

Dear Parents,

As educators we believe that your child can and will learn. Our primary goals are improved student achievement and quality learning. Decisions regarding high expectations for student success, safe and orderly schools, the efficient use of instructional time, the school mission, and the working relationship between the home and school are carefully made and reviewed so that a quality educational program can be maintained.

The education and progress your child makes depends equally on the interest and cooperation provided by you as well as the care and concern teachers have for their pupils. Progress in your child's education can best be achieved by complete cooperation between the parents, teachers, and school. With this, the experiences of the child result in greater and permanent educational values. This is the goal we seek at Dunlap Elementary. Teachers and schools are not perfect, but only loving parents exceed the great interest teachers take in dealing with students. The more information we exchange about the school and your child, the more successful his/her educational relationship will be at Dunlap Elementary.

Elementary schools are friendly schools. We are vitally interested in your child's education. We invite your cooperation. Should you like to visit your child's classroom, contact us and we'll be happy to arrange it. Together we can make your child's stay here a profitable and happy experience.

Sincerely,
Dunlap Elementary Staff and Administration

2011-2012 PENNFIELD BOARD OF EDUCATION

Mrs. Dotty Dilsaver
Mr. Jeremy Spinney
Mrs. Peggy Damon
Mr. Jerry Stone

Mrs. Abby Green
Mr. Jim Martens
Mr. Craig Korpela

SCHOOL PHILOSOPHY/MISSION STATEMENT

I. MISSION STATEMENT

Dunlap Elementary staff believes it is the school's purpose to educate all students and to foster a desire within them to achieve higher levels of academic performance, social responsibility, physical fitness, and emotional growth in a safe and secure environment.

BELIEF STATEMENT

We Believe

- students are our future.
- all children can be successful learners.
- clear expectations promote success.
- learning is a shared responsibility of students and their families, the school, and the community.
- students learn best in a safe, secure, and orderly environment.
- an atmosphere of mutual respect, dignity, and trust promotes success.
- staff development is essential in order to meet the ever changing needs of our students. ... learning is a life long process.

II. ATTENDANCE

Student attendance will be noted by half days. Dunlap Elementary's school day will begin at 8:10 a.m. and dismiss at 3:15 p.m. These times are subject to change to meet state hour and days of instruction requirements. Students who are present for one-half of the instructional minutes available morning or afternoon, are present for that half day. Late arrival before the mid-morning point will result in a tardy.

Your child's academic performance will improve with consistent, daily school attendance. As teachers, we keep the needs of your child in sharp focus as we make our daily, weekly, and yearly plans. In order for your child to be successful, we must have him/her in school each day. Countless studies and our own personal experiences have proven that early absenteeism leads to truancy as the child grows older.

We understand that there are days when illness or family emergencies make coming to school impossible, but please keep those days to a minimum. Help your child succeed academically, socially, and emotionally by making sure he or she is in school for the entire day and year. As absences or tardies accumulate, it is possible that students will be required to miss certain activities during the day like recess or a non-academic class to focus on missed work. In other situations students may be allowed to bring work home to complete under parent supervision. Depending on student learning needs and the requirements of the tasks to be completed, even these accommodations may not be sufficient. In these cases before or after school sessions may be recommended for youngsters.

Parents will be notified by their child's teacher if extra time at school is necessary.

Parent requests for exclusion from certain school activities will be honored by having students complete other appropriate grade level educational tasks, in different classrooms. For example, students may be excused from reproductive and AIDS education classes or holiday parties upon parent request. Students must attend their other classes on these days to avoid being marked absent.

Ways Parents Can Help

- Your attitude toward school attendance sets the tone for your child's attitude. Be positive.
- Regardless of your child's age, set a regular bedtime. The proper amount of sleep helps avoid "sleeping late".
- Plan family vacations in accordance with the school calendar as much as possible.
- Provide an alternate plan for getting your child to school on time if the bus or ride is missed in spite of your best efforts.
- Make every possible effort to schedule doctor, dentist, and other appointments before or after school hours.

- When you must schedule appointments during the school day, try to stagger them so that your child does not miss the same class every time.
- If your child must be out of school for an appointment, make every effort to get her/him back to school for at least part of the school day.
- Refuse to view tardiness as acceptable behavior.
- If you know in advance that your child must be absent, notify his/her teacher(s) and make sure that your child understands his/her responsibility for making up work that is missed.
- In the state of Michigan, P.A. Law 107 states that school districts and ISDs develop and implement a parent involvement plan to encourage parental participation. At Dunlap Elementary, parents, staff, and students form partnerships and participate together to provide the best learning experiences for everyone. We invite parents to let teachers know if they are available to work on the various school improvement committees, extra curricular events, and assisting teachers in the classrooms.

