

**PARENT/STUDENT HANDBOOK  
2010-2011**



**Community • Tradition • Excellence**

**Brandon Elementary School**

1583 University  
Martin, MI 49070

[www.martinpublicschools.org](http://www.martinpublicschools.org)

(269) 672-7253

**SCHOOL HOURS**

Doors Open at 7:50 a.m.  
Classes Begin: 8:00 a.m.  
Student Dismissal: 3:00 p.m.

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Welcome to a new school year! I am so happy to serve as the new Principal of Brandon Elementary School. My goal, as Principal, is to provide each student with a positive and fun learning experience throughout the academic year.

The staff of Brandon Elementary School is committed to providing students with the best education possible while encouraging each student to work to his or her full potential. To ensure the success of each student, teachers will analyze student data regularly and monitor daily performance in the classrooms. Staff will support the needs of every individual learner.

I hope we can work together to foster an excellent school-parent partnership for improved student achievement. I look forward to frequent and open communication between our school and your home. It is so important that our students know we are working as partners, for their benefit.

Please know that at any time, you are welcome to come visit our school! We are always looking for volunteers to help in the learning process. If you have an hour or two to come and help a student in reading, math, or some other curricular area it would be greatly appreciated. For the safety of our students, we ask that all visitors check in at the front office before going to classrooms.

Brandon Elementary is proud to have a positive behavior support policy. This means that students are rewarded for good behavior and will receive a Clipper Slip when they are “caught being good”. Rewards will be earned in several ways in relation to Clipper Slips. All students have the same behavior expectations and we use the acronym “B.O.A.T.” as a reminder:

B – Be Safe

O – Outstanding Attitude

A – Act with Respect

T – Take Responsibility

You will notice that these expectations are posted throughout our school. This provides for consistent expectations and a positive experience for all students.

If you have any concerns or suggestions please contact me at 672-7253.

Sincerely,

Katy Loomis  
Principal

## **SCHOOL MISSION STATEMENT**

Brandon Elementary is committed to serve our students, families and community by building an academic foundation that develops well rounded citizens and future leaders.

### **BELIEFS**

- Everyone is responsible for working to the best of his/her ability
- The learner is our focus and our future
- Everyone deserves to be treated with fairness, dignity and respect
- All students deserve the opportunity to achieve (at their ability level)
- Everyone needs to have his/her value recognized and appreciated
- Everyone deserves a safe environment
- Everyone deserves equitable opportunity for lifelong learning
- Everyone has the potential to grow
- Effort enhances positive results

### **VISION**

The vision of Brandon Elementary is to move our students towards excellence and innovation in a global society.

#### **NOTICE OF NONDISCRIMINATION**

The Martin School District does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status, or disability in its programs and activities. Direct any inquires related to discrimination to Bill Miller at 269-672-7194.

## Martin Public Schools Administration

Bill Miller	Superintendent	672-7194
Katy Loomis	Brandon Elementary Principal	672-7253
Rich Okoniewski	Middle/High School Principal	672-5554
Jeremy Palmitier	Middle/High School Athletic Director	672-5554
Tasha Frigmanski	Special Education Supervisor	672-9531
Keith Cormier	Maintenance Supervisor	672-5800
Pat Dill	Transportation Supervisor	672-5086
Shelley Mazigian	Food Service Supervisor	672-5556

### **THE FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT**

The Family Educational Rights to Privacy Act, 20 USC 1232g (“FERPA”), requires public schools to publish annual notices to parents and eligible students (students 18 and older) about their rights under FERPA.

FERPA also requires that each public school have a published FERPA policy.

FERPA is what governs a school’s right to disclose so-called “directory information”.

**Brandon Elementary School**  
**1583 University Martin, MI 49070**  
**672-7253**

Principal      Katy Loomis  
Secretary      Chris Blauvelt  
Secretary      Amy VanPutten

**Classroom Teachers**

Karen Andrews	Y 5's	Melissa Anderson	K
Steve English	K	Katie Johnson	1 <sup>st</sup>
Amber Lenhart	1 <sup>st</sup>	Tracey Hurdelbrink	2 <sup>nd</sup>
Lorrie Chamberlain	2 <sup>nd</sup>	Jodie Brenner	3 <sup>rd</sup>
Michele Glessner	3 <sup>rd</sup>	Jennifer Wahlers	4 <sup>th</sup>
Craig Oliver	4 <sup>th</sup>	Candace Salacina	5 <sup>th</sup>
Colleen Vader	5 <sup>th</sup>		

