

Southwood Elementary School

Student Handbook 2012 - 2013



Southwood Elementary School
630 – 66th Street S.E.
Grand Rapids, Michigan 49548
Mr. Jeff Overkleeft, Principal
455-7230

www.kentwoodps.org/southwood

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August 2012

Dear Friends:

Welcome to Southwood Elementary School! It is always a pleasure to begin a new school year. With it comes the excitement of students, parents, and staff who are enthused about the opportunity to grow and achieve successfully.

Southwood Elementary School as a “School of Excellence” offers an opportunity for everyone to share in the educational process. Please become involved in your child’s school activities, as you are an important element in making this a successful school year. All of us at Southwood encourage and support parent participation. We will do our best to ensure that every student receives the services and care for a positive educational experience. If you ever have concerns or questions, please call the school office.

This handbook was compiled to give you an outline of activities and events throughout the year. Please review it with your child as it contains very important information regarding school procedures and policies.

If you are disabled and need special accommodation to participate in an activity, or if you speak a language other than English and need interpreter/translation services, please contact the office at 455-7230. Advance notice will enable us to better serve you.

Best wishes for this coming school year. We welcome the opportunity to work with you and your child.

Sincerely,

Southwood School Staff

SCHOOL HISTORY

Southwood Elementary School dates back as the oldest of the original seven schools that made up Kentwood Public Schools. It started as a log cabin in 1842 on the southwest corner of Kalamazoo Avenue and 68th Street, and was replaced in 1863 by a building that was painted red. Thus, the tradition of calling it the “Red School” began. In 1963, a new four-room school named Southwood Elementary was built on 66th Street and replaced Red School, which had been closed. During the years, the facility has been expanded several times to meet the needs of a growing student population.

Southwood went from four rooms to a uniquely horseshoe shaped building which featured wedge shaped rooms and eight rooms with inner hallways with doors that led to a courtyard in the middle of the school. Later the courtyard was enclosed to add a library, three inner classrooms, and hallways that encircled the area.

Expansion continued to include a teachers’ lounge, reading room, and an administrative office area.

The taxpayers of the Kentwood Public School district approved a bond issue, which allowed for our current renovations.

As you tour our new facility you must experience the pride we share as we celebrate the additions of a new gymnasium, hallway carpeting and lockers, renovated classrooms, and our beautiful media center/computer laboratory.

Kentwood Public Schools have a standard of excellence academically, socially, emotionally, and physically. This also included the physical part - our building and playgrounds.

Many people are to be thanked for a job well done including the Southwood planning committee, the Southwood PTC, Kingscott Architects, Barnes Construction Company, Kentwood Schools Plant Services, the Kentwood Board of Education, Superintendent of Schools Dr. Scott Palczewski, and Superintendent of Business Mr. Steve Zakem.

The students, staff, and parents appreciate your efforts with gratitude.

GENERAL INFORMATION

SOUTHWOOD ELEMENTARY SCHOOL LOGO



The Southwood Superstar promotes excellence academically, socially, physically, and emotionally.

- Academically:** Superstars always do their best daily in every subject.
- Socially:** Superstars show respect for themselves and others, get along with peers, and follow school rules.
- Emotionally:** Superstars display high self-esteem and positive attitudes.
- Physically:** Superstars eat properly, get plenty of rest, and exercise to keep physically fit to help be alert.

This logo has been a part of Southwood Elementary for over twenty years. It was the result of a contest. Miss Hydorn was its creator.

MISSION STATEMENT

We, the staff of Southwood Elementary School, in partnership with the community, will insure an environment to enhance growth academically, socially, physically, and emotionally according to the individual needs of students. We will measure observable growth in those areas to develop future responsible citizens and to promote the desire for lifelong learning.

**SOUTHWOOD ELEMENTARY
STAFF LIST 2012 - 2013**

Name	Room #	Assignment
Jeff Overkleft		Principal
Amy White	108	Young 5's
Laura Wilson	109	Kindergarten
Shelley Yates	110	Kindergarten
Holly Terrell		Interventionist-Kind.
Linda Bartusch	102	First Grade
Deb DeFouw	101	First Grade
Stephanie St. Andrew		Interventionist-1st
Lori Chelette	103	Second Grade
Diane Taylor	104	Second Grade
Lynne Carey	114	Third Grade
Shawn Telford	113	Third Grade
Stephanie Poll	123	Fourth Grade
Jenna Engel	125	Interventionist-4 th
Rebecca Wright	124	Interventionist-4 th
Shari Pittenger	122	Fifth Grade
Julie Lange-Jablonski	121	Interventionist-5 th
Teresa Robinson	120	Interventionist-5 th
Allison Bendert		Music
Peter Conniff	127	Music
Jason Frank	118	Resource Room
Michael Golczynski	106	ELL
Caroline Hibma	Gym	Physical Education
Cassandra Oostindie	Gym	Physical Education
Carol Reynolds	126	Resource Room
Eric Vales	119	Art
Carey Allaire		Counselor
Ann Baker		Paraprofessional
Matthew Barry		Interventionist
Penny Britten		Paraprofessional
Angie Clark		Paraprofessional
Linda Dennany		Computer Lab Paraprofessional
Judi Dunmire		Head Custodian
Kathy Glass		Interventionist
Kathy Harris	111	Teacher Consultant
Teri Hollins		Physical Therapist
Laura Hudson		Food Service
Mark Laman	209	Psychologist
Missy Limbacher		Food Service
Mary Jo MacNeil		Paraprofessional
Cheryl Meier		Media Clerk
Dorie Muller		Secretary
Margaret Mynda		Attendance Clerk
Anne O'Sullivan	112	Social Worker
David Reinecke		Interventionist
Sue Shick		Interventionist
Nicole Tannor	212	Speech Pathologist
Kym Tappan		Night Custodian
Amanda Vasquez		ARCH
Deana Whitford		Young 5's Paraprofessional

