area clean.</li> <li>*Put trays, utensils and garbage away properly.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallways clean.</li> <li>*Go directly to assigned area and return quietly to class.</li> <li>*Keep lockers clean.</li> <li>*Put trays, utensils and garbage away properly.</li> <li>*Walk at all times.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>*Return quickly and quietly to class.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk at all times.</li> <li>*Go directly to assigned area.</li> <li>*Sit correctly with feet and hands to yourself.</li> <li>*Keep hands, feet, and head inside the bus.</li> <li>*Food and drinks belong in your backpack.</li> </ul>	<ul style="list-style-type: none"> <li>*Go, flush, wash and trash in the can.</li> <li>*Enter and exit correctly.</li> <li>*Return promptly and quietly to assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay with your group.</li> <li>*Listen and sit quietly.</li> <li>*Follow adult instructions.</li> </ul>	<ul style="list-style-type: none"> <li>*Place headphones and cords on the right side of the computers.</li> <li>*Make sure your hands are clean before using the computer.</li> <li>*Change headphones <u>only</u> with teacher permission.</li> </ul>
Be Ready	<ul style="list-style-type: none"> <li>*Go directly to your seat when entering the room.</li> <li>*Bring needed materials and assignments to class.</li> <li>*Remain in your place during instructional time.</li> </ul>	<ul style="list-style-type: none"> <li>*Return to your seat promptly when the bell rings.</li> </ul>	<ul style="list-style-type: none"> <li>*Line up / enter the school promptly when the bell rings.</li> <li>*Use the restroom before going out to recess.</li> <li>*Dress for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and water before lunch.</li> <li>*Dismiss quietly.</li> </ul>	<ul style="list-style-type: none"> <li>*Be ready to move with the group.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>*Have an office pass.</li> </ul>	<ul style="list-style-type: none"> <li>*Have belongings ready to enter and exit bus.</li> <li>*Be on time.</li> <li>*Enter and exit the bus correctly.</li> </ul>	<ul style="list-style-type: none"> <li>*Use restroom at designated times.</li> </ul>	<ul style="list-style-type: none"> <li>*Use the restroom <u>before</u> the event.</li> <li>*Return permission slips signed and ready.</li> <li>*Follow the quiet signal.</li> <li>*Ask on-topic questions.</li> </ul>	<ul style="list-style-type: none"> <li>*Enter quietly.</li> <li>*Login and wait for directions.</li> </ul>

## **BOARD DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code.

The Code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sole discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following pages provide a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence is listed. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot serve consequences.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Violation of school rules, including but not limited to the following student discipline code may result in suspension or expulsion upon the District's discretion subject to due process requirements.

#### **1. USE OF TOBACCO**

Smoking, vaping and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in a referral to public safety.

#### **2. STUDENT DISORDER**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed.

#### **3. POSSESSION OF A WEAPON**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. May also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use, or an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

#### **4. USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

#### 5. VERBALLY THREATENING A STAFF MEMBER / STUDENT / PERSON ASSOCIATED WITH THE DISTRICT

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault, as will profanity directed towards a staff member in a threatening tone.

#### 6. EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

#### 7. FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule may result in suspension or expulsion.

#### 8. EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule may result in suspension or expulsion.

#### 9. THEFT

When a student is caught stealing school or someone's property she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### 10. DISOBEDIENCE

School staff act "in loco parentis," which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just a teacher assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Persistent disobedience may result in suspension.

#### 11. DAMAGING PROPERTY

Vandalism and disregard for school property will not be tolerated. Violations of this rule may result in suspension or expulsion.

#### 12. REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal may result in sterner action such as suspension or expulsion.

#### 13. DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display.

#### 14. POSSESSION OF ELECTRONIC EQUIPMENT

The school supplies electronic equipment that is necessary in school. Students should not bring radios, laser pointers, ipods, cell phones and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken.

