



Einstein's Eagles

**STUDENT'S
HANDBOOK
2009 - 2010**

Einstein Handbook

The Student Handbook was revised with collaboration between instructional staff support staff and administrators.

IMPORTANT!!!!!!!!!!!!

PLEASE READ THE FOLLOWING HANDBOOK

AND RETURN TO THE OFFICE

ASAP!!!

**I HAVE READ AND UNDERSTAND THE RULES AND POLICIES OF EINSTEIN
ELEMENTARY SCHOOL'S STUDENT HANDBOOK**

PARENT
SIGNATURE: _____

STUDENT
SIGNATURE: _____

TEACHER
SIGNATURE: _____

DATE: _____

Introduction

This handbook has been developed as a reference for the students and parents of Einstein Elementary School. While it is impossible to fit an entire year into a few pages, it is hoped that you will find this book helpful and informative.

To our parents

We ask that you go over this handbook with your son or daughter. If you have any questions concerning the handbook or other matters, please feel free to contact the school at 248-336-7640. All students and parents must sign and return the Student Code of Conduct handbook page. You are encouraged to visit the school and participate in Parent-Teacher Conferences and other school programs. Good communication between home and school is vital for an effective school. Newsletters and important date reminders are sent home regularly in an effort to keep you informed of the school events.

Welcome to our students!

On behalf of the great staff and faculty of Einstein Elementary School, we are pleased to welcome you to a new and exciting school year. At Einstein Elementary School, we have a dynamic staff of highly qualified certified teachers eagerly waiting to get started in educating the children.

Mission Statement OAK PARK PUBLIC SCHOOLS

The mission of the Oak Park Public School District in partnership with parents and community is to ensure quality learning for all students through effective teaching in a caring environment.

Einstein Elementary School

The mission of Einstein Elementary School, in cooperation with administrators, staff, community, families, and students, is to challenge every student to achieve maximum potential by encouraging academic and social excellence through effective instruction in a caring environment.

Student Code of Conduct

The student Code of Conduct acts as a guide for all student behavior. It is the desire of the staff and administrative team that students come to school everyday prepared and willing to learn and will not have behavior related issues, that interfere with the academic learning and climate of the building. The code of conduct does provide a guide in establishing acceptable behavior. This

code of conduct cannot include all behavior problems or issues that may arise during the school year. The student Code of Conduct acts as a general guide for students to maintain and act in an appropriate manner at all time. Any behavior issues not addressed under the code of conduct in the following pages, fall under the general discretion/action of the administrators.

Attendance Policy

Michigan School Code 15. Section 73- Compulsory Education. “Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such a child to the public school during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such a child is enrolled.” The Oak Park Board of Education believes that attendance is a cooperative effort between parents, students and Oak Park School District. State law also requires school boards and administration to be responsible for the whereabouts of students during school hours. All attendance policies will be applied with equity and consistency, keeping in mind that students are individuals, with individual needs. Rules are provided to help our students develop accountability and become more responsible citizens, not to unduly punish or ridicule the person.

THE FOLLOWING PROCEDURES CONCERNING CLASSROOM ATTENDANCE WILL BE:

1. When reaching three (3) days of unexcused absence in any class, the teacher will notify the parents or guardians.
2. When reaching six (6) days of unexcused absence in any class, a parent/teacher conference is required.
3. When reaching nine (9) days of unexcused absence in any class, a conference will be requested with the teacher, parent or guardians, student and principal/assistant principal.
4. When reaching (12) days of unexcused absences in any class, a conference will be requested with the teacher, parents or guardians, student and principal/assistant principal.
5. When reaching thirteen (13) days of unexcused absences in any class, the student will be written up for juvenile court.

Detention Policy: Detention will be served for the following but not limited to:

- Being tardy for any class.
- Being out of class at any time without a pass.
- No gum, food, or beverages allowed in school at any time without the written approval of a teacher.
- Leaving class without permission.
- Detention will be served at 7:45 a.m. (Parents will be notified by phone of the day and time of the detention- as usual).

Clothing: All clothing should be neat, clean, and appropriate for school activities. Clothing should follow the standards of common decency and safety.

- Uniforms will be worn every day (Monday-Thursday). The uniform colors are blue pants, shorts (knee length), skirt, belt, shoes and white shirt.
- There will be no sagging of pants, or rolling of one pant leg at any time.
- Tank tops, sleeveless tops or sleeveless dresses, mesh tops, cropped tops, low cut shirts, see-through shirts or blouses, are not permitted. All shirts must have a sleeve and sleeves will not be rolled up or tied up at the shoulders. Shirts that reveal bare midriffs are not allowed.
- All outdoor clothing should be kept in the students locker during the school day except during lunchtime or gym classes. Sweatshirts are allowed in class.
- Clothing or objects that advertise or display alcohol, tobacco products, drugs, obscene language, or antisocial behavior are not allowed.
- Any apparel that is sexually suggestive, promotes violence or is determined or believed to be gang related is prohibited.
- Undergarments, pajamas, or clothing that reveals undergarments is prohibited.
- Short-shorts, short skirts, shorts without a waistband, cutoffs, spandex shorts, and gym shorts are not permitted. All shorts should be at knee length.
- Appropriate dress is expected at all school-related events, including but not limited to assemblies, athletic events, banquets, and field trips.
- Students should not be changing or exchanging clothes during the school day. The only time students should be changing clothing is for gym and after-school activities.
- Friday-School spirit attire and regular clothing may be worn in accordance with district guidelines (no sagging, belts must be worn with pants)

