DISTRICT MISSION STATEMENT

“The Fremont Public Schools will provide a student centered, learning focused, environment for all students so they may become world ready.”

WHAT’S IN A LOGO?

The Fremont Public School’s district logo represents both the district’s mission and strategic focus. The figure in the globe represents students inspire by education (textbook in hand), striving to become lifelong learners and responsible citizens (reaching for the star), in order to become world ready.

DISTRICT SCHOOL IMPROVEMENT GOALS:

• Fremont Public Schools’ students will improve achievement in all core academic areas.
• Fremont Public Schools’ students will be provided a caring and safe educational environment.
• Fremont Public Schools’ students will be provided a challenging curriculum and meaningful learning opportunities.
• The education of all Fremont Public Schools’ students will be enhanced through the integration of technology in the classroom.

DISTRICT CORE VALUES:

We believe:

• Schools exist for the benefit of all students
• All students have a capacity to learn
• Students learn and exhibit intelligence in many ways
• Students learn best in a caring, safe and orderly environment
• Learning is life long and is the cooperative responsibility of students, staff, parents and community
• Learning is enhanced when decisions are based on quality research and best practice for all students
• Learning is enhanced when instruction is based on quality research and best practice information with the focus on what is best for all students
• Quality schools are a strength of the community

DISTRICT COMMITMENT:

• To build a strong academic foundation for all learners
• To provide a rigorous, comprehensive curriculum which will intellectually challenge all learners
• To encourage the development of strong personal character and moral maturity for all students
• To assist in the development of career maturity to ensure post-secondary success for all students

The Fremont Public School District does not discriminate on the basis of race, color, nationality, origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Ken Haggart, Superintendent, 450 W. Pine Street, Fremont, MI 49412, (231) 924-2350.
The Fremont Board of Education meets regularly at 7:00 p.m. on the second and fourth Monday of each month at the administration offices located in Pine Street Primary Center, 450 E. Pine St. When a special meeting is called or when there is a change of meeting date or location the information will be posted at the administration offices and the district website at least 18 hours before the meeting.

Fremont Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability.
MISSION STATEMENT

The staff at Daisy Brook Elementary School believes that all students will learn. In partnership with parents, students and the community, we will guide students to develop essential skills for becoming healthy, responsible, and productive citizens. The staff will continually monitor student performance and will foster growth in knowledge, the fine arts, responsibility, physical/social/emotional behaviors, and positive attitudes.

WELCOME TO DAISY BROOK ELEMENTARY SCHOOL

As we begin this new school year there are so many wonderful reasons to be excited. First, there are a few new faces among the staff—mine included. It’s my great pleasure to be working with the many staffs here at Daisy Brook who are all as professionally invested in your child’s overall well-being as they are dedicated to the educational achievement of each student. Second, every classroom is equipped with the latest in audio and video technologies— including new computers and interactive smart boards— in order to provide every student with the most comprehensive learning environment available. Finally, the Elementary Parent Teacher Organization (PTO) will be a presence within the building when they meet here the third Monday of every month.

The staffs and I are also dedicated to good character development and stress these Six Pillar characteristics: Caring, Citizenship, Fairness, Respect, Responsibility and Trust, in the daily operation of Daisy Brook School. As a whole we believe that our mutual goal and responsibility is to develop students of good character who are responsible citizens and life-long learners. Students will develop these abilities as the result of parents, teachers and students working together in a positive, mutually respectful, working relationship. A popular saying, meant to encourage Daisy Brook students to take responsibility for their own behavior and learning is, “If it is meant to be, it is up to me.”

You can support your child’s learning and enhance their academic progress by being actively involved. There is plenty of research that indicates parent support is the number one indicator for student success. We all get busy with jobs and family responsibilities but please show your child you care by making time to talk with her or him daily about what happened at school during the day. If you can, make it a regular part of your routine. Another way to get involved is to join the PTO (Elementary Parent Teacher Organization); they meet here the third Monday of every month.

With the many advances in educational requirements and instructional strategies you may find yourself in need of support as you try to complete projects and assignments with your child. Don’t hesitate to phone or email your child’s teacher or principal.
We each have an internet mailbox as well as a telephone extension we can be reached by. My email address is bcassiday@fremont.net; you only need to know the first initial and last name of the teacher to be able to contact him or her – with the exception of Mr. Mike Lynch, whose email is milynch@fremont.net. Whether you have concerns or compliments we’d appreciate hearing from you so leaving a brief, detailed, message is helpful and will be sure to get a response.

This handbook has been prepared to give you information concerning the philosophies, policies, and procedures under which Daisy Brook Elementary operates. All information in this handbook will be shared with students in their classrooms. We request that you read the handbook and discuss it with your child. Doing this will send the message that home and school have the same expectations and help assure that positive and healthy academic and social/emotional progress is made during the school year.

On behalf of the entire Daisy Brook staff I want to extend to you a warm welcome to Daisy Brook School and to a great new learning experience.

Sincerely,

Bob Cassiday
Principal
Daisy Brook School
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SCHOOL DAY SCHEDULE

The daily school day schedule is distributed through a separate school newsletter at the beginning of the school year.

Any changes in this daily schedule over the course of the school year will be communicated to parent(s)/guardian(s) through a newsletter/bulletin and announced to students.

STUDENT SAFETY / BUILDING SECURITY

At Daisy Brook, many efforts and precautions are taken to provide a safe and caring learning environment for all students and staff. All supervisory personnel have two-way radios in their possession before, during and after school. This permits immediate contact with the school office and outside agencies in the event of an emergency.

During the school day, all entrances except for the main front entry are locked. All parent(s)/guardian(s), as well as other volunteers and visitors, must report to the office immediately upon entering the building and register their presence. All visitors needing one will receive and **must** wear an identification tag to move about on school grounds. **Visitors choosing not to register will be asked to leave school grounds.** Visitors who desire to meet with a staff member or visit anywhere on school grounds **must have** a pre-arranged appointment. Guests who arrive without an appointment may find the staff member unavailable. Visitors must remain in the office area until the staff member can meet with them. **For further information on school visits, please see Policy 9400 in the FPS Policy manual.**

Additional information and/or directions regarding your visitation request will be given at the time of registering in the office. **Due to liability restrictions, students not enrolled in Fremont Public Schools may not visit classrooms unless prior permission is granted by the principal and s/he is accompanied by an adult.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT / DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parent(s)/guardian(s) certain rights with respect to their child's educational records. These include rights to review, copy, and request amendments to their child's educational records; the right to prohibit the release of directory information concerning their child (refer to Directory Information that follows); and the right to file a complaint for alleged failures by Fremont Public Schools to comply with the requirements of FERPA.

The Fremont Public Schools Request for Student Information Policy specifically outlines the procedures required for a parent(s)/guardian(s) exercising these rights. This complete policy may be reviewed at the Administration Building or at any of the schools.

DIRECTORY INFORMATION

Directory Information may be published by Fremont Public Schools in school yearbooks, school information sheets, school newsletters, school bulletins, school athletic programs or other materials released to public sources. Fremont Public Schools has identified the following as Directory Information:

- Student name and address and grade level.
Directory information may be kept by various means - including, but not limited to, written or printed documents, audio or video tape, computer database, digital means, microfilm and microfiche.

This information will, as a general rule, be released by the school district without prior consent from the parent(s)/guardian(s). The purpose of this notice is to inform parent(s)/guardian(s) in the school district of that information which is considered Directory Information and to provide the parent(s)/guardian(s) the opportunity to object to the release of that information. If a parent(s)/guardian(s) objects to the inclusion of specific information, Fremont Public Schools will honor the objection and will not release the information without written consent of the parent(s)/guardian(s).

If you wish to request that specific information about your student be withheld, please contact the principal of your student’s school in writing annually within two (2) weeks of the beginning of school (or within two (2) weeks of initial enrollment, if your student is enrolled after the beginning of school). The principal’s office will, in turn, notify the district’s administrative offices.

If you have any questions, please call the Daisy Brook office (924-4380) or Mr. Ken Haggart, Superintendent for Fremont Public Schools (924-2350).

**ABSENCES / TARDIES**

On time and regular school attendance is extremely important to your child's education. For elementary aged children, much of this responsibility must lie with the parent(s)/guardian(s) to assure that a child's absences are justified.

**When a child is absent, we request that absence be documented by a phone call to the school prior to the end of the school day explaining the nature of the absence.** This is a precaution to make sure we can account for all our students during each school day.

If it is known in advance that a child will be absent from school, please let the school know ahead of time so we can help your child prepare for his/her absence. 924-4380 will connect you directly to the Office telephone. Or you may email Mrs. Stacey Church, our Office Secretary, at schurch@fremont.net

Likewise, we expect our students to be to school on time. Students are to report to their classrooms by the starting time for the instructional day. If your child arrives to school after the scheduled starting time, he/she must report directly to the office for a tardy slip.