**Support Teachers**

Julie Boyle	Physical Ed.	Nancy Monroe	Art
Christy Wonderly	Computers	Marky Spreitzer	Title I
Kristie Steffes	Special Ed.	Sally Adams	Speech
Roberta Kobayashi	Title I		

**Paraprofessionals**

Anita Rambadt	Tammy Mohrland	Stacie McNees	Shari Wynsma
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**Custodial Staff**

Mae Adrainson	Angel Simpson	Cindy Vanlent	Brian Wroblewski
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# **GENERAL SCHOOL POLICIES**

## **ARRIVAL AT SCHOOL**

Students should not arrive before 7:50 a.m. Once a student has arrived on school property he/she is not to leave without authorization. Bus students are considered on school property when they board the bus.

Bicycles must be parked in the spaces provided upon arrival at school and left until the time of returning home.

## **SCHOOL CLOSINGS**

School will operate whenever possible. However, if conditions are such that there is a question as to the operation of school, you will receive a Honeywell instant alert call to let you know if school is delayed or canceled. Please make sure that the elementary office has your up to date phone number so you can receive these important calls. We will also post delays and closings on the following radio stations WOOD, WKZO, WQLR, WMUK, WEVS, and on television stations Channels 3, 8, and 13.

## **DRESS CODE**

CODE: CLOTHES MUST BE CLEAN AND IN GOOD TASTE

- A. Slacks and jeans may be worn all year.
- B. Shorts of decent length and in good taste may be worn (until November 1<sup>st</sup>, and after March 1<sup>st</sup>).
- C. No midriff or tie blouses for girls
- D. No flip flops
- E. No Healy's (shoes with wheels in the bottom)
- F. Coats, hats and other "outside" apparel are not to be worn in the classroom areas.
- G. Hats and attire containing questionable or obscene materials are not acceptable. This includes items promoting alcohol, tobacco or drugs.
- H. Clothing must be appropriate for the weather.

We suggest that you label any clothing that might be removed at school with the child's name. This is especially important for such items as tennis shoes, coats, hats, gloves, etc. Our "lost and found" gives away items not claimed or identified after a reasonable length of time.

Listen to the weather forecast and dress your child appropriately. All children are expected to participate with their class in outdoor activities and children should come prepared to go outside every day.

Boots on wet or muddy days will protect your child's shoes as well as our floors.

## TELEPHONE

Office telephones are for school personnel use only and are not available to students except in case of emergencies. Please be sure your child has his/her books, supplies, lunch or lunch money before coming to school.

## VISITORS

Enrolled students must have permission from both the principal and the teacher before bringing personal guests or visitors to school. The teacher must be notified in advance and give permission if a pet or animal is to be brought in. Any other visitors coming into the school must check in at the office.

## MEDICATION

All medication should be brought to the office first thing in the morning with a signed note from the parent stating name of medication and directions. All medications, including nonprescription drugs, should be distributed from the office only. If your child has a prescription that they take every day you will need to get a form from the office to be filled out by your doctor. **Aspirin cannot be given to students by the office without a signed note from parents.**

## TEXTBOOKS/LIBRARY MATERIALS

Anytime a student is assigned a textbook, which is the property of the school, the student becomes responsible for the book. If the book becomes lost, “stolen” or is damaged, the student shall be charged for the book and or the damages.

Library materials are the property of the school. When a student borrows these materials, he/she accepts responsibility for them.

## UNACCEPTABLE ITEMS

The following items **are not** to be brought to school:

1. CD or MP3 players, Ipods, Game Boys, DS, etc.
2. Guns of any kind
3. Knives
4. Skateboards, roller skates, Healy's
5. Baseballs
6. Fireworks of any kind
7. Chewing gum

## P.T.O.

If your child is a student at Brandon Elementary, you automatically belong to our P.T.O. Support our P.T.O. by attending the monthly meetings. We welcome you and your ideas to our meetings any time. For more information, contact the office at 672-7253 or send an email to [brandonpto@martinpublicschools.org](mailto:brandonpto@martinpublicschools.org).