There is a designated date in the fall and in the spring as to when SHORTS OR CAPRIS can be worn to school. Shorts are expected to be near-knee high length. Shorts may be worn only in the following months: August, September, May and June.

****The Administration will make the final decision on any Dress Code Violations. Any student in violation of the Dress Code will be held out of class until the violation is corrected. This may include a parent needing to bring clothing to the school for the student. Habitual violators of the dress code will incur additional consequences.**

Excused Absences

Attendance every hour, every day, is important for the student to benefit and achieve the best possible education experience. The school will excuse absences for the following documented reasons (when the appointment cannot be made after school hours).

1. Personal illness with **doctor's note**
2. Medical/dental appointment with **doctor's note**
3. Funeral (Immediate family)
4. Religious holiday
5. Court appearance with documentation
6. School related activity

Unexcused absences

All absences NOT cleared for the above reasons, or designated time (48 hours), will be considered unexcused/truant. Also included in unexcused/truant category:

1. Out of school suspension
2. Skipping
3. Leave school without permission
4. Failure of parent notification by phone.

Tardy Procedures

Students are to be admitted to class tardy. Students will be required to establish a valid reason for tardiness from school or class. Methods for establishing valid reasons include:

1. A note from a parent or guardian.
2. A pass from a staff member.
3. A written statement from a doctor.
4. A copy of documents for court or other mandatory appearances.

Four tardies will equal one unexcused absence.

Admittance to the Building

All students must enter and exit the building through designated doors.

Supportive Services

Truancy from school and/or class results in supportive services being provided by the school. These supportive services must include one or more of the following:

1. Conference with the teacher.
2. Conference with parent/guardian.
3. Referral to the counselor.
4. Referral to the school social worker.
5. Referral to the attendance clerk.
6. Referral to the assistant principal/staff assistant

RESPONSIBILITIES:

1. STUDENTS WILL...

- a. Attend all classes on time each day.
- b. Follow local school attendance procedures.
- c. Present proper excuses in writing for all absences.
- d. Be responsible for requesting make-up assignment for excused absences within (3) days of return to school.
- e. Confer with parents and school staff regarding personal concerns due to absences.

2. PARENTS/GUARDIANS WILL...

- a. Be responsible for the student's regular attendance.
- b. Notify the school when the student is absent.
- c. Contact the school on a regular basis about the student's attendance and academic progress, and cooperate with and support the school in enforcing the attendance rules and regulations.

Student behavior policy

It is understood that all students who are attending Einstein Elementary School to receive an education, are required to behave within the guidelines of school policy. It is further understood that students who persist in interfering with the rights of others or continue to be uncooperative after a warning will simply be suspended from school. The school is concerned with the learning atmosphere as well as individual rights of the students. If you desire further information concerning misconduct, suspension or expulsion, refer to the Board of Education Policy book, available in the school office. All students shall comply with the requests of the administration, teachers, and other staff employees who have been retained by the Board of Education. Any

member of the faculty staff, whether or not he/she is in direct control of the group, may make a request of any student. When a student does not comply with the law and or school rules, he/she will be subjected to disciplinary actions.

A student will be subject to expulsion proceedings for: (See District Student code of conduct)

- Possession and/or use of weapons
- Possession of firearms, fireworks, explosive, bombs and bomb threats
- Possession and/or sale of controlled substances and any behavior that is a threat to the safety and welfare of students or staff including all felonies.

Suspended students:

- Any student assigned to out of school suspension is not allowed on school property while serving that suspension. Students found on school property while serving that suspension will be considered trespassing and will be required to leave the premises immediately. Students assigned to out of school suspension will not be able to participate in any extra curricular activities.

Search and seizure:

- To maintain order and discipline in the school and to protect the safety and welfare of the students and school personnel, school authorities may search a student, student lockers and desks under the circumstances of reasonable suspicion, may seize any illegal unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district: however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect full privacy regarding items in school property because school property is subject to search at any time by school officials. A student's failure to permit searches as provided by this policy will be considered for disciplinary actions. A student's person and/or personnel effects (i.e. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a property conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Gender/Ethnic/Height/Religious/Disability/Weight/Harassment: Written or oral comments, jokes, insults, pictures or threats concerning any of the above will not be tolerated and will result in three days of suspension.