In an effort to more fairly and consistently determine when a child is present and/or when a child is absent on days when he/she is only present for a portion of the morning and/or afternoon, the following guidelines are used:

**Morning:**

- Not present at the start of the morning, but arrives before 9:45 a.m. and remains for the remainder of the morning - Recorded as **TARDY** (not absent) for the morning.
- Arrives after 9:45 a.m. - Recorded as **ABSENT** for the morning.
- Present at the start of the morning, but leaves before 9:45 a.m. and doesn’t return for the remainder of the morning - Recorded as **ABSENT** for the morning.
Afternoon:

■ Not present at the start of the afternoon, but arrives before 1:45 p.m. and remains for the remainder of the afternoon - Recorded as TARDY (not absent) for the afternoon.
■ Arrives after 1:45 p.m. - Recorded as ABSENT for the afternoon.
■ Present at the start of the afternoon, but leaves before 1:45 p.m. and doesn’t return for the remainder of the afternoon - Recorded as ABSENT for the afternoon.
■ Present at the start of the afternoon, but leaves before 3:05 p.m. dismissal time - Recorded as ABSENT for the afternoon.
■ Excessive absences, noticeable attendance/absent patterns, frequent unexcused absences and/or tardies will result in a contact with parent(s)/guardian(s) and/or a referral to the Newaygo County Police School Liaison Office.
■ Perfect Attendance Certificates will be awarded to students not missing any school at the end of each semester, and for the entire school year. An Excellent Attendance Certificate will be awarded to students at the end of the 1st semester and 2nd semester who have not missed more than two days of school per semester.

Truancy

1st offense - after 4 documented absences parent(s)/guardian(s) will receive a request to verify reasons for students’ absences/tardiness if one hasn’t already been provided.
2nd offense - after 8 documented absences a referral will be sent to the Newaygo County Office of School Liaison and Truancy and parent(s)/guardian(s) will receive a phone call/personal visit seeking ways the family can be supported to improve attendance.
3rd offense - after 10 documented absences a student will be considered truant and the Newaygo County Office of School Liaison and Truancy will be notified that the parent(s)/guardian(s) may be guilty of a misdemeanor as described by the Revised School Code is [MCL 380.1571- 380.1599].

➢ Truant students may become ineligible for receiving educational/behavioral supports; may be retained in their current grade level; and their families may become ineligible to receive financial assistance.
TEXTBOOKS / WORKBOOKS / LIBRARY MATERIAL / CALCULATORS / OTHER SCHOOL PROPERTY

Textbooks and some consumable workbooks are issued to students at the beginning of the year and during the year as required. We do not collect a book fee or deposit for these materials.

Students are expected to treat all textual material with care. Unnecessary wear, damage or loss of a school issued textbook will result in a charge to parent(s)/guardian(s). Loss of a consumable workbook or damage beyond the point of the workbook being usable will also result in a charge to parent(s)/guardian(s). The principal will notify the parent(s)/guardian(s) in writing of the charge being assessed for damaged materials and/or the replacement cost of lost materials or materials damaged to the point of no longer being usable.

Scientific calculators are used in conjunction with our mathematics curriculum. We encourage each student to purchase his/her own scientific calculator. These calculators may be purchased directly through the school at the school's cost or through a retail store if you choose. If purchased through a retail store, we recommend the Texas Instruments TI-15, as this is the calculator recommended to be used with the math curriculum and the type of calculator made available through the school. Specific information on ordering calculators through the school is sent home at the beginning of the school year.

Scientific calculators will be issued to students who do not purchase one. The replacement cost for a lost or damaged calculator issued for student use at school will be expected. Parent(s)/guardian(s) will be notified if this becomes necessary.

Other non-consumable school property like scissors, rulers, etc., will be issued to students when and if needed. Students issued these types of materials are also responsible for its return. The principal or classroom teacher will notify the parent(s)/guardian(s) of any charges for damaged and/or lost material of this type.

If materials/books that were lost or damaged and paid for are later found, reimbursement will be made if the materials/books are returned in usable condition.

HEALTH RELATED INFORMATION

Special Medical Needs
Please send updated information on any new or existing medical conditions (allergies, etc.) that your child may be experiencing. Health plans will be developed as necessary and a doctor’s note may be required. Information will be shared with appropriate personnel such as your child’s classroom teacher(s), physical education teacher, office and playground aides, and bus driver. This information will help everyone work with your child to minimize unnecessary restrictions and possible absenteeism.

Emergency Information
Please keep the school posted of all current phone numbers (home, cell, and work). If you do not have a phone, it is very important that you give us the phone number of someone who could reach you in case of an accident or if your child becomes ill at school. Please provide more than one phone number. This is very important in case of an emergency. If a telephone number is changed or disconnected, please update your information at school. Providing an email address that enables you to be contacted quickly in case of an emergency would also be appreciated.
Food Allergies
Some students are allergic to foods as well as ingredients in processed foods. The Daisy Brook staff is aware of the dangers these children face and take seriously their roles in prevention and response to food related emergencies. Training occurs twice each school year and includes medication dispensing, anaphylaxis awareness, use of Epi-pens, and emergency response procedures. Children with severe food allergies are identified and known among staff members and their general health is observed daily. The physical school environment is monitored to reduce health risks. Support staff and the principal carry 2-way radios for rapid communication throughout the school day. Parents are encouraged to provide non-food items to celebrate birthdays and other special events. Food items are not allowed in any large group areas such as the gym, hallways, or playground. There is a special table set aside in the cafeteria for students with nut allergies to dine with friends under the direct supervision of staff. When the need arises a grade specific classroom is designated for nut allergy children and mandatory procedures are implemented throughout the school year. Processes and procedures are reviewed and updated often.

Allergy/Asthma medication
If your child needs to carry an inhaler/Epipen at school, the policy must be followed as the law dictates. There will be no exceptions. Students with an inhaler/Epipen who have not met the criteria will have their inhaler/Epipen confiscated and parents will be notified. Parents are encouraged to keep an extra inhaler/Epipen at school in the office or health room in case of an emergency. If you have any questions, please contact your building principal or the school nurse.

A student may possess and self-administer an inhaler/Epipen for the prevention and/or relief of asthma/allergy symptoms if the following conditions are met:
1. There is written approval from the student’s physician or other health care provider and the student’s parent(s)/guardian(s) to possess the inhaler/Epipen; and
2. The building administration has received a copy of the written approvals from the physician and the guardian.

The school district or a school district employee is not liable for damages if an employee prohibits the use of an inhaler/Epipen by a student if it is the employee’s “reasonable belief” formed after a reasonable and ordinary inquiry that the above conditions have not been met.

Other Medications
If possible, parents are advised to give medications at home and on a schedule rather than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed. School policy states that any medication that needs to be taken at school must be brought to school, by a parent/guardian, in its original container with the appropriate label intact and the parent’s signature on a medication consent form, where it will be dispensed by a person trained to do so. The physician must also sign the medication consent form if the medication requires a prescription. The school will not have Tylenol, Advil or aspirin to dispense for any reason. Medication permission slips are available from the front office.

Health Screenings
The Newaygo County Health Department assists Fremont students by conducting vision and hearing screenings at school. The purpose of the screening program is to aid in the early detection and resolution of any problems
that could affect growth or the learning process. Screenings are not meant to diagnose. The health department will contact parents if there is a need for follow up at a free clinic or doctor’s office. Results of the screenings are posted on the individual health cards at school. Vision screening involves grade 5; hearing involves grade 4. Referrals for additional screenings at any grade level by parents, students, or staff can be made to the school nurse.

Head Lice
Head lice infestation is a continuing problem among school age children in Michigan. Head lice do not carry disease nor does their presence mean your child is dirty. However, they are an annoyance and are spread easily. Please periodically check your child’s head carefully and, if any head lice are found, treat your child and any other infested family members before your child returns to school. Remember too, that anything near the child’s head (bedding, clothes, hair items, stuffed animals, furniture, etc.) must also be treated immediately. It is critical that you not only kill the lice with a lice-killing shampoo but also remove all the eggs (nits). Although treatment shampoos provide a nit comb, they are not always 100% effective. Nits are literally glued to the hair and can be difficult to remove.

If eggs remain in the hair, re-infestation may occur. Fremont Public Schools has a “No Nit Policy” which means that children are not allowed to return until their hair is nit free. Parents must accompany their child back to school after treatment. Please continue to check heads every day for 2-3 weeks to make sure the lice are gone. Regular checking is the best prevention. If you discover your child or a family member has head lice, please notify us as soon as possible at 924-4380.

If you have any questions on how to check for head lice, treatments, or environment controls, please feel free to call the office at 924-4380, or contact the District Health Dept. at 689-7300.

Immunizations
Any student new to the school system, according to state law, must show proof of immunizations and be current by today’s standards to remain in school. Records are reviewed on admission and parents are notified of updates needed. Any questions can be directed to the school nurse.

When to Keep Children Home
State regulations indicate that superintendents, principals, school nurses, and teachers shall exclude from school any child suspected of having a communicable disease. Your child needs to be kept home when ill to avoid the spread of illness. In order to prevent the spread of illness among students, there is a 24 hour waiting period after a fever or a vomiting experience is discovered; whether that is discovered at home or at school. Headaches, runny nose, difficulty breathing, sore throat, coughing, a rise in body temperature, vomiting, a skin eruption or an unusual flush or paleness should lead you to suspect illness in your child. Children must be vomit free and have normal temperatures for 24 hours before returning to school.