**Southwood Elementary School
2012 – 2013 Calendar**

9/11	PTC Meeting 6:00 PM
9/18	Title Night 6:00 – 7:30 / EKHS
9/21	Picture Day
10/4	5 th Grade to Camp Manitoulin 9:00 AM – 7:30 PM
10/9	PTC Parent Meeting 6:00 PM
10/23	Picture Retakes
10/31	REACH Day / 12:02 PM Dismissal
11/2	End of First Marking Period
11/6	PTC Meeting 6:00 PM
11/13	Full Day
	Parent-Teacher Conferences 4:00 – 8:30 PM
11/14	½ Day / 12:02 PM dismissal
	Parent-Teacher Conferences 1:00 – 8:30 PM
11/15	½ Day / 12:02 PM Dismissal
11/16	½ Day / 12:02 PM Dismissal
11/21	½ Day / 12:02 PM Dismissal
11/22 & 23	Thanksgiving Break - No School
12/5	REACH Day / 12:02 PM Dismissal
12/11	Holiday Musical 6:30 – 7:30 PM/EKHS Auditorium
12/24	Holiday Break Begins
1/7	Classes Resume
1/15	PTC Meeting 6:00 PM
1/18	End of Second Marking Period
1/21	District Inservice Day / NO SCHOOL
2/12	PTC Meeting 6:00 PM
2/14	REACH Day / 12:02 PM Dismissal
2/18 & 19	Mid Winter Break / NO SCHOOL
3/5	REACH Day / 12:02 PM Dismissal
3/12	PTC Meeting 6:00 PM
3/21	End of Third Marking Period
3/25	Full Day / Parent-Teacher Conferences 4:00 – 8:30 PM
3/26	½ Day – 12:02 PM Dismissal
	Parent-Teacher Conferences 1:00 – 8:30 PM
3/27 & 38	½ Day – 12:02 PM Dismissal
3/28	½ Day – 12:02 PM Dismissal
3/29	NO SCHOOL
4/1	Spring Break Begins
4/8	Classes Resume
4/9	PTC Meeting 6:00 PM
4/11	Kindergarten Registration 7:00 PM
4/12	Grandparents/Special Friends Day 1:00 – 2:15 PM
4/25	REACH DAY / 12:02 PM Dismissal
5/7	Kindergarten Visitation 10:00 AM, 2:00 PM, & 6:00 PM
5/14	PTC Meeting 6:00 PM
5/27	Memorial Day-NO SCHOOL
6/6	End of Fourth Marking Period
6/7	Last Day for Students - ½ Day

Southwood Elementary School

Daily Schedule

2012 - 2013

School Hours:	8:57 AM - 3:45 PM	Regular Day
	8:57 AM – 12:02 PM	Scheduled 1/2 Days
	8:57 AM – 12:02 PM	Reach Days
Lunch Times:	11:35 AM – 12:10 PM	Young 5's
	11:45 AM – 12:20 PM	Kindergarten
	11:50 AM – 12:25 PM	Third Grades (eat at 12:10)
	12:00 PM – 12:35 PM	First Grades
	12:10 PM – 12:45 PM	Second Grades
	12:15 PM – 12:50 PM	Fourth/Fifth Grades (5 th eats at 12:35)
PM Recess:	1:45 – 2:00 PM	Young 5's
	2:00 – 2:15 PM	Kindergarten/Second/Third
	2:15 – 2:30 PM	First/Fourth/Fifth
Dismissal:	3:45 PM	

REACH DAYS – 12:02 PM DISMISSAL

Wednesday, October 31, 2012
 Wednesday, December 5, 2012
 Thursday, February 14, 2013
 Tuesday, March 5, 2013
 Thursday, April 25, 2013

August 2012

DROP OFF/PICK UP INFORMATION

The buses will be using the front drive on the EAST side of the building from 8:30 – 9:00 AM, and again from 3:25 – 3:45 PM every day. **Please help keep our students safe by not using the drive for the buses during these times.**

Parents may drop children off, pick them up, or park in the WEST parking lot. The door to the gymnasium will be open at 8:30 AM, and children may enter through there to go to breakfast. Students not having breakfast will go directly to the playground before school. **Playground supervision begins at 8:45 AM.**

There is a waiting area near the office for parents who are waiting for their children after school (or you are welcome to wait in your car and have the students meet you there).

Kindergarten parents need to make sure that a parent or designated adult is at the bus stop with the child both before school and after school throughout the entire year. Thank you in advance for your help.



CURRICULUM

The Kentwood Board of Education has prescribed a curriculum for the schools. Teachers provide a balanced and reasonable program of study for each elementary student. Subject areas are taught together emphasizing hands-on activities. The school system provides all textbooks and materials necessary for carrying out the curriculum. The child is responsible for their care. Fines are levied for damaged or lost books.

READING

The teachers and students at Southwood are using the Four-Block Instructional Model developed by Patricia Cunningham. The Four Blocks is a multi-method approach which addresses the language arts processes of reading, writing, listening, and speaking.