#### 15. VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM EXPECTATIONS

Each learning environment has different expectations for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific expectations, all of which will be consistent with the policy of the school.

#### 16. DISRUPTION OF THE EDUCATION PROCESS

Any actions or manner of dress that interfere with school activities disrupts the educational process and are unacceptable. Such disruptions also include delay or prevention of lesson, assemblies, field trips, athletic and performing arts events.

#### 17. CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and law are violated.

#### 18. DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, tobacco product, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

#### 19. Bullying

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;



- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition and instances that could possibly be construed as hazing, see Policy 5516.

#### Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

#### Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **BIKES, SCOOTERS, SKATEBOARDS**

Students who ride bikes to school must park them in the designated bike rack area as soon as they arrive at school. Students are not permitted to ride bikes, scooters or skateboards on the school grounds before or after school, at recess or at noon hour. Loitering around the bike area or handling bikes belonging to others is not permitted. Students bringing a bike to school are advised to equip it with a lock and identification. The school cannot be responsible for lost or stolen bikes. Helmets are encouraged for bike riders.

Scooters and skateboards may be ridden to school. Once on school property they must be walked to the office or locker. They are not allowed outside at recess.

### **BUS PROCEDURES**

Students who ride to and from school on buses are required to follow some basic safety rules. (See prior Bus Expectations). The bus drivers are responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. All students must ride the bus they are assigned to. If a parent of a student who normally rides the bus will be picking the child up, a written note from the parent must be given to the child's teacher. Approval may be given for a student to ride another bus for educational, religious, childcare purpose, or for a family emergency.

In general, following the first two weeks of school, bus stop times should remain consistent. Students should be ready at their bus stop for their designated times. **Do not remain in the house until the bus arrives.**

### **CANCELLATIONS**

If weather or other emergencies make it necessary, school will be canceled for the day. Please listen to the local radio stations, and TV6. If you sign up for our text alert system, a text will be sent announcing delays or cancellations immediately upon notification.

Classes are occasionally delayed for two hours because of weather problems. If this occurs, all buses will run exactly two hours later than usual (as announced) and students who walk to school should arrive two hours later than the normal time. Classes begin at 10:00 a.m. on late start days.

Morning cancellations or delays are announced beginning at 6 a.m.

### **CLOTHING AND APPEARANCE**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students are encouraged to observe good health and grooming habits and be neatly dressed.

The following style or manners of dress are prohibited:

1. Hats of any kind are not to be worn in school.
2. Clothing with profanity, vulgarity, or double messages which are suggestive of profanity or vulgarity.

3. Clothing suggesting illegal substances (i.e. alcohol, tobacco, drugs, etc.)
4. Facial piercing - other than ears
5. Clothing which exposes bare midriffs or underclothing.
6. Clothing of a suggestive nature.
7. Shorts are acceptable according to the following conditions:
  - a. They are to be loose fitting.
  - b. They are to be approaching the knee - Length should be longer than your fingertips when arms are extended fully at your sides.
8. Pajama bottoms.

Failure to comply with the above conditions may result in the following consequences:

1. Student may be asked to turn clothing inside out.
2. Student may be asked to change into appropriate clothing.
3. Parent may be called to bring in appropriate clothing.
4. Student may be sent home.

### **COUNSELING SERVICES**

Counseling services are available and may be requested by staff or parents.

### **CONFERENCES**

Parent/Teacher conferences are held in the Fall and Spring. Parents are encouraged to call their child's teacher whenever they wish to discuss their child's progress. **Check the yearly calendar for this year's conference dates.**

### **COPPER COUNTRY INTERMEDIATE SCHOOL DISTRICT**

The C.C.I.S.D. in cooperation with Adams Township Schools, provides many services for the students and parents of our school including:

1. Testing Services - to help determine placement in Special Classes or Programs.
2. School Psychologists
3. Social Worker
4. Physical and Occupational Therapy
5. Services for hearing, vision, emotionally and educationally impaired.
6. Speech and Language Services

For more information on these and other services of the C.C.I.S.D., parents can contact their school principal.