Cooperating with School Board, Health Department, and school procedures will prevent exposure that may occur in the school, on the bus, or on the school grounds by keeping your child at home if he/she shows signs of illness. Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Please send a note when your child returns explaining the reason for the absence.
HOMEWORK DUE TO ILLNESS

If you request schoolwork on days when your child is absent, please call by 8:30 a.m. so the teacher has time to prepare your child's assignments. These assignments may be picked-up between 3:30 - 4:00 p.m. that day unless other arrangements are agreed to between you and the teacher. Requests received after 12:00 p.m. may have to wait until the following day to be picked-up, unless arrangements are worked out between you and the classroom teacher. Kindly support the teacher's efforts by picking-up the requested assignments and having the work completed and returned when your child returns to school.

If possible, please indicate how long you anticipate your child will be absent, rather than calling each day for new assignments. This is helpful in the teacher's planning.

SCHOOL DISMISSAL

The end of the school day is a busy time as we have many students going in many different directions. We also recognize the convenience of picking your child up from school rather than having him/her walk or ride the bus home. Any changes in the normal daily routine for your child going home need to be made in advance by making sure your child is aware of the change, notifying the classroom teacher, either by phone or by email, or notifying the office. We will be happy to get a message to your child as long as you notify the school prior to 2:15, because telephones and emails may not be answered after 2:15. However, we would appreciate you not requesting your child's dismissal prior to the regularly scheduled dismissal time. Thank you for your cooperation with these procedures, and, thereby, avoiding the disruption of classrooms at the end of the school day.

After-school supervisory arrangements for your child that follow a regular pattern, but vary from day to day, need to be registered in writing to the office. Students will not be allowed to use the telephone at the end of the day to make arrangements for after school events and/or other activities.

BICYCLES / SKATEBOARDS / ROLLER SKATES / ROLLER BLADES

Students are permitted to ride bicycles to school. We encourage parent(s)/guardian(s) to discuss bicycle safety with their child/children on a regular basis. Bicycles are to be parked in the bicycle racks as soon as students arrive at school and are not to be ridden around the playground or building. For security reasons, we recommend the use of bicycle locks. If a student abuses either safety rules or school rules pertaining to bicycle riding, he/she may lose the privilege of riding a bike to school.

Skateboards, heelies (shoes with wheels in the heels), and roller skates/roller blades are not permitted at school without prior approval from the principal.

SCHOOL VISITS / CONFERENCES / PERSONAL STUDENT CONTACT

We encourage you to visit Daisy Brook during the school day. We are proud of the educational programs and opportunities offered to students during the school day. It is appreciated, however, that when you are planning a classroom visit or need a conference with a teacher, that you notify the appropriate staff person ahead of time to avoid scheduling conflicts.
FPS School Board Policy 9410 adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.

2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing (or by telephone or email) to the Principal no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.

3. The Principal or designated representative shall accompany the parent(s)/guardian(s) on the visit if the principal feels it necessary or if the parent(s)/guardian(s) so desire(s).

4. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, badges, passes, escorts, etc. To maintain the integrity of the learning environment observational visits are limited to 15-20 minutes.

**EMERGENCY PROCEDURES**

Procedures for responding to various emergency situations are established to insure the safety and well-being of all students, staff, and others present within the building.

Additionally, the following information is shared:

- Fire, Tornado, Evacuation, and Lock-Down drills are conducted periodically throughout the school year.
- Students are expected to follow the established procedures.

**Tornado Watch:**

- A Tornado Watch issued by the National Weather Bureau means that a tornado may develop. No tornado exists, but weather conditions favor tornado development. During a tornado watch, a parent(s)/guardian(s) may use their judgment as to whether to send their child to school or to pick their child up from school. We request that you do not call our office during a Tornado Watch, as telephone lines need to remain open for emergency communications.

**SCHOOL CLOSINGS / EARLY DISMISSAL /DELAYED STARTING TIME / BUS DELAYS**

From time to time, the normal daily school schedule may be interrupted for a variety of reasons, i.e., fog, power failure, mechanical failure, snow, etc. The decision to alter the normal daily schedule is always a difficult one to make and is made by the Superintendent after consulting with the Director of Transportation. The most important factor that is considered is the safety of students and employees.

On days when you think school may be closed or have a delayed starting time, please DO NOT CALL THE SCHOOL. You may call the School Closing Hot-Line at 924-7317 or listen to one of the following stations:

**TELEVISION**

- WZZM - Channel 13
- WOOD - Channel 8
- WWMT - Channel 3
- WWTV - Channel 9/10

**RADIO**
WOOD 105.7 FM or 1300 AM WMUS 107 FM WLAV 96.9 FM WGRD 97.9 FM

Additional television and radio stations announcing school closings and/or starting time delays will also be included in one of Daisy Brook’s fall newsletters.

Once children are in school, Fremont Public Schools will rarely close the buildings and dismiss early. Too many young children could be going home to an empty or locked house.

Please do not call the school to inquire about school closings, delayed starts or early dismissal. We have a limited number of phone lines and they may be needed for emergency calls. Please tune in to one of the television or radio stations listed above or call the School Closing Hot-Line.

SPECIAL NOTE: If at any time, parent(s)/guardian(s) believe conditions are not safe for their child/children, they may keep them home or pick them up from school if conditions deteriorate while school is in session.

DELAYED STARTS

When a delayed starting time is necessary, the School Closing Hot-Line and the radio and TV stations already listed will announce either a one-hour delay or a two-hour delay. For a one-hour delay, school will begin one hour after the normal starting time {8:55 rather than 7:55}. For a two-hour delay, school will begin two hours after the normal starting time {9:55 rather than 7:55}. Students who normally ride a bus to school need to be at their regular pick-up location either one hour or two hours later than their normal pick-up time, depending on whether the school delay is announced as a one-hour or two-hour delay. Breakfast will be available on days when the normal school starting time is delayed.

RECESS / LUNCH PERIODS

There are scheduled recess and lunch periods during the school day.

Students are expected to go outside during recess times or remain in their classroom with their teacher's permission or at their teacher's request. During inclement weather, or when temperatures are too cold or too hot for safely playing outdoors, students are expected to participate in appropriate activities within their classroom.

Teachers and/or teacher assistants supervise recesses and lunch times. During the lunch times students are expected to eat and socialize appropriately. During recesses all students are expected to dress appropriately for weather conditions and to play outside. Students may stay in the classroom with their teacher's permission or at their teacher's request. Students going to the classroom are to be involved in an approved activity, and are to make this decision at the start of their noon recess time. Approved activities are announced to students at the beginning of the school year and posted within each classroom and the library. Students not using the classroom in an appropriate way during recess time may be denied its use during this time. Parent(s)/guardian(s) will be notified if this measure becomes necessary.

Because recess and noon-hour is a "break" in the normal student day, it is an important time for not only being with friends and applying social/human development skills; but also a time for students to "burn-up" some of the excess energy that has accumulated and increase circulation to the brain and other parts of the body. Students are therefore encouraged to go outside every day during their recess times.
During the winter months, the following outside temperature, with wind chill factor taken into account, will determine whether children will be permitted outside:

- 10° F and above: Outside the entire recess
- 0° - 9°: Outside for 15 minutes
- Below 0°: Inside the entire recess

If your child is not to go outside for recess, we will honor a parent(s)/guardian(s)'s request for a maximum of two days when there is a valid reason. Requests beyond two days will require a physician's statement.

SCHOOL ARRIVAL TIME / MORNING ENTRY TO BUILDING

Prior to the front doors of the school being unlocked at 7:30 supervision of students is the responsibility of individual parents. Students will be admitted into the building after 7:30 when staff supervision is available. Students who normally walk, ride bikes or are driven to school are discouraged from arriving prior to 7:55 a.m., unless they will be eating breakfast at school, in which case their arrival should not be before 7:30 a.m. All students must report to their classroom at the scheduled start of the school day.

Students entering the building prior to the scheduled start of the school day are permitted to go to the cafeteria if they are eating breakfast (breakfast will be served until approximately 7:50 a.m.), to the playground/gym depending on the weather, or to their classroom if permission is granted by their teacher.

Students may also choose to remain outside and play unless the weather or winter temperatures (with wind chill factor considered) make it necessary for students to be inside.

During the winter months, please make sure your child leaves for school in the morning dressed properly for the weather and temperature conditions that come with Michigan winters. The following temperature ranges will be used in determining whether students will be inside or outside before school:

- 10° F and above: Students who choose to be outside must remain outside until the morning entry bell rings.
- Below 10° F: All students must enter the building and assemble in the gym following the arrival of the first bus and as subsequent buses arrive. Students who are driven to school by parents and those who walk must enter at the time of their arrival, or after 7:30.

Students are to engage in appropriate activities for the location chosen. Students reported as being uncooperative and/or interfering with the rights of others during this time will be handled in accordance with our discipline policy.

ELEMENTARY PARENT GROUP & SCHOOL VOLUNTEERS

Fremont Public School’s elementary schools are fortunate to have an active parent and community volunteer organization. This organization supports Daisy Brook and the other schools through a number of annually sponsored fund raising activities along with other projects and activities that benefit children. Because many of these projects require volunteer support, the Elementary Parent Teacher Organization (PTO) graciously serve as coordinators.