This method divides literacy instruction into four component parts called “blocks”. These blocks are Guided Reading, Working with Words, Self-Selected Reading, and Writing. In the “Guided Reading” block students are taught reading skills and strategies using increasingly difficult text. During “Working with Words” phonics, sight words, and patterns in words are taught. In “Self-Selected” reading students read large numbers of books at their own independent reading level. The “Writing Block” encompasses process writing with emphasis on writing skills and strategies.

Using Scholastic’s Literacy Place and supplemental reading materials, the Four-Block framework delivers “balanced” language arts instruction to the students at Southwood Elementary.

MATH

Math in Focus: The Singapore Approach K-8 is the American version of Singapore's My Pals are Here! Math in Focus is the same program with differentiated resources to meet the needs of US classrooms.

The program contains carefully sequenced and paced instruction of fewer topics at each grade level in greater depth to ensure mastery with close alignment to the NCTM Focal Points. Topics are learned through a concrete-to-pictorial-to-abstract approach to instruction that supports conceptual understanding and meta-cognition. Instruction is centered on problem solving using multiple models to help students visualize and understand the mathematics with an algebraic focus. Math in Focus fosters positive student attitudes toward mathematics; as a result, students are able to tackle complex, real-world problems with ease.

SCIENCE

Kentwood recently adopted the Scott Foresman series in 2001. Children readily learn science guided by this series' "explore and discover" emphasis. Our students utilize science investigations and lab manuals to record science experiments. Students are encouraged to check out and read books on their own, and do extra projects. Our teachers correlate the curriculum to materials according to students academic needs.

SOCIAL STUDIES

The staff wrote the K-3 curriculum, which is taught through the unit approach. Grades 4 and 5 are using the new Macmillan/McGraw-Hill 1993 textbook.

HEALTH

The Michigan Comprehensive Health Education Plan is our prescribed curriculum.

PHYSICAL EDUCATION

Kentwood adopted a new physical education curriculum this year. All students are scheduled for weekly physical educational classes. Unless excused by a physician, all students are expected to participate. For maximum safety, gym shoes are required for each student.

SPECIALIZED INSTRUCTION

Southwood students receive instruction from specialists in Spanish, art, music, and physical education. Silver Burdett-Ginn is the publisher of the music textbook.

SPECIAL PROGRAMS AND SERVICES

Students with special needs, interests, or abilities may receive one or more of the following programs:

Resource Room - This program meets the needs of children with minimal learning problems. Students receive extra support from a teacher who can provide specialized instruction in areas of weakness. An Individualized Educational Planning Committee (IEPC), which includes the parent, classroom teacher, resource room teacher, school psychologist, school social worker, speech-language pathologist, and the principal must meet to verify a child's entrance into the program and to determine his/her course of study.

IMPACT - This program is for highly motivated third through fifth grade students. Parents and the teacher complete a written inventory to identify entrants. Various test scores are also considered. An expanded and enhanced curriculum is offered to these children by the regular classroom teacher through the cluster-group approach.

Speech and Language - Students, determined by an Individualized Educational Planning Committee, recommended as needing assistance in speech or language, are eligible for services from our speech-language pathologist.

ELL COMPLAINT RESOLUTION PROCESS

Parents are advised to use the following process to address concerns regarding the English Language Learner Program:

Step 1) Parent, child's teacher and building principal will meet to resolve the concern. Translation services are provided.

Step 2) If a resolution is not reached, then the matter will be addressed with the Asst. Superintendent for Student Services.

Step 3) Asst. Superintendent will send a written resolution in English and in the home language to parent within 10 school days.

Copies of the ELL Complaint/Resolution form will be distributed to principal and file in the students CA-60.

STUDENT RECORDS

Parents/guardians of KPS students have the right to review/inspect all student records maintained in the school office. If, after reviewing the records, the parent/guardian thinks there are inaccurate or inappropriate entries, he/she has the right to direct a request to the principal that the information be corrected or removed. If the request is denied, a hearing may be requested to resolve the concern. Student record information will not be released to others except (1) by written consent of parent/guardian of a student under 18, (2) when information is used as Directory Information, or (3) under certain limited circumstances as permitted by the Family Educational Rights and Privacy Act of 1974 (see Appendix).

ATTENDANCE

All children are expected to attend school every day. Students who arrive past 9:00 AM are tardy and should be signed in by an adult. Anyone arriving after 10:30 AM or leaving before 2:30 PM is marked absent for a ½ day. When illness, religious holiday, or an emergency situation makes it necessary for a child to be absent, please follow these procedures:

1. Call school between 8:00 and 9:00 AM to report your child's absence each day. You may also leave a message on the voicemail system during non-office hours. For attendance please call 455-7230, and leave your child's name, teacher's name, and the reason for the absence.
2. In the event a child must leave school early, please call for him/her at the office and sign the checkout register.
3. When your child is not well, we suggest that he/she be kept home until you know that the child's illness is not contagious.
4. Except for doctors orders, we assume a child is well enough to participate in all aspects of a school day. Parents are asked to send a note that explains any other circumstances. Our responsibility is to keep the entire school from being exposed to communicable diseases.