Shoes:

- Shoes must be worn at all times.
- Bare feet or stocking feet are not permitted.

Jewelry and other accessories:

- Writing on one's own skin or allowing others to write on you is not permitted
- Large chains with or without medallions/large charms are not to be worn in school. This includes wallets with chains.

Backpacks:

- Students are encouraged to bring their books and materials to and from school in the backpacks for organizational purposes. However, back packs/book bags are not permitted in the classrooms, the Media Center or at lunch. Students are to store their backpacks and materials in their lockers during the school day.

Absence and illness:

- Punctual and regular attendance is essential for student achievement. If an absence is necessary, parents should call our office at (313)365-4625, and give a reason for their young adult's absence. It is the responsibility of the parent to contact the school in the event of any absence from any portion of the day. If a parent is unable to contact the school, the student should bring a note from the parent or doctor stating the reason for the absence. Students may be removed from participation in sports and other extra curricular activities as a result of poor attendance. Charges of educational neglect may be filed against the parents of children with excessive absences.

Homework Policy

- A student who is absent for an extended period of time (more than 2 days) may request homework through their teacher. These requests require at least 24 hour notice to process. The homework will be available in the main office by

1:00 p.m. the day following the request. It is the responsibility of the parent or student to pick up the homework from the office.

Emergency school closings:

- If the school is closed because of an emergency, it will be announced by the media as early in the morning as possible. Also, listen to WJR or WWJ. Please do not call the school.

Elementary School expectations:

- An Elementary School student is expected to exhibit exemplary behavior at the school and at all school related activities/events. Behavior that is disruptive to the educational process will not be tolerated. It is training that helps students develop character, self-control, and honesty. Students need to understand the purpose of discipline in school and develop a correct attitude toward it. They should do their part in making their school a safe and effective learning place. Students need to develop self-discipline and accept responsibility for their own actions.

Lunchroom rules:

- All students must be in the lunchroom areas when the bell rings.
- You must have a pass to leave the lunchroom area.
- No cutting in lunch lines.
- Please keep the lunchroom clean by picking up trash.
- No stealing of food or drink.
- No throwing of paper, food, pop, or spit balls.
- All students must remain in their seats unless given permission by an adult.
- No pushing, hitting, throwing spit balls, name calling, or tripping
- Use quiet voices

Classroom Rules:

- Arrive on time.
- Raise hand to be recognized.
- Come to class prepared to learn.
- Listen to instructions and follow directions the first time.
- Show respect for the rights and property of others.
- Refrain from using negative comments or vulgar language.

Weapons:

- Possession of dangerous or other weapons as defined herein by a student on school property, at school related events, or while a student is enroute to or from school is strictly prohibited. The term dangerous weapon shall mean a firearm (including a starter gun) or any device which or is designated to or may readily be converted to expel a projectile by the action of an explosive any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device; a dagger, dirk, knife, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other simulated weapons (toy guns).
- The term weapon shall mean any object or instrument for the use of which is to inflict injury or physical harm upon another, or the use of which may result in pain or suffering. The term weapon shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of the same is coupled with the intent by the student to inflict injury or harm upon another person.
- Michigan Safe School Legislation requires mandatory expulsion for students who possess a dangerous weapon in a weapon free school zone. “Weapon Free School Zones” means on school property or on a school bus or vehicle.

Physical Assaults and/or Sexual Assault:

- Physical assault and/or sexual assault by a student on another student or staff member will result in disciplinary actions including, but not limited to suspension, referral to the Board of Education for expulsion and/or referral to law enforcement agencies. The filing of a criminal complaint does not preclude the school district carrying out disciplinary measures. Michigan Safe School Legislation requires mandatory expulsion for students involved in criminal sexual conduct.
- Michigan Safe School Legislation requires mandatory expulsion for students who commit a physical assault at school against an employee, volunteer, or contractor. Physical Assault” means intentionally causing or attempting to cause physical harm to another through force or violence. At school means in a classroom, on school premises, or on a school bus or vehicle, or at a school sponsored event or event whether or not it is held on school premises.

A student will be subject to expulsion proceedings for:

- Possession and/or use of weapons
- Possession of firearms, fireworks, explosive, bombs and bomb threats
- Possession and/or sale of controlled substances and any behavior that is a threat to the safety and welfare of students or staff including all felonies.

Gum Chewing/candy/pop or soda in class:

- Chewing gum, candy, food, pop and or water bottles, including distributing them to other students is not allowed. It is a disruption to the educational process in the class. Soda, pop or juice purchased at lunch is not allowed in the classroom.

However, students may be granted special permission to eat candy in the form of a reward or incentive from a teacher in his/her classroom.