The PTO meets monthly to address various topics and activities. Any interested parent(s)/guardian(s) or
community volunteers are encouraged to attend these monthly meetings. Meeting dates and times are issued to parent(s)/guardian(s) at the beginning of the school year, and are included in the regularly published Daisy Brook newsletter.

If you are interested in being involved in this organization or in the capacity of a volunteer, please contact the PTO by email at elpto@fremont.net, on Facebook, or by calling the Daisy Brook office. We will be more than happy to pass along a message so one of the members can contact you.

**STUDENT BEHAVIOR / DISCIPLINE**

**Student Behavior Expectations**

As a total school staff, we strive to create and reinforce positive student behavior and treatment toward others by modeling and emphasizing the important human character skills of respect, responsibility, caring, trustworthiness, fairness, and citizenship - which collectively make-up our Character Counts program. Our goal is for all students to have a healthy self-concept and acquire the ability to exercise self-discipline and self-control by using good decision-making skills.

Students attending Daisy Brook are expected to behave in an appropriate manner on the way to school, while at school and on the way home from school. Good citizenship is treating all people with courtesy and respect - recognizing not only the rights and privileges of others, but also respecting the personal property of the school and others.

We expect that students come to school with a positive attitude; dressed appropriately; meet standards of health and cleanliness; be honest, courteous and moral; use only acceptable language, and refrain from the use of profanity through either gestures or words.

Students assume responsibility for their behavior through the choices they make. Discipline is not so much to punish, as it is to correct misbehavior with the ultimate goal being better decision making by the child if a similar situation may arise in the future.

In summary, the behavior expectations for Daisy Brook students will all fit within one of the following three rules:

- Students are to respect the rights of others at all times, which include the rights for ALL STUDENTS TO LEARN and ALL TEACHERS TO TEACH.

- Students are to engage themselves in activities that will not endanger themselves or others.

- Students are to respect all school property, the school building, the equipment and materials within the building, and the personal property of staff and other students.

Obviously, no handbook can list every rule or misbehavior that may be detrimental to students or the learning environment. Therefore, offenses not listed, but deemed inappropriate for the school environment, are subject to discipline at the discretion of the building principal and the approval of the Board of Education.
The building principal may also increase or decrease the stated consequences when such a deviation is for the safety and welfare of the specific student, and/or staff and other students; to more closely align a consequence to the behavior being reported; or as the result of the severity or frequency of the behavior being reported about a specific student.

These Student Behavior Expectations and the Discipline Procedures that follow are explained to all students through an assembly at the beginning of the school year and reviewed again by teachers within the classroom.

Discipline Procedures

Our goal as a staff is to work cooperatively in creating a caring and safe environment that maintains consistency and orderliness, so as to maximize the opportunity for all students to learn and feel safe and secure while at school.

In the “common areas” of the school building (i.e. hallways, bathrooms, playground, and cafeteria), Daisy Brook staff has adopted discipline procedures modeled after 1,2,3 Magic, an approach to managing children and students’ behavior developed by Dr. Thomas W. Phelan. Students needing to be addressed for behavior that is not appropriate to the school setting will be informed of the inappropriate behavior and will be asked to stop or correct their behavior. If the student complies with this request no additional disciplinary action will likely be necessary and that will be considered a first warning. If the student chooses not to comply with the request he/she will be given a second warning and a reminder of the possible consequences. If the student still chooses not to cooperate and a third warning becomes necessary the student will be assigned to a “Time-Out” in a designated location for 10 minutes. Classroom teachers will maintain a record of students who have been assigned a “Time-Out”. Parent(s)/guardian(s) will normally not be notified of “Time-Out” assignments, unless such disciplinary action becomes frequent or notification is determined necessary by the classroom teacher.

Examples of behaviors that may be addressed as described above include:

- Running and/or excessive noise in the hallways
- Playground infractions
- Excessive noise/horseplay in the bathroom
- Inappropriate cafeteria behavior – such as throwing food and/or drinks

Students who act in a disrespectful manner that intentionally hurts the feelings of the student/s on the receiving end will result in the offending student receiving discipline that may include losing school privileges that include loss of recesses, loss of field trip opportunities, and may include a bullying investigation. The primary types of disrespectful behaviors being addressed here are teasing and put-down remarks/comments that include, but are not limited to, racial slurs, name-calling, swearing, and bullying. The staff member observing the behavior and/or hearing the degrading remark will discuss the inappropriateness of the behavior and/or remark with the offending student/s and, if warranted, record the event on the Daisy Brook Major Offense Behavior Report. Staff and parent(s)/guardian(s) will receive a copy of the Report so that the misbehavior(s) can be addressed as a collaborative learning opportunity both at home and at school. If the event is severe enough parent(s)/guardian(s) may be informed either through a phone call or an email.

Behaviors of a more severe nature will result in an immediate in-school suspension for the remainder of the
school day. Parents will be notified if this action becomes necessary by a phone call or email, if at all possible, and a note sent home with the student that needs to be signed by the parent and returned to school the next day.

Behaviors resulting in an immediate-in-school suspension include:

■ Disrespectfulness directed toward a staff member. This will include, but not be limited to, profanity directed at a staff member;
■ Repeated refusal to follow reasonable staff directives
■ Refusal to accept an assigned “Time-Out”.

Behaviors resulting in an immediate-out-of-school suspension include:

■ Hitting or threatening to hit a staff member or student;
■ An oral threat to harm a staff member or student;
■ Physical fighting between two or more students with obvious intent to do physical harm;
■ Physical behavior that is unsafe for the student(s) engaged in it, as well as to other students and/or staff
■ Assignments to frequent “Time-Outs” within a single school day.

Behaviors or situations not already addressed will be handled by the building principal in cooperation with the staff member making the report. Every effort will be made to notify parent(s)/guardian(s) immediately. These behaviors are identified as follows and will result in the consequences stated. The stated consequences are accumulative throughout the school year.

School property that is intentionally damaged or destroyed will result in a parent(s)/guardian(s) contact to arrange a means for financial restitution or replacement.

**Bullying**

Section MCL 380.1310B(8)(b)(iii)-(iv) of the Revised School Code Act 451 of 1976, PA 241 of 2011, which became effective Dec. 6, 2011 states that Bullying is…“Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following… (i){Substantially interfering with educational opportunities} (ii){Adversely affecting educational programs or activities} (iii){having a detrimental effect on a pupil’s physical or mental health} (iv) {Causing substantial disruption to the orderly operation of the school}.”

The Board of Education for Fremont Public Schools, in compliance with Michigan law, has adopted policy 8260 regarding student/s treating another/other student/s in such a way as to be considered bullying. Policy 8260, which is included in the FPS Policy manual and available for review on the district website at [www.fremont.net](http://www.fremont.net), describes what bullying is and is not, as well as providing procedural details for the investigation and reporting of bullying incidents.

All behaviors listed below may, upon investigation, fall into the bullying category and require staff to report to legal and lawful authorities.

Possession/Use or Transfer of any Weapon or Instrument capable of inflicting bodily injury will result in an immediate in-school suspension, followed by a minimum of a 3-day out-of-school suspension and a parent(s)/guardian(s) conference if the weapon or instrument is used in a threatening way. Possession/use of any
weapons may also result in additional action in accordance with the School Code of the State of Michigan (Weapons Free School Zone Policy.) These statutes state that a student shall be expelled from attending school within the resident district (Fremont Public Schools), unless the student is able to establish his/her reason for possessing the weapon in line with the provisions stated within this School Code. Additionally, stated guidelines will be followed in the event of a student being expelled.

Oral Threats made by a student to another student, threatening the safety or well-being of a student, will result in an immediate in-school suspension and possible out-of-school suspension depending on the severity and intent of the oral threat made. A referral to law enforcement may also be made along with a parent(s)/guardian(s) conference, which would likely include law enforcement representation.

Possession/Use of Laser Pointer will result in the laser pointer being taken from the student. Return of the laser pointer will be contingent upon a conference with the student’s parent(s)/guardian(s). A laser pointer being shined at another individual will result in an immediate in-school suspension, with the possibility of an out-of-school suspension. A conference with the student’s parent(s)/guardian(s) will be required prior to the student being readmitted.

Smoking/Use of Tobacco Products
1. 1st Offense - One day in-school suspension and parent(s)/guardian(s) conference and referral to local law enforcement in compliance with Senate Bill #459 entitled the “Tobacco Free School Law”.
2. 2nd Offense and All Additional Offenses - Three day out-of-school suspension and an additional referral to local law enforcement.

Possession of Tobacco Products
1. 1st Offense - Notification to parent(s)/guardian(s) and referral to local law enforcement.
2. 2nd Offense and All Additional Offenses – One day out-of-school suspension and an additional referral to local law enforcement.

Possession/Use or Transfer of Alcohol/Drugs or Drug Look Alikes
1st Offense and All Additional Offenses - Three day out-of-school suspension, parent(s)/guardian(s) conference and referral to local law enforcement.

Stealing will result is a parent(s)/guardian(s) contact to arrange for the return and/or remuneration or replacement of the stolen property, and, depending on the severity or frequency, a possible referral to appropriate law enforcement officials.