# **PERSONAL HEALTH AND SAFETY**

## **COMMUNICABLE DISEASES**

Parents are requested to call the school office to report any communicable diseases such as measles, mumps, chicken pox, strep throat, etc. Students who have any of these illnesses should stay out of school until their return has been approved by their doctor.

## **EMERGENCY INFORMATION**

In the event of a serious accident to your child at school, you will be notified immediately by telephone. If we are unable to contact you, we will notify someone that you have listed as an emergency contact. If a student should become ill, a school representative will call and request someone to pick up your child. If a contact cannot be made at the home or work place, the emergency numbers on the child's emergency card will be contacted.

A child may be sent home from school if he/she has any of the following:

- A temperature of 99.6 or over
- Discharging nose and /or eyes
- Cough, sore throat
- Earache or headache
- Skin eruptions or rashes
- Head lice, scabies, impetigo, pink eye or other communicable diseases.

If a child has been seriously ill, parents may make a written request for the child to remain indoors for up to three consecutive days. If a longer period of time is necessary, a written statement must be submitted from a physician.

## **HEAD LICE PROCEDURES**

Occasionally children from the cleanest homes may get lice. In order to keep the spread of lice to a minimum, we have a "nit free" policy. Students identified as having head lice will not be allowed to come back to school until treated and nit free.

If children are found with head lice, their parents will be contacted and they will be sent home with information on proper treatment.

## **PARENT CONFERENCES**

Parents are encouraged to contact the school at any time they wish to talk about their child's schoolwork. They should call in advance so that a meeting can be planned. In addition the school will schedule parent/teacher conferences twice during the school year, and your attendance is encouraged.

## **PROGRESS REPORTS**

If your child is in 3<sup>rd</sup> – 5<sup>th</sup> grade you may use our Pinnacle online gradebook to check your child's grades at any time. Report cards will be sent home four times during the year. The report cards will indicate how your child is doing in school. Please do not hesitate to contact your child's teacher if you have any concerns or questions about your child's progress. Midterm reports will also be issued for those students in kindergarten through fifth grade who are doing unsatisfactory work midway through each marking period. A copy of the report will be filed in the student's CA-60 file. These reports are issued to encourage students to improve their grades prior to the end of each marking period.

## **PROMOTION AND RETENTION OF STUDENTS**

It is essential that each child experience both challenge and success from school activities. Grade placement should enhance this possibility. The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children at particular stages of physical, emotional and academic growth.

The district curriculum indicates goals for achievement by students at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time.

Promotion or retention of a student will be considered according to the following criteria:

1. Academic achievement as compared to district grade level curriculum
  - Social and emotional development of the child
  - Age of the child
  - Physical growth (size) of student
2. No child will be retained more than once in the elementary school.
3. Any recommendation concerning grade placement must be made to the Principal by the teacher. Consultation regarding the situation, with the parents, teacher, and other personnel as appropriate will then take place.

## **ATTENDANCE POLICY**

Attendance in school is the responsibility of the student and the parents. It is understood that there will be times when a student is absent for illness, injury, or family crisis situations. Parents are urged to consider the educational welfare of their children by taking vacations during non-instructional days. Excessive absences may hinder a student's learning processes and may ultimately cause failing grades.

**You must have a note from your doctor in order for the absence to be excused.**

**Parents need to notify the school by phone before 8:30 a.m. on the day of their child's absence**, identifying the student, his/her teacher, and the reason for the absence. After 8:30 a.m. the school office will call the home to verify the student's whereabouts. Upon return to school, a note stating the reason for the absence should be presented to the teacher.

**MAKE-UP: Please only call the school to send work home if your child will miss two days or more of school.** Please give at least ½ day notice for the teacher to gather the materials.

## **PROCEDURES FOR FILING TRUANCY**

When it becomes necessary to file a truancy referral with the Youth Service Bureau, the following procedure shall be followed.

Step 1: After **five** absences a letter shall be sent to the parent or guardian to notify them of the attendance problem by their child.

Step 2: After **seven** absences a 2<sup>nd</sup> letter is sent to the parent or guardian. The school may wish to contact the Youth Service Bureau and discuss the truancy problem. If the YSB Deputy feels that a meeting is needed with the student, parent or guardian, school, and deputy then one shall be set.

Step 3: After **ten** absences a certified letter, signature required, is sent to the parent or guardian. The school shall notify the YSB and a meeting may be scheduled with the student, parent or guardian, school, and deputy.