LUNCH AND MILK

Students may buy a hot school lunch (which includes milk) at school, or bring a sack lunch. Students who bring their own lunches may buy milk at school. Lunch is \$1.65 per day, and 40¢ for a reduced lunch. Milk is 40¢ a day. Breakfast is also available for \$1.10 per day, and 30¢ for a reduced breakfast. Lunch money may be turned in on Monday of each week. The computer scanning system for lunches will credit your child's account and will then deduct for each individual meal.

RECESS

It is expected that all children will go outside with their class. If a child is well enough to be in school, he/she is well enough to go outside. However, if for health reasons a child must remain inside for recess, a **written statement is necessary.**

MEDICATION

1. A written request is required from the parent or guardian for school personnel to administer medication.
2. **A form is available in the school office that must be filled out and signed by both the physician and parent before a prescription medication can be administered.**
3. Administration of the medicine shall take place in the presence of an adult.
4. Written records shall be kept noting when the medication was dispensed.
5. Medication shall be kept in a locked cabinet
6. Medication left over at the end of the school year will be destroyed.

TELEPHONE CALLS

Calls for teachers should be made before and after school. During school hours messages will be taken for teachers, or voicemail may be offered. Messages for students will be forwarded at a convenient time. Teachers may give their individual voicemail numbers to their students if desired. Messages may be left on voicemail after office hours by dialing 455-7230 and entering the voicemail number of the teacher. Students are permitted to use the telephone in emergencies only.

SCHOOL LIBRARY

Students visit the school library each week. They will check out books to read at home for the week. Encourage your child to share the books with you. Read together and remind them to return books. Parents are responsible for the replacement of lost or damaged books.

SCHOOL SUPPLIES

Distribution and control of textbooks, workbooks, and most school supplies shall be handled by the classroom teacher. Grade level teachers may post a list of supplies needed at registration in the fall. Parents may provide school materials in addition to the supplies distributed by the school. The parent and child are responsible for replacement of lost or damaged school-owned property.

REPORT CARDS

Report cards are issued every nine weeks in grades three through five. The kindergarten, first, and second grade students will receive a written report at the end of each semester.

Parent-Teacher Conferences are scheduled twice during the school year. However, parents are encouraged to call for a conference any time they feel there is a need.

FIELD TRIPS

There is nothing like first hand experience to give meaning to material studied in the classroom. Field trips *always* have a purpose, either as an introduction, enrichment, or as a culminating activity. The field trip permission slip, which the parent/guardian signs when enrolling their child at Southwood, covers field trips away from the school accompanied by proper school personnel. Parents are, however, informed in writing by the teacher of any upcoming trip.

ARRIVAL TIME

The students will be permitted to enter the building at 8:57 AM. Parents are asked to time the child's arrival at school so that he/she does not have to stand outside, especially in bad weather. Playground supervision begins at 8:45 AM. Please arrange with a neighbor to keep the child if both parents must leave early for work.

CONDUCT TO AND FROM SCHOOL

Parents or guardians are responsible for ensuring the safety of their children while they are:

1. On their way to and from school.
2. On their way to and from the bus stop.
3. At the bus stop.

The Kentwood Public Schools will work with the parents to promote the safety of the students.

BICYCLES, SKATEBOARDS & ROLLER BLADES

Students may ride bicycles, skateboards, and roller blades to and from school only if they know and obey proper traffic rules. Bicycles are only ridden to and from school, never at the school or around the playground. Bicycles must be parked in the bicycle racks and locked, and skateboards and roller blades are to be stored in lockers. The school is not responsible for vandalism or the theft of these items.

STUDENT TEXTBOOKS

All necessary books and materials are provided by the school; however, it is the student's responsibility to take proper care of these materials. Since textbooks are used for several years, fines will be levied to students who damage, deface, or lose their textbooks.

INSURANCE

Student Insurance Programs

The Board recommends that all students engaging in athletics, shop courses, science laboratories, cooking classes, physical education classes or any other hazardous activity be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from the building principal's office at the parents' expense.

Any additional medical expense not covered by the student's accident insurance or activities insurance and any voluntary, optional basic accident insurance is also the responsibility of the parents.

On the first day of regular classes, every principal will notify the parents of the insurance program option, the cost thereof, the procedure for enrolling students, and the method of making claims against the insurance carrier.

Each building will forward insurance enrollment forms returned by parents, to the Administrative Office, where a record of all students enrolled, will be kept. One copy of a building's roster of students enrolled in the student group insurance program will be kept in the building principal's office and one copy in the district business office.

INCLEMENT WEATHER

SCHOOL CLOSING GUIDELINES

School shall be closed when it is considered impossible to operate school buses.

2. The announcement of school closings shall be on radio stations WOOD, WCUZ, WGRD and TV stations WZZM and WOTV by 6:45 AM.
3. Night activities shall continue as scheduled unless an announcement is made to the contrary by 1:00 PM. Rehearsals, practices and contests may be scheduled with the approval of the Superintendent of Schools.

TORNADO "WATCH" AND "WARNING" PROCEDURES

Tornado Watch (severe weather conditions with tornado conditions present)

1. Students will not be sent home early.
2. Students will remain in session with necessary precautions taken. Students will be sent home at the regular dismissal time.

Tornado Warning (immediate danger of tornado)

1. Students will not be sent home.
2. Students will be kept in designated safety areas within the school buildings. If a "warning" comes at regular dismissal time, students will be kept in designated safety areas until an "All Clear" is given.