Public Display of Affection
1. 1st Offense - Conference with principal and notification to parent(s)/guardian(s)
2. 2nd Offense - Conference with principal and parent(s)/guardian(s)
Sexual Harassment of Students

The Fremont Public Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal it is disruptive to the educational process and interferes with this district's commitment to provide a stable learning environment to its students. All students, district staff, and volunteers are expected to conduct themselves with respect for the dignity of others. The Fremont Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, has adopted Board police which gives notice that sexual harassment of students is wrong and will not be tolerated by the District. This policy prohibits sexual harassment of students by district staff, district volunteers, students or other members of the public at school or school activities.

Any student who believes he/she has been subjected to sexual harassment is encouraged to report his/her concerns directly to the building principal, guidance counselor or other district representative designated to receive such complaints.

Hazing

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited by Fremont Public Schools Board of Education Policy.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that which creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with Parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension for the remainder of the school term
- Long term suspension for the remainder of the school year, i.e.: Longer than one term or semester, but less than a full school year
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District

Technology Rights and Responsibilities

Use of technology at Fremont Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. With access, however, comes responsibility. Each new and/or incoming student (which includes all 4th graders) and their Parent(s)/guardian(s) will be issued a copy of Fremont Public Schools Technology Rights and Responsibilities. The student and their parent(s)/guardian(s) will then need to sign a user’s responsibility form prior to accessing and using technology.
Fremont Public Schools Technology Rights and Responsibilities is as follows: Users working within the guidelines of these Technology Rights and Responsibilities will receive the maximum benefits of the Fremont Public Schools Technologies. Each user of the Fremont Public Schools Technologies shall read the following Rights and Responsibilities, sign the Rights and Responsibility Declaration Form prior to accessing and using the technologies.

Your Technology Rights and Responsibilities:

■ You have the right to use all authorized technology in the facilitation of education.
■ You have the right to access the Internet and other outside resources in the facilitation of education.
■ You have the right to use the following in the facilitation of education: E-Mail, ICZ, FTP, Telnet, Gopher, ListServs, and NewsGroups.
■ You are responsible for your Account and any activity performed under your Account.
■ You are responsible for keeping the network free from viruses or illegal programs.
■ You are responsible for ensuring that no technology is disconnected, relocated or abused in any way.
■ You are responsible for keeping all food and drink away from technology equipment.
■ You are responsible for adhering to the rules of various labs relating to the equipment found within.
■ You are responsible for printing conservation, printing and using only what is necessary.
■ You are responsible for notifying the Technology Department if there are technology problems.
■ You are responsible for preventing all sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school technologies from entering the school.
■ You are responsible for keeping inappropriate printed images from being printed on any printer.
■ You are responsible for adhering to the copyright policy and procedure in the use of technology and in the transmission or copying of text or files on the Internet or from other sources.
■ You are responsible for reporting the illegal use of district technology for private business, for product advertisement, political lobbying, or for making any unauthorized financial commitments or gains.
■ You are responsible for reporting the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate authorized computer systems.

Disciplinary Action Plan:

Users violating any of these Rights and Responsibilities will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused. All School Administrators reserve the right to administer disciplinary action in a discretionary manner.

All students will be disciplined for violating the privileges outlined above. Disciplinary action for computer offenses may include, but not be limited to, the following steps:

■ First Offense - The student will lose all computer privileges for two weeks and a parent(s)/guardian(s) contact will be made. This violation will be recorded in the student’s electronic file.

■ Second Offense - The student will lose all computer privileges for six weeks, be suspended for 3 to 5 days, and be responsible for attending a conference with his/her parent(s)/guardian(s) and a school administrator. This violation will be recorded in the student’s electronic file.

■ Third Offense - The student will lose computer privileges for the remainder of the school year, be
suspended for 10 days, and be responsible for attending a conference with his/her parent(s)/guardian(s) and a school administrator. This violation will be recorded in the student’s electronic file.

Any violation which affects the integrity of the network will result in permanent removal from the network for the remainder of the school year and may result in the filing of criminal charges.

Classroom Behavior

Teachers will establish and post specific rules and behavior expectations for their classrooms, as well as procedures for addressing them. These are made very clear to students at the beginning of the school year along with a written copy made available to parent(s)/guardian(s).

In line with Daisy Brook’s building-wide discipline procedures, and if possible, teachers will report behavior concerns or behavior patterns through a personal parent(s)/guardian(s) contact prior to a formal referral being made to the building principal.

Cafeteria Behavior

An emphasis during the lunch period is to provide a pleasant environment for all students to eat their lunch and to talk with friends while eating.

In the cafeteria, students are expected to remain seated while eating unless permission has been granted for them to leave their seat; to talk at a normal conversational level with friends and other students sitting at their table; to use appropriate table manners while eating; and to dispose of food not eaten and other waste in the appropriate manner. Put-down comments directed at other students or sharing gross or grotesque stories while eating are not permitted. A student is also responsible for cleaning any mess on the table or floor that s/he was responsible for making.

Students who choose not to follow these behavior expectations may be assigned a “Time-Out” by one of the cafeteria supervisors. An assigned “Time-Out” will result in a student spending the remainder of his/her cafeteria time eating lunch in an assigned “Time-Out” area either in or away from the cafeteria. These “Time-Outs” are normally not reported to parent(s)/guardian(s) unless they become frequent, at which point the parent(s)/guardian(s) will be notified. Continued misbehavior may result in “Time-Outs” being assigned for extended periods of time, as well as a loss of cafeteria dining privileges.

Playground Behavior

Specific rules and procedures have been established to assure the safety of all children at play, a respect for school property and the proper use of playground equipment. These rules and procedures are stressed to students at the beginning of the school year and are reviewed periodically throughout the year. These rules are also posted within each classroom.

Searches of Desks, Lockers, and Students

Searches of desks, lockers, and students shall be conducted in accordance with the rules developed by the superintendent. No law enforcement officer may search any desk or locker without a search warrant unless s/he has the consent of the building principal and is accompanied by the principal or designated representative.
School desks and lockers are the property of the district. At no time does the district relinquish its exclusive control of desks and lockers provided for the convenience of students. Periodic general inspections of desks and lockers may be conducted by school authorities for any reason and at any time, without notice, without student consent, and without a search warrant.

In order to protect the health, safety or welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness. All efforts will be made to contact parents if this type of search is deemed necessary.

**DUE PROCESS**

Students and parent(s)/guardian(s) have the right to due process in the case of disciplinary action. The Board of Education's Policy concerning due process and discipline applies to all Fremont students. If the circumstances warrant the due process procedures and penalties adopted by the Board of Education, these procedures and penalties will take precedence over the contents of this book.

**SCHOOL DRESS STANDARDS**

The environment of Daisy Brook School reflects the mission of this school: to provide the best education possible for students. With this goal in mind, students are expected to dress in an appropriate manner. While the school administration realizes that student attire is often a statement of growing independence, it must be remembered that acceptable clothes for school is not the same as might be accepted in an informal or more casual setting. Students are encouraged to use common sense in selecting clothes for school. Clothes that distract others from learning, communicate hatred, is sexually suggestive, celebrates the use of drugs or alcohol, or could result in injury to one’s self or to others is not allowed at Fremont. **If in doubt, ask!**

The following policy governs student dress for school:

1. Student dress and appearance must be clean and neat and must not constitute a health hazard or be disruptive to the educational climate of the school.
2. Skirts, dresses, and shorts must extend to mid-thigh.
3. Hats or hoods of any kind (headbands, ‘doo’ rags, bandanas, rimmed, capped, snug, etc.) cannot be worn in school.
4. Unnatural hair dyes, (orange, pink, blue, red, etc.) as well as spiked hair, are prohibited.
5. Other examples of unacceptable attire include, but are not limited to, the following:
   - excessively or inappropriately ripped jeans or pants; no holes above the knees
   - see-through mesh tops or shirts, or shirts which are low cut
   - clothing or hats which directly or indirectly promote or advertise tobacco or alcohol beverages
   - any attire that is suggestive, contains a negative message, or symbolizes subject matter that is inappropriate for an educational setting, i.e. no “Hooters” shirts
   - clothing that may directly or indirectly be interpreted as gang affiliation. This includes, but is not limited to, baseball caps, bandannas, saggy pants, or anything that would indicate gang identifiers
• bare midriffs
• sagging pants; tights worn as pants {tights worn under a dress or skirt may be acceptable}
• tank-tops (The straps must be a minimum of 2 fingers wide; the opening for the arms must fit snugly against the body.)
• pajama pants or slippers are deemed inappropriate attire
• “Heelys” (shoes with small wheels) and cleats are not to be worn by anyone in the school.
• open-toed shoes/sandals/flip-flops or high heels (high heels may be worn for special programs with prior approval by the supervising teacher or the principal)

Students who choose to violate the dress code will not be permitted to participate in the school day until they are dressed appropriately. They will be given an opportunity to change/find other clothes to wear for the remainder of the day or to go home.

**Winter Dress**

During the winter months students are scheduled to go outside for recess unless temperatures or other conditions prohibit outside play. Students need to be dressed properly for our Michigan winters. While some students may arrive at school without appropriate winter clothing they will still be directed to play outside. It is the responsibility of parents to ensure their student dresses appropriate for the weather.