## **ELEMENTARY TARDY POLICY**

Tardiness can be disruptive to the educational process. Habits are set early, including being on time. It is a sign of cooperation and respect for the people you associate with. Students who are late to school are to report to the office to check in. Parents will be notified similar to truancy if excessive tardies are accumulated.

## **DISCIPLINE**

The purpose of the Elementary Education Program is to educate all students to their potential for academic performance and to help them become productive citizens. To fulfill this purpose, we believe that students need a positive, safe and orderly school environment in which they can learn and grow.

### **BRANDON ELEMENTARY SCHOOL DISCIPLINE POLICY**

The goal of our discipline policy is to present simple, comprehensive rules that children can understand. The broad nature of these rules encourages students to analyze their actions and make decisions about their behavior. We want children to take responsibility for their actions and be able to reflect upon whether or not these actions are appropriate to meet the intent of the rule.

We believe that when the home and school work together toward common goals, a safe and stimulating environment can be achieved. Children learn best when expectations for behavior are consistent among the important adults in their lives.

Behavior incidents will be documented with a Behavior Referral. Minor behavior problems will be handled by the classroom teacher. Major behavior problems will be handled and consequences will be assigned by Mrs. Loomis. Our intention is to have better communication between school and home as well as a more effective way of identifying problems area/times for specific students. All referrals will be sent home and need to be signed and returned to school the following day. Students who do not return their referrals will lose recess privileges. This referral system will allow us to review our school practices and make adjustments to ensure that Brandon Elementary is the safest and healthiest environment for all students. It should also be noted that referrals will not become a part of your student's permanent school file.

#### **MAJOR REFERRALS**

- 1 major referral = 1 hour of in-house detention and/or Wednesday school.
- 2 major referrals= 1/2 day of in-house detention and/or Wednesday school
- 3 major referrals = full day in-house detention and/or Wednesday school
- 4 major referrals = 1-2 days in-house or out of school suspensions and/or Wednesday school

#### **MINOR REFERRALS**

- 5 minor referrals = Wednesday school

Wednesday school is an after school detention. The student will be required to stay after school from 1-2 hours. Transportation home is the parents' responsibility.
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Each referral will be reviewed and steps can be skipped or omitted per staff discretion.

## **CRIMINAL ACTS**

The Board of Education establishes categories of misconduct as those which may result in temporary separation, suspension or expulsion from the Martin Schools. These categories are general in nature and are not deemed to be all inclusive.

### **INVOLVEMENT OF LAW ENFORCEMENT AGENCIES**

Students are advised that outside law enforcement agencies (Allegan County sheriff Department, and/or Michigan State Police) may be involved in instances of any and all of the criminal acts listed below. The decision to involve outside law enforcement agencies shall be made by the administration.

- |  |  |
|--|--|
| A. Arson   |  |
| B. Assault   |  |
| C. Bomb Threats  |  |
| D. Burglary, Larceny   |  |
| E. Explosives  |  |
| F. Extortion, Blackmail,<br>Or Coercion  |  |
| G. False Fire Alarms   |  |
| H. Firearms  |  |
| I. Vandalism   |  |
| J. Sale, use, possession of<br>controlled substances<br>including tobacco, alcohol,<br>drugs, and “look-alike” drugs |  |
| K. Interference with school<br>authorities in the performance<br>of their duties                                     |  |
| L. Intimidation of school authorities  |  |
| M. Other such serious offenses   |  |

#### **FIRST OFFENSE**

Five (5) day suspension – Parent, student, principal conference before reinstatement

#### **SECOND OFFENSE**

Ten (10) day suspension - During the term of the suspension, the principal shall convene a conference to be attended by the student, parent or guardian and principal. This conference must be held before reinstatement.

#### **THIRD OFFENSE**

The Board of Education shall convene to consider the expulsion of any student who violates this prohibition more than twice during the course of a school year. Due process shall be accorded.

#### **RESERVATION OF RIGHTS**

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school which are not specifically stated here-in, as the need arises. When, in the judgment of the administration, the student’s behavior reaches such proportion or is of a nature that it tends to influence others adversely and/or interferes with the educational process or infringes on the rights of others, this behavior is grounds for suspension.

## **SEXUAL HARASSMENT AND INTIMIDATION**

Any employee or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the Superintendent or the employee's immediate supervisor, or in the case of a student, to the building principal.