BUS RESPONSIBILITIES

1. Students shall conduct themselves in a safe and orderly fashion at the bus stop. Respect for private property is expected.
2. Students shall wait until the bus is completely stopped before attempting to board.
3. Students shall walk to their seats, remain seated after the bus is in motion and keep their heads, arms, etc., inside the bus.
4. Students shall cross in front of the bus and at a distance where they are plainly visible to the driver.
5. Students shall notify the driver before attempting to retrieve articles dropped under or near the bus.
6. Students shall have written parental and administration permission to take a different route home or get off at a different stop.
7. Students shall be considerate of others (no pushing, using vulgar language, etc.).
8. Students shall refrain from making loud noises or otherwise distracting the driver (throwing things, fighting, etc.).
9. Students shall not eat, drink or smoke on the bus.
10. Students are responsible for school conduct rules as provided in building code of misconduct.

CONTROL REGULATIONS

The following items are not permitted at school or on the school grounds:

1. Candy and chewing gum (unless permission is granted).
2. Toy guns, pocket knives, lasers & laser pens, peashooters, squirt guns, super balls, hard baseballs, golf balls, and any other dangerous playthings.
3. Electronic games (such as Game Boys), CD players, radios, tape recorders, walkie-talkies, and other distracting electronic toys except when requested by the teacher.
4. Any pets except when the teacher is notified and permission is granted. These pets should be on a leash and be brought and picked up by the parents.
5. Motorized vehicles may not be ridden to school or on school grounds.
6. Students are expected to go directly to and from school unless written permission is given by parents to go elsewhere.
7. Heelys will not be permitted at school during the school day at any time.

STUDENT BEHAVIOR EXPECTATIONS

The basis of all student conduct should rest in Southwood's *Soaring to Success* Guidelines. These are posted in each room of our building. Students will be taught these rules so they will understand what they mean. Based upon the school guidelines, each classroom will establish its own classroom procedures.

SOARING TO SUCCESS

- Solve problems with your mind.
- Only be involved in safe activities.
- Always cooperate with others.
- Respect yourself, others, and the environment.

Students need to have some alternatives from which to choose when they are faced with a problem. The "Trouble Terminators" provide those. These are posted in every room in our building.

TROUBLE TERMINATORS

When you are faced with a problem, what can you do to prevent making the wrong decision and getting into trouble? Try one of the five Trouble Terminators below.

1. Stop and think.

2. Talk it out.

3. Ignore.

4. Ask for help.

5. Walk away.

If you are doing something you shouldn't do on the playground or in the building, this is what the adults in charge will do:

TALK – They will tell you to stop what you are doing.

TIME-OUT – They will send you to a "time-out" area.

TEACH – They will arrange for an adult to help you solve your problem.

BUS RESPONSIBILITIES

Transportation of Special Education Students

As much as is possible, students will be transported on the regular scheduled bus runs for the district within the building attendance area. Students will be responsible to the bus conduct rules and will be accountable to the disciplinary consequences of their building behavior codes. The principal will consult with the Director of Special Education and/or the Director of Transportation when disruptive behavior is directly related to a student's identified disability." When the behavior of a student is unacceptable on a bus and the behavior is directly related to the student's identified handicap, the matter will be resolved by a joint decision of the Director of Transportation and the Director of Special Education on a case-by-case basis.

Driver

The driver is in charge of order on the bus. The driver refers student behavior problems immediately to the principal or designee. Bus Misconduct Referrals should be delivered in person to the appropriate administrator or through the district shuttle mail. The building principal or designee should report action taken as soon as possible (i.e., by returning the completed Misconduct Referral directly to the driver or via the district shuttle mail). A phone call to the Transportation Department to alert the driver to action taken is recommended if communication is urgent.

Only buses are to use the parking lot to the west of our building. This enables our buses to enter and exit easily. The new parking lot to the east of our building is the pick-up and drop-off zone for students riding with parents.



BUS CONDUCT RULES

TRANSPORTATION POLICY

Whereas the State of Michigan requires Kentwood Public schools to transport students to school if they live more than one and one-half miles from school, and whereas the Kentwood Board of Education has determined that they will provide transportation in addition to that required by the state statute, the following is the Kentwood Public Schools' policy:

1. A.M. and P.M. school bus service shall be provided for resident students as follows:
 - a. K-5 residing more than three-quarters of a mile from the school of attendance.
 - b. 6-8 residing more than 1 mile from the school of attendance.
2. A.M. and P.M. walking requirements:
 - a. K-5 students may be required to walk up to one-half mile to bus stops.
 - b. 6-8 students may be required to walk up to three-quarters of a mile to bus stops.
 - c. 9-12 students may be required to walk up to one mile to bus stops.
3. Noon school bus service shall be provided for resident students as follows: Kindergarten students residing more than one-half mile from the school of attendance.
4. Noon walking requirements: Kindergarten students may be required to walk up to one-quarter of a mile to the bus stops.
5. Kindergarten bus runs will be designated after enrollment is completed. No more than one pick up and one drop off address will be allowed within the attendance area served by the school building.
6. Walking distance will be measured along public streets from the school property as follows: from the closest entrance to the school building property from a public street to:

- a. the closest residence driveway connecting to a public street.
 - b. the entrance of a mobile home park.
 - c. the entrance to an apartment complex.
 - d. the entrance of a private drive - the length of the drive is not counted as distance.
7. The responsibility of parents whose children are transported at public expense is as follows:
- a. to ascertain and ensure that their children arrive at the bus stop on time when going to school.
 - b. to provide necessary protection of their children when going to, from, and while at bus stops.
 - c. to accept joint responsibility with the school authorities for proper conduct of their children.
 - d. to make a reasonable effort to understand and cooperate with those responsible for pupil transportation so that bus schedules and times can be maintained.
8. Resident handicapped students shall be provided with appropriate bus service at the discretion of the Superintendent of Schools.
9. Exceptions to the above policies may be made at the discretion of the Superintendent of Schools whenever highway and street conditions are considered unduly hazardous to student walkers. Some examples would be four-lane streets to cross, divided highways, lack of road shoulders, etc. Those streets designated as unduly hazardous are:
- a. Division Avenue-boundary line to boundary line.
 - b. Kalamazoo Avenue-boundary line north to 68th Street south.
 - c. 44th Street-boundary line to boundary.