## **CHROMEBOOKS**

Students in grades 4-6 may have access to individual chromebook use. A policy will be sent home with all 4-6 grade students outlining appropriate expectations and consequences for inappropriate use.

## **DAILY SCHEDULE - 8:05 a.m. - 3:00 p.m.**

<b>K-1</b>	<b>2-3</b>	<b>4-6</b>
8:05 - 10:35 Class	8:05 - 11:45 Class	8:05 - 11:35 Class
10:35 - 10:55 Recess	11:45 - 11:05 Recess	11:40 - 12:00 Lunch
11:00 - 11:20 - Lunch	11:10 - 11:30 Lunch	12:00 - 12:20 Recess
11:20 - 1:10 Class	11:30 - 1:10 Class	12:25 - 1:15 Class
1:10 - 1:30 Recess	1:10 - 1:30 Recess	1:15 - 2:45 Specials Rotation
1:30 - 2:55 Class	1:30 - 02:55 Class	2:45 - 2:55 Homeroom

## **DISCIPLINE/CONSEQUENCE RUBRIC**

The success of South Range Elementary School's educational programs and activities is contingent upon appropriate student behavior. Students are expected to engage in appropriate conduct at all times. Misconduct is defined in the Student Handbook as:

1. Conduct that interferes with the provision of the district's academic and non-academic programs, policies, and activities;
2. Conduct that interferes with the maintenance of a stable learning environment;
3. Conduct which demonstrates a lack of respect for individual differences, whether those differences are based on gender, national origin, religion, race, culture, ethnic background, age, disability, physical characteristics, or other factors;
4. Conduct which presents any risk to the property of the district, its employees or students;
5. Conduct which presents any risk to the health, safety or welfare of District employees and students;
6. Conduct that is contrary to law.

The South Range Elementary staff will provide the necessary intervention strategies for maintaining a safe and orderly learning environment.

The student discipline philosophy is that each student must take the responsibility for his/her conduct. We help students develop skills necessary for making appropriate choices concerning future conduct.

## **EMERGENCY DRILLS**

Emergency drills, by law, are to be conducted throughout the school year. Students are expected to follow these procedures:

### **A. FIRE DRILLS (5)**

1. Walk quickly and quietly out the designated exits.
2. Go to the assigned area and line up.
3. Remain quiet at all times so instructions from your teacher can be heard immediately.
4. Re-enter school only when indicated by the principal or teacher.
5. Never re-enter if you hear a bell. (In case there actually is a fire and bells are malfunctioning.)

### **B. LOCKDOWN DRILLS (3)**

1. The principal, or other designated person, will make the announcement, "This is a lockdown. Assume lockdown procedures immediately."
2. Each staff member is responsible for locking their own door.
3. Students in the classroom are moved to the assigned area (varies by classroom) and are to remain quiet until the lockdown is over.
4. Lights and computers are turned off. Window blinds are closed.
5. Any students in the hallway or restrooms should go to the nearest room.
6. Everyone remains in position until the principal, or designee, announces that the lockdown is over. Once the announcement is made, regular activities may be resumed.

### **C. TORNADO DRILLS (2)**

1. Walk quickly and quietly to your assigned area in the school.
2. Remain quiet at all times so that instructions from your teacher can be heard.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Adams Township School District to provide an equal educational opportunity for all students.

Any person who believes that the school or any staff member has discriminated against a student on a basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within the District boundaries, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the Superintendent.

Phone: 482-0599      43084 Goodell Street P.O. Box 37      Painesdale, MI 49955

## **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up.

When a student is being considered for expulsion the student will receive a formal letter of notification addressed to the parents, which will contain:

- the charges and related evidence;
- the time and place of the board meeting;
- the length of the recommended expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, or counsel;
- a statement that the student may request attendance of persons who were party to the action or accused the student of the infraction.