Absences and Tardiness

When your child has been absent, please call the office at 961-9789. If you are able to call before 8:45 a.m. the day of the absence, work may be gathered by the teacher and delivered to the office for pickup by 3:00 p.m. The office remains open until 3:30 p.m. each school day. Students arriving after the start of school, will be considered tardy until 9:20 A.M. After that time, , it will be considered a half-day absence. A student leaving before 2:30 P.M will be marked absent for the afternoon. Frequent or prolonged absences or repeated tardiness without satisfactory reason may be grounds for action taken by the County Truancy Officer for educational neglect. Parents will be notified when their student accumulates 5 and then 10 days which are considered unexcused absences. The Calhoun County Truancy Officer will be notified when a student accumulates 15 days of unexcused absences.

Extended Absence from School (5 days to several weeks)

We believe that good attendance is vital to a student's achievement and do not recommend that parents remove students from school for an extended period of time. While we recognize the value of travel, vacation, and association with parents, we feel that our school calendar provides several opportunities for these activities, and that absence beyond the time allotted in the calendar may be detrimental to the student.

Explanations and class discussions are presented daily which written "make-up" work cannot replace, and time lost from activity classes is impossible to recover. Any extended period of absence may result in a corresponding drop in student grades.

Regarding make-up work, some teachers may wish to make assignments in advance of the absence; others may prefer to wait until the student has returned. **IN EITHER CASE, THE FINAL RESPONSIBILITY FOR ALL WORK MISSED AND EFFECT ON THE STUDENT GRADES LIES WITH THE STUDENT AND THE PARENTS.**

Shared Time Students

Michigan Law Section 1732 (g) of Act 269 allows students to be released from their public school classes, without penalty, to attend religious instruction classes with written permission from the parent or guardian.

Dismissal for Students during School Hours

A student shall be dismissed from school only with the approval from the principal's office. The principal or designee will determine that the person requesting the dismissal is the parent or person who has the authority to make the request. Students will be released from the office only after the parent signs them out.

Visitations

We are happy to have parents visit school. However, children are not permitted unless accompanied by an adult. When you arrive, please stop by the office and sign in. In the office you will receive a visitor's badge so that staff can greet you and know that you have checked in. Return to the office on your way out to return the badge and to sign out. If you are just dropping something off or leaving a message, give it to the secretary in the office. Thank you for your help as we continue in our effort to make Dunlap Elementary a safe environment for our students, staff, and visitors.

III. SCHOOL HEALTH/MEDICATION

First Aid

Children who are not feeling well should be kept home for observation. If a child becomes ill at school, we will try to contact the parents or the next person listed as an emergency contact. If there is an injury, we will use judicious care in the movement, handling, and treatment using standard first aid procedures. In the case of serious accidents, every effort will be made to contact parents or the emergency person. If no one can be reached and the situation seems to warrant doctor or hospital treatment, we will make appropriate contacts using the information supplied to the school by the parents on the enrollment card.

Medication

The Pennfield Board of Education and Administration feel that parents and faculty have a joint responsibility in the administering of prescriptive and non-prescriptive medication to a child. The health and safety of a child is the primary concern for the following policy:

*** THE PARENT OR GUARDIAN MUST SIGN A WRITTEN CONSENT FORM BEFORE MEDICATION WILL BE ADMINISTERED BY SCHOOL AUTHORITIES. The forms are in the office.

*** MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT OR GUARDIAN. THE CHILD CANNOT BRING IT.

*** PRESCRIPTION MEDICATION MUST HAVE THE PHARMACY LABEL INDICATING THE PHYSICIAN'S NAME, CHILD'S NAME, AND INSTRUCTIONS. A current prescription is required.

*** MEDICATION WILL BE ADMINISTERED BY AN ADULT IN THE PRESENCE OF ANOTHER ADULT.

A record will be maintained regarding time taken, witness present, and signature of adult in charge.

Immunizations

All kindergarten children and any other student enrolling in a school for the first time shall submit proof of the following immunizations prior to official entry. (The school is required to deny entrance to children not meeting the immunization requirement.)

Required by State Law:

DTP (Diphtheria, Tetanus, Pertussis)	4 doses required
Polio	3 doses and 1 booster
M.M.R. (Measles, Mumps, Rubella)	2 doses required
Hepatitis B	3 doses required
Varicella Vaccine – or had the chickenpox	

Recommended but not required:

Turberculin Test, Physical Checkup, Dental Checkup, Vision/Hearing Screening

Required immunizations may be waived because of religious convictions. However, the school is required to have the written request on file.

Vision Screening

If funding is available, children in first, third, and fifth grades have their vision screened by a technologist. If needed, a referral is made to have the child tested by an optometrist or ophthalmologist. The Battle Creek Lion's Club sponsors the screening. **This screening does not take the place of regular eye care by a physician.

Hearing Screening

If funding is available, children in kindergarten, second, and fourth grades have their hearing screened by an audiologist from the Calhoun County Health Department. Parents receive results and referrals to specialists. **This screening does not take the place of regular care by a physician.

Medical Limitations and Chronic Illnesses

A child who has medical limitations must have a physician's statement describing his/her limitations in the classroom, playground, and/or gym. If a child has a chronic illness or allergy, a physician's statement must be on record describing the illness, symptoms, and emergency procedures.