Shoe boots are practical and warm winter footwear. However, we do not recommend any type of shoe boot being worn inside during the school day, and we do not allow students to be in stocking feet. For general health and safety reasons, please have regular dress or tennis shoes carried daily with your child or have a pair left in their room or locker at school.

**EARLY DISMISSAL FROM SCHOOL**

Students are not released to anyone other than a parent(s)/guardian(s) unless a request is directly received and/or confirmed from a parent(s)/guardian(s) for another individual to pick-up their child. Parent(s)/guardian(s), or another individual confirmed and designated by the parent(s)/guardian(s), are to report to the school office to have their child excused prior to the normal dismissal time. Procedures for releasing the child will then be coordinated through the office.

**MONEY AT SCHOOL**

With the exception of money for lunch, milk, or the school store, we do not recommend that students have money at school. If it is necessary to send money with your child, we recommend placing it in a sealed envelope with your child's name, teacher's name and its purpose stated. Checks are encouraged over cash whenever possible. It is obviously very difficult to confirm ownership of lost or stolen money.

**BREAKFAST / LUNCH INFORMATION COLLECTION / CHARGING PROCEDURE**

Breakfast and/or lunch are available daily through our Food Service Department. Our Food Service Department uses an electronic cash register management system, which operates on a PREPAYMENT “DEBIT” system. Parent(s)/guardian(s) are requested to pay for a week, month, or semester at a time, if possible, as daily deposits add clerical time and expense to all involved. Minimum payments of $100.00 per child will result in an
additional 6% of the payment amount being credited to your child’s account. Checks are preferred over cash because the money cannot be used for other purchases and the check serves as your receipt. Parents who want to pay online with a credit card or who want to check student balances may do so by setting up and using an account at sendmoneytoschool.com. Parents will need their child’s ID number to set up an account; this information is available by calling Food Service at 924-8160.

Lunch or milk money sent with your child will need to be put in an envelope, on which he/she will need to write his/her name and the amount of money being put in the envelope. These envelopes are available in each classroom and in the office. Your child will need to complete these envelopes and place money in them right away in the morning, as no lunch or milk money will be taken on the cafeteria line. Money received will be deposited into your child’s account for breakfasts and lunches. Each time your child eats a meal or purchases a milk or juice, the appropriate price will automatically be deducted from his/her account. No change will be issued. Food Services review student accounts on a weekly basis. Any incurred debts will follow these procedures as warranted:

- **THURSDAY:** A pink “OVERDUE REMINDER SLIP” will be sent home with students owing $1.00 or more. These slips will be sent on THURSDAY ONLY.

- **FRIDAYS:** A notice will be mailed home to parent(s)/guardian(s) of students who owe $8.00 or more stating that their child will be given a peanut butter and jelly sandwich along with a carton of milk if the debt is not paid on Monday.

- **MONDAYS - FRIDAYS:** A student who was given a peanut butter and jelly sandwich along with a carton of milk will also be given a note to take home explaining this fact. After a maximum of three sandwiches (not necessarily consecutively) are issued to a child, he/she may be denied a lunch and asked to call his/her parent(s)/guardian(s) for a lunch.

Parent(s)/guardian(s) are requested to keep track of their child’s account balances or to call the Food Service cashier at Daisy Brook for their child’s current account balance, as detailed account histories are available through the system.

**Breakfast will be** available on scheduled half-days and when the start of school is delayed due to fog, icy or snowy roads, or other extenuating circumstances.

All students will report to the cafeteria to eat lunch unless other arrangements have been made in advance. If a student is observed not eating a school-prepared lunch or a lunch brought from home, parent(s)/guardian(s) will be contacted.

Monthly breakfast and lunch menus will be sent home with students along with other information pertaining to our food service program.

**Prices**

Daily breakfast, including milk and juice - $1.35; adult - $2.10  
Daily hot lunch, including milk - $2.00; adult - $2.75  
Milk or juice purchased individually - 50¢ a carton
A-la-carte

Breakfast: An additional bowl of cereal may be purchased for 50¢.
Lunch: Additional cheeseburgers, hamburgers, hot dogs, tacos, burritos, pizza, and other entrees are often available for students to purchase. Prices for these types of entrees are $1.35 per entree.

These extra or additional entrees must be IN ADDITION TO and NOT IN PLACE OF the menu entrees. The cost of these entrees will be deducted from your child’s account.

Free / Reduced Meal Application Procedures
If you feel you may qualify for free or reduced meals, application forms may be requested through the Daisy Brook office. Completed forms are to be returned to the office. The Food Service Director will review all completed applications and send notification to parent(s)/guardian(s) informing them on whether their application has been approved or denied for reduced meals. You may also complete the application online at LunchApp.com.

Those students who were eligible for free or reduced meals last year will begin receiving meals pending reapplication and approval for the current year. REAPPLICATION IS REQUIRED EACH YEAR, AND MUST BE COMPLETED WITHIN THE FIRST TWO WEEKS OF SCHOOL. If an application is denied, it will then be the responsibility of the parent(s)/guardian(s) to begin sending their child to school with a packed meal or money for a school meal.

Parent(s)/guardian(s) enrolling a child in Fremont Schools for the first time have an opportunity to apply at the time of their child’s enrollment. Because the application review process may take as long as two weeks, a child will begin receiving meals pending a final decision by the Food Service Director. If approved, a child will continue to receive meals. If an application is denied, it will then be the responsibility of the parent(s)/guardian(s) to begin sending their child to school with a packed meal or money for a school meal. The Food Service Director will send notification on whether the application has been approved or denied.

NOTE: Completed applications that are approved also result in additional state funds for our school district that are specifically designated for student instruction. We, therefore, encourage parent(s)/guardian(s) to apply if they feel they may qualify. Qualifying does not mean that your child needs to take a free or reduced meal. As a parent(s)/guardian(s), you may still choose to have your child bring a packed meal from home or pay for a school meal.

LASER POINTERS & STUDENT'S PERSONAL BELONGINGS

Laser pointers are prohibited. Laser pointers will be removed from a student having one in his/her possession. Return of the laser pointer will be contingent upon a conference with the student’s parent(s)/guardian(s). Refer to the “Discipline Procedures” section of this handbook for more specific disciplinary action.

We also discourage a student's personal property being brought to school unless it is for a specific reason and has your approval. Too often, we find personal articles being lost, broken or traded. The responsibility and risks related to a student's personal property being brought to school for purposes not directly related to a specific school activity must be assumed by the student and their parent(s)/guardian(s)

Electronic devices like cameras, radios, cell phones, MP3, DS, & PSP players, are not to be used during school
hours except if requested by a teacher in connection to instruction or a field trip. Electronic devices, along with other contraband items, will be confiscated and held by either the teacher or the principal until a parent arrives to claim it.

Items such as squirt guns, cap or play guns, baseballs, matches, knives or other potentially dangerous objects are also prohibited.

If it becomes necessary to "ban" specific kinds of toys, games or articles during the school year (and they are not included in the above list), an announcement will be made to students and a written notification sent home through either the classroom teacher or principal.

LOST AND FOUND

A lost and found area is located in the front hallway. Clothing and other articles found are placed there. Students should report lost articles as soon as possible after first checking the lost and found. At the end of the school year, unclaimed articles are donated to a local charity. The bus garage also has a large lost and found of clothing and articles left on the buses.

CLASSROOM PARTIES

Three classroom parties are normally scheduled during the school year. They include a Halloween party, a Christmas party and a Valentine party. Party dates are included in the regularly published Daisy Brook newsletter. Classroom teachers are responsible or informing parent(s)/guardian(s) about the party details.

Additional classroom parties need to be approved by the building principal prior to any specific date being set or plans being made.

PETS / ANIMALS AT SCHOOL

For others’ safety and health reasons, pets accompanying their owners to the school must remain in their vehicles. To visit a classroom with your pet, all animals must be leashed or caged, and prior permission of both the classroom teacher and building principal must be received before the visit. Arrangements must be made for a parent(s)/guardian(s) or other adult to transport the pet or animal to and from school. The animal or pet is to be taken home immediately after being shown unless prior arrangements have been made between the teacher and the parent(s)/guardian(s).

PARENT / TEACHER CONFERENCES AND PROGRESS REPORTS

1. Our best means of communicating with parent(s)/guardian(s) is through the fall and winter parent/guardian/teacher conferences. Education needs to be a cooperative venture, which includes a close relationship between the school and the home. Therefore, we view these parent/guardian/teacher conferences as being extremely important and we strongly encourage your attendance.

Progress reports are another means we use to communicate with parent(s)/guardian(s) about the progress their child is making in school. These reports are designed for parent(s)/guardian(s) and are not intended to be used by students to compare themselves to other students. Students are evaluated in relationship to their own abilities
and effort.

Hopefully, by sharing this information with parent(s)/guardian(s), they will become more involved in helping their children maintain their strengths and address areas needing improvement. Together, we can provide children with a valuable and meaningful education.