If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy.

## **FOOD SERVICE PROGRAM**

Lunch is \$2.40 for full pay and reduced price is 40 cents per meal. Extra milk is 40 cents and is not included in the free lunch program. The District policy is for meals to be prepaid as to keep a positive account balance.

Breakfast is 25 cents for all kindergarten through sixth grade students. Serving begins at 7:30 a.m. and concludes at 8:00 a.m.

An application for free or reduced meals will be sent home the first day of school with your child. We encourage all families to fill out the application. If your income changes during the school year you may request an application at any time. Feel free to call the office at 482-0599 if you have any questions or comments about our food service program.

## **HEALTH**

The following information regarding some communicable childhood health problems may be helpful to parents.

The Western U.P. Health Department recommends that children with these diseases/health conditions not be permitted in school for the time periods as listed below. In some cases, infectiousness is reduced by antibiotic treatment so that absenteeism can be reduced.

Parents are requested to keep the school informed if they suspect their child has a communicable disease. The school is required to report cases of communicable diseases to the local health department each week. In general, communicability of diseases is as follows:

1. Chickenpox - until the scabs start to fall off the rash, usually 5-7 days after rash appears.

2. German Measles (Rubella) - until rash fades, usually 3-4 days after onset.
3. Measles - until rash fades, usually six days after onset.
4. Mumps - until swelling disappears, usually 6-9 days after onset of illness.
5. Impetigo - until rash is dry and crusts are off, unless receiving antibiotic treatment from a doctor in which case a note should accompany an earlier return.
6. Pink Eye (Conjunctivitis) - until redness and drainage are gone unless being treated by a doctor, in which case a child might be able to return in 24 hours.
7. Scarlet Fever - Strep Throat - until rash is gone and sore throat and fever are gone. If being treated with antibiotics, can return in 3-4 days after onset. Contacts need not be excluded unless also ill.

### **HEARING/VISION SCREENING**

Screenings take place on alternating years depending on grade level. Hearing screenings take place every other year between the ages of 5 and 10. Vision screenings occur in grades 1, 3, 5, 7, and 9. For each of these screenings, you will be notified if there are any concerns from the Health Department.

### **HOLIDAY CELEBRATIONS**

Teachers may hold classroom parties as a special observation of Halloween, Christmas, and Valentine's Day. Parents will be receiving more information regarding these from your child's classroom teacher.

### **ILLNESS AND INJURIES**

1. Students must report any injuries that occur on school premises to the person on duty, the school secretary, or to the principal's office.
2. All parents registering a child for the first time are requested to fill out an emergency medical form, giving necessary information, including permission to treat at the hospital, if necessary.
3. If a student becomes ill during the day he/she must inform his/her teacher. When deemed necessary, parents will be contacted to pick up the student and take him/her home. Students are not sent home unless it is with a parent with a person authorized by the parent. Children are never sent home before their normal dismissal time without the parents' or authorized person's knowledge or permission.
4. If a parent or a designated person is not available, the principal will take responsibility for injured students by seeking professional help. School personnel will drive a student home in the event the parent does not have transportation available.

**5. Generally, if a child is too sick to go outdoors for recess, he/she should be kept home.**

### **6. Control of communicable diseases:**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.



Children who have a fever of 100 degrees or more should not be in school. If this occurs when your child is at school, you will be notified to pick up your child.

Any removal will only be for the contagious period as specified in the School's administrative guidelines.

## **HOMEWORK**

Students are provided with time in school to complete assignments and are expected to use this time wisely. Work that is not completed in school is often assigned as homework. Homework may also include assignments and projects that students are given to complete at home. Homework enables students to practice and reinforce knowledge and skills from classroom study. It also helps students develop responsibility. Students are expected to complete all assignments and turn them in on time. We encourage parents/guardians to help their children decide on a homework schedule that results in homework being completed at the same time and location each night. Homework is not assigned in excess but if you ever have a question or concern, please contact your child's teacher.