If a student is found to have live head lice, or to have nits, parents will be called to pick up their student. Upon returning to school after treatment, the student must be nit free upon inspection to remain at school.

Schools are required to report occurrences of certain types of illnesses. Parents may be asked to provide physician confirmation of diagnosis and treatment for particular ailments like Strep Throat. If a child has suffered a particular injury like a broken bone or a sprain, we will also require a statement of condition with any limitations listed from an attending physician. In this manner we can be sure that appropriate measures are taken at school to ensure student safety and recovery.

Student Accident Insurance

At the beginning of each school year or at the time of registration, the Pennfield Schools offer parents the opportunity to purchase student accident insurance.

IV. STUDENT SERVICES

Student Records

The Pennfield School Policy regarding student records is:

*** The official record of each student shall be maintained in a C.A. 60 Form.

*** Forms A (academic) and B (health) of the C.A. 60 must be completed at all levels (K-12) as required by State Law.

*** Additional personal data regarding individual students may be maintained (copies of communications to parents, doctor's reports, clinic reports, student activities and honors, etc.).

*** Diagnostic evaluations performed by school diagnostician and special education recommendations shall be maintained in a separate file.

*** When a student is withdrawn from Pennfield Schools, information from Forms A and B shall be transferred to form S-100 and placed as a permanent record at the Senior High School office.

- Upon request of the district to which the student transfers, the original C.A. 60 shall be sent. (Request for Access Form must be completed.) Original C.A. 60, if not requested, will be maintained for one (1) year following transfer of the student and then destroyed.
- When a student graduates, information on Forms A and B shall be maintained as a permanent record.
- Under the direction of the building principal, student records shall be available to the following:
 - The student, if over eighteen years of age.
 - The parents or guardian of the student who has not achieved the age of majority.
 - Professional staff members employed by the school district who are working directly with the student.
 - Federal request for student records in connection with student's application for financial aid.

- Information will be divulged in compliance with a judicial order or subpoena after parents are notified of such order or subpoena.
- All persons, regardless of purpose or status shall complete a "Request for Access" form.
- Access to student records, other than listed above, requires the consent of an adult student or parent if the student is not yet 18 years of age.
- The school district is under no compulsion to seek a student or parent's consent for a third party who desires access to records. (No third party has access to records.)
- All parents and guardians of students under 18 years of age or over have the right, pursuant to the Family Rights and Privacy Act of 1974, to examine the official records directly relating to the student. They also have the right to challenge the contents of the records to ensure their accuracy and fairness.
- **STUDENT DISCIPLINARY RECORDS**
The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL 380.1135) which requires that: any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students). In the view of the Michigan Department of Education, the "school record" referred to in section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.

Standardized Tests

During the fall all students take the mandated Michigan Assessment Tests MEAP. Third graders take English Language Arts MEAP and Mathematics MEAP to determine skill proficiency. Fourth graders take English Language Arts MEAP and Mathematics MEAP to determine skill proficiency. Fifth graders take the mandated English Language Arts MEAP, Mathematics MEAP, and Science MEAP tests. Tests relating to various content areas of instruction, practice exercises for the MEAP, and other types of evaluation activities may be done to help students, but no other standardized tests are given to all students at this time. Test results are available to parents. MEAP test scores or other evaluation activity results used for program planning are not considered in assigning report card grades. If you wish to review your child's test folder, please contact the building principal.

Transportation

*** Bus Services

Bus service is available to all students who live in the Pennfield School District. It is expected that each student will respect the bus driver and will obey the safety rules. Consistent infraction of the rules will require disciplinary action and/or removal from the bus. Safety is of extreme importance for the welfare of all the students. For all bus information, call 961-9793. Students who ride the bus will arrive approximately between 7:55 a.m. and 8:10 a.m.

Bus Passes BEFORE YOU SEND A NOTE FOR A BUS PASS, CALL THE BUS GARAGE TO MAKE ARRANGEMENTS. All bus passes must be approved by the bus supervisor or his assistant if the child is to be dropped at another address or bus stop. A written note or a phone call must be made or the child will be put on his/her regular bus.

***Parent Transportation

If you are dropping your child off in the morning, please plan to arrive between 7:55 a.m. and 8:05 a.m. Enter the school area at the Middle School/Dunlap Elementary parking lot driveway. If you are bringing your Dunlap student to school by car in the morning, please follow the traffic pattern marked on the pavement and pull up the drive that is closest to the front door of Dunlap Elementary. Please drop your student off there to enter through the front door. There is no need to be in the line of the buses, which are dropping students off at the north side of the building. Exit Dunlap Elementary's driveway. If you need to enter the building, pull forward to the short-term visitor parking spaces. Be sure school is in session before

you drop your child off. Students need to be at school at 8:05 a.m. Lunch count and attendance are taken at 8:10 a.m. Instruction will begin immediately following these and other “opening” activities.