### **BRANDON ELEMENTARY SCHOOL PROCEDURE FOR RESOLVING CONCERNS**

Communication of personnel concerns should be made to the building administrator or program supervisor in the following manner:

If an individual expresses a concern to a building administrator or program supervisor, the individual will be asked to complete a Statement of Concern.

The administrator or program supervisor will inform the individual with a concern to first discuss the concern with the appropriate school personnel. The administrator or program supervisor will explain how to make this contact.

The administrator or program supervisor will notify school personnel of the complaint.

The individual with the concern and the school personnel will meet together to resolve the concern.

If the problem cannot be resolved, then the administrator or program supervisor will meet with the individual expressing the concern and the school personnel.

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Communications of personnel concerns/complaints made to the superintendent level will be directed as described below.

The parent or community member with a personnel concern will be asked by the superintendent if he/she has shared concern with the staff involved.

#### **IF NOT:**

1. The parent or community member will be requested by the superintendent to share concern(s) with the appropriate staff member. The superintendent will ask the parent or community member to keep the superintendent informed as to how the concern has been handled.
2. The superintendent will communicate concern to the staff member's immediate supervisor. The superintendent will ask the immediate supervisor to keep the superintendent informed as to how the concern has been resolved.

**MARTIN PUBLIC SCHOOLS  
MARTIN, MI 49070**

Dear Parents,

The safe operation of our bus fleet is dependent upon qualified drivers and daily cooperation from parents and children. The following rules and discipline procedures are provided so that there is no question about required behavior for children who desire district transportation or the discipline to be administered for failure to follow the rules. It is the responsibility of each parent to review these “rules and regulations” with their children if they expect them to be provided transportation to and from school. If you have any questions, now or later, please contact:

Ms. Pat Dill, Director of Transportation  
Martin Public Schools  
Phone: (269) 672-5086

**BUS DISCIPLINE**

In the event any student fails to follow the bus rules, the following steps of discipline will be used by each driver: verbal warning, contact parents, suspension from transportation, extended suspension, and the bus suspension for the remainder of the current school year. In some instances, depending upon the severity of the misconduct, the driver may “skip” one or more steps and move directly to suspension or extended suspension.

**SCHOOL BUS RULES AND REGULATIONS**

**EACH STUDENT MUST:**

1. Obey all classroom rules which may be applied to riding a bus.
2. Remain in your seat until the bus has come to a full stop.
3. Remain fully in their seats except when entering and exiting the bus.
4. Hold musical instruments, books, or bundles in their lap.
5. Ride your assigned bus to and from school unless you have provided your driver with approved permission to ride to another bus.
6. Inform your driver when you expect to be absent from school the next day.
7. Be on time for your bus stop
8. Stay off the roadway while waiting for the bus, line up in an orderly fashion, and refrain from all forms of “horseplay”.
9. Cross in front of the bus when crossing the road or highway, **NEVER IN BACK OF THE BUS.**
10. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Take a seat quickly and quietly, remain seated while the bus is in motion, and enter or leave the bus only at the front door except in case of an emergency.

11. Before crossing the road to or from the bus stop, look at the driver and wait until he/she gives you the signal, with the paddle, to cross.
12. Obey the driver and report promptly to the building principal when instructed to do so by the driver.

**EACH STUDENT MUST REFRAIN FROM:**

1. Engaging in fighting, pushing, loud talking, throwing of objects, and any forms of rowdyism.
2. Talking at all when the bus is stopped at a railroad crossing.
3. Having in their possession alcoholic beverages, illegal drugs, or tobacco.
4. Extending any portion of their bodies from the bus windows.
5. The use of profane or vulgar language or gestures.
6. Bringing with them any food, drink or gum for use on the bus.
7. Bringing pets, animals, or insects on the bus.
8. Bringing knives, glass or sharp objects on the bus.
9. Bringing pre-school or non-district children on the bus.
10. Making distracting noises on the bus.
11. Causing any form of damage to the bus.
12. Students will be liable for any damage they cause to the bus.

BRANDON ELEMENTARY  
PARENT/STUDENT HANDBOOK



I have received and read a copy of the parent/student handbook for the 2010-2011 school year.

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Childs Name

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Parents Signature

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Date

\*\*\*\*Please return this to school \*\*\*\*