LIBRARY USE / PROCEDURES

We welcome all students to our library. Use of the library, which has a wide variety of materials, is expected and encouraged. Each student will have the opportunity to visit at least once a week with their class to borrow and return materials. In addition, students may use the library, with teacher permission, as often as needed for research and study. Our goal is to encourage students to enjoy reading and doing research. We want them to experience the joy of learning.

Students are expected to use library materials properly, and are responsible for the items they borrow and must return them or pay for any that are lost or badly damaged. Materials borrowed and are not returned on time, are returned damaged, or are reported lost, will result in that student not being permitted to check additional materials out until overdue or “lost” materials are returned or damaged materials are paid for. If “lost” and/or damage materials are not returned or paid for within one month, the student will be required to spend their noon recess working in the library as remuneration for the outstanding charges. Exceptions to this can only be approved through the building principal.

Parent(s)/guardian(s) will be notified if materials are not returned within a timely manner. The principal or librarian will notify the parent(s)/guardian(s) in writing of any charges for damaged materials and/or replacement costs of lost materials or materials damaged to the point of no longer being useable. A $2.00 processing fee over and above the replacement costs is included for all library materials. Materials paid for and found later, will be reimbursable if returned in useable condition. The reimbursement, however, will not include the $2.00 processing fee.

Delinquent fees, charges, or outstanding materials are also carried over from building to building. Students entering Daisy Brook from Pathfinder will not be permitted to check out materials until we are notified from Pathfinder that the outstanding issue is resolved. For 5th graders, delinquent fees, charges, or outstanding materials are transferred to the Middle School if not resolved prior to the student leaving Daisy Brook as a 5th grader. All delinquent fees, charges, or materials still outstanding at the end of the school year will also result in a student’s Progress Report being held until the outstanding issue is resolved.

Students are permitted to use the library for specific activities but are also expected to have all the necessary materials with them upon arrival. Students not using the library appropriately will be denied the use of the library for a specified period of time. Parent(s)/guardian(s) will be notified if this measure becomes necessary.
PHYSICAL EDUCATION - "LEARN TO MOVE AND MOVE TO LEARN"

Education today is challenged with preparing students who can keep pace with the changing demands of a complex society. In an age when the health and fitness of adult Americans have become a significant concern, it is necessary to examine the influence of these values for daily living on our children and youth. Current research tells us that the concerns of a healthy life have not captured the attention of youth as they have in the adult population.

We believe that a systematic physical education program is essential in contributing to an individual student's physical, social, intellectual and emotional well-being. The student who is sound in body and mind is better prepared to deal with the physical and mental stresses inherent in our ever-changing society.

Physical education classes are scheduled regularly each week. The specific schedule will be communicated to your child at the beginning of the school year so they can plan to have the necessary footwear.

Students are expected to participate in all activities and give their best effort. Students are expected to demonstrate respect for themselves and others at all times. Maintaining proper safety practices and respect for rules and equipment is a requirement of participation.

On gym day, students should be dressed for active movement. Tight-fitting clothing, skirts and dresses are discouraged and may prevent participation in some activities.

Athletic/sport shoes are to be worn for comfort and safety. For safety, a student's foot must be completely covered (no exposed heel or toes) with athletic/sport shoes that have laces/Velcro. Athletic/sport shoes with a thick heel are strongly discouraged because there is a greater tendency for a student to "roll an ankle". No sandals are to be worn for physical education.

If circumstances arise that somehow restrict your child's participation in activities, send a note of explanation to the physical education teacher. Parent(s)/guardian(s) notes will be honored for only one day. Circumstances in excess of one day will require a written statement from your child's physician.

FIELD / LEARNING TRIPS

Field/Learning trips by a class or grade level may be planned during the school year as either an enrichment activity or as an application related to a specific unit of study.

At the beginning of each school year parent(s)/guardian(s) are required to complete a "Field/Learning Trip Acknowledgment/Release Form". This form will be kept on file for the remainder of that school year.

Not completing this form will result in your child being unable to participate in field/learning trips.

Either the teacher or the principal will communicate specific information on each field/learning trip to parent(s)/guardian(s). An acknowledgment of your receiving this information must be returned before a student can participate in field/learning trips requiring transportation, unless it is a total school activity requiring students to be bused to another school within the district.

Some trips may necessitate a minimum charge to students for admission, meals, etc. All costs and other relevant trip information will be included in the parent(s)/guardian(s) information letter.
Field/Learning trips provide a unique and meaningful educational experience and are viewed as a special privilege for student participation, as well as an extension of the classroom. Because field/learning trips are away from the school setting and may involve an extension of the school day, appropriate student behavior is expected of all students attending. After all, students not only represent Daisy Brook but also represent our community.

Specific behavior expectations may, therefore, be established by the school for student participation. These expectations will be communicated to parent(s)/guardian(s) in advance of the scheduled field/learning trip. Students who have been restricted from participating in the field/learning trip experience will be required to attend school on the scheduled day of the trip.

Pre-school aged children and/or infants, children not enrolled in FPS schools, or not assigned to the classes participating in the fieldtrips, may not accompany a parent(s)/guardian(s) on field/learning trips – especially those requiring the use of school transportation and/or requiring parent(s)/guardian(s) chaperons, in accordance with school policy and the law.

**BUS TRANSPORTATION**

Transportation of eligible children to and from school is a privilege to be enjoyed only as long as the child accepts responsibility for his/her conduct, carefully follows all rules and regulations, displays respect at all times for the bus driver and responds to the directions and requests of the bus driver.

Fremont Public Schools shall be responsible for transporting children from their assigned bus stop to school in the morning and returning them to their assigned bus stop after school. Each child will be assigned to use a specific bus and a specific bus stop location. A child will not be permitted to use any other bus or stop without permission of the Director of Transportation.

The Director of Transportation may grant permission for a pupil to ride a different bus or use a different stop, only if on a permanent basis. Such permission may be granted only upon receipt of a written request of a parent(s)/guardian(s) to the Director of Transportation.

The requested change must not result in the overcrowding of any bus; alterations of any regular bus route, bus stop or time schedule; or in any other way interfere with the regular operation of the transportation system.

The purpose for which special permission is requested shall be:

1. To relieve a temporary situation that would otherwise work a severe hardship on a pupil in getting to and from school.
2. For such other emergency or unusual reason as shall be approved by the Director of Transportation.

On days when your child will not be riding the bus home, it is important that prior arrangements are made by notifying the classroom teacher and making sure your child is aware of them. Once your child has boarded a bus at Daisy Brook, he/she is to remain on the bus until his/her regularly assigned destination is reached. Appropriate behavior on the school bus is expected of all students riding a bus for the general safety of everyone riding a bus. Because the school bus is considered an extension of the school building and instructional school day, behaviors of a more serious nature occurring of the bus may also be addressed at the building level in line with the building procedures established for the behavior being reported. These building
level procedures would be in addition to discipline procedures administered by the Director of Transportation, which are covered in the section of this handbook entitled “Bus Discipline Policy / Procedures”.

The Fremont Public Schools Transportation Policy governs both the transportation services and behavioral expectations of students while riding a bus. The complete policy may be reviewed at the Administration Building or at any of the schools. The rules and regulations that follow are from the adopted Board of Education's Transportation Policy.

**Driver's Responsibilities**

A bus driver's primary responsibility is to operate a bus in a safe manner. Routine student discipline problems on a bus are to be handled by the driver so as to be able to carry out his/her primary responsibility. Each driver shall advise students of the rules and regulations assign seats and will practice generally accepted means of maintaining and developing constructive pupil-school relationships.

Drivers are required to complete a Bus Discipline Notice when a warning has been issued or to notify the Director of Transportation when a second, third or serious offense has been committed.

**Student's Responsibilities**

1. It shall be considered a privilege to be enjoyed by a student only as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and promptly responds to the directions and request(s) of the bus driver.
2. It shall not be considered a personal “taxi service” i.e. many school bus riders will find it necessary to walk some distance to the designated bus stop.
3. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
4. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
5. Be courteous and obedient to your bus drivers; they are responsible for your safety and need your help.
6. To warn the driver of an approaching danger if there is reason to believe the driver is not aware of the danger.
7. To be in the place designated both morning and evening ready to board the bus at the designated location. The driver is responsible for the maintenance of their schedule and cannot wait for tardy pupils.

**Parent(s)’ / Guardian(s)’ Responsibilities**

In addition to ensuring their child complies with bus and school rules, parent(s)/guardian(s) are responsible for the following:

1. Ensure that their child arrives at the bus stop on time.
2. Ensure that their child is on the correct side of the road as the bus arrives.
3. The safety and conduct of their child while going to or from a bus stop and while waiting at a stop is the responsibility of the parent(s)/guardian(s). The school recognizes a secondary responsibility to assist and cooperate with a parent(s)/guardian(s) in these matters.
4. While it is the intent of the school to transport students to and from school, this intent may be waived on those occasions when serious misconduct on a bus causes the driver to return with the students to the bus garage. In those instances, parent(s)/guardian(s) will be contacted and may be required to come to the bus garage to pick up their child.
5. When incidents of serious misconduct occur on a bus, parent(s)/guardian(s) may be required to discuss the problem with school officials prior to their child being allowed to continue riding on a bus.
6. Ensure that their child is transported to and from school during periods when the child is suspended from riding on a bus.
7. Sign and return a Bus Discipline Notice. Failure to return the notice may lead to suspension of their child from riding on a bus until the notice is returned.