General rules and regulations:

- The students of Kosciuszko Middle School advocate behavioral conduct, which recognizes the rights and dignity of every person in our school environment. We urge observance of the 3 R's- Reasons: have a valid justification for everything that you do. Respect: show sensitivity towards others, regard for the property of others and consideration for yourself. Responsibility: be accountable for your own actions. Acting with courtesy, self-discipline and liability ensures a considerate and safe environment of living and learning for all.

Illness at school:

- If a student becomes ill during the day he/she must secure a referral form from his/her teacher to go to the office.
- A student must NEVER leave the building to go home or to seek medical assistance without permission.

We will call only the people listed on the emergency card if the parent or guardian is not available. Please keep the emergency card updated with the correct information at all times for the safety and protection of your child.

Change of course:

- Once a student has registered and been assigned classes, students are expected to follow that schedule. Changes will not occur unless there are extenuating circumstances at the discretion of and with permission of the administrative team.

Grade reporting:

- Report cards are distributed every 10 weeks.
- The 1st and 3rd card marking report cards MUST be picked up by the parent or guardian at Parent-Teacher Conferences.
- The 2nd and 4th card marking report cards will be mailed to the parents or guardians.

Parent-Teacher Conferences:

Parent-Teacher conferences will be held after the first and third quarter card markings. Parents wishing to schedule a Parent-Teacher conference during the school year should contact the Main office at (248) 967-0483. The Main Office will assist in the parent arranging for the individual Parent-Teacher conference

Counselor:

- A part-time counselor is available to provide support services and to help students within the school setting.

SEE YOUR COUNSELOR WHEN:

1. You have questions regarding your academic success.
2. You feel as if you have a personal problem you wish to discuss.
3. You want to discuss career choices.
4. You seek testing information.
5. You want information about scheduling.
6. You plan to withdraw or transfer.
7. You have trouble with subject material.

Social Worker:

SEE YOUR SOCIAL WORKER WHEN:

1. You have questions regarding your academic status.
2. You feel as if you have a personal problem you wish to discuss.
3. You want to discuss career choices.
4. You seek testing information.
5. You want information about scheduling.
6. You plan to withdraw or transfer.
7. You have trouble with subject matter.

Make a scheduled appointment on your time, not during class!

SCHOLASTIC RATING CITIZENSHIP RATING

A-EXCELLENT 1-EXCELLENT

B-ABOVE AVERAGE 2-GOOD

C-AVERAGE 3-POOR

D-BELOW AVERAGE

E-FAILURE

Homework guidelines:

PARENTS:

1. Reinforce lessons with child nightly.
2. Go over vocabulary as needed.
3. Look at lessons with child.
4. Provide appropriate setting for study.
5. Be in contact with the school.
6. Model the behavior you wish to see in your child.
7. Be aware of your child's homework dates.
8. Assist the child with time management.
9. Request homework from the office 24 hours before pick up if a student is absent for 2 or more days.
10. Limit television viewing.
11. Set aside a nightly study time regardless of reported homework.

STUDENTS:

1. Record homework assignments.
2. Inform parents in a timely fashion about projects.
3. Make sure to bring books, newsletter and materials home.
4. Do the assignment.
5. Turn in assignments on time.
6. Budget time for assignments.
7. Keep a calendar of due dates along with social commitments.
8. Check with teacher regarding missing assignments.
9. Establish study buddies and call them when needed.
10. Review studies daily.
11. Ask your teacher to clarify when the assignment is not understood.
12. Stay for tutoring or ask for additional help.
13. Make homework a job priority that must be done each day (at the same time daily if possible).
14. Keep a folder to organize your classes.

TEACHERS:

1. Provide plenty of lead time for projects.
2. Offer speakers to students on time management.
3. Set due dates and do not change them.
4. Provide a newsletter to keep parents informed.

5. Return assignment in a timely manner.
6. Give specific expectations and clarity of instruction.
7. Give meaningful assignments.

IMPORTANT NOTE:

- Students are required to walk on the right side of the hallway when entering the building and transitioning from class to class. This will alleviate the congestion in the middle aisle and allow teachers and administrators an opportunity to move smoothly through the hallway.

Due Process:

- The administrative team or designee shall provide the student with an oral or written notice of charges and shall provide a hearing for the student before a disciplinary action is ordered so that the student has a full opportunity to state why he/she should not be disciplined. The preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parents may be informed of the charges and a preliminary hearing if the administration so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

Peer Mediation Information:

- Peer mediation is a way to solve a conflict with the help of a peer mediator. Peer mediation is confidential, except if it involves drugs, weapons, abuse or suicide. Students involved in peer-mediation agree to follow the rules:

- Be honest.
- Try to solve the problem.
- Keep it confidential.
- Be calm and show respect (no fighting, arguing, interrupting or name calling)
- Successful completion of peer-mediation will excuse a one day suspension.

Honor Roll:

- A student will be a member of the honor roll by having no grades below a B or all classes in the card marking and no citizenship mark below a 2.