*****Use of Bicycles, Students who walk**

Students at Dunlap Elementary who do not ride the bus are reminded that good behavior to and from school is important. The following should be observed when not riding the bus to school:

*Students walking or riding a bicycle must have signed permission from the parent or guardian. The permission note should be shared with the principal, bus driver, and homeroom teacher. Walkers and bike riders should obey all traffic signals and directions. Please respect other people's property. When school is dismissed, bikes should be walked from the school property and caution given to the flow of traffic. All bikes should be securely locked or chained to the designated bike racks at the front of the building.

*****Picking up Students Before or at Dismissal**

When you pick up your child at school, you must come to the office and sign the child out. The school secretary will notify the teacher, to have the student come to the office. If the child is to wait for you, please call the office or send a note communicating your wishes.

A note will allow us to keep your child off the bus, but you or another responsible person chosen by you must still enter the building and sign your child out. If we do not receive a note or a phone call your child will be placed on their regular bus home.

Dunlap Elementary students may not stay after school without supervision. If they plan to attend Middle School or High School activities to watch older brothers and sisters, they must go home and return with an adult. Coaches and advisors have other duties. They cannot be responsible for younger students.

Likewise, Dunlap Elementary staff can be responsible only for those students who are participating in Dunlap Elementary after school activities. Younger or older brothers and sisters may not attend Dunlap Elementary practices and activities. They also may not wait in the building or on school grounds for their own activities unless supervised by a Pennfield staff member.

These procedures are built-in safety factors to protect your child.

Lost and Found

A lost and found box is located near the office. If your child is missing an article of clothing, please feel free to check the box. Please mark items such as coats, hats, gloves, lunch pails, etc., plainly with your child's name.

Hot Breakfast and Lunch

All meal business should be handled directly with the kitchen staff by students each day. Breakfast and lunch in all elementary schools in Pennfield are "pay as you eat". Students should bring money daily if they are buying school food. Dunlap Elementary students can pay for any amount of lunches. No change will be given by the kitchen workers. Deposits made also be made online using “Paypal”. Dunlap students are given a student ID card that can be scanned into our ZANGLE student database. Parents know what their student's lunch funds might be, and also if their student ate a school lunch or purchased a milk. Milk is available for purchase with cold lunches. Notes will be given to each student if they do not have enough money remaining for the following day. A menu is sent home each month listing lunch choices. Please have your child's doctor write a note if s/he has special needs due to allergies or other considerations. The kitchen staff will need this information immediately after the start of school. If your child has permission to purchase an additional entrée anytime throughout the year, please send in a permission note communicating that fact.

Please contact the school secretary for information concerning free or reduced breakfast and lunch.

Party, Birthday, or Other Treats

Commercially produced bakery, ice cream, candy, or other treats can be shared if the packaging seal is not disturbed. When they are not individually wrapped, they must be passed out by a clean, gloved hand. We are sorry, but no homemade items are allowed. We highly encourage students to bring healthy snacks each day, as well as healthy snacks for classroom parties or birthday treats. We follow guidelines recommended

by the Calhoun County Health Department. Students are NOT allowed to bring sodas or energy drinks for individual use. We encourage students to bring water and fruit juices to school

V. SPECIAL EDUCATION AND SUPPORT SERVICES

Pennfield provides program service for children with special needs. Mandated special education programs are provided here at Pennfield Schools. Through a cooperative arrangement with the Calhoun Intermediate School District, eligible Pennfield students are able to attend various special education programs offered in other districts. A school psychologist, speech therapist, learning disabilities instructors, and school social worker are available for referrals, psychological testing, and/or program services.

Placement in any special education program requires written authorization from the parents or guardian, testing to determine eligibility, and an annual review of the program goals and student performance. Instruction is individualized using a wide variety of teaching methods. Services may be delivered in the student's regular education classroom, resource room, or a self-contained categorical classroom.

Support services for regular education students include the Title I program. The Title I program is a federally funded service intended to support the student who is having difficulty academically. Student selection is based on several factors including teacher and parent recommendations, results of standardized testing, and classroom performance. Instruction is provided in small groups and designed to help students experience success and achieve their potential.

VI. STUDENT RESPONSIBILITIES/EXPECTATIONS

Discipline

We are proud of our students and their self-discipline. Many positive comments are made regarding student behavior and conduct by our visitors. Student self-discipline assures a school and/or classroom climate conducive to productive learning. It can best be established and maintained when students, teachers, and parents work together. Proper conduct, behavior, and manners are best learned when reinforced at school and at home.

In our society, youngsters need to learn to live by rules which are consistent and fair to all. Dunlap Elementary school rules are developed for the purpose of teaching good work habits, self-discipline, sportsmanship, sharing, respecting other people's property, safety, and respect for authority. Teachers articulate, teach, model, and reinforce the school rules. Both appropriate and inappropriate behavior are dealt with in a consistent manner. Students earn privileges and rewards as a result of making positive choices. Likewise, students who choose inappropriate behaviors are held accountable and responsible for their actions.