## **KINDERGARTEN REGISTRATION**

In order for a child to be eligible to enter school, they must be at least five years of age on or before September 1<sup>st</sup> for the 2019-20 school year. Kindergarten registration is held in conjunction with kindergarten round up in late April.

When registering a child for kindergarten, parents must provide the following:

1. A certified birth certificate (may be obtained from the courthouse in the county of the child's birth.)
2. A record of required immunizations:
  - A. D.T.P. - 4 doses are required. If a dose wasn't given after the 4th birthday, a booster dose of DTP or DT is required. Most children will have five doses.
  - B. Polio - 3 doses are required. If a dose wasn't given after the 4th birthday a booster dose is required. Most children will have four doses.
  - C. MMR - 2 doses are required.
  - D. Hepatitis B - 3 doses are required
  - E. Varicella or documentation of the child having chicken pox.

NOTE: Children who have not received the required immunization will be excluded until they are received or waived. (P.A. 368 Part 92)

3. Proof of Residency

## **LIBRARY** - STUDENT USE

1. Students may check out books and videos from the Library Media Center, usually for a period of one week. (During holiday times, the check out period may vary to coincide with days school is in session.)
2. A due date will be stamped on each book checked out and students are expected to return materials promptly.

3. All books must be returned or paid for if lost or damaged at the end of each school quarter. Report cards will not be issued to students with outstanding books or fines due.

4. Most reference books, including the most current encyclopedia set, will not circulate from the Library Media Center.

### **LICE SCREENING PROCEDURE**

From time to time our school district conducts lice screenings for the children in our elementary schools. Trained school personnel do screenings. If lice or nits (eggs) are found on a student at school, parents will be required to follow the necessary treatment procedures. Infected children will be sent home with treatment literature and/or you can contact your family physician.

Students may return to school after one treatment and removal of all lice and nits.

School personnel will recheck students on the day they return to school following treatment.

**The cooperation of parents in this matter is appreciated. If you have any questions on how to check for head lice or environmental controls, you can contact the school, your family physician, or the local office of the Health Department.**

### **MAKE UP WORK**

If a student is absent, it is his/her responsibility to ask the teacher for make up assignments. The work must be returned to the teacher in a reasonable time, to be determined by the teacher. If a student is staying home because of illness, parents can call the school to make arrangements for the homework. Parents can pick up the work, or inform the office of another student who would be willing to take the work home. If there is an extended illness, makeup work should be turned in as completed, not saved until it is all completed.

An "I" for incomplete will be given to any student who does not complete make up work before the end of a marking period. The student will have three weeks after the issuance of the "I" to complete this work. If makeup work is not complete by the end of the three weeks, it will convert to zero and be averaged into the final grade as such.

### **MEDICATION**

Before any prescribed medications or treatment may be administered to a student during school hours, a medication control form must be completed by the child's physician and the parent. Both must also authorize any self-medication by a student, ex: inhalers. Medication control forms are attached to the back of this book and are also available in the school office.

Nonprescription drugs must be in the original container and labeled by parent with child's name, time and dosage to be given, physician's name and phone contact. (This includes Tylenol, Advil, etc.)

Only medication in its original container, labeled with the date, student's name, and exact dosage will be administered.

Students are not to keep or carry in their possession any medication (prescription or non-prescription) at school.

Medications must be brought to school by the parent, guardian or adult designee.

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from their spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

## **PARENT LISTSERVE**

You are encouraged to sign up for our Parent Listserve to receive the most up to date information from school. You can do so by going to our school website. Under Useful Links you will find SRE Parent Email Notification. Send a blank email to:

[esparents+subscribe@adams.k12.mi.us](mailto:esparents+subscribe@adams.k12.mi.us).