Accidents:

- A student who is injured in or on school property should report the accident to the teacher and/or the main office and an appropriate accident report must be filled out.

Assemblies:

- Assembly programs are designed to supplement the educational programs of the school. Students are asked to move to and from the assemblies in an orderly manner. Applause should be in good taste. Whistling and booing are not acceptable behavior. Students who cannot accept these standards will be removed from the assembly for appropriate disciplinary action.

Athletic Eligibility:

- Before an athlete may participate in any interscholastic contest, he/she must meet minimum grade requirements according to the Michigan High School Athletic Association rules. No student shall be eligible to represent his/her school from where there is not on file a physicians statement for the current school year certifying that the student has passed a physical examination and that, in the opinion of the examining physician, he/she is fully able to compete in athletic contests. It is strongly recommended that all athletes have accident insurance. The Michigan High School Athletic Association offers such coverage 'The Athletic Accident Benefit Plan', Students are advised to contact their coach for further details. All students are urged to compete on one of our athletic teams. Our coaching staff will assist any prospective athlete and will be available to answer all questions.

Behavior towards staff members:

- The Board of Education believes that staff members should be able to work in an environment free of threatening speech or language. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well being is strictly forbidden. Any student, staff member or agent of this Board who is found to have threatened a member will be subject to discipline or reported to the proper authorities.

Child abuse/neglect:

- Public Schools are required by law to report cases of child abuse and/or neglect to the Department of Social Services for investigation.

Dance rules: ONLY STUDENTS ENROLLED AT EINSTEIN ELEMENTARY SCHOOL MAY ATTEND!

- The dances are NOT open to students currently suspended from school, and students whose physical condition is determined to be unacceptable. Dances are intended for Einstein Elementary School students only.

Directory Information:

- According to the Family Education Rights and Privacy Act, the following information is considered directory information. As such, this information may be included in public information or released on request. If a parent and/or guardian does not want this information released it is necessary to have a written statement stating specific information that may not be released.
- Name, address, & telephone number
- Date and place of birth
- Major field of study
- Participation in school activities
- Dates of school attendance
- Honors and awards
- Other similar information e.g., alumni associations, height and weight of athletes, honor roll members, and information generally found in yearbooks.

Fees:

- Special fees may be collected from students for various class projects that become the personal property of the student. These fees may be paid when the material is obtained. Also, necessary textbooks or workbooks will be made available to each student. It is the responsibility of each student to maintain all books in the condition they were received. The issuing teacher will record this condition. The student must cover any cost of the repair or replacement. Books should not be loaned to other students. Writing in or on the books is strictly prohibited.

Fieldtrips:

- Field trips are a learning experience and will contribute to the student's learning process. All students will be subject to behavior and safety standards as outlined in the District's Board policy. Any student going on a field trip must have a school permission slip signed by a parent or guardian. (NO EXCUSES WILL BE ACCEPTED!!). Phone calls will not be allowed to the parents on the day of the fieldtrip.

Fire and tornado drills:

- Periodic drills are held at regular intervals during the school year. The purpose of the drills is to make you acquainted with the standard operating procedures (SOP's) in case of an emergency.

Become familiar with the rules and the proper exit from each building area. Each room has a poster, which gives directions.

The teacher in the classroom will review these instructions with the students. Students are informed that any tampering with fire boxes or fire extinguishers could endanger someone's life, and the student could be held liable for any damage. Improperly activating a fire alarm is a violation of Federal Law. The signal for the drill is a continuous siren. The signal for a tornado drill is an intermittent siren or bullhorn if the power is out.

Hall passes: Students are not allowed to be in the hallway without a pass. Loitering in the hallways or in the restrooms is prohibited.

Immunization policy — PUBLIC SCHOOLS:

- To maintain the present standard of health care, the Board of Education has adopted the following policies that meet the requirement of the County Health Department. These are exclusion of children who are not completely immunized for diphtheria, tetanus, whooping cough, polio measles, mump and rubella, hepatitis B and chicken pox. There are several exclusion days during the school year for students that are deficient in these immunizations.

Drug Free Zone:

- Illicit drugs use and unlawful possession of drugs and/or alcohol is illegal, harmful and prohibited. Einstein Elementary School is a drug free school. School staff, community members, and parents must work cooperatively so that we can stop the spread of drugs in our neighborhoods.

Leaving and returning to school:

- No students may leave school to go home for any reason (sickness included) without first being excused by the office. If the student has to be excused from school for any reason during the day, the parent or guardian must make arrangements to have the student picked up by an authorized person on the emergency card.

In an effort to ensure the safety and well being of Einstein Elementary School students, the following policy is adapted:

1. Any student being released from school MUST have a parent/guardian or adult representative come into the Main Office and SIGN the student out. NO

STUDENT WILL BE ALLOWED TO LEAVE THE BUILDING WITHOUT PROPER APPROVAL AND AN ADULT ESCORT.