The following procedures have been established in order to provide for the safe and orderly transportation of Michigan School Readiness Program Children (MSRP), Pre-Kindergarten through 2nd Grade Students, and Special Education Students because they may have a difficult time communicating information or making appropriate personal safety decisions.

**Parent(s)’ /Guardian(s)’ Responsibilities:**

1. Will have the student ready at least five minutes before the arrival time of the bus
2. Will escort the student to the bus and assist with boarding as required
3. Will be at the student’s assigned stop to meet your child or acknowledge to the bus driver that someone is home.

**Parent(s) / Guardian(s) Not At Home When Buses Deliver Children**

If there is no indication that a parent(s)/guardian(s) is home, the child will remain on the bus and the bus driver will:

A. In the case of MSRP children, the child will be taken to the Packer Pride Day Care Center at Pine Street Primary Center, 450 E. Pine St. (924-3530). Parent(s)/guardian(s) will be responsible for picking up the child and paying childcare fees.
   1. If a child is left at Packer Pride for more than two (2) hours, the Fremont Police Department may be notified.
   2. If, on more than two (2) occasions, a child must be taken to the Packer Pride Day Care because no one is at home, the Fremont Police Department will be notified.

B. In the case of Kindergartners through 2nd Graders (unless accompanied on the bus by a sibling in 3rd grade or above), the child will be taken to the After School Adventures Program at Pathfinder Elementary School, 109 W. 44th Street (924-7275). If, on more than two (2) occasions, a child must be taken to the After School Adventures Program, the Fremont Police Department will be notified. Parent(s)/guardian(s) will be responsible for picking up the child and paying childcare fees.

4. Will escort the student off the bus if assistance is required
5. Will notify the transportation office and school office promptly of any address or phone number changes.
To Ensure Their Personal Safety Students Will:

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus has come to a stop before attempting to get on or off.
3. Leave the bus only at the consent of the driver.
4. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. Cross the traveled highway, if necessary, after leaving the bus in the following manner:
   a. Make certain the bus is stationary
   b. On alighting, go to front of bus within 10 feet or sight of the driver and wait for the proper signal for crossing.
   c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.
   d. Walk (not run) in front of the bus when crossing the highway.
6. Keep hands and head inside the bus at all times.
7. Inform driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. Help keep the bus clean, sanitary and orderly.
10. In addition:
    a. Glass containers are not permitted on the bus.
    b. Animals, pets, snakes, etc. are not to be taken on the bus.
    c. Large items that obstruct the aisle or the driver’s vision are not permitted on the bus.
11. Questions regarding items not listed above, but which may be questionable, should have prior approval from the Director of Transportation before being taken on the bus.

BUS DISCIPLINE POLICY / PROCEDURES

Major and Minor Offenses

The following major and minor offenses will require disciplinary action. Disciplinary action will depend on the circumstances and severity of the offense. In some cases a minor offense could be determined to be a major offense depending upon the circumstances and vice versa. The following examples are not all encompassing.

Minor

- Consuming food or drink
- Abusive language towards others
- Standing while bus is moving
- Yelling in or out of bus
- Disrespect towards others
- Pushing
- Spitting

Major

- Fighting
- Abusive language toward an adult
- Improper use of emergency door
- Use or possession of controlled substance
- Destruction of school or personal property
- Possession of any type of weapon
- Throwing any object in the bus or out of the window
- Lighting matches
Corrective Discipline Procedures

Students in violation of a Minor Offense shall:

1. Receive an oral warning for the first offense. The driver will address the student on the matter; then contact the parent(s)/guardian(s) by telephone (letters will be used when there is no telephone). "Telephone Contact Cards" will be used for the purpose of documenting the call. This card must be on file before a "Misconduct Report" can be issued.
2. If a second violation should occur for a minor offense, a "Bus Misconduct Report" will be filed. This "Misconduct Report" will result in an oral warning from the Director of Transportation. Copies of this report will be sent to the building principal and the parent(s)/guardian(s) of the student along with a phone call or letter.
3. If a third violation should occur for a minor offense, a second "Misconduct Report" will be issued resulting in an automatic three-day suspension from bus riding privileges, which includes transportation to all extra-curricular activities.
4. If a fourth violation should occur for a minor offense, a third "Misconduct Report" will be issued resulting in suspension from riding the bus for five (5) full days. A satisfactory parent(s)/guardian(s) conference must be held before the student will be allowed back on the bus.
5. Upon recommendation from the Director of Transportation to the Superintendent of Schools, a student will receive a permanent suspension of bus riding privileges for the balance of the school year for a fifth violation of a minor offense.

Students in violation of a Major Offense shall:

1. Receive a suspension from riding a bus for up to five (5) days from the Director of Transportation for a first offense.
2. Receive a suspension from riding a bus for up to ten (10) days from the Director of Transportation for a second offense.
3. Receive a suspension from riding a bus for up to one semester from the Superintendent for a third offense.
4. Be referred to the Board of Education for corrective discipline for four or more offenses, which could include up to suspension from riding a bus for the balance of the school year or one (1) calendar year.

Expressing Concerns / Complaints

The chain of command when residents of a school district choose to file a complaint is as follows:

1. Director of Transportation
2. Superintendent of Schools
3. Policy Committee of the Board of Education
4. Board of Education
5. State Department of Education
RETENTION POLICY

Every child has the right to master the outcomes identified for each grade level. If, for whatever reason, a child has been unable to adequately master the outcomes of a particular grade, the child then has the right to repeat that grade in order to master these outcomes. The decision to retain a child at the same grade level is a difficult and important one. The first time retention is recommended for a child, the final decision will be that of the parent(s)/guardian(s). If the parent(s)/guardian(s) refuse retention, a letter signed by the parent(s)/guardian(s), teacher and principal stating this fact will be placed in the child's official school records. The second time retention is recommended for a child (providing the parent(s)/guardian(s) refused retention the first time), the principal will make the final decision. Retention will only be recommended when it is believed to be in the best interest of the total child. No child will be retained more than once in grades K-5.

TESTING PROGRAM / PHILOSOPHY

Fremont Elementary Schools view standardized tests as a tool - as one indicator of how our students are doing in the areas tested. Because students learn and develop at varying rates, these tests don't test everything or even some of the most important things. Therefore, these tests are not an end in themselves, but an instrument for us to evaluate what is happening and how we can improve. We are more concerned with giving the world thinkers than we are with giving the world people who can rattle off facts and information.

Currently, only the MEAP (Michigan Education Assessment Program) Test, which is required by the State, is administered to all 3rd, 4th and 5th grade students in the spring. The purpose of this test is to assess how our students perform in reading, writing, math, social studies, and science based upon a set of essential skills established by Michigan's Department of Education. Parent(s)/guardian(s) will be notified of their child's test results when the results are received from the State.

We also use Measures of Academic Progress (MAPs) test several times each year to gauge student learning as well as the effectiveness of instruction. These computerized adaptive assessments, developed by the Northwest Evaluation Association, allow teachers immediate insight into students’ academic strengths and needs for support.

Students receiving Title I or special education services may be administered standardized tests as specified by their specific program. Title I testing is normally administered in the fall and/or spring. Special Education testing is scheduled throughout the school year for specifically identified students.

Students may also be tested individually to assist teachers in gathering information identifying areas of strengths for enrichment and extension opportunities; and/or areas that may require more remediation or a referral for a formal psychological evaluation.

Parent(s)/guardian(s) will be notified when standardized testing or individual testing is scheduled.

USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

Fremont Public Schools Board of Education formally adopted Board Policy entitled "Use of Tobacco Products on
School Property" in September, 1993. This policy endorsed and adopted Senate Bill #459 entitled the "Tobacco-Free Schools Law" that went into effect on September 1, 1993, and amended the Michigan Penal Code to read: "A person shall not use a tobacco product on school property". This law applies to all buildings, grounds and property owned, leased or controlled by a public school system.

The facts of this law are as follows:

- Tobacco use is banned from all FPS buildings and grounds, anywhere, at all times.
- All school property, including vehicles, is covered by this law.
- This law amends the penal code; therefore, the local law enforcement agencies are responsible for enforcement.
- There is a $50 fine for disobeying this law.

It is our belief that tobacco-free schools provide a healthier, safer learning environment for children.

Please note that Fremont Public Schools does not allow the use or possession of tobacco products by students. Please refer to the "Student Behavior/Discipline" section of this handbook for an explanation on how an incident involving student use or possession of tobacco products is handled.

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Children learn what they live

If a child lives with criticism, He learns to condemn.
If a child lives with hostility, He learns to fight.
If a child lives with ridicule, He learns to be shy.
If a child lives with shame, He learns to feel guilty.
If a child lives with tolerance, He learns to be patient.
If a child lives with encouragement, He learns confidence.
If a child lives with praise, He learns to appreciate.
If a child lives with fairness, He learns justice.
If a child lives with security, He learns to have faith.
If a child lives with approval, He learns to like himself.
If a child lives with acceptance and friendship,
   He learns to find love in the world.

Dorothy Law Nolte