If you have difficulty completing the process please contact the office for assistance.

## **PARENT / TEACHER ORGANIZATION**

South Range Elementary School is served by a P.T.O./Booster Club that provides support and activities for the students and staff of the District. Parents are encouraged to attend P.T.O. meetings and take part in activities. Meeting times will be set at the start of each school year.

## **POWER SCHOOL**

Power School is an on-line informational tool parents can access in order to find information on your child's attendance, grades and assignments. Each parent needs a log in / password that is obtained from the school. Please contact the school office if you need more information or have any questions.

## **REPORT CARDS / GRADING**

Report cards are issued at the end of each nine week grading period. Teachers will call to inform parents of student progress and/or send written notice if they feel it necessary between regular grading periods. Fourth through sixth grade students will receive progress reports at mid term of each marking period. The following grading scale is used:

100 – 93 A	89 – 88 B+	79 – 78 C+	69 – 68 D+
92 – 90 A-	87 – 83 B	77 – 73 C	67 – 63 D
	82 – 80 B-	72 – 70 C-	62 – 60 D- 59 and below – Failing

## **SCHOOL PICTURES**

A professional photographer will take pictures of all students for school records. Parents are given the opportunity to purchase pictures of their children from several available packets. Information is sent to parents prior to picture day.

## **SCHOOL PHONES / HOURS**

Adams Township School District 482-0599

Office at South Range Elementary is staffed between 7:15 and 3:45 each day.

## **SELLING MERCHANDISE**

Students are not to sell any merchandise at school except with permission from the principal.

## **SPECIAL SERVICES**

Our school offers classes to students with special needs such as: speech therapy, learning disabilities, Title I, and other special classes. In most cases, a referral from a teacher or parent is needed to begin the procedure to determine if a student is eligible for special services.

## **STUDENT GUESTS**

Students bringing guests to school for a day is strongly discouraged. This normally disrupts the daily routine of the classroom. However, recognizing that there are exceptions or unique circumstances; guests maybe allowed to attend on the approval of the classroom teacher(s) and principal **prior** to the selected day.

## **STUDENT PLACEMENT**

Many variables enter into a student's placement each year. Reading levels, math levels, combination classroom assignments, separating certain children, and providing a proper boy/girl ratio in each classroom are considered. The building staff works hard to place every child in a good educational environment. While teacher requests will be accepted the final responsibility for class assignments will rest with the principal. Classroom assignments will be made available in mid-August.

## **STUDENT RECORDS**

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending school in this District. Only records mandated by the State or Federal government, or specifically permitted by this Board, may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. Observations and rating of individual students by professional staff members acting within their sphere of competency
- B. Samples of student work

- C. Information obtained from professionally acceptable standard instruments of measurement
- D. Authenticated information provided by a parent concerning achievements and other school activities which the student wants to make a part of the record
- E. Verified reports of serious or recurrent behavior patterns
- F. Academic honors earned
- G. Psychological tests
- H. Attendance records
- I. Health records
- J. Family backgrounds and arrangements

In all cases, permitted student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available to parents and designated school officials and personnel who have a legitimate educational interest in the information.

"Legitimate educational interest" shall be defined as "a direct" or delegated responsibility for helping the student achieve one or more of the educational goals of the District, including but not limited to those officials with legitimate educational interests as defined in district regulations.

The board authorizes the administration to:

- A. Forward education records on request to a school in which a student of this District seeks or intends to enroll;
- B. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the students or other individuals;
- C. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The District shall comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. The viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of the disclosure.

No information regarding a student shall be released to any person or party, other than the student or his/her parent without the written consent of the parent; except those persons or parties stipulated by the District's policy and administration guidelines and/or those in the law.

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension of 10 days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended he/she and his/her parents will be notified, in writing and by telephone, within one day, of the reason for and length of the suspension.