2. This would include, but is not limited to, students who are going home due to suspensions, illnesses and or medical appointments.

3. PARENTS, PLEASE, it is extremely important that you have at least three active emergency phone numbers on the Health and Emergency Card on file in the Main Office. We will not release the student to anyone other than those authorized by you on the Health and Emergency Card. It is also very important to keep these three phone numbers updated. If it is necessary for you to have someone other than those designated on the Health and Emergency card, please stop by and add them to the existing emergency card.

Early dismissal:

Early dismissal impacts the learning of the student and its environment. We encourage parents to pick students up at the end of the school day (3:25 p.m.).

Media Center regulations:

- Students who have any overdue library materials are not allowed to check out any additional materials until they have either returned the overdue material or paid any replacement cost.
- Students who sign a book, magazine or other materials out of the media center and lose them will pay the replacement cost of the item (s).
- Students will not receive their final grades until overdue materials are returned or replacement costs are paid to the library.

Lost and found:

- Recover lost books and articles of clothing in the Main office. Articles found should be returned to the office. Articles not picked up at the end of each month will be donated to a charitable organization (i.e. C.O.TS.-Coalition for Temporary Shelter).

Medication:

• According to Oak Park School Policy and State Law, it is necessary for the school office to have on file any authorized form signed by BOTH the physician and parent/guardian before any medication can be administered to a student at school. If you child needs medication during the school year, please obtain the necessary form from the office and after completion, return it to the Main Office. All medications must be received in the original container, with the following information on the label.

1. Students name
2. Name of medication
3. Amount and time of dosage
4. Physician's name

Telephones:

- STUDENTS ARE NOT ALLOWED TO USE THE OFFICE TELEPHONE FOR PERSONAL USE EXCEPT IN AN EMERGENCY AND WITH OFFICE PERMISSION

Student Activities:

- Co-curricular activities, including sports, are available to students to develop interest and talent in a variety of areas: Student Council, Girls and Boys Basketball, Cheerleading, and Girls Scouts.

Work Permits:

- Work permits are available from the Social Workers before or after school. Youths between the ages of 14 and 18 (unless working for their parents) can be employed only when such a permit has been obtained.

Arrival and departure:

- Kdgn & 1st: West side parking lot area
- 2nd Grade: Entering: West Door: by the dumpster
- 3rd Grade: Northeast side (Parklawn side)
- 4th Grade: Southeast door (4th grade)
- 5th Grade: Northeast door in the middle (5th grade)
- 8:25 A.M. ENTER BUILDING AT ASSIGNED DOOR

Non-Discrimination policy:

- It shall be the policy of the Oak Park Public Schools to fully comply with all Federal Laws and regulations prohibiting discrimination and which all requirements and regulations of the United States Department of Education. It is the policy of the Oak Park Public School's Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. Public schools will continue to take whatever action is necessary to eliminate any existing discrimination based on race, color, religion, national origin or ancestry, age, sex, marital status or handicap. Any questions or concerns regarding the grievance

procedure or non discrimination policy should be directed to: SUPERINTENDENT OF SCHOOLS.

*The following actions and/or behaviors will warrant assigned suspensions:

Computer Violations:

Tampering with computer equipment, data, or copyright infringement, unauthorized use of passwords or disruption of other student’s work will not be tolerated. Disciplinary action will follow.

- 1st violation: Students will lose his/her computer privileges for a month.
- 2nd violation: Students will lose his/her computer privileges for a year.

Defacing School property: It is the responsibility of the student to make full payment for any damages incurred. If necessary a police report will be filed and disciplinary actions will follow.

Corrective measures:

1. 1st offense: Suspension for two days.
2. 2nd offense: Suspension for four days and possible expulsion.

Disruptive Behavior: Any behavior that disrupts the educational process of either the teacher and/or students will not be tolerated. The teachers involved will deal with disruptive behavior per their classroom disciplinary procedures first. Disruptive behavior that persists will result in a referral to the office, accompanied by a detailed behavior log and referral, and will result in a one (1) day suspension.

Fighting:

Any inappropriate hands-on behavior including pushing, shoving, tripping, wrestling and any unwanted bodily contact (i.e. patting, pinching or poking) will result in a one day suspension. Upon serving your one (1) day suspension, a parent or guardian is required to bring their child to school for a follow-up consultation with an administrator.

- Serious physical acts of aggression with the intent to inflict bodily harm including slapping, fist fighting, scratching, and kicking will result in a 3- 10 day suspension. Upon serving your 3-10 day suspension, a parent or guardian is required to bring their child to school for a follow-up consultation with an administrator.