The same level of self-control is expected from students no matter what the time of the day or the setting of the school related activities, field trips, and/or other events. During the school day, before school, after school, in the evening, or on the weekend students are expected to discipline themselves. Whether they are attending school related activities on school property or they are representing the school at a community, regional, or state event it is important for them to be ambassadors of cooperation and respect. We are proud to have our young people represent us, but it is important for them to understand that they are accountable for their actions whenever they attend a school function. Those who are having difficulty may have their activities adjusted at the time. Other consequences may be assigned later.

Student Conduct In the Building

- *** Bathrooms - Each classroom has supervised bathroom breaks during the day. The students are expected to be quiet and orderly in the halls during bathroom breaks.
- *** Buying and Selling - There will be no buying, selling, or trading of personal articles between students. Many disagreements regarding fair and equitable exchanges may be avoided if the trades and transactions take place at home with parent consent.
- *** Classrooms - Students are expected to behave in a courteous and orderly manner. They should be thoughtful, considerate, and respectful of teachers, noon supervisors, other adults, and children. Students are responsible for the proper care and maintenance of their desks, textbooks, and classroom materials.
- *** Halls - Quiet and orderly movement through the halls is a necessity. Except during dismissal, all children will not be in the hall at the same time. It is necessary, therefore, to be considerate of other classes in session. There will be no running, loud talking, or pushing in the halls.

*** Smoking - Possession or use of tobacco is prohibited and will result in automatic suspension. This includes any time when students are identified within the school, under the jurisdiction of school, on school property, or in its immediate vicinity.

*** Language - Use of profanity or obscenity, including foul language or gestures, is prohibited.

*** Fighting - Pushing, shoving, kicking, slapping, challenging to fight, making threats, name calling, and other disrespectful actions are not allowed. Fist fighting or any other forms of extreme negative physical contact are absolutely prohibited. Pupils who start such confrontational exchanges or who respond to them will have consequences at school and may be suspended. Students are also expected to report any fights that they may witness.

*** Threats, Verbal, or Non-Verbal Student Anti-Harassment:

Dunlap Elementary staff is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Students must be able to learn and grow in an atmosphere which is free from any form of harassment. Harassment is disruptive to the educational process. Students who engage in any act of harassment while at school, at any school function, in connection to or with any district sponsored activity or event, or while en-route to or from school are subject to disciplinary action up to and including permanent expulsion from school.

a) Bullying – At Dunlap Elementary, bullying is any act physical, verbal/non-verbal, or in written form that frightens or hurts another student. Bullying is done on purpose and repeatedly so that a student feels threatened or intimidated. This includes incidents occurring at school, during school activities, or on Pennfield school buses. Cyber bullying- Cyber-bullying has been defined as "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person". Everyone has a right not to be bullied. Harassment can occur whenever another person is repeatedly and deliberately embarrassed, upset, and physically hurt by someone else without justification. It includes:

- i. Physical – punching, hitting, spitting, damaging property
- ii. Verbal – name calling, ridicule, threats, rumor spreading
- iii. Non-Verbal – intimidation, threatening signs

b) Intimidation

Intimidation of individuals or groups based on race, ethnic background, religions, gender, sexual orientation, national origin, or disability.

c) An expressed or implied threat to personal safety

d) Behavior that has the effect of unreasonably interfering with an individual's participation in the curricular or extracurricular activities of the school.

Violence Prevention Policy

Every student and staff member has the right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected and protected. We believe that a friendly and secure school atmosphere is necessary to promote academic, social and personal growth. For this reason, our school district will not tolerate any form of violence within the school buildings, on school grounds, on school-sponsored transportation, or any school-sponsored activity away from the schools. We will intervene when violent behavior comes to our attention, and will enforce rules and consequences when violence occurs. We will empower students to report violent behavior, particularly threats, bullying, and harassment, and to treat others with respect.

At Dunlap Elementary, violence is any look, gesture, word, or action that hurts a person's body, feelings, friendships/reputation, or property. Pre-established consequences will be assigned for acts of violence. Consequences are escalating for repeated and continued acts of violence. Consequences for violence will follow the rubric developed by the Dunlap Elementary staff and approved by the Pennfield Board of Education. (See rubric)

*** Electronic equipment – Advanced permission must be obtained before a student possesses cell phones, computers, video games, tape recorders, video cams, radios, and other devices which have potential to disrupt the learning environment. A student will need to demonstrate compelling reasons to possess these devices before such permission is granted. Cell phones are permitted at school only with written permission, and they will remain in the office for the entirety of the school day. Students may retrieve their phones at the end of each day. Cell phones that are not being housed in the office, may be temporarily confiscated, until the parent has been contacted.