A student / parent may appeal the suspension process. The student shall not be allowed to remain in school during the appeal. Suspensions of more than one school day but not more than ten school days may be appealed in writing to the principal within two school days of the parent's receipt of the suspension notice (Administrator Guidelines 5610).

When a student is suspended, he/she may make up work missed.

A student being considered for suspension of more than 10 days will be given due process as described in the expulsion section.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **TARDINESS**

Students are expected to be in their seats ready to begin work when the tardy bell rings in the morning. If students have excessive tardiness (three or more times in a marking period), make-up time may be required. Students are marked tardy if they are at school but loitering in halls or playing past the time the tardy bell rings.

## **TEACHER INITIATED SUSPENSION GUIDELINES (SNAP suspensions)**

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. [Public Act 103 of 1999 (SB 183), Section 1309 of Revised School Code].

The teacher shall immediately send the student to the principal and specify the reason for the suspension. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. The conference may be accomplished through a telephone conversation. If feasible, the counselor shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject or activity that school day without the consent of both the teacher and the principal.

## **TELEPHONES**

Students will not be allowed to use the office phones except in cases of emergency and with staff permission. If a student receives a call at school, he/she will be called out of class or from the school grounds **only in case of an emergency**. Students are discouraged from asking permission to use the phone to call home for forgotten items, etc.

## **TESTING**

### **MICHIGAN STUDENT TEST OF EDUCATIONAL PROGRESS (M-STEP)**

All third, fourth, fifth, and sixth graders in Michigan will be tested in the spring. Results are sent home to parents. The test covers achievement in the areas of English/Language Arts (3<sup>rd</sup> – 6<sup>th</sup>), Mathematics (3<sup>rd</sup> – 6<sup>th</sup>), Science (4<sup>th</sup>), and Social Studies (4<sup>th</sup>).

### **OTHER TESTS**

In addition to the M-STEP test listed above, many individual tests are given to students upon recommendation of parents and teachers. These tests include: testing for speech therapy required testing to be placed in a special help class, and others. In all of these cases, parental permission is requested before testing can be started.

Parents are welcome to discuss all test results and their children's progress with teachers and other school professionals.

## **TEXT ALERTS**

If you would like to receive text messages regarding school cancellations, late starts, early dismissals, or bus delays, text @atsd to 81010. You will receive a text reply.

## **TEXTBOOKS, EQUIPMENT, AND SUPPLIES**

Textbooks are lent to students for their use during the school year. A student's name should be written on the book label in case the book is misplaced. Students are required to pay for lost or damaged textbooks and library books. Any supplies provided by the school that have been lost or broken will be billed.

## **TITLE 1 PROGRAM**

The Title I Program is a federally funded program designed to provide additional support and services to students who are failing to meet, or are at increased risk of failing to meet curriculum standards in the area of reading, mathematics, science, and social studies. Parents may request their child not receive Title I services.

## **VISITORS / SECURITY SYSTEM**

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

The school is equipped with a security system. Doors will remain locked during the day except during designated arrival and dismissal hours. Visitors are to use the buzz in system, state their name and staff will allow you to enter.

## **WEBSITE**

School news, information, and updates can be found at our website.

**<http://www.adamstownshipschools.org/>**

### **WHAT DOES A PARENT DO IF HE/SHE HAS A QUESTION?**

A. Occasionally, questions or concerns about school may arise. If the interested party will adhere to the following guide, every effort will be made to answer questions or concerns:

1. If a question relates to your child's classroom, contact the child's teacher.
2. If a satisfactory answer is not received, contact the building principal.
3. Should the question still be unanswered, contact the superintendent.

B. If the question pertains to the child's school, or the district, contact:

1. The building principal.
2. The superintendent of schools.

### **WITHDRAWAL FROM SCHOOL**

When a student withdraws from school or moves from the school district, the parent should notify the office immediately. Student records will be sent to the student's new school when a written request has been received. All books and school property should be turned in before leaving.