Fire Alarm Policy/Fire Code:

- Students shall not possess matches or lighters on school property. These items will be confiscated, parents conference and a two day suspension. Second offense will result in a three day suspension.
- Any student found smoking in the building or on school grounds will be suspended for five days.
- Students shall not tamper with any alarm equipment as such equipment is for emergency use only. Any tampering with the fire alarm will result in serious disciplinary actions by the school, referral to the Hamtramck Fire Department's Fire Marshall and a possible misdemeanor charge. This could result in a \$500.00 fine and/or 90 days in jail.

It is a violation of law and of school rules for any student to take any of the following actions towards another student, staff member or any person associated with the school district while on district property or at any school-related event.

Sexual Harassment is prohibited:

- Verbal harassment, intimidation, or abuse that is sexual in nature.
- Subtle pressure for sexual activity.
- Persistent remarks about another person's body.
- Physical contact, inappropriate touching, or assault.

Sexual comments, gestures, notes, or pictures that are sexual in nature and are made to demean a staff member or student, constitute this form of harassment.

Corrective Measures:

For all cases, both parties will receive a counseling session and reprimanded per Oak Park School District's policy.

Insubordination: Students are expected to obey or respond to any reasonable and fair request made by any adult school employee. Failure to do so is insubordination.

Correctives measures:

- 1st offense- parent contact and a one hour detention.
- 2nd offense-parent conference and a one day suspension.
- 3rd offense: two day suspension.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION

Personal Property: Electronic and or other devices

- Personal CD players, Headphones/Radios. Cellular phones are not permitted in school. Electronic games and pagers are not allowed in school. They are extremely disruptive to the class and may be lost or stolen during the school day. We cannot be responsible for such items.

Any items found will be confiscated and held in the office until a parent picks the item (s) up. The school will not be responsible for any lost or stolen items.

- 1st offense: one hour detention. Cell phone will be confiscated and returned at the end of the day.

- 2nd offense: one day suspension. Cell phone will be returned after the one day suspension is served and after a conference with the parent or guardian with an administrator.

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Truancy or skipping class: See attendance policy on page 3

- Truancy is the absence from one or more scheduled classes without authorization by a parent, guardian, or school official. This is a violation of the law and is prohibited. Students may be given detention, suspension, or expulsion. Being late for school is a form of truancy regardless if the parent excuses the student. If a pattern of truancy develops, the administration may choose to petition the Juvenile Courts for assistance. The severity of the discipline will depend on the students record and the frequency of the offense. Parents will always be contacted and a conference may be required.

Corrective measures:

1. Class: one day suspension

2. School day: three day suspension

3. Severe Truancy referral: Parent contact and referral to the attendance officer with possible referral to juvenile authorities.

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Arson:

- The willful and malicious burning, or attempting to burn any part of any property belonging to, or under contract to the school district, or property of persons employed by the district or on school property. Also, the use of fire bombs, incendiary devices or making bomb threats (mandatory expulsion).

Profanity/Abusive Language:

- Swearing or inappropriate language or gestures at others is prohibited (includes written language).

- Corrective Measures:

1. 1st offense: Parent contact and a one day suspension.
2. 2nd offense: Parent conference and a two day suspension.
3. 3rd offense: three day suspension.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION.

- It is a mandatory suspension for one day when directed towards a staff member.

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Teasing/Bullying

- To place another student in reasonable fear of bodily harm through the use of threatening words, and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack is prohibited.

- *Corrective measures:*

1. 1st offense: two hour detention. (Teachers review class rules & consequences).
2. 2nd offense: Parent conference and a one day suspension. (Teachers continue to review class rules & consequences).
3. 3rd offense: three day suspension.

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Leaving Class without permission:

- Leaving class without permission is not allowed because we are responsible for students at all times.

Corrective measures:

1. 1st offense: Parent conference and a two day detention.
2. 2nd offense: Parent contact/conference with teacher and a one day suspension.
3. 3rd offense: Parent contact and a three day suspension.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-DMITTANCE AND CONSULTATION WITH THE ADMINISTRATION.

Gambling/Card Playing:

- Participating in any game of chance or skill for anything of value is gambling and prohibited.

Corrective measures:

1. 1st offense: Confiscate materials, parent conference and a two day detention.
2. 2nd offense: Parent conference and a one day suspension.
3. 3rd offense: Repeat offenders will be suspended for three days.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION.

Substance Abuse:

- The sale, transfer, or use of any controlled substance, substance abuse materials, or paraphernalia on school property and/or at school related activities or events are prohibited.

Corrective measures:

1st offense: Police contact, parent conference, **suspension for 10 days**, suggestion of a rehabilitation program, and possible expulsion from the school district as outlined in State Law SB-966.

Vandalism:

- The intentional or willful destruction of public property, school, or private property constitutes vandalism and is prohibited. This includes graffiti of any kind or excessive littering.

Corrective measures:

1st offense: Parent contact, student makes final restitution for stolen property, contact law enforcement agency, suspension for days, community service (hours determined by the administrative team) and possible referral to the Board of Education.