*** Miscellaneous - Knives, guns, hard balls, baseball bats, laser pointers, toy cell phones, and radios are not to be brought to school. Please do not allow your child to bring laser pointers or other signaling devices to school. We realize their popularity, but they can be very dangerous. Serious and permanent eye damage can be done. For this reason any laser pointers or other signaling devices found in student possession at school, on the bus, on school grounds, or at school-related events like basketball games or concerts will be taken immediately, whether students are playing with them or not. Parents will be contacted to pick them up. Depending on the circumstances, students may be disciplined.

Law/Board Weapons Policy: In compliance with the Federal Gun Free Schools Act, the Michigan legislature enacted Public Act 328 of 1994 to amend Section 1311 of the School Code (NCL 380.1311) to require the expulsion of students who possess a dangerous weapon in a weapon free school zone, or who commit arson or rape in a school building or on school grounds. The law was signed by Governor John Engler in October and became effective on January 1, 1995. Under Michigan law, a dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over 3" long, pocketknife opened by a mechanical device, iron bars, or brass knuckles.

A weapon-free school zone is any school property, which includes buildings, playing field, or property used for functions and events sponsored by a school, or vehicle used by a school to transport to and from school property.

State law requires that pupils expelled for weapons possession, rape, or arson must be referred to the county Department of Social Services or the county Community Mental Health Agency.

On January 19, 1995, the Pennfield Board of Education adopted a weapon-free school zone policy, which complies with both Federal and State laws. A copy of the new policy is available at each building office and/or the superintendent's office at 8587 Pennfield Road, Battle Creek, Michigan 49017.

Also, this policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

Proper Dress - Good Grooming

The dress and appearance of students this includes hair coloring & style, body-piercing, and articles of clothing should not draw undue attention to the individual in such a way as to disrupt the educational program. The personal appearance of students shall be neat and clean. Shorts and skirts should be a minimum of fingertip length when youngsters stand with their hands by their sides. Straps on any shirts must be at least **three** finger widths wide. A shirt or top must be worn to come down over slacks, jeans, or skirts. Bare midriffs are not allowed. Hats or other headgear like bandanas or tri-corner scarves that match clothes may be worn back and forth to school and outside, but no head coverings are allowed in the building. Students will not be allowed to wear clothing that advocates violence, the use of unhealthy substances, or other activities considered inappropriate for school. Interpretation of the dress code shall be at the discretion of the Dunlap Elementary staff. Final disciplinary action will be at the discretion of the principal. Pupils who come to school in violation of this policy will be asked to borrow clean clothing, turn their shirt inside out, or call home for a change. The school reserves the right to allow only traditional gym shoes (one nontraditional example would be tennis shoes with roller wheels) to be worn at school. Students should wear appropriate shoes for school. Footwear should be safe and functional for the school setting. Shoes with high heels may be considered unsafe for the school setting.

Students need to dress for the weather on a daily basis. Youngsters go out each day. During cold weather it is expected that students will wear a warm coat or jacket, boots, mittens, and headgear. In boot weather they need a pair of shoes for inside the building.

VII. REPORTING STUDENT PROGRESS

Report Card

There are four student evaluation sessions each school year. The interval from one marking period to another is approximately nine weeks. In November, parent-teacher conferences are held with each parent to discuss the pupil's progress. The parent receives a report card at this time. In January, a report card is mailed home. Another parent-conference is held in March and a report card is given. The final marking period ends in June.

Letter grades are assigned by individual teachers based on the following standard scale:

A = (93– 100) A- = (90 – 92)

B+ = (87 – 89) B = (83 – 86) B- = (80 – 82)

C+ = (77 – 79) C = (73 –76) C- = (70 – 72)

D+ = (67 – 69) D = (63 – 66) D- = (60 – 62) E = (59 – 0)

Students are recognized on the Gold Honor Roll if they have an A- or above in all graded subjects. They are recognized on the Silver Honor Roll if they have a B- or above in all graded subjects.

Progress Reports

A progress report will be made available by teacher discretion. The purpose of the progress report is to allow you the opportunity to monitor your child's progress at school and assure a partnership, which will result in a more successful year. When you receive your child's report, please contact us if progress is unsatisfactory.

Homework

Students are expected to complete their daily academic assignments. It is the student's responsibility to get their work handed in on time. Work not completed in school may be sent home for completion. Teachers may require students to stay in at recess or after school to complete daily assignments. Teachers may assign extra credit or special homework. Students are expected to do their own work. Parents, other adults, or siblings should act only in an advisory capacity.

Please consult your child's assignment book for information on their daily work. It will come home each day. Finished work may be kept at home. Homework should come back the next day. Students are required to write down their assignments in their assignment book. Teachers will write notes to inform you of their concerns. Call the teacher or write your concerns in the assignment book. Remind your child to show the note to the teacher the next day.

Zangle's ParentConnection is a web application that provides parents with direct access to student data via the internet. Using a confidential PIN (personal identification number) and password, parents can connect to the school district's student database using a web browser and view their child's data such as classroom news, attendance records, report cards, and more. ParentConnection allows the parent to view, in one session, data on all their enrolled students in the district, across multiple school sites. Parents may submit their email addresses so teachers could contact parents via email. If you are interested, please contact the office for the application. Your PIN and password will be mailed to your address.

Promotion and Retention of Students

Progress through school is a matter of achievement in the basic skills as well as age, maturation, social, and civic development.

It is recognized that occasionally children, because of health problems, irregular attendance, developmental readiness, or other reasons, have difficulty in mastering the academic phases of the school program and will profit more from school if retained one year. In a case where this appears to be the situation, the parents will be called in for special consultation. Any decisions or disagreements regarding the retention will be written and so noted in the child's CA 60 accumulative record.

School Calendar

The current calendar will be sent home at the beginning of the year. Also, it is posted on the Pennfield School Districts website, and in the first district newsletter, which is mailed to our school families.

Registration

- **Resident Students**

All students living within the boundaries of the Pennfield School District are "Resident Students".

- **Non-Resident Students**

Students who do not live within the boundaries of Pennfield Schools can be considered for enrollment under the "Schools of Choice" plan. Enrollment applications are available from the superintendent's office. A lottery is used when necessary to fill available slots in each grade.

Safety

- **Fire Drills**

Dunlap Elementary has a written plan for each classroom regarding fire drill procedures. Dunlap Elementary will execute at least six fire drills each year.

- **Tornado Drills**

Dunlap Elementary has an approved Civil Defense plan of action for each classroom regarding tornado drill procedures. Dunlap Elementary will execute at least two tornado drills each year.

- **Lockdown Drills**

Dunlap Elementary's crisis plan provides for a means to secure the building when there is a potential threat. If the building is locked down students will remain in the main building and may be confined to their homerooms. Depending on the **situation, a statement may be released from** the superintendent to the news media to close school. Dunlap Elementary will execute at least two lockdown drills each year.

School Closing

Whether or not school will be in session because of severe weather or some other concern is left to the judgment of the Superintendent of Schools. ****In the event of a tornado warning, Pennfield Schools will not release students until the scheduled end of the school day. As with any severe weather situation, parents will be allowed to pick up their children from school during a tornado watch if they feel the student will be safer with them at home.**

Tune your radio to: WBCK 95.3 FM, WKFR 103.3 FM, WNWN 98.5 FM

Or television to: WWMT Channel 3, WOOD Channel 8, WOTV Channel 41

Please complete an early dismissal plan form with your child and return it to school. Unless, otherwise designated, the student will exercise the normal daily plan. ****Extra-curricular activities (e.g., Scouts, Brownies) will be cancelled when school is closed early. All children will be taken home and dropped at their usual stop.**

Telephone Calls

Students are not allowed to use the telephone except in emergencies. Students should not be called to the phone except in emergencies. Messages may be left with the secretary who will notify the student.

Student and Substitute Teachers

Student and substitute teachers, under the guidance of the classroom teacher, are accountable for the same responsibilities as any classroom teacher. Students are accountable to them as well as to the classroom teacher.

District Newsletter

The Pennfield Schools publish a newsletter. This publication is sent to all school families and taxpayers of the Pennfield School District. The newsletter is designed to keep you informed of activities and achievements of our students. If you do not receive this publication, please notify the superintendent's office. Pictures of your child may appear on our district internet website, in the District Newsletter, the Battle Creek Enquirer, the Shopper News, or they may become a part of a story for other news media. You will receive a Student Information Media

Release Form at the beginning of the school year. We are proud of our students and programs. We like to showcase them so students receive community recognition. If you do not wish your child's picture to appear, on the district web site/teacher web page, video, or in print media, indicate your preference on the Student Information Media Release form.

School Property

Respect for school property and the school grounds is important during school hours and at all other times. Materials are prepared with great care by the staff. Outside the school students and staff spend many hours planting flowers, trees, and shrubs. Projects like bird feeding and gathering data for scientific experiments are in progress. We need everyone's help to keep school buildings, materials/equipment, and the school grounds protected. All students need to show respect for property at school. They must use things carefully when they have permission, return them in the same condition that they were originally found, and take nothing that is not theirs. We realize that accidents can happen during the school day or after it, but windows, doors, desks, desk backs, and other school property can be damaged because students have not followed directions or school rules. Students will be held responsible if found with someone else's property or if they have damaged something. Parents will be asked to replace or repair items that are damaged or taken without permission.

Title IX/Non-Discrimination

It is the policy of the Pennfield School District not to discriminate on any basis in programs, practices, and policies. Also, no person because of race, color, national origin, sex, age, or handicap shall be excluded from participation in, be denied benefits of, or otherwise subjected to discrimination in our United State Department of Agriculture donated food and Child Nutrition programs. Complaints may be filed directly to the Secretary of Agriculture.

Inquiries regarding this policy should be directed to:

Mr. Bently Laser, Superintendent
8587 Pennfield Road
Battle Creek, MI 49017
Telephone: 961-9781

Sexual Harassment

Sexual Harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, independent contractor or volunteer (subsequently "employee"), male or female, to sexually harass another employee, student, or volunteer. The complaint procedure is available in the principal's office, superintendent's office, and/or the guardian office.