I. Purpose: *The purpose of this code is to provide an orderly, sequential approach to dealing with student conduct.*

II. Categories of Student Misconduct and Penalties:

A. Misconduct related to the safety of others:

- 1. Participating in or inciting a fight.
 - a. First offense: Parental contact and detention.
 - b. Subsequent offense: Parental conference and/or possible 1 to 10 days suspension.

B. Misconduct related to citizenship:

- 1. Possession, distribution and/or use of illegal products (tobacco products, alcohol, or controlled substances) on all Kentwood Public Schools property and/or at school sponsored activities:
 - a. Each offense: parental contact, possible 1 to 10 days suspension, possible police contact, possible recommended expulsion.

Verbal and/or physical abuse of school employees/students:

- b. First offense: Parental contact and/or suspension.
 - c. Subsequent offense: Parental contact and suspension.
 - d. Physical assault of an adult may result in expulsion.
- 2. Unauthorized leaving of school grounds:
 - a. First offense: Parental contact and detention.
 - b. Subsequent offense: Parental contact, detention or possible 1 to 10 days suspension.
 - 3. Possession and/or use of electronic devices:

While certain electronic communications devices are allowed in school, the following regulations apply:

 - a. "Walkie Talkies", either long or short range, portable CD radios, portable HAM" radios, portable scanning devices, or portable games, laser pens, or toys that transmit a signal more than 20 feet or through walls shall not be allowed in the schools in any circumstance unless specific permission for possession or use of the device has been granted by the building principal or superintendent.
 - b. Cellular telephones, of any type, including camera phones, pagers/beepers shall not be turned on or visible while in the school building or at any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption or constitute an unreasonable invasion of personal privacy, unless there is a bona fide health or safety emergency.

- c. Devices operated in violation of this rule shall be confiscated and not returned until, where appropriate, parent(s) and/or guardian(s) conference has been held.
- d. Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students using electronic/communication devices to commit illegal acts, transmit pornographic or inappropriate material, unreasonably invade a person's privacy, or use "cellular camera phones" without the subject's permission will be disciplined and the device confiscated. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless there is a documented personal health need.
- e. Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted.

C. Sexual and/or racial harassment:

- 1. Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to a student.
 - a. Each offense may result in parental contact, possible 1 to 10 days suspension, possible police contact, and possible recommended expulsion.
- 2. Racial harassment includes, but is not limited to racial slurs, degrading remarks and comments of an inflammatory nature.
 - a. Each offense may result in parental contact, possible 1 to 10 days suspension, possible police contact, and possible recommended expulsion.

D. Gross Misbehavior and/or persistent disobedience - conduct detrimental to the normal functioning of the school or school activities, such as:

- 1. Use of profanity:
 - a. Each offense: Parental contact and detention, possible 1 to 10 days suspension.
- 2. Inappropriate student behavior, dishonest student behavior, disrespectful student behavior, obscene gestures or notes, offensive or profane language, bullying and gang related behavior including gestures, fights, confrontations, graffiti and dress which promotes gang activities, threats or intimidation toward other persons, creating disturbances.
 - a. Each offense: Parental contact, 1 to 10 days suspension, possible police contact, possible recommended expulsion.
- 3. Insubordination: not complying with authority, disobedient:
 - a. Each offense: Parental contact and detention, possible 1 to 10 days suspension.
- 4. Weapons:

Students in possession of a dangerous weapon/fire arm (or facsimile thereof), mace, pepper spray, and /or who commit arson criminal sexual conduct on/in district property or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent or legal guardian shall also be notified of the referral.

DISTRICT BULLYING POLICY

The district strictly prohibits the bullying of a District pupil, and also prohibits the retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All pupils are protected under Board Policy JAAB and Public Act 241.

E. Misconduct related to public and private property:

- 1. Destruction/defacing of school property and/or personal property:
 - a. First offense: Restitution of property; parental contact and/or 1 to 10 days suspension, possible legal action.
 - b. Subsequent offense: Restitution and suspension as above.
- 2. Theft or abuse of school property and/or personal property:
 - a. First offense: Parental contact, restitution, possible 1 to 10 days suspension, possible police contact.
 - b. Subsequent offense: Parental conference, possible 1 to 10 days suspension and/or expulsion, possible police contact.

F. Misconduct related to attendance:

1. Continued tardiness: Parental contact, detention, and/or other disciplinary action.
2. Violation of compulsory school attendance laws: Parental contact and referral to Kent County Intermediate School District for legal action.

G. Home-to-school and school-to-home conduct:

1. Students should conduct themselves in a safe and responsible manner.
2. Fighting, harassment, intimidation, trespassing will not be tolerated.
3. Offenses of this nature will be worked out between school and home.