Gang Referenced behavior:

- Any references or actions related to gangs or gang behavior is strictly prohibited. Such references may include but are not limited to: hand signals, verbal references, inappropriate clothing (or how it is worn), and or other related paraphernalia.

Corrective measures:

1. 1st offense: Parent-Teacher conference and a one day suspension.

2. 2nd offense: Parent conference and a three day suspension.

3 3rd offense: Suspension for 10 days, and/or referral to probate court.

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Internet Access:

- Students are allowed to use the internet only under authorized and supervised times. Students are forbidden to enter areas of the internet that are unethical and lack appropriate educational merit. Failure to abide by proper internet use and going into unauthorized sections of the internet will result in the following:

Corrective measures:

1. 1st offense: Verbal warning and parent contact;

2. 2nd offense: Restricted access or denied use of computers and parent contact by teacher.

3. 3rd offense: Detention for three days and parent contact by teacher.

4. 4th offense: Suspension for up to five days depending on the content.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION

Tobacco use:

- Students are not permitted to be in possession of, or use any form of tobacco at any time in the school building, on the school bus, on the school grounds, within the areas surrounding the school grounds, or when going to and from school. This applies to all school activities/events as well.

Corrective measures:

1. 1st offense: Confiscation of materials, counseling, parent conference and a one day suspension.
2. 2nd offense: Parent/Teacher conference and a three day suspension.
3. 3rd offense: Parent/Teacher and a five day suspension.

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Snowballing:

- Inflicting injury to another person through snowballing is prohibited.

Corrective measures:

1. 1st offense: Parent contact and one day suspension.
2. 2nd offense: Parent conference and a two day suspension.
3. 3rd offense: Parent contact and a three day suspension.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION.

Inhalants:

- Students are not permitted to be in possession of any inhalant type substances on the school grounds, busses etc. at any time. This would include aerosol cans or any type of containers holding fumes that would be inappropriate behavior.

Corrective measures:

1. 1st offense: Law enforcement contact, parent conference, suspension for 10 days, suggestion of a rehabilitation program and possible expulsion from the school district as outlined in State Law SB-966.

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Forgery:

- Falsifying name, time, dates, or other pertinent information is not allowed.

Corrective measures:

1. 1st offense: Parental contact/Parent-Teacher conference. Detention for three days.
2. 2nd offense: Parent contact/Parent-Teacher conference. Detention for five days
3. 3rd offense: Suspension for three days depending on severity.

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Public display of affection: These behaviors include but are not limited to:

- Kissing, hugging, holding hands, and groping are prohibited. Corrective measures:

1. 1st offense: Parent contact, counseling and a two day detention.
2. 2nd offense: Parent/Teacher conference, counseling and a five day detention.
3. 3rd offense: Parent/Teacher contact and a one day suspension.

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Extortion, Coercion or blackmail:

- Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat) is prohibited.

Corrective measures: Parent contact, conference, counseling, law enforcement contact, detention and suspension from 1 to 10 days.

Burglary, theft, larceny, or breaking and entering:

Taking money or property is prohibited. Breaking and entering any school building, facility, vehicle, property, office room, storage space or other enclosure without permission is prohibited.

Corrective measures:

1st offense: Parent contact/conference, law enforcement contact, and suspension for 10 days.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION

Verbal Abuse:

- Name-calling, racial or ethnic slurs or derogatory statements directed at, and offensive to, another person is prohibited.

Corrective measures:

1. 1st offense: Parent conference, counseling and a one day suspension.

2. 2nd offense: Parent conference, counseling and a two day suspension.

3rd offense: three day suspension

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION.

Academic misconduct:

- Academic misconduct is any type of inappropriate student behavior in regard to their academic performance. This would include: plagiarism, cheating, or falsifying work.

Corrective measures: Teacher reprimand, loss of credit for the assignment, parental contact, counseling, detention and suspension from 1 to 3 days.

Detention Policy:

All detention at Einstein Elementary School is run in the Morning at 7:30 A.M. A detention slip will be sent home for the signature of the parent or guardian and the issuing teacher will make every effort to contact the parent by telephone. This slip must be returned to the staff member issuing the detention or to one of the building administrators prior to serving the detention. Students who are not signed in by an adult or arrive late will result in another detention. It is the responsibility of the parents to make arrangements for transportation to school on the assigned date. If a student does not serve the detention on the assigned date, the time will be doubled with additional penalties (i.e. extra curricular activities taken away). A student who does not serve detention on the second assigned day will be suspended for one day.

Students who serve multiple detentions for the same infraction are subject to a two day suspension.

Corrective measures:

1st offense: Parent contact

2nd offense: counseling, social worker, law enforcement contact and suspension from 1 to 3 days.

PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO SCHOOL FOR RE-ADMITTANCE AND CONSULTATION WITH THE ADMINISTRATION.