Library

We are anxious for students and their families to use materials from our library. Please note the following information:

1. Students may borrow up to six items at a time. Every student has a library card and will use it to check materials out. Borrowed materials are the student's responsibility until they are returned.
 - a. BOOKS may be checked out for two weeks. Book cards are available at the check-out desk to remind students of due dates.
 - b. SOME REFERENCE AND OTHER SPECIAL BOOKS are available for one week at a time.
 - c. MAGAZINES may be kept for twenty-four hours.
 - d. VHS TAPES go out for three days.
 - e. INFORMATION FOR REPORTS can be copied in the library. See the librarians.
2. Please turn in your materials on time. THERE ARE NO OVER DUE FINES for Dunlap Elementary students, but others are waiting to use the books, magazines, and VHS Tapes, so please return them when they are due.
3. IF A STUDENT SUSPECTS THAT A BOOK IS LOST, LET THE HOMEROOM TEACHER KNOW. If it does not turn up by the end of the year, the student will be notified concerning the cost for replacement. Until the end of the year, the student may continue to check out other materials. If several items checked out to the student are misplaced, the student may have to keep library materials at school. If the student has paid for a replacement book and then find the original, return it so the library can refund the money.
4. Damaged materials should be returned by students on their next trip to the library. Repair/Replacement cost(s) will be noted for parents. Please pay the amount as soon as possible. We are anxious to keep materials available to students.

There are many things to enjoy in our library. Let the library know if there are any questions.

Guidelines for Requesting a Teacher

We know that some parents feel a need to make a teacher request for their child, and we value parental input. At Dunlap Elementary, we think that all of our teachers are very qualified to provide a quality education to our students. Therefore, we do not honor specific teacher requests. We do; however, encourage you to write a letter describing your student's individual learning style.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

ANNUAL NOTIFICATION OF RIGHTS & DESIGNATION OF DIRECTORY INFORMATION

Each year the Pennfield Schools is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA") which is a Federal Law that protect the information in a student's educational record. Parents and eligible students have a right to the following:

1. **RIGHT TO INSPECT:** Parents and eligible students have the right to inspect and review all of your education records maintained by or at the Pennfield Schools. This right is extended to the parents of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO AMENDMENT:** Parents and eligible students have the right to seek and have corrected any part of an education record, which you believe to be inaccurate or misleading. This includes the right to a hearing to present evidence that the record should be changed, if the designated official of the Pennfield Schools decides not to alter the education records according to your request. If no change is made to the educational record after the hearing, you have the right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** Parents and eligible students have the right to prevent disclosure of education records to third parties with certain limited exceptions. FERPA limits the disclosure of education records to those instances when prior written consent has been given to the disclosure, or under the provisions of FERPA which allows disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** Parents and eligible students have the right to file a written complaint with the United States Department of Education concerning the alleged failure of Pennfield Schools to comply with FERPA. Your complaint should be directed to:
Family Policy & Regulations Office
Office of Management
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202
(202) 732-205
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Pennfield Dunlap Elementary
8465 Pennfield Road
Battle Creek, MI 49017
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Pennfield Schools has designed the following personally identifiable information contained in a student's educational record as "directory information": Student name, address, telephone listing, date and place of birth, honors and awards, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, most recent previous school attended. Of course, the Board of Education may choose to alter this list at any time. Until you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information that it has designated as directory information. Upon such objections, this information will not be released without the prior consent of the parent or eligible student.
7. **FERPA:** FERPA also concerns marketing surveys and other areas

of student privacy, parental access to information, and the administration of certain physical examinations to minors. The general notification must indicate that PPRA applies to surveys that contain questions about one or more of the eight protected areas listed. The notification must explain that for surveys that contain questions about one or more of the eight protected areas and that are funded in whole or in part by Department funds, the LEA must obtain prior written consent from parents before students are required to submit to the survey.

- political affiliations or beliefs of the student or the student’s parent
- mental or psychological problems of the student or the student’s family
- sex behavior or attitudes
- illegal, anti-social, self-incrimination, or demeaning behavior

- critical appraisals of other individuals with whom respondents have close family relationships
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- religious practices, affiliations, or beliefs of the student or student’s parent or
- income (other than that required by law to determine eligibility for participation in a program of for receiving financial assistance under such program)

The general notification must also indicate that, for surveys that contain questions from one or more of the eight protected areas but are not funded in whole or part by Department funds, the LEA will notify the parent, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when it will administer the survey(s) and provide an opportunity for the parent to opt his or her child out of participating.

In addition, LEAs must notify parents that they have the right to review, upon request, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, and any instructional material used as part of the educational curriculum for the student.

8. You have two weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student that you refuse to permit the district to designate as directory information. Your objections should be addressed to:

Pennfield Schools
8587 Pennfield Road
Battle Creek, MI 49017