H. Criminal activity:

1. When a student's commission of/or participation in a criminal activity occurs in a non-school context, school officials may nevertheless impose an appropriate punishment, including suspension or expulsion, when such punishment is reasonably necessary to protect the interests of the school district.

I. Misconduct related to attire:

1. All clothing must be of appropriate size and fit neatly. Generally, students are prohibited from dressing, grooming, or decorating themselves in a manner that distracts others (including administrators, teachers, parents, and other students) from meeting or surpassing the academic and achievement goals established by the District and the State of Michigan. Students are also prohibited from dressing, grooming, or decorating themselves in a manner that administrators or teachers reasonably believe is unsafe; or tends to disrupt, diminish, or degrade the District's overall educational environment.
2. Consistent with this policy, the following is a non-exclusive, illustrative list of examples of prohibited items:
 - a. Head coverings (for example, hats, visors, hoods, bandanas, etc.). Exceptions for religious head coverings.
 - b. Shirts or tops tied off above the waist, tank tops, halters, spaghetti straps, bare mid-riffs, etc.
 - c. Shorts, skirts, or dresses that do not reach to at least the top of the student's fingertips when arms are extended.
 - d. Pants that are worn below the waist.
 - e. Coats or other outerwear designed to be worn out of doors.
 - f. Footwear other than shoes (for example, skates, "heelies", slippers, etc.). Also, high-platform shoes will not be permitted.
 - g. Clothing that is sexually provocative or revealing, including, but not limited to, Spandex-type garments.
 - h. Pajamas.
 - i. Clothing that results in the exposure of undergarments, intentionally or unintentionally.
 - j. Chains (non-jewelry) or chain wallets are not to be worn in school.
 - k. Clothing or accessories that may impair the health or safety of the student or others in the educational environment, in the judgment of an administrator or teacher.
 - l. Clothing that promotes death and/or destruction.
 - m. Clothing that promotes or contains vulgar, lewd or obscene language, gang or illegal activity, or that is inconsistent with the District policy, including the District's Student Code of Conduct.
 - n. Clothing that promotes or creates ill-will, hatred, or is divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender or disability.
3. The building administration reserves the right to send students home or require them to change their attire if they come to school inappropriately or disruptively attired

J. Bus Conduct Rules:

1. Students shall conduct themselves in a safe and orderly fashion at the bus stop. Respect for driver, other students and property is expected.
 2. Students shall wait until the bus is completely stopped before attempting to board. No pushing or shoving in line.
 3. Students shall walk to their seats; remain seated after the bus is in motion; and keep their heads, arms, etc. inside the bus.
 4. Students must cross in front of the bus and at a distance where they are plainly visible to the driver and only when the flashers are activated and the driver has motioned them to cross.
 5. Students must notify the driver before attempting to retrieve articles dropped under or near the bus.
 6. Students must obtain a bus pass from their building administrator to take a different bus home or get off at a different stop.
 7. Students shall refrain from loud or rowdy behavior or any behavior that is distracting to the driver.
 8. Students shall not eat, drink or smoke on the bus.
 9. Students are responsible to the school conduct rules as provided in the Student Code of Conduct for each school.
- Inappropriate behavior directed to the driver:
- a. Profanity directed to the driver, disrespectful behavior, failing to follow directives of the driver. Discipline: Warning, parental contact, suspension from bus privileges 1-10 days, possible permanent suspension.
 - b. Assault, pushing, hitting, threats to driver. Discipline: Suspension, possible recommendation for expulsion from school district, police contact.

Unsafe or Inappropriate Behavior:

- a. Failure to follow bus safety rules, School Code of Conduct, safe and orderly behavior at bus stops. Discipline: Warning, parental contact, 1-10 days suspension from bus privilege, suspension/expulsion from school, possible police contact. Penalties for violations to the any of the above rules may include: parental contact, 1 to 10 days suspension from the bus, loss of bus privilege through the end of the academic year.

K. Appeal Process – Out-of-school Suspension 1-10 days.

Students, parents/guardians have the right to appeal out-of-school suspension of 10 days or less. The appeal process is as follows:

1. Within three school days after notification of the suspension of the student, parent/guardian must request a meeting with the Assistant Superintendent of Instruction/Designee for Kentwood Public Schools.
2. Following the conference, the Assistant Superintendent of Instruction/Designee will inform the student and/or his/her parents or guardians of the decision. If a decision is made to reduce or reverse the suspension, the student's records will be corrected and the student given an opportunity to make up all school work missed for full credit. The Assistant Superintendent of Instruction's/Designee's decision is final and not subject to further review.

Note: If request to appeal is not made within three school days, the administrator's decision will not be subject to further review. In-school suspensions are not subject to appeal.

L. Appeal Process – Out-of-School Suspension More Than 10 Days or Expulsion.

When the decision to suspend for more than 10 school days or expel is made, students, parent/guardians will receive a copy of the applicable sections of the KPS Board policy and associated regulations from the enforcing administrator. Parents/guardians wishing to appeal the decision must submit a written request to the Assistant Superintendent for Instruction/Designee within three schools days. (Policy JDD).

Additional Conditions:

- If there is an appeal, the student will remain suspended pending the appeal only if the building or program administrator determines that the student's continued presence in school during the appeal process presents an immediate threat of harm to the student or others, or poses a risk of disruption to the educational process.
- Federal or State of Michigan guidelines for the suspension/expulsion of students with disabilities supersede the Kentwood Policy related to suspension or expulsion.

M. In accordance with Title IV, Part A, Subpart 4, Section 4155 of the No Child Left behind Act, disciplinary records pertaining to suspension/expulsion will become a part of the student's permanent school record.

EXPLANATION OF TERMS:

1. Parental contact: Any communication with a student's parent/guardian. This may take the form of a phone call, letter, or meeting.
2. Parental Conference: Telephone or face-to-face discussion with parents/guardians, student and administrator.
3. Suspension: Dismissal from school and all school activities for a stated behavior violation for a specified length of time up to 10 school days. (Reference Board of Education Policy JDD).
4. Detention: Exclusion from recess or staying after school.

NOTICE OF NON DISCRIMINATION POLICY

Kentwood Public Schools shall not violate applicable laws which prohibit discrimination on the basis of race, religion, color, sex, ethnicity, national origin, age, height, weight, marital status, disability, or any other characteristic or trait prohibited by law in its educational programs or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent of Student Services
5820 Eastern Avenue SE
Kentwood MI 49508

**Notification of Rights under FERPA
For Students of the Kentwood Public Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or Director of Student Services a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Copies of education records are available upon written request and verification of identity within 45 calendar days of an initial request for access.

- (2) The right to request the amendment of the student’s education records that the parent of eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Kentwood Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The District has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students to outside organizations.

In addition, two federal laws (*No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002*) require local educational agencies to provide military recruiters, upon request, with three directory information categories – names, addresses and phone listings.

Parents or eligible students have the right to refuse to let the school designate any or all of those types of information as directory information. Requests must be filed in writing with the Office of Student Services within 10 school days of the student’s official enrollment date.

- (4) The District shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosures to other individuals generally require consent. A school official is and includes all of the following:

(A) a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task as required by the district, or who performs a supervisory or instructional task related to a student’s education or behavior at school; an employee who will use personal information about the student in performing education, discipline related or clerical task in connection with a student;

(B) a person serving on the School Board, to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board;

(C) a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or to perform a supervisory, administrative, instructional, or clerical task in connection with a student as prescribed by the District;

(D) a person employed by an agency or other nonprofit organization who, with the prior written approval of the District’s Superintendent or designee, will use personal information about the student to provide services approved or requested by the District, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student’s academic or behavioral performance, or school or job placement;

(E) a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks;

(F) a volunteer, who with the District's approval, uses personal information about a student to perform an administrative or clerical task, or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, or school or job placement;

(G) personally identifiable information is also provided to child study or student support teams, or the Threat & Violence Assessment Team, which may include individuals employed by external agencies or organizations who provide services to the student or student's family, however external resources shall only have access to information concerning students with whom they are involved.

A school official has a legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student's family, or to the District; perform an administrative task required in the employee's job description or in a contract with the District; perform a supervisory or instructional task related to a student's educational program; perform a service or benefit for the student or the student's family, such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the District.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(5) The District may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standard established by law and the District.

(6) The District discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law. Michigan House Bill 5130 enacted on March 11, 2002, requires schools to release student directory information to armed forces recruiters and the service academics of the armed forces when the information has been requested.

(7) Parents or guardians of minor students, and students who are 18 or older have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave., SW
Washington, D.C. 20202-4605

Directory information includes:

- | | |
|---------------------------|--|
| * Student's name | * Major field of study |
| * Address | * Weight & height of members of athletic teams |
| * Phone number | * Participation in and eligibility for officially recognized activities and sports |
| * Electronic mail address | * Dates of attendance |
| * Photographs & videos | * Grade placement |
| * Parent or guardian | * Honors & awards received |
| * Date & place of birth | * Most recent educational agency or school attended by the student |

Kentwood Public Schools shall not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political belief or handicap in its educational program or employment practices.

If you are disabled and need special accommodations to participate in an activity, or if you speak a language other than English and need interpreter/translation services, please contact the principal at 455-7230. Advance notice will enable us to better serve you.

P.T.C.

All parents are automatically members of Southwood's Parent-Teacher Council which plans projects throughout the year to support the education of students. Your participation and backing is necessary for the success of their efforts.

SOUTHWOOD 2012 - 2013 P.T.C. BOARD

President – Mindy Danielson
Vice-President – Vanessa Northrop
Secretary – Jennifer Wieczorek
Treasurer – Amy Singer

P.T.C. FUNCTIONS

The following is a brief description of the events that the P.T.C. sponsors.

FUNDRAISERS – This is a time for all students to participate in selling items to generate income for the PTC. Funds generated are used for other activities throughout the school year.

END OF YEAR CELEBRATION – This is a fun time - games, prizes, raffle, and food!

HOLIDAY SHOP – This is a time for your child to purchase gifts for the holidays. Gifts range in price from 25 cents to \$5.00. Some gifts are purchased and others are hand-crafted by the P.T.C.

SPECIAL ACTIVITIES – These may include treats for classroom parties, and other sales/events to be determined.

P.T.C. MEETINGS - These are held the second Tuesday of every month. Check the bi-weekly newsletter for the day or evening times. All parents are invited to attend. The purpose of the P.T.C. is to work with teachers and staff to make Southwood a special place for your child. In the past, the PTC has used the profits from events to purchase computers, playground equipment, software, library books, and carpeting. All parents are urged to